Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Budget Preparation section of the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Accounts Receivable, Purchasing, Sponsored Research, and Fixed Assets. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to Budget Preparation functions. All associated screens, processing information, and field descriptions are included in this manual. The required fields are designated by a diamond symbol (◆). Data entry information (Help) can be accessed on some screen fields with the use of the PF2 key or by typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to understand the budget process, prepare a budget, and enter budget information into the FAMIS system.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464 or copy the page with the error, note the correction or suggestion, and email to FAMISHelp@tamus.edu or send it to one of the following addresses:

College Station based:  
FAMIS Services  
The Texas A&M University System  
1144 TAMU  
College Station, TX  77843-1144

Non-College Station based:  
FAMIS Services  
The Texas A&M University System  
301 Tarrow Street  
College Station, TX 77840-7896
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Section II

Budget Preparation Concepts
Budget Preparation Concepts

The Budget Preparation Module of FAMIS has been designed to facilitate the creation and presentation of The Texas A&M University System’s budget. This module is different from the previously developed modules of FAMIS in that it serves primarily as a developmental tool to collect, analyze, and store future financial information. The stored information becomes the basis of the TAMUS Members’ original detailed budgets that are fed into financial accounting at the beginning of the next fiscal year. Data in the Budget Preparation Module, for the most part, can be created, modified, and/or deleted without an audit trail. Only the budget plans submitted for management review are prohibited from having changes made to them.

Audit Trails

Audit trails are performed on budgets, transfers, and allocations at several predefined times during the budget cycle so that they can be viewed online and so that reports reflecting the status of the budget at these critical times can be reproduced. The predefined audit trail indicators are called “approval types.” Audit trailed account budgets can be requested on reports by specifying the desired approval type in OPTION6 of the report request(s). The valid approval types (OPTION6) are as follows:

- **Board** (B) Indicates the budgets, transfers, and allocations as of the time they were submitted to the Board of Regents for approval.
- **Current** (C) Indicates the current submitted budgets, transfers, and allocations. “Current” is the default if no approval type or OPTION6 is specified.
- **Done** (D) Indicates the final status of the budgets, transfers, and allocations for the fiscal year. This approval type is set at the same time as the “F” approval type.
- **Feed** (F) Indicates that the budgets, transfers, and allocations were actually fed to accounting in the new fiscal year. This approval type will not be set for Members who do not use FAMIS as their primary accounting system.

Budget Amounts

Budgets are entered in whole dollars only. Cents cannot be entered or displayed.

Action Line Fiscal Year

Since budgets are prepared in one fiscal year for the next fiscal year, the default value of the Action Line Fiscal Year is automatically set to the next fiscal year on all Budget Module screens during the Budget Preparation cycle. During other times of the year, the default works like other non-Budget Module screens.
Budget Preparation Concepts (cont’d)

The default value of the Budget Module screens’ Action Line Fiscal Year is determined as follows (for purposes of this discussion, the “current fiscal year” is the fiscal year that defaults when you first sign on to FAMIS):

- If the Active Fiscal Year has been changed to a year other than the current fiscal year via Screen 882, the default Fiscal Year will be the year you specified on Screen 882.
- If the Active Fiscal Year is the current year, the default Fiscal Year will be the current fiscal year UNLESS the future fiscal year has been created for the budget cycle. If the future fiscal year has been established, the Action Line Fiscal Year will default to the NEXT fiscal year (current fiscal year + 1).

**Examples:**

<table>
<thead>
<tr>
<th>#</th>
<th>Current Date</th>
<th>Current Fiscal Year</th>
<th>Next Fiscal Year Created?</th>
<th>Active Fiscal Year Changed on 882?</th>
<th>Default Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 2002</td>
<td>2003</td>
<td>NO</td>
<td>NO/2003</td>
<td>2003</td>
</tr>
<tr>
<td>2</td>
<td>June 2003</td>
<td>2003</td>
<td>YES</td>
<td>NO/2003</td>
<td>2004</td>
</tr>
</tbody>
</table>

1. Since FY2004 hasn’t yet been created, the default Fiscal Year will be 2003
2. Since FY2004 has been created, the default Fiscal Year will be 2004
3. Since FY2000 isn’t the “current fiscal year”, the default Fiscal Year will be 2000
4. Since FY2000 isn’t the “current fiscal year”, the default Fiscal Year will be 2000

It should be noted that changes made to the Action Line Fiscal Year on the Budget Module screens are **NOT** carried from one screen to another like they are in the other FAMIS screens. The Action Line Fiscal Year will always be reset to its default value when entering any Budget Module Screen. Upon leaving a Budget Module for a non-Budget Module screen, the Action Line Fiscal Year will be changed to its previous non-Budget Module screen Action Line Fiscal Year value (this will always be the current fiscal year unless a specific fiscal year has previously been entered on a non-Budget Module screen having an Action Line Fiscal Year field – e.g. Screen 18, Screen 19, etc.).

**Overview of the Major Steps in Budget Preparation**

- **FAMIS Opens the New Fiscal Year**
  FAMIS creates the new fiscal year for each campus.

- **Budget Patterns Established**
  The System Budget Pattern is created by SAGO and entered on Campus 00. Member and Department Patterns are created by each of the System Members.

- **Accounts Rolled to New Year in FAMIS**
  FAMIS rolls the accounts to the new fiscal year.
Budget Preparation Concepts (cont’d)

- **BPP Opens the Prep Budget for Entry of New Year Pay Actions**
  BPP copies the Active Budget database (the highest iteration number of each PIN) to the Prep Budget Database.

- **BPP Loads Initial Salary to FAMIS**
  BPP creates a file from the Prep Budget database of salary information to be fed to FAMIS.

- **Budget Entry**
  System Members make the entries in FAMIS to prepare the budget for the new fiscal year.

- **System Locks and Prints Board Budget Book**
  SAGO locks each System Member, creates the Board version of the budget and publishes the Budget Book to present to the Board.

- **System Unlocks**
  SAGO unlocks the Budget for System Members who wish to copy and adjust the Board submitted budgets prior to loading to FAMIS accounting.

- **BPP Final Salary Loads to Accounting**
  System Members may choose to have an updated BPP salary load to FAMIS.

- **FAMIS Budget Data Load to Accounting**
  FAMIS loads the adjusted FAMIS budget from the Budget Module to Accounting.
Security

Even though the budget fiscal year is the current year plus one, the current fiscal year security access controls the Budget Preparation screens. Therefore, people entering budgets need update access to only the current fiscal year. During budget preparation, update access to the next fiscal year is necessary only for positions that establish new accounts and/or maintain account flags, including those controlling support account access.

It is highly recommended that departmental personnel not be allowed to create new support accounts in the new fiscal year (budget fiscal year) since each person would need update FY access to future years, which can be very dangerous.

Several new types of entity security have been added to FAMIS to control a user’s access to the Budget Preparation Module. They are as follows:

**BUDGET**
This entity controls the majority of the inquiry and update screens in the Budget Preparation Module. It works the same as the existing entity security that controls Financial Accounting (ACCT), but was created so that a user could have different access privileges to an account for budget preparation than for basic accounting. This entity currently controls all Budget Preparation screens except the Lock screens and the Member and System Pattern definition screens.

**LEVEL1**
This entity controls the sub-department lock screen (Screen 571). Security can be specified at specific sub-departments or at any organizational ownership of the sub-departments. For example, LEVEL1 can be set for an entire College, which will include all sub-departments within the College.

**LEVEL2**
This entity controls the department lock screen (Screen 572). Security can be specified at specific departments or at any higher organizational ownership of the departments. For example, LEVEL2 can be set for an entire College, which will include all departments and sub-departments within the College. Sub-departments are assumed to be wild carded for this entity.

**LEVEL6**
This entity controls the Member pattern definition screen (Screen 556) and Member lock screen (Screen 576).
LEVEL7
This entity controls the System pattern definition screen (Screen 557) and System lock screen (Screen 577).

The Budget Preparation Module also uses element security to control the entry and update of two fields on the Budget Attribute screens (Screen 584/Screen 594). Element #7 must be set to “A” for those individuals who have been authorized to set the “FEED ACCT” and “NO FEED” fields. Departmental people should NOT be given this access.
The following menu shows the list of screens that pertain to budget patterns in FAMIS. The menu is M58.

**FRS Menu M58 – Budget Preparation Menu**

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<th>FY 2014 CC 02</th>
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<td>Assign/Remove Pattern by Dept</td>
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<td>Member Budget Pattern Maint</td>
<td>SL Budget Account Attributes</td>
</tr>
<tr>
<td>System Budget Pattern Maint</td>
<td>SL New Budget Entry</td>
</tr>
<tr>
<td>Transfers / Allocations</td>
<td>SA Accounts</td>
</tr>
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<td>GL to GL Transfers</td>
<td>SA Budget Account Attributes</td>
</tr>
<tr>
<td>GL to SL Transfers / Allocs</td>
<td>SA New Budget Entry</td>
</tr>
<tr>
<td>SL to SL Allocations</td>
<td></td>
</tr>
<tr>
<td>SL to GL Transfers / Allocs</td>
<td>Locks*</td>
</tr>
<tr>
<td>Inquiry Screens</td>
<td></td>
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<tr>
<td>Version Inquiry</td>
<td></td>
</tr>
<tr>
<td>Transfer/Allocation Listing</td>
<td></td>
</tr>
<tr>
<td>Pattern Inquiry</td>
<td></td>
</tr>
<tr>
<td>Budget Account Inquiry</td>
<td></td>
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</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

**Checklist Tips**

This checklist is divided into three phases with a quick reference guide before each section.

> **Arrows point to an action to be taken by the user.**

* **Diamonds point to actions taken by FAMIS but requested and recorded by the user.**
The purpose of the lock and unlock function is to control entry and modification to account budgets. This feature is necessary during the budget process to ensure that submitted budgets are not modified during or after the budget review process unless the account is specifically authorized for change. Locks/Unlocks can be set based upon account ownership at four levels: Sub-department, Department, Member, and System. However, locks for specific accounts can be overridden if a lock has not been set by a higher level authority.

If additions or updates need to be made after a higher level lock has been implemented, the lower level entity needs to contact the higher level authority to make any additions or updates to the overrides. Accounts can be locked that have no budget submitted. Budget transfer and allocation intentions entered on Screen 560 through Screen 563 will not be locked. They should not be changed once the TAMUS System lock has been set, however.

Locks may be set, overridden, and/or removed at any level until a higher level lock has been set. If a lock is set at a higher level, the lower levels can only view or delete the overrides. The ability to add or update overrides passes to the higher level that locked the accounts. The lower levels will still have the ability to view and delete the overrides at their level, but they will not be able to add or update overrides.

Overrides can be entered that allow specific accounts to change their budgets until a specific date and time even though the rest of the accounts owned by the locking entity cannot be changed. If no default date and time are set for the account override to expire, the override will automatically expire in three business days at 5:30 pm. **Overrides cannot be set for longer than seven calendar days.**

Account overrides can be deleted on the override pop-up by the Lock/Unlock screen that first added the override or by any lower level Lock/Unlock screen that displays the original override. Overrides set at lower levels cannot be changed at a higher level until the higher level has been locked. Once a lock is placed at an upper level, neither additional account overrides nor existing override modifications can be made at its lower levels. The lower levels can only delete existing overrides.

Edits exist on Screen 583, Screen 584, and Screen 594 to prevent the patterns and submitted version from being changed if the account is locked. Edits also exist on Screen 589/Screen 599 to prevent a version from being changed if it has been assigned a non-current approval type.

The status of each account’s official budget will be marked as “official” at certain key times during the budget cycle. This process will examine the accounts to determine their last submitted versions. If a submitted version is found for the account, its submitted version will be marked with an “approval type.”
Lock/Unlock Function (cont’d)

Valid approval types are:

- **B** = Board budget. This is the budget as presented to the Board of Regents for approval.
- **C** = Current. This is the most current budget version available.
- **D** = Done budget – Board adjusted. This is the final budget at the end of the budget cycle.
- **F** = Feed budget. This is the budget, with departmental/payroll or other changes, as fed into the accounting system at the beginning of the budget year. This could be the same as the Board budget.

Currently, Locks/Unlocks are maintained for Members only at the System level by the System Office of Budgets and Accounting.

Eventually, lock screens will be provided at the college, division, and executive level.

Security Changes to Control Access

A series of security programs can also be run to restrict campus-wide update access to the Budget Module. These programs can be used to remove update access for everyone while the budget is being reviewed by the Member Budget Office.

Since these programs change FAMIS Security, they must be requested from your Member’s FAMIS Security Administrator.

The available programs are as follows:

1. **XXSETSE1** – Selects security records for users whose security needs to be modified and writes them to a file. The program options are as follows:
   - **CC** campus code
   - **SYSTEM** (FRS, FFX, SPR, etc.)
   - **ENTITY** security entity (BUDGET, ACCT, ASSET, etc.)
   - **ACCESS** (A, I, D, or * for all)

2. **XXSETSE2** – Changes the security records selected by XXSETSE1 to have the desired new access. The program options are as follows:
   - **CC** campus code
   - **SYSTEM** (FRS, FFX, SPR, etc.)
   - **ENTITY** security entity (BUDGET, ACCT, ASSET, etc.)
   - **OLD-ACCESS** (A, I, D, or * for all) – must be the same as specified in XXSETSE1
   - **NEW-ACCESS** (A, I, D, or * for all) – all records will be modified to have this new access type
   - **UPDATE** (Y or N)
3. **XXSETSE3 – Restores** the original access back to the user’s security record ONLY IF it matches the original file pulled by XXSETSE1. The program options are:
   - **CC**  
   - **SYSTEM** (FRS, FFX, SPR, etc.)  
   - **ENTITY** security entity (BUDGET, ACCT, ASSET, etc.)  
   - **ORIG-ACCESS** (A, I, D, or * for all)  
   - **UPDATE** (Y or N)

**Here is an example of how the process could work:**

1. The Member Security Administrator sends a note to FAMISHELP requesting that XXSETSE1 and XXSETSE2 be run to temporarily change all users’ update access to inquiry. The requested parameters would be as follows:

   **XXSETSE1:**
   - **CC** campus code
   - **SYSTEM** FRS
   - **ENTITY** BUDGET
   - **ACCESS** A

   **XXSETSE2:**
   - **CC** campus code
   - **SYSTEM** FRS
   - **ENTITY** BUDGET
   - **OLD-ACCESS** A
   - **NEW-ACCESS** I
   - **UPDATE** Y

2. The Member Security Administrator would then go into security and manually give “update” budget entry to the limited number of individuals who need to continue to update the Budget Module.

3. When it is time to turn the budget access back on, the following might be requested:

   **XXSETSE3:**
   - **CC** campus code
   - **SYSTEM** FRS
   - **ENTITY** BUDGET
   - **ORIG-ACCESS** A
   - **UPDATE** Y

   Each person’s BUDGET access will be restored to its original state unless manual changes were made after XXSETSE2 was run. Those will NOT be restored.
Lock/Unlock by Sub-Department

The purpose of Screen 571 is to allow sub-departments to lock budget recommendations for its accounts. Until the Department, Member Budget Office, or the System Office of Budgets and Accounting has set a higher level lock, the sub-department lock can be removed. A sub-department lock can be overridden for specific accounts by pressing the override account key (PF11). If the Unlock feature is used, all accounts in the sub-department will be unlocked and the account override information will be deleted.

A special entity security (LEVEL1) controls this screen.

Screen 571 – Lock/Unlock by Sub-Department

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>5 characters</td>
</tr>
<tr>
<td>SubDept:</td>
<td>5 characters</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>4 digits</td>
</tr>
</tbody>
</table>

Basic Steps

- Enter the department and sub-department. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information, as desired and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)
Screen 571 – Lock/Unlock by Sub-Department (cont’d)

**Screen Information**

**Lock (Y/N):**
1 character
Identify whether or not all accounts belonging to the Action Line owner are to be locked.

Y  =  Lock all accounts belonging to the Action Line owner
N  =  Unlock all accounts belonging to the Action Line owner. If set to “N” after once being set to “Y,” all overrides will be removed

**Lock Date:**
8 digits
Date lock was set by the owner on the Action Line.

**Locked by:**
8 characters/digits
FAMIS User Id and name of the person setting the lock.

**Secure Submitted Version:**
18 characters/digits
Status of the lock and date the budget version was completed. A *version sequence number is assigned to the affected accounts’ budget versions through a batch process that runs after 5:30 P.M. on a daily basis.*

In Process  =  indicates that the budget versions have not yet had their sequence numbers assigned
Completed  =  indicates that the budget versions have had their sequence numbers assigned

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF keys.

**PF11**

**Overrides**
Allows for the entry and display of account overrides. Entry is only allowed if lock = Y.

**PF11 – Account Override Pop-Up (Panel 1)**

```
+---------------------------------------------------------------+
| F  Account     End Date  End Time Exp Desc    Level  Attribute |
|---------------|-----------|-----------|---------|--------|----------------|
|               |           |            |         |        |                |
|               |           |            |         |        |                |
|               |           |            |         |        |                |
| *** End of Overrides List ***
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12 |
| Hmenu Help  EHelp Exit                     Left  Right  Reset    |
+---------------------------------------------------------------+
```
### PF11 – Account Override Pop-Up (Panel 2)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Indicate the desired action: Blank = No Action, A = Add record, D = Delete record, P = Position (not always available), U = Update record</td>
</tr>
<tr>
<td>Account</td>
<td>The SL/SA account and the subcode of the account receiving the override.</td>
</tr>
<tr>
<td>End Date</td>
<td>8 digits Identifies the date the override expires. End time is also used. Date and time must be greater than or equal to current date. Default is three business days from current date. <strong>End Date cannot be more than seven calendar days from the current date.</strong></td>
</tr>
<tr>
<td>End Time</td>
<td>6 digits/characters Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 A.M. and 5:30 P.M. (default is 5:30 P.M.).</td>
</tr>
<tr>
<td>Exp</td>
<td>1 character Indicates whether the override has expired.</td>
</tr>
<tr>
<td>Desc</td>
<td>18 characters Lists the account title.</td>
</tr>
</tbody>
</table>

**Pop-Up Field Descriptions**

**Panel 1**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>1 character Indicate the desired action: Blank = No Action, A = Add record, D = Delete record, P = Position (not always available), U = Update record</td>
</tr>
<tr>
<td>Account</td>
<td>11 digits The SL/SA account and the subcode of the account receiving the override.</td>
</tr>
<tr>
<td>End Date</td>
<td>8 digits Identifies the date the override expires. End time is also used. Date and time must be greater than or equal to current date. Default is three business days from current date. <strong>End Date cannot be more than seven calendar days from the current date.</strong></td>
</tr>
<tr>
<td>End Time</td>
<td>6 digits/characters Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 A.M. and 5:30 P.M. (default is 5:30 P.M.).</td>
</tr>
<tr>
<td>Exp</td>
<td>1 character Indicates whether the override has expired.</td>
</tr>
<tr>
<td>Desc</td>
<td>18 characters Lists the account title.</td>
</tr>
</tbody>
</table>
Screen 571 – Lock/Unlock by Sub-Department (cont’d)

**Entering:**

- **Level:** 8 characters
  Identifies the level setting the account override.

- **Attribute:** 11 characters
  Identifies the value of the level setting the account.

**Panel 2**

- **Added Dt:** 8 digits
  Date the account override was created.

- **User Id:** 8 characters/digits
  FAMIS User Id of the person creating the override.

- **Modify Dt:** 8 digits
  Date the account override was last modified.

- **User Id:** 8 characters/digits
  FAMIS User Id of the person last modifying the override.
Lock/Unlock by Department

The purpose of Screen 572 is to allow departments to lock budget recommendations for all of its accounts, including those in its sub-departments. Until the Member Budget Office or the System Office of Budgets and Accounting has set a higher level lock, the department lock can be removed. A department lock can be overridden for specific accounts by pressing the override account key (PF11). Unlike the Member level lock screen, setting a department lock does NOT force the removal of non-expired overrides set at a lower level (in this case, the sub-department). If the Unlock feature is used, all accounts in the department will be unlocked and all of their overrides will be deleted except for those that were established by the sub-department.

A special entity security (LEVEL2) controls this screen.

Screen 572 – Lock/Unlock by Department

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>5 characters</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>4 digits</td>
</tr>
</tbody>
</table>

Basic Steps

- Enter the department. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

◆ Dept: 5 characters ? Help
  Identify the department whose accounts will be locked.

◆ Fiscal Year: 4 digits
  Identify the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.
**Screen Information**

**Lock (Y/N):**
- 1 character
- Indicate whether or not all accounts belonging to the Action Line owner are to be locked.
- Y = Lock all accounts belonging to the Action Line owner.
- N = Unlock all accounts belonging to the Action Line owner. If set to “N” after once being set to “Y,” all overridden account records entered at the department level will be deleted. Overrides set at the sub-department level will be left unchanged.

**Lock Date:**
- 8 digits
- Date lock was set by the Action Line owner.

**Locked by:**
- 8 characters/digits
- FAMIS User Id of the person setting the lock.

**Secure Submitted Version:**
- 18 characters/digits
- Status of the lock and date the budget version was completed. A version sequence number is assigned to the affected accounts’ budget versions through a batch process that runs after 5:30 P.M. on a daily basis.
- In Process = indicates that the budget versions have not yet had their sequence numbers assigned
- Completed = indicates that the budget versions have had their sequence numbers assigned

**Additional Functions**

**PF KEYS**
- See the Appendix for an explanation of the standard PF keys.

**PF11 Overrides**
- Allows for the entry and display of account overrides.
- Entry is only allowed if Lock=Y

**PF11 – Account Override Pop-Up (Panel 1)**

<table>
<thead>
<tr>
<th>F</th>
<th>Account</th>
<th>End Date</th>
<th>End Time Exp</th>
<th>Desc</th>
<th>Level</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Overrides list ***

Enter: PF1 ---- PF2 ---- PF3 ---- PF4 ---- PF5 ---- PF6 ---- PF7 ---- PF8 ---- PF9 ---- PF10 ---- PF11 ---- PF12 ---- [Hmenu Help EHelp Exit Left Right Reset]
Screen 572 – Lock/Unlock by Department (cont’d)

PF11 – Account Override Pop-Up (Panel 2)

<table>
<thead>
<tr>
<th>F</th>
<th>Account</th>
<th>End Date</th>
<th>End Time</th>
<th>Added Dt</th>
<th>User ID</th>
<th>Modify Dt</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Overrides list ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Panel 1

- **F:**
  - 1 character
  - Indicate the desired action.
  - Blank = No Action
  - A = Add a new line to the pattern
  - U = Update/change a line of the pattern
  - D = Delete a line from the pattern
  - P = Position (scroll) to an override account

- **Account:**
  - 2 fields of 6 digits, 5 digits
  - The SL/SA account and the subcode of the account receiving the override.

- **End Date:**
  - 8 digits
  - Identifies date the override expires. End time is also used. Date and time must be greater than or equal to current date. The default is three business days from the current date. **End Date cannot be more than seven calendar days from the current date.**

- **End Time:**
  - 6 digits/characters
  - Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 am and 5:30 P.M. (default is 5:30 P.M.).

- **Exp:**
  - 1 character
  - Indicates whether the override has expired.

- **Description:**
  - 18 characters
  - Lists the account title.

PF12

- **Reset**
  - Refreshes the screen as if no processing has been performed.
Screen 572 – Lock/Unlock by Department (cont’d)

**Entering:**
- **Level:** 8 characters
  Identifies the level setting the account override.
- **Attribute:** 11 characters
  Identifies the value of the level setting the account.

**Panel 2**
- **Added Dt:** 8 digits
  Date the account override was created.
- **User Id:** 8 characters/digits
  FAMIS User Id of the person creating the override.
- **Modify Dt:** 8 digits
  Date the account override was last modified.
- **User Id:** 8 characters/digits
  FAMIS User Id of the person last modifying the override.
Lock/Unlock by Member

The purpose of Screen 576 is to allow TAMUS Members to lock budget recommendations for its accounts. Until the TAMUS System Office of Budgets and Accounting has set a lock on the Member’s campus code, the TAMUS Member lock can be removed. A TAMUS Member lock can be overridden for specific accounts by pressing the override account key (PF11). If the Unlock feature is used, all accounts in the TAMUS Member will be unlocked and the account override information will be deleted.

A special entity security (LEVEL6) controls this screen.

Screen 576 – Lock/Unlock by Member

The following pop-up occurs when a TAMUS Member lock is attempted and it has unexpired account overrides:

All overrides can be removed by typing “Y” and pressing <ENTER>. If you wish to view the existing overrides before deleting them, type “N” and press <ENTER>. Then press PF11 from the main screen.

Basic Steps
- Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.
Screen 576 – Lock/Unlock by Member (cont’d)

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

◆ Fiscal Year: 4 digits
Indicate the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.

**Screen Information**

Lock (Y/N): 1 character
Identify whether or not all accounts belonging to the Action Line owner are to be.
Y = Lock all accounts belonging to the Action Line owner
N = Unlock all accounts belonging to the Action Line owner

If set to “N” after once being set to “Y,” all overridden accounts will be removed.

Lock Date: 8 digits
Date lock was set by the Action Line owner.

Locked by: 8 characters/digits
FAMIS User Id of the person setting the lock.

Secure Submitted Version: 18 characters/digits
Status of the lock and date the budget version was completed. A version sequence number is assigned to the affected accounts’ budget versions through a batch process that runs after 5:30 P.M. on a daily basis.
In Process = indicates that the budget versions have not yet had their sequence numbers assigned
Completed = indicates that the budget versions have had their sequence numbers assigned

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF keys.

PF11 (Ovrds) Overrides
Ovrds
Allow for the entry and display of account overrides.
Entry is only allowed if Lock=Y
PF11 – Account Override Pop-Up (Panel 1)

PF11 – Account Override Pop-Up (Panel 2)

Pop-Up Field Descriptions

Panel 1
F:
1 character
Indicate desired action.
Blank = No Action
A = Add record
D = Delete record
P = Position (not always available)
U = Update record

Account:
11 digits
The SL/SA account and the subcode of the account receiving the override.

End Date:
8 digits
Identifies the date the override expires. End time is also used. Date and time
must be greater than or equal to current date. The default is three business
days from the current date.

Description:
18 characters
Lists the account title.

Entering:
Level:
8 characters
Identifies the level setting the account override.
Screen 576 – Lock/Unlock by Member (cont’d)

**End Time:**
- 6 digits/characters
  - Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 A.M. and 5:30 P.M. (default is 5:30 P.M.).

**Exp:**
- 1 character
  - Indicates whether the override has expired.

**Attribute:**
- 11 characters
  - Identifies the value of the level setting the account.

**VI - Panel 2**

**Added Dt:**
- 8 digits
  - Date the account override was created.

**User Id:**
- 8 characters/digits
  - FAMIS User Id of the person creating the override.

**Modify Dt:**
- 8 digits
  - Date the account override was last modified.

**User Id:**
- 8 characters/digits
  - FAMIS User Id of the person last modifying the override.
The purpose of Screen 577 is to allow the TAMUS System Office of Budgets and Accounting to lock budget recommendations for all or selected TAMUS System Members. This screen exists for update only on the FAMIS Master Campus (CC=00). A TAMUS System lock cannot be set for a TAMUS Member if existing account overrides set at a lower level (Sub-department, Department or Member, for example) are not deleted. The account overrides can be deleted on this screen or at any level equal to or above the level that originally established the account override. The TAMUS System Member lock can be removed for selected Members. Specific accounts belonging to TAMUS System Members cannot be overridden on this screen, unlike the other lock screens. If a TAMUS Member needs to make changes to any of its accounts’ budgets, the TAMUS Member’s campus must first be unlocked on this System Lock/Unlock screen. The TAMUS Member can then enter specific account overrides on the Member Lock/Unlock Screen (Screen 576).

A special entity security (LEVEL7) controls this screen.

The following pop-up appears when the TAMUS System attempts to lock a TAMUS Member that has unexpired account overrides:

```
+-----------------------------------------------------------------------+
| Override records currently exist for xx                               |
| All Overrides must be deleted before the Lock/Unlock can be processed |

Enter 'Y' to delete all overrides; Enter 'N' to abort: N
```

All overrides for the selected TAMUS Member can be removed by typing “Y” and pressing <ENTER>. If you wish to view the existing overrides before deleting them, you must go to Screen 576 (Member Lock/Unlock for the specified Member).
Basic Steps

- Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

◆ Fiscal Year: 4 digits
Indicate the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.

**Screen Information**

Lock: 1 character
Identify whether or not all accounts belonging to the detail line’s Member are to be locked.
Y = Lock all accounts belonging to the TAMUS Member
N = Unlock all accounts belonging to the TAMUS Member

Mbr: 2 digits
Campus code identifying the detail line TAMUS Member.

Name: 34 characters
Name of the TAMUS Member on the detail line.

Lock Dt: 8 digits
Date lock was set by TAMUS.

User Id: 8 characters/digits
FAMIS User Id of the person setting the TAMUS Member lock.

Secure Submitted Version: 18 characters/digits
Status of the lock and date the budget version was completed.
A version sequence number is assigned to the affected accounts’ budget versions through a batch process that runs after 5:30 P.M. on a daily basis.
In Process = indicates that the budget versions have not yet had their sequence numbers assigned
Completed = indicates that the budget versions have had their sequence numbers assigned

Secured Date: 8 digits
Date the submitted budget version was completed.

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF keys.
Section III

Budget Checklist - Phase I
These are the FAMIS recommendations on how to proceed through your budget process.

### Phase 1

<table>
<thead>
<tr>
<th>CK #</th>
<th>STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>YU800 Run for All Members (Budgets are Locked at this time)</td>
</tr>
<tr>
<td>#2</td>
<td>Create/View System Pattern</td>
</tr>
<tr>
<td>#3</td>
<td>FAMIS Security Changes</td>
</tr>
<tr>
<td>#4</td>
<td>Review New Year ABR Rules</td>
</tr>
<tr>
<td>#5</td>
<td>Establish Member Patterns</td>
</tr>
<tr>
<td>#6</td>
<td>Establish Member ROLLUP patterns for reporting purposes</td>
</tr>
<tr>
<td>#7</td>
<td>Establish Department ROLLUP patterns for reporting purposes</td>
</tr>
<tr>
<td>#8</td>
<td>Column Defaults and PRODCARDS</td>
</tr>
</tbody>
</table>

Budgets are Unlocked once Approved by the System Budget Office.
YU800 Run for All Members – Phase 1  #1

YU800 (Run for All Members)

This is run for all Members – No Request Necessary
Must be run before any budget processing can begin for the new year.

In coordination with System Office of Budgets and Accounting and BPP, FAMIS opens the new fiscal year and copies required tables into the next fiscal year – leaving the current year pointing to old year. This generally takes place in the spring and is dependent on the time frame that is established for Budget Preparation process. Before the Budget Process can begin, the new fiscal year must be opened in FAMIS. There are also required tables that must be present in the new year.

FBYU800
This program creates FRS control records and tables for the fiscal year, sets the Campus Allow Flags to “N” (Screen 842), and executes the following additional programs to roll forward tables necessary for budgeting:

Done with OPTION=BUDGET
FBYU801 - rolls forward COA structure for GLs and SLs
FBYU803 - rolls forward Global Subcode Edit records
FBYU804 - rolls forward the ABR table
FBYU805 - rolls forward GL subcode code description table
FBYU806 - rolls forward SL subcode code description table

Any changes to the new fiscal year tables can begin at this time.

Changes may be system offices mandated changes, user-defined changes, or TAMUS-defined Object Code deletes. Changes to these tables (and FFX class codes) must be updated in both old and new year after this is run.

The SPR, FFX, AR, and Purchasing control records are not updated until the YEarend or ALLTABLES option is run. TAMRF, the Master Campus, and the non-FAMIS campuses are the only Parts that use the ALLTABLES option.
Create/View System Pattern

The System Office of Budgets and Accounting creates the System Pattern on the Master Campus (CC=00). Members must familiarize themselves with the System Pattern in order to create their Member Patterns correctly.

In order to do comparative budget analysis on accounts, it is important to keep the category number consistent from one fiscal year to another.

- If a category is broken out into more than one category in the new fiscal year, it is recommended that the prior category number be used for one of the new split categories in the new fiscal year’s pattern.

- If a category is not being used in the new fiscal year, it is recommended that the prior year’s category number be included with a description indicating that it is no longer used. This will ensure that all amounts in the prior year’s budget appear in the comparative columns.

- Categories with no dollar activity will be zero suppressed on the budget reports.
Budget Patterns

What are Budget Patterns?
Budget Patterns are used to group individual object codes (or ranges) into budget categories that will be used to track current and past year account activity in order to develop the new fiscal year budget. The three levels of budget patterns are briefly explained below:

System Pattern Level
The System Pattern level defines the minimum revenue and expenditure budget categories that each Member must use to budget its accounts so that budget requirements can be adequately reported by TAMUS to the Board of Regents.

Member Pattern Level
TAMUS Members often want and need to break down their budgets into more budget categories than those required by the TAMU System. To satisfy this need, each Member must define at least one Member Revenue Pattern and one Member Expense Pattern for each ABR. These patterns contain the minimum budget category groupings that will be required to budget any account belonging to that Member.

Departmental Pattern Level
Departments often want to break down their budgets and track their revenues/expenditures in more detail than what is required by their Member and the TAMU System. Department Revenue and Expense Patterns can be defined for this purpose.

Pattern Maintenance Guidelines

- Patterns can be created from scratch or copied from an existing pattern or ABR rule by using the PF11 (COPY) function. Patterns can be copied from any existing ABR rule or any Department, Member, or System Pattern, regardless of campus or security restrictions. To copy, logon to the new FY and copy from the old FY.

- If a category is broken out into more than one category in the new fiscal year, it is recommended that the prior year category number be used for one of the new split categories in the new fiscal year’s pattern. If a category is not being used in the new fiscal year, it is recommended that the prior year’s category number be included with a description indicating that it is no longer used. This will ensure that all amounts in the prior year’s budget appear in the comparative columns. Categories with no dollar activity will be zero suppressed on the budget reports.

- In order to do comparative budget analysis on accounts, it is important to keep the category number consistent from one fiscal year to another.

- It is recommended that both the category and display order fields be incremented by five so that room will be available to add or display new categories between existing categories, if the need arises.

- For completeness, it is recommended that every possible object code be defined in a pattern.
The following two charts represent a sample of the budget categories that might be defined in revenue and expense pattern definitions at the TAMU System level, a Member level, and finally, a department level:

**SAMPLE REVENUE BUDGET PATTERNS**

<table>
<thead>
<tr>
<th>Example of A Department Pattern</th>
<th>Example of A Member Pattern</th>
<th>System Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>Federal Appropriations</td>
<td>State Appropriations</td>
</tr>
<tr>
<td>HEAF</td>
<td>HE Assistance Fund (HEAF)</td>
<td>Federal Appropriations</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>Remissions and Waivers</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>Gifts</td>
<td>Contracts, Grants and Gifts</td>
</tr>
<tr>
<td>Sales &amp; Service</td>
<td>Sales &amp; Service</td>
<td>Sales &amp; Service</td>
</tr>
<tr>
<td>Endowments</td>
<td>Investment &amp; Interest</td>
<td>Investment &amp; Interest</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Miscellaneous</td>
<td>Miscellaneous</td>
</tr>
</tbody>
</table>

**SAMPLE REVENUE BUDGET PATTERNS**

Remissions and Waivers
<table>
<thead>
<tr>
<th>Example of A Department Pattern</th>
<th>Example of A Member Pattern</th>
<th>System Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Faculty</td>
<td>Salaries - Faculty</td>
<td>Salaries</td>
</tr>
<tr>
<td>Salaries - Non Faculty</td>
<td>Salaries - Non Faculty</td>
<td></td>
</tr>
<tr>
<td>Unalloc Sal - Teaching</td>
<td>Unalloc Sal - Teaching</td>
<td></td>
</tr>
<tr>
<td>Unalloc Sal - Non-Fac</td>
<td>Unalloc Sal - Non-Fac</td>
<td></td>
</tr>
<tr>
<td>Unalloc Teach - Merit</td>
<td>Unalloc Teach - Merit</td>
<td>Benefits</td>
</tr>
<tr>
<td>Unalloc Non Fac - Merit</td>
<td>Unalloc Non Fac - Merit</td>
<td></td>
</tr>
<tr>
<td>Sal - Summer Teach</td>
<td>Sal - Summer Teach</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>Wages</td>
<td>Wages</td>
</tr>
<tr>
<td>College Work Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Longevity</td>
<td>Longevity</td>
<td>Benefits</td>
</tr>
<tr>
<td>Benefits</td>
<td>Benefits</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>Utilities</td>
<td>Utilities</td>
</tr>
<tr>
<td>Scholarships &amp; Grants</td>
<td>Scholarships &amp; Grants</td>
<td>Scholarships &amp; Fellowships</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel</td>
<td>Operations &amp; Maintenance</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees &amp; Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance &amp; Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>Capital</td>
<td>Debt Service</td>
</tr>
</tbody>
</table>

**SAMPLE EXPENSE BUDGET PATTERNS**
System Budget Pattern Maintenance

The purpose of Screen 557 is to define the TAMU System Revenue and Expense Budget Patterns. The System Pattern Level defines the minimum revenue and expenditure budget categories and their associated object code ranges that each Member must use to budget its accounts so that budget requirements can be adequately reported by TAMUS to the Board of Regents.

- Each budget category (defined by multiple, possibly disjoint, object code ranges) in the lower-level patterns must map to only one System Pattern budget category.
- System patterns cannot be assigned as an account’s revenue or expense pattern.
- Only one System Revenue and System Expense pattern can be defined for the TAMUS.

The TAMU System Patterns are defined by the TAMU System Office of Budgets and Accounting on the FAMIS master campus (CC=00). These patterns can be seen from any Member’s screens but can only be created or modified on the master campus. System patterns must be established before any Member’s patterns can be created. All lower level patterns created by a Member or its departments will be edited against the System pattern to ensure consistency.

Care must be taken to ensure that the System patterns are defined correctly before the budgeting process begins.

Changes to the System patterns could seriously impact every institution’s and agency’s patterns and previously established budgets. There is currently no process to review and document rollup inconsistencies due to these errors.

A System pattern can be modified without limitation only until it has been used as a rollup by another pattern. Once a Member pattern has used the System pattern as a rollup:

- Only the category display order or description can be changed.
- Additional categories can be added to the pattern.
- New subcode ranges can be added to existing or new categories.

Any other changes or additions are prohibited. To change a pattern’s object code range(s), Member patterns using the System pattern as a rollup must be deleted.
Screen 557 – System Budget Pattern Maintenance

**A special entity security (LEVEL7) controls this screen.**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2013 TAMUS EXPENDITURE PATTERN</th>
<th>Screen: ___ R/E: E Pattern Name: TAMUSEXP13 FY: 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort: C</td>
<td>Delete: N</td>
<td>Page: 2</td>
</tr>
</tbody>
</table>

**There are three conditions that will cause a pattern and its contents to be deleted.**

1. A “Y” is entered in the **Delete** field.
2. An existing pattern is copied over.

The following confirmation screen will appear as a safety feature in both instances to keep unintentional deletes from occurring:

**PF11 Cpatt – When copying over an existing Pattern or Delete = “Y”**

```
| This budget pattern currently contains entries. |
| Please confirm DELETE to copy over the entire pattern. |
| Type ‘DELETE’ to confirm: ______ |
```

**Delete Pop-Up – When deleting all lines of a Pattern**

```
| All entries have been deleted from this budget pattern. |
| Please confirm the deletion of this entire pattern. |
| Type ‘DELETE’ to confirm: ______ |
```
Basic Steps

- Enter the pattern type and the pattern name. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- To create a new pattern, enter the pattern description and sort order. Press <ENTER>.
- Enter any other information as desired and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

◆ R/E: 1 character
Indicate the pattern type.
R = Revenue
E = Expense (default)

◆ Pattern Name: 10 characters/digits Help
Identify the particular pattern to be created or modified.

◆ FY: 4 digits
Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

**Screen Information**

◆ Description: 40 characters
Enter the full name of the pattern being added or view/modify the current description.

Sort: 1 character Help
Indicate the order of the display.
S = Subcode
C = Category
F = Feed Object (556 only)
D = Display
This field defaults to the value input by a user when pattern was created.

Delete: 1 character
Indicate whether the pattern should be deleted/erased. Type “Y” to delete the pattern.

Page: 2 digits
Shows the page number of the display.

◆ F: 1 character PF2 Help
Indicate which of the following you wish to do.
A = Add a new line to the pattern
U = Update/change a line of the pattern
D = Delete a line from the pattern.
P = Position (not always available)
Screen 557 – System Budget Pattern Maintenance (cont’d)

◆ Cat: 2 digits
Indicate the number associated with the category – ties description to subcodes, etc. It is recommended that this number be in five digit increments. This number should be consistent with prior year(s)’ category number(s).

Low: 4 digits [PF2 Help]
Identifies the lower boundary of object code ranges to be included for a particular category of the pattern. Not permitted if Disp and Description are entered.

High: 4 digits [PF2 Help]
Indicates the upper boundary of object code ranges to be tracked for a particular category of the pattern. Not permitted if Disp and Description are entered.

Disp: 2 digits [Help]
Indicates order in which the category should appear when the budget is entered or displayed. Not allowed if Low or High fields are entered. It is recommended that this number be in 5 digit increments.

Description: 20 characters
Displays a short description of the pattern category. Both upper and lower case letters are allowed. This is not allowed if Low or High fields are entered.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF keys.

PF5 Validate Validates the pattern against its rollup pattern.

PF9 Print Print Download a report using Entire Connection.

PF11 Copy Pattern CPatt Copies an existing ABR or Pattern from any valid campus/fiscal year to the Action Line pattern.

PF11 (COPY) Pop-Up

<table>
<thead>
<tr>
<th>BUDGET PATTERN COPY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy From Campus: AM</td>
</tr>
<tr>
<td>ABR Rule: ___ ABR Fiscal Year: 1998</td>
</tr>
<tr>
<td>** OR **</td>
</tr>
<tr>
<td>Level: _ Pattern: ________ FY: 1999 Dept: _____ _____</td>
</tr>
</tbody>
</table>
Verify employees’ security (on ZSS Screen 4) for the fields that control the following:

1) System fiscal year access  
2) Entity access  
3) Element access  
4) Screen access  

Identify all persons needing access to the Budget Module, detailing the screens and type of screen access needed. Send the appropriate authorization forms to your Member’s security administrator.

Update access in the new fiscal year is needed only for persons establishing new accounts and/or maintaining account flags in the new fiscal year.
Review New Year ABR Rules – Phase 1  #4

ABR Rules

Review ABR rules in new Fiscal Year

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Review the new year ABR rules to make sure that they represent the pools you will need in the new year. The ABRs should correspond to the FAMIS budget patterns that will be created during budget preparation.

(See Review FAMIS Account Attributes in Section IV.)

All changes to an account’s ABR rule must be made prior to beginning the budget process.
Set up Member Patterns – Phase 1

Screen 556

Set up Member Patterns (Screen 556)

<table>
<thead>
<tr>
<th>Set up Member Patterns</th>
<th>DATE</th>
</tr>
</thead>
</table>

Member patterns are set up on Screen 556.

Set up at least one pattern for each ABR rule with budgeted accounts that will feed to financial accounting.

These Budget Patterns must be approved by System Office of Budgets and Accounting.

- Review the new year ABR rules to make sure that they represent the pools you will need in the new year. The ABRs should correspond to the FAMIS budget patterns that will be created during budget preparation.

  Enter an asterisk (*) in the last position of the description column for all “salary” categories.

  This asterisk (*) is used by the automated salary reallocation.

- A pattern may also be established for ABR 000—a generic ABR to be used for accounts with the “NO Feed” or “NO Budget” flags set to “Y” on Screen 584 and Screen 594. This ABR 000 will eliminate the need for creating patterns for accounts that will not feed regardless of their true ABR rule.
Member Budget Pattern Maintenance

The purpose of Screen 556 is to define Member Revenue and/or Expense Budget Patterns. The Member Budget Patterns allow TAMUS Members to define and budget their revenues and expenses at a more detailed level than what is required by the TAMU System.

- Each budget category (defined by multiple, possibly disjoint, object code ranges) in the Member pattern must map into only one budget category at the next highest level—in this case, the System Level.
- Only Department or Member patterns can be used to define an account’s revenue or expense categories. These patterns will define the categories used in creating the accounts’ new budgets and track past years’ budgets and revenues/expenditures.
- Multiple Member Revenue and Expense Patterns can be defined for a fiscal year. For example, a TAMUS Member must create a different Member Expense pattern for each of its ABRs, as well as one for ABR rule “000.”
- An account can only be assigned patterns that match the account’s ABR rule, unless the account’s “NO Feed” or “NO Budget” flags are set to “Y.” If these flags are “Y,” the pattern’s ABR rule can be either the account’s ABR rule or ABR 000. Watch for error messages when creating new patterns by using the copy function. If an error exists on any of the header lines or the detail lines, the pattern will not be created.
- When a pattern is linked to an account, the account’s past transactions can be shown grouped according to the categories defined by the pattern. Future budgets can be created based on these category groupings. Categories may include more than one object code range.

Update access to this screen should be restricted to only one or two people in either the Business or Budget Offices. These patterns must be established before any department patterns or account budgets can be created. All department patterns for the Member will be edited against the respective System pattern to ensure consistency.

A representative “feed” object code must be defined for each category in the Member patterns:

- The feed subcode should be a subcode within the pool, but not the actual pool subcode unless the pool has an LBB code associated with it. This is because the feed subcode is used in the preparation of the LAR and must be associated with an LBB code. Pools do not always have LBB codes associated with them.
- The feed subcode is not required for Members using an accounting system other than FAMIS as their primary accounting system.
- The feed subcodes will be used to determine the pool at which the category budget will be posted when the initial budget transactions are fed into FAMIS at the beginning of the next fiscal year.
- The pool subcodes should always be included in the subcode ranges so that all prior year dollar activity against them will be included.
NOTE: An asterisk (*) must be at the end of all budgeted salary description lines. It must appear in the last position on the line.

Use the space bar on your keyboard to advance to the end of the line—not the arrow key. These asterisks (*) are used by FBAU672 (Budget Reallocation) when loading the salaries from Goldplate.

Care must be taken to ensure that the System patterns are defined correctly before the budgeting process begins.

Changes to the Member patterns could seriously impact every department pattern and previously established budgets. There is currently no process to review and document rollup inconsistencies due to these errors.

A pattern can be modified without limitation until it has been assigned to an account having a saved version or it is the roll-up pattern for a Department pattern. (A pattern can be deleted by typing “Y” in the Delete field as long as the pattern has not been assigned.)

Once one of the above conditions has been met:

- Only the category display order, description, or feed object code can be changed.
- Additional categories can be added to the pattern.
- New subcode ranges can be added using existing or new categories.

Once the Board approves the budget, you can still add detail to member patterns. For example: a campus decides to break out GATs and GANTS. The Board version is not affected because of zero suppress. FAMIS Services can run XXBXP, which changes the subcode ranges, making the desired subcodes available to be in a separate category. The second step is for you to go online and add the category.
Any other changes or additions are prohibited. To change a pattern's object code range(s), the saved budget version must be removed from all accounts using the pattern. This must be accomplished individually on the Budget Account Attribute screens (Screen 584/Screen 594). Also, the Department patterns using the Member pattern as a rollup must be deleted. This is accomplished individually on the Department Pattern Maintenance screen (Screen 552).

A special entity security (LEVEL6) controls this screen.

To view the Budget Book reports (FDAR670/FDAR671) at the member category level, it is necessary to create **two generic member patterns** – one revenue and one expense, and they must both be assigned ABR “000” and named “ROLLUP.”

For example, to create a rollup expense pattern, copy any one of your expense patterns to the name “ROLLUP”, delete the subcode low/high lines, and add any categories that are used in your other expense patterns. To utilize these rollup patterns, simply request ROLLUP=Y with reports FDAR670 or FDAR671. See the following example.

**Screen 556 – Member Budget Pattern Maintenance (ROLLUP)**

<table>
<thead>
<tr>
<th>F</th>
<th>Cat Low</th>
<th>High</th>
<th>Feed Disp</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>1410</td>
<td>5</td>
<td>Salaries-Faculty **</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1510</td>
<td>6</td>
<td>Salaries-Non Faculty *</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1325</td>
<td>10</td>
<td>GAR &amp; GANT</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1005</td>
<td>20</td>
<td>Unall Sal-Faculty</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1005</td>
<td>30</td>
<td>Unall Merit-Faculty</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1005</td>
<td>15</td>
<td>Summer Teaching</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1005</td>
<td>25</td>
<td>Unall Sal-Non Faculty</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1005</td>
<td>35</td>
<td>Unall Merit-Non Faculty</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>1415</td>
<td>11</td>
<td>GAT &amp; GAL</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>1610</td>
<td>40</td>
<td>Longevity Pay</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>1715</td>
<td>45</td>
<td>Wages</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>1800</td>
<td>50</td>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>5010</td>
<td>55</td>
<td>Utilities</td>
<td></td>
</tr>
</tbody>
</table>

**Press ENTER to view more entries**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Users with inquiry only access can use the **Sort** field options to change the sort order.
There are three conditions that will cause a pattern and its contents to be deleted.

1. “Y” is entered in the **Delete** field.
2. Copy over an existing pattern.

The following confirmation screen will appear as a safety feature in both instances to keep unintentional deletes from occurring:

```
PF11 Cpatt – When copying over an existing Pattern or Delete = Y
+-------------------------------------------+-------------------------------------------+
| This budget pattern currently contains entries.                             | Please confirm DELETE to copy over the entire pattern. |
| Type 'DELETE' to confirm: ______                               |                                                |
+-------------------------------------------+-------------------------------------------+
```

3. All categories are removed from an existing pattern.

When this happens, the following pop-up will appear:

```
Delete Pop-Up – When deleting all lines of a Pattern
+-------------------------------------------+-------------------------------------------+
| All entries have been deleted from this budget pattern.  | Please confirm the deletion of this entire pattern. |
| Type 'DELETE' to confirm: ______                               |                                                |
+-------------------------------------------+-------------------------------------------+
```

**Basic Steps**

- Enter the pattern type and the pattern name. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- To create a new pattern, enter the pattern description, sort order, and Member rollup pattern name. Press <ENTER>.
- Enter any other information as desired and press <ENTER>.

**Field Descriptions** *(◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

- **◆ R/E:**
  - 1 character
  - Indicate the pattern type.
  - R = Revenue
  - E = Expense (default)

- **◆ Pattern Name:**
  - 10 characters/digits
  - Indicate the particular pattern to be created or modified.
Screen 556 – Member Budget Pattern Maintenance (cont’d)

**Screen Information**

**FY:** 4 digits
Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

**Description:** 40 characters
Enter the full name of the pattern being added or updated.

**ABR:** 3 digits
Identify the ABR Rule that applies to the specified pattern.

**Sort:** 1 character
Indicate the order of the display. This field defaults to the last value input by a user.

- `S` = Subcode
- `C` = Category
- `F` = Feed Object (556 only)
- `D` = Display

**System Rollup:** 10 characters/digits
Indicate the System pattern to which the Action Line pattern rolls and will be edited against.

**Delete:** 1 character
Indicate whether the pattern should be deleted/erased. Type “Y” to delete the pattern. A pattern can only be deleted if the pattern has not been assigned.

**Page:** 2 digits
Represents the page number of the display.

**F:** 1 character
Indicate the desired action.

- `A` = Add record
- `D` = Delete record
- `P` = Position (not always available)
- `U` = Update record

**Cat:** 2 digits
Indicate the number associated with the category – ties description to subcodes, etc. It is recommended this number be set in 5 digit increments. **This number should be consistent with prior year(s)’ category number(s).**

**Low:** 4 digits
Enter the lower boundary of object code ranges to be included for a particular category of the pattern. **Not permitted if Disp and Description are entered.**

**High:** 4 digits
Indicate the upper boundary of object code ranges to be tracked for a particular category of the pattern. **Not permitted if Disp and Description are entered.**
Feed: 4 digits  
Identify a representative object code to which the category dollars should map when the approved budget is fed into accounting (FAMIS) for the next fiscal year. It is required and allowed only for the description line of the category. **It is not permitted if Low or High fields are entered.** This is not required for Members whose primary accounting system is not FAMIS. **This subcode must be valid and must have an LBB code associated with in on the 806 Subcode Maintenance Screen.**

Disp: 2 digits
Indicate the order in which the category should appear when the budget is entered or displayed. **Not allowed if Low or High fields are entered.** It is recommended this number be in 5 digit increments.

Description: 20 characters
Enter a short description of the pattern category. Both upper and lower case letters are allowed. **This is not allowed if Low or High fields are entered.**

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF keys.

PF5 Validate
Validates the pattern against its rollup pattern.

PF9 Print
Print Download data using Entire Connection.

PF10 View Rollup
VRoll
View the rollup pattern detail.

PF11 Copy Pattern
CPatt
Copies an existing ABR or Pattern from any valid campus/fiscal year to the Action Line pattern.

**PF11 (COPY) Pop-Up**

<table>
<thead>
<tr>
<th>Copy From Campus: AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR Rule: ___ ABR Fiscal Year: 1998</td>
</tr>
<tr>
<td>** OR **</td>
</tr>
<tr>
<td>Level: _ Pattern: _________ FY: 1999 Dept: _____</td>
</tr>
<tr>
<td>+-----------------------------------------------------------+</td>
</tr>
</tbody>
</table>
Establish Member Rollup Patterns – Phase 1#6

Member Rollup Patterns (Optional)

Establish member ROLLUP patterns for reporting purposes.

Create a generic Member expense pattern and a generic Member revenue pattern with names of “ROLLUP” so that the detailed budget can be summarized for your agency.

Both patterns should be linked to ABR “000.”

Make sure to enter an asterisk (*) in the last position of the description column for all “salary” categories. The asterisk is used by the automated salary reallocation.

These patterns will be used to create the Budget Book reports, FDAR670, and FDAR671.

- The “ROLLUP” expense pattern can be created by copying one of your existing expense patterns to the name “ROLLUP,” deleting the subcode low/high lines, and adding any missing categories that are used in your other non-copied expense patterns.

- The “ROLLUP” revenue pattern can be created the same way, starting with an existing revenue pattern. See the “Member Budget Pattern Maintenance Screen” section for a sample of a “ROLLUP” pattern.
Establish Department Patterns – Phase 1#7

Department Patterns (Optional)

Department ROLLUP Patterns (Optional)

<table>
<thead>
<tr>
<th>Department ROLLUP Patterns (Optional)</th>
<th>DATE</th>
</tr>
</thead>
</table>

Establish Department patterns on Screen 552 where desired.

Department patterns will assume the ABR rule of the Member pattern to which the department pattern rolls.

Make sure to enter an asterisk (*) in the last position of the description column for all “salary” categories. The asterisk is used by the automated salary reallocation.

In order to do comparative budget analysis on accounts, it is important to keep the Department and Member category numbers consistent from one fiscal year to another.

- If a category is broken out into more than one category in the new fiscal year, it is recommended that the prior category number be used for one of the new split categories in the new fiscal year’s pattern.
- If a category is not being used in the new fiscal year, it is recommended that the prior year’s category number be included with a description indicating that it is no longer used. This will ensure that all amounts in the prior year’s budget appear in the comparative columns.
- Categories with no dollar activity will be zero suppressed on the budget reports.
Department Budget Pattern Maintenance

The purpose of Screen 552 is to define Department Revenue and/or Expense Budget Patterns. Department Budget Patterns allow departments to define and budget their revenues and expenses at a more detailed level than what is required by their Member and the TAMUS System. The goal of budget pattern is to provide a mechanism that will allow budgets to be entered at the lowest level of detail needed by the department, which rolls up to meet the needs of both the Member and the TAMUS System.

- Each budget category (defined by multiple, possibly disjoint, object code ranges) in the department pattern must map into only one budget category at the next highest level, in this case, the Member Level.
- Only Department or Member patterns can be used to define an account’s revenue or expense categories. These patterns will define the categories used in creating the accounts’ new budgets and track past years’ budgets and revenues/expenditures.
- Multiple Revenue and Expense Patterns can be defined for a department/sub-department for a fiscal year at the Department Level.
- When a pattern is linked to an account, the account’s past transactions can be shown grouped according to the categories defined by the pattern. Future budgets can be created based on these category groupings.

Department patterns can be created and named the same by multiple department/sub-departments within an institution or agency. The person viewing, creating, or modifying a department pattern must have budget security access for the specified department/sub-department combination. However, once created, a pattern can be assigned to any account, regardless of the account’s department/sub-department values. Additionally, the person assigning the pattern is not required to have budget security access to the department/sub-department associated with the pattern. For example, a pattern named “EXPENSE” for Dept/SDept “ACCT” can be assigned to an account whose primary department is “BIOL” by a person having only budget update access to “BIOL.” The Dept/SDept is used only to control inquiry and update access to the pattern, but not its association with an account.

Care must be taken to ensure that the Department patterns are defined correctly before the budgeting process begins.

A pattern can be modified without limitation until it has been assigned to an account having a saved version. Once a budget version using the pattern has been assigned to an account:

- Only the category display order, description, or feed object code can be changed.
- Additional categories can be added to the pattern.
- New subcode ranges can be added using existing or new categories.

Any other changes or additions are prohibited. To change a pattern’s object code range(s), the saved budget version must be removed from all accounts using the pattern. This must be accomplished individually on the Budget Account Attributes screens (Screen 584/Screen 594).
A special entity security (BUDGET) controls this screen.

**NOTE:** An asterisk (*) must be at the end of all budgeted salary description lines. It must appear in the last position on the line.

Use the space bar on your keyboard to advance to the end of the line—not the arrow key. These asterisks (*) are used by FBAU672 (Budget Reallocation) when loading the salaries from Goldplate.

### Screen 552 – Department Budget Pattern Maintenance

<table>
<thead>
<tr>
<th>F</th>
<th>Cat</th>
<th>Low</th>
<th>High</th>
<th>Disp</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>1005</td>
<td>1209</td>
<td></td>
<td>Salaries - Non Faculty</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1212</td>
<td>1309</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1311</td>
<td>1409</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1414</td>
<td>1419</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1421</td>
<td>1699</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1801</td>
<td>1802</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1210</td>
<td>1211</td>
<td></td>
<td>Salaries - Faculty Equivalent</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1310</td>
<td>1310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1410</td>
<td>1413</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1420</td>
<td>1420</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1704</td>
<td>1704</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Press ENTER to view more entries**
Screen 552 – Department Budget Pattern Maintenance (cont’d)

There are three conditions that will cause a pattern and its contents to be deleted.

1. “Y” is entered in the **Delete** field.
2. An existing pattern is copied over.

The following confirmation screen will appear as a safety feature in both instances to keep unintentional deletions from occurring:

**PF11 Cpatt – When copying over an existing Pattern or Delete = “Y”**

<table>
<thead>
<tr>
<th>DELETE CONFIRMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>This budget pattern currently contains entries.</td>
</tr>
<tr>
<td>Please confirm DELETE to copy over the entire pattern.</td>
</tr>
<tr>
<td>Type 'DELETE' to confirm: ______</td>
</tr>
</tbody>
</table>

3. All categories are removed from an existing pattern.

When this happens, the following pop-up will appear:

**Delete Pop-Up – When deleting all lines of a Pattern**

<table>
<thead>
<tr>
<th>DELETE CONFIRMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All entries have been deleted from this budget pattern.</td>
</tr>
<tr>
<td>Please confirm the deletion of this entire pattern.</td>
</tr>
<tr>
<td>Type 'DELETE' to confirm: ______</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Enter the pattern type, the pattern name, and the department/sub-department. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- To create a new pattern, enter the pattern description, sort order, and Member rollup pattern name. Press <ENTER>.
- Enter any other information as desired and press <ENTER>.
Screen 552 – Department Budget Pattern Maintenance (cont’d)

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

Action Line
◆ R/E: 1 character
  Indicate the pattern type.
  R = Revenue
  E = Expense (default)

◆ Pattern Name: 10 characters/digits Help
  Identify the pattern to be created or modified.

◆ FY: 4 digits
  Indicate the fiscal year of the budget pattern. Default is the current fiscal year plus one.

◆ Dept/SDept: 2 fields (5 characters each) Help
  Enter the department/sub-department to which the pattern belongs.

Screen Information
◆ Description: 40 characters
  Enter the full name of the pattern being added or updated.

◆ ABR: 3 digits
  Default from ABR of Member rollup pattern.

◆ Sort: 1 character Help
  Indicate the order of the display.
  S = Subcode
  C = Category
  F = Feed Object (556 only)
  D = Display
  This field defaults to the last value input by a user.

◆ Member Rollup: 10 characters/digits Help
  Identify the Member pattern to which the Action Line pattern rolls and will be edited against.

Delete: 1 character
  Indicate that the pattern should be deleted/erased. Type “Y” to delete the pattern.

Page: 2 digits
  Shows the page number of the display.

◆ F: 1 character Help
  Indicate the desired action.
  A = Add a new line to the pattern
  U = Update/change a line of the pattern
  D = Delete a line from the pattern
  P = Position (not always available)
Screen 552 – Department Budget Pattern Maintenance (cont’d)

- **Cat:** 2 digits
  Identify the number associated with the category – ties description to subcodes, etc. It is recommended this number be set in 5 digit increments. **This number should be consistent with prior year(s)' category number(s).**

- **Low:** 4 digits
  Enter the lower boundary of object code ranges to be included for a particular category of the pattern. **Not permitted if Disp and Description are entered.**

- **High:** 4 digits
  Indicate the upper boundary of object code ranges to be tracked for a particular category of the pattern. **Not permitted if Disp and Description are entered.**

- **Disp:** 2 digits
  Indicate the order in which the category should appear when the budget is entered or displayed. **Not allowed if Low or High fields are entered.** It is recommended this number be in 5 digit increments.

- **Description:** 20 characters
  Enter a short description of the pattern category. Both upper and lower case letters are allowed. **This is not allowed if Low or High fields are entered.**

**Additional Functions**

- **PF KEYS**
  See the Appendix for an explanation of the standard PF keys.

  - **PF5** Validate
    Validates the pattern against its rollup pattern.

  - **PF9** Print
    Download a report using Entire Connection.

  - **PF10** View Rollup
    Views the rollup pattern detail.

  - **PF11** Copy Pattern
    Copies an existing ABR or Pattern from any valid campus/fiscal year to the Action Line pattern.

**PF11 (COPY) Pop-Up**

```
+-----------------------------------------------BUDGET PATTERN COPY-----------------------------------------------+
| Copy From Campus: ___                        |
| ABR Rule: ___ ABR Fiscal Year: 1998         |
| ** OR **                                   |
| Level: _ Pattern: ______________ FY: 1999 Dept: ______ |
+-----------------------------------------------------------------------------------------------+
```
Column Defaults and Prodcards

Column defaults and prodcards that are used for the Budget Module need to be reviewed and updated. Specifically, review the column defaults for FDAR589 and the options for the FBAU672 reallocator program.

Perform the following:

- Check the column defaults for FDAR589 (prodcard).
- Check the prodcard for the FBAU672 reallocator program.
- Establish the new fiscal year “Column Default” table on Screen 856.
- Check for changes to the “Version Create” table.
- Notify FAMISHELP of whether the prodcard for FDAR589 and the “Column Default” table on Screen 856 are to be the same or different.
Budget Control Tables

There are several optional control tables defined in the Budget Module that can be used to provide additional functionality and customization based upon each System Member’s individual preference. After reading about the tables and deciding on the best option for your Member, a user representative should send Change / Enhancement via the FAMIS Site - it.tamus.edu/famis requesting that the appropriate tables be established on Screen 856.

All of the control tables are maintained by the FAMIS Services staff.

The available Budget Control Tables are as follows:

1. Pattern Default
2. Column Default
3. Version Create
4. Negative BBA

Pattern Default

Screen 856 – Budget Generic Table

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Key</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YYYY</strong></td>
<td>N</td>
<td>0=ERROR 1=USE IF ONLY 1 2=POPUP</td>
</tr>
<tr>
<td>102000</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>182003</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>192001</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This table controls whether a pattern can be selected from the New Budget Entry screens (Screen 589/Screen 599). If a pattern is already set for an account, this table will not be used. The following are the values that each Member can select:

- **0** Pattern cannot be selected from Screen 589/Screen 599. An error will be received if the pattern has not been previously assigned. Patterns must be set online by either the SL Budget Account Attribute screen (Screen 584) or the Assign/Remove Pattern by Department screen (Screen 583) or can be set in batch by FBAU583. If no table exists, this option will be the default.
1. Automatically default a pattern if only one pattern is available that matches the account’s ABR. If no pattern exists or more than one pattern is possible, an error will be received on Screen 589/599. Patterns must then be set online by either the SL Budget Account Attribute Screen (Screen 584) or the Assign/Remove Pattern by Department Screen (Screen 583) or can be set in batch by FBAU583.

2. Automatically default a pattern if only one pattern is available that matches the account’s ABR. If more than one pattern is possible, a pop-up screen will be provided from which the user can select the account’s pattern.

**Column Default**

The Column Default table provides the capability for a Member to default the four display columns when a new budget version is created for an account. These defaults can vary by account ranges. For example, the default columns for E&G/F&G accounts can be different than for Auxiliary accounts.

The following information must be provided to use this table:

<table>
<thead>
<tr>
<th>CC</th>
<th>Campus code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Account1</td>
<td>Stop account range</td>
</tr>
<tr>
<td>Account2</td>
<td>Start account range</td>
</tr>
</tbody>
</table>

The Column Default table:

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Key</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2013</td>
</tr>
<tr>
<td>012012</td>
<td>99999-100000</td>
<td>A201213A201113A201013A200913</td>
</tr>
<tr>
<td>012010</td>
<td>99999-100000</td>
<td>A201013A201113A201213A201313</td>
</tr>
<tr>
<td>022000</td>
<td>99999-100000</td>
<td>B199913A199913A199813A199713</td>
</tr>
</tbody>
</table>

*** Press enter for more entries ***
Screen 856 – Budget Generic Table (cont’d)

**Column n** (1 to 4 columns can be defined for account range):

Data type  Type of data to be displayed in the column:
A  =  Actuals (default)
B  =  Board approved (approval type/OPTION6)
C  =  Actuals + Encumbrances
D  =  Done – Board adjusted (approval type/OPTION6)
F  =  Fed (approval type/OPTION6)
N  =  Original Budget (No carry Frwd)
O  =  Original Budget (W/ carry Frwd)
R  =  Revised Budget
V  =  New Version

FY  Fiscal Year
MM  Fiscal Month
Blank  No display

A sample request might look something like this:

For all accounts (100000-999999), the column defaults for our campus should be:  D 1999    N 1999 02    A 1998 13    N 1998 13

NOTE:  The PRODCARD for FDAR589 should also be updated.  This is accomplished by sending a Change Enhancement request to FAMIS Help.

**Version Create**

Screen 856 – Budget Generic Table

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Key</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY STOP -START</td>
<td>VERSION</td>
</tr>
<tr>
<td>032000</td>
<td>699999-100000</td>
<td>HSC****** 1</td>
</tr>
<tr>
<td>032001</td>
<td>699999-100000</td>
<td>HSC****** 1</td>
</tr>
<tr>
<td>041999</td>
<td>699999-100000</td>
<td>TSU1****** 1</td>
</tr>
<tr>
<td>042000</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042002</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042003</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042004</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042005</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042006</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042007</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
<tr>
<td>042008</td>
<td>699999-100000</td>
<td>TARLETON** 1</td>
</tr>
</tbody>
</table>

***  Press enter for more entries  ***
The Version Create table is used online and by the batch program FBAU586 to automatically copy account history data from a Member specified column and create a new budget version using the copied data as the new budget column. The salary dollars supplied from BPP are automatically overlaid in the new budget column. This feature might be used by Members whose new year budgets for a range of accounts follow a predictable pattern from a prior year’s history.

This feature cannot be used unless the “COLUMN DEFAULT” table has been defined for the specified account ranges.

The following must be provided to use this feature:

<table>
<thead>
<tr>
<th>CC</th>
<th>Campus code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Account1</td>
<td>Stop account range</td>
</tr>
<tr>
<td>Account2</td>
<td>Start account range</td>
</tr>
<tr>
<td>Version Mask</td>
<td>10 characters that should match the new version being created in order to invoke the new version create feature. Wildcards (*) can be specified to indicate the values of the version name characters that do not matter.</td>
</tr>
<tr>
<td>Column</td>
<td>Number of column to be copied (columns are defined in the “COLUMN DEFAULT” table).</td>
</tr>
</tbody>
</table>

If used, the “Version Create” is invoked on-line when a new version for an account is entered on Screen 589/599. If the account number falls within the version create account range and the version name matches the mask of the Member defined version name, the new budget column is populated with the appropriate column data/salary information. The version is not automatically saved or submitted until the user presses the Submit PF11 key.

A sample request might look something like this:

For all account ranges (100000-999999), automatically create a budget version from column 2 data whenever a new version name begins with “AUTO*****”

Versions can be automatically created in batch by requesting the program FBAU586. See the Budget Module Reports/Processes for a description of the parameters that must be submitted.
The Negative BBA table is used when a Member wishes to prevent budget versions from being submitted for one or more ledgers whenever the budget version results in a negative SL Ending Balance.

To use this feature, provide FAMIS Services with the ledger number(s) that should be controlled. Any or all ledgers, from 1 to 9 can be selected. They may be listed in any order.
Screen 856 – Budget Generic Table (cont’d)
Section IV

Budget Checklist – Phase 2
# Budget Preparation Quick Reference – Phase 2

## Phase 2

<table>
<thead>
<tr>
<th>#</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Copy FAMIS Accounts to New FY</td>
</tr>
<tr>
<td>#2</td>
<td>FAMIS Account Map Code Changes</td>
</tr>
<tr>
<td>#3</td>
<td>Review FAMIS Account Attributes</td>
</tr>
<tr>
<td>#4</td>
<td>Budget Attribute Roll Forward</td>
</tr>
<tr>
<td>#5</td>
<td>Reset Budget Flags and Feed Flag</td>
</tr>
<tr>
<td>#6</td>
<td>Account Changes from Prior Years.</td>
</tr>
<tr>
<td>#7</td>
<td>Assign Member Patterns to Accounts</td>
</tr>
<tr>
<td>#8</td>
<td>Copy BPP Salary Amounts into FAMIS Budget Module</td>
</tr>
<tr>
<td>#9</td>
<td>Auto Create New Budgets - Optional</td>
</tr>
<tr>
<td>#10</td>
<td>Budget Worksheets - Optional</td>
</tr>
<tr>
<td>#11</td>
<td>Budget Entry</td>
</tr>
<tr>
<td>#12</td>
<td>Enter Transfers and Allocations</td>
</tr>
<tr>
<td>#13</td>
<td>Request Budget Reports</td>
</tr>
<tr>
<td>#14</td>
<td>System Locks and Reviews Member Budgets</td>
</tr>
<tr>
<td>#15</td>
<td>Secure and Print the TAMUS Board Budget Book</td>
</tr>
</tbody>
</table>

Note: In Checklist #14, the System Budgets Office locks each Member as they complete these steps. When all Members are locked and reviewed, the TAMUS Board Budget Book can then be created.
Copy FAMIS Accounts to New FY – Phase 2 #1

YU001

Request YU001
(Run by request – including CC09 and CC18)

<table>
<thead>
<tr>
<th>Request YU001</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Request YU001 to copy the new fiscal year accounts (Banks, GLs, SLs, and SAs).

The YU001 will increment the fiscal year in the state banks (both the default and alternate banks) on the accounts.

The YU001 will set the “Allow Attributes” flag to “Y” on Screen 842.

- This job can be run for given ranges of accounts and can be run as many times as necessary.

- All runs of YU001 will default to “Replace Option” equals “N.” The "N" option (no replace) will copy any new accounts created in the current/old fiscal year into the new fiscal year.

- The “Replace Option” can be requested equal to "Y." HOWEVER, any changes made online to accounts in the new fiscal year may be overwritten when using the Replace Option “Y.” Map code, ABR, SA create enable flag, default bank, budget sort, and SA revenue and expense budget transaction flags will NOT be replaced after the initial run of YU001 when using Replace Option "Y." The SA revenue and expense actual transaction flags WILL be updated when using Replace Option “Y.”
FAMIS Account Map Code Review

Review Account Map Codes

<table>
<thead>
<tr>
<th>Review Map Codes</th>
<th>DATE</th>
</tr>
</thead>
</table>

Make all necessary changes to new fiscal year map codes on Screen 6.

Element security #9 must be set by your FAMIS security administrator for any UserId that needs to make map code changes.

Map codes are not allowed to be changed on Screen 6 unless the following are true:

- There is a zero balance in the account.
- There are no SL allocations that have been marked with a “B,” “D,” or “F” in the Budget Module.
- There are no Member or System locks on the account.

*Any accounting needed to reflect the GL changes between the old year and the new year will need to be done manually by the Accounting Office at year end.*
FBAR562 (GL) and FBAR540 (SL) (Option=2)

Request Attribute Reports

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request attribute reports and review flags</td>
</tr>
</tbody>
</table>

Request that the attribute reports (FBAR562 and FBAR540 (Option=2)) be run in the new fiscal year.

- Unnecessary accounts that were carried forward with the YU001 will need to be dropped in the new year.

- Review the following flags:
  - ABR
  - Freeze flag
  - Delete flag
  - GEB
  - SA Create Enable
  - SA Expense and Revenue budget transaction flags

Flag changes can be made online in the new fiscal year by using Screen 2 & 43 for GLs, Screens 6 & 44 for SLs, and Screens 51 & 54 for SAs.

- Establish any necessary new accounts in the new year.

If renumbering the chart of accounts, contact FAMIS Services for assistance in copying attributes from old account to new account number.
SL (6 Digit) Budget Account Attributes

The purpose of Screen 584 is to define and display budget account attributes and assign budget patterns and other related information to each account that will be budgeted (or not budgeted) in the formal budget process.

Prior to beginning the new budget year, the new FAMIS fiscal year will be opened for attribute-only access, and all accounts not flagged as deleted will be copied from the current year into the next fiscal year/new budget year through a batch process. Each university and agency should review these accounts and delete any that should not exist in the next fiscal year.

Frozen accounts can be valid budgeted accounts. This accommodates “budget only dummy accounts.” Accounts whose “Budget Sort” field (Screen 8) matches these dummy accounts are not budgeted individually but are combined and represented in the budget presented in the dummy account. The budget sort field should only be used on accounts that have no payroll, are not automatically fed with a budget, and are not individually presented to the Board (AL-RSCH model).

A review should be made of the “SA Create Enable” flag (Screen 6) and the “SA Transaction Budget Expense/Revenue” flags (Screen 6). These flags, in addition to “SA Transaction Budget Module Expense/Revenue” flags, control the support account’s ability to have revenue, expense, or both types of budgets. These flags will control whether the budget attributes must be assigned on the SL Budget Account Attribute Screen (Screen 584) or the SA Budget Account Attribute Screen (Screen 594).

The Revenue and Expense patterns for a budget account can only be set at the SL. All support accounts belonging to an SL must use the patterns assigned to the SL. The Chart of Accounts setup (Screen 802) determines whether an account is allowed to have revenues, expenses, or both. Therefore, revenue or expense patterns can only be assigned if the Chart of Accounts allows the pattern types. The value of the account’s “SA Transaction Budget Expense/Revenue” flags (Screen 6) in conjunction with the “SA Transaction Budget Module Expense/Revenue” flags (Screen 584) control the support account’s capability of having revenue, expense, or both types of budgets.

The value of the SL account’s “SA Create Enable” flag (Screen 6) determines whether the budget must be entered and submitted at the SL or the SA level. If the flag is set to “Y,” the budgets must be entered on Screen 599; if the flag is set to “N,” the budgets must be entered on Screen 589. The values of the SA Transaction Budget flags control both the range of support accounts that can be used and whether expense or revenue budgets are allowed.

You can set the SA Budget Module Transaction flags to values different from the FA Budget flags. For example, to budget at the base SA 00000 only, set the SA Budget Module flags to “N”, and set the FA Budget flags to “B.”
Screen 584 – SL (6 Digit) Budget Account Attributes (cont’d)

When the SA Create Enable flag is “Y”, the SA Transaction Budget Module (Screen 584) or the FA Budget flags (Screen 6) are used. If the SA Transaction Budget Module flags are non-blank, their values are used. If they are blank, the SA Transaction FA Budget flags are used. The SA Transaction Budget Module flags can be set to a value different from the SA Transaction FA Budget flags only when a FA Budget flag is a “B.”

Based on the values of an account’s SA Create Enable flag and the SA Transaction flags, the following chart defines the rules that are used to determine the appropriate Budget Module screen, support account range(s), and allowable budget types for entering an account’s budget:

<table>
<thead>
<tr>
<th>SA Enable Flag</th>
<th>SA Revenue Budget</th>
<th>SA Expense Budget</th>
<th>Entry Screen</th>
<th>Entry SL Base or SA 00000</th>
<th>SA Entry (00000–99999)</th>
<th>SA Entry (00001–99999)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N, A</td>
<td>N</td>
<td>N</td>
<td>589</td>
<td>R, E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>599</td>
<td>R, E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>599</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>599</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>599</td>
<td>R, E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>B</td>
<td>599</td>
<td>R</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>B</td>
<td>N</td>
<td>599</td>
<td>E</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>B</td>
<td>B</td>
<td>599</td>
<td>R, E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>599</td>
<td>R</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>599</td>
<td>E</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

Note: It is very important to take care with flag changes on accounts once the Budget process has begun. These changes can cause orphaned budget items to occur.

Approved account budgets will be selectively fed into FAMIS by using Member specified account ranges. GEB accounts will not have their budgets automatically fed into financial accounting at the beginning of the budget fiscal year.

The “NO Budget” flag can be set to indicate that the owner of the account is not required or planning to submit a budget for the account. This flag, if set consistently throughout the campus, can be used as a tool to identify those accounts that have not been budgeted. The program FDAR584 produces several reports whose purpose it is to identify the budget status of selected accounts. One option identifies accounts with the “NO Budget” flag set. Another option identifies accounts without submitted budgets whose “NO Budget” flags are either blank or set to “N.”

The “NO Feed” field should be used to flag accounts that are budgeted but should not have their budgets automatically fed to FAMIS at the beginning of the new budget year. This field, as well as the “Feed Acct” field, has a FAMIS element security added to it to prevent unauthorized entry.

To change the pattern for an account, you must blank out the submitted version. This will unprotect the pattern field so that you can change it.
If an account is “locked,” the submitted version cannot be removed or replaced without first removing or overriding the lock (See Lock Function). It is possible that the “SA Create Enable” flags or “SA Transaction Budget” flags may be changed during or after the budget cycle, making the budget versions not in compliance with the account budget entry rules. When this happens, data entered will need to be handled on an exception basis.

**A special entity security (BUDGET) controls this screen.**

### Screen 584 – SL (6 Digit) Budget Account Attributes

If a budget pattern name is changed on an account, the following pop-up window will be displayed with a warning that changing the pattern on the SL account will result in the “submitted versions” being wiped out on all Support Accounts for the SL account.

### Screen 584 – SL (6 Digit) Budget Account Attributes Pop-Up Window

**Basic Steps**

- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Add additional information, as desired, and press <ENTER>.
Screen 584 – SL (6 Digit) Budget Account Attributes (cont’d)

Field Descriptions (◆ = Required; [Help] = Field Help using PF2, ?, or *)

Action Line
◆ Account: 6 digits
   Enter the budget account.

◆ Fiscal Year: 4 digits
   Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

Screen Information
SA Create Enable: 1 character
   Y = Allows creation of Support Account for the SL account. Budget must be established on the SA New Budget Entry Screen (599)
   N = Default: Does not allow creation of Support Accounts. Budget must be established on the SL New Budget Entry Screen (589)
   A = Support accounts will be created automatically. Budget must be established on the SL New Budget Entry Screen (599)

SA TRANSACTIONS:
Budget Module:
   Expense: 1 character
      Blank = indicates expense budget must follow the “FA Budget Expense” rules.
      Y = indicates expense budget must be posted to non-base support accounts
      N = indicates expense budget may not be posted to the support accounts
      B = indicates expense budget may be posted at either the base or the support accounts

   Revenue: 1 character
      Blank = indicates revenue budget must follow the “FA Budget Revenue” rules
      Y = indicates revenue budget must be posted to the non-base support accounts
      N = indicates revenue budget may not be posted to the support accounts
      B = indicates revenue budget may be posted at either the base or the support accounts

   FA Budget: Expense:
      1 character
      Y = indicates expense budget must be posted to the non-base support accounts
      N = indicates expense budget may not be posted to the support accounts
      B = indicates expense budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module Expense Transaction flag
Screen 584 – SL (6 Digit) Budget Account Attributes (cont’d)

**Revenue:**

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>indicates revenue budget may be posted to the non-base support accounts</td>
</tr>
<tr>
<td>N</td>
<td>indicates revenue budget may not be posted to the support accounts</td>
</tr>
<tr>
<td>B</td>
<td>indicates revenue budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module Revenue Transaction flag</td>
</tr>
</tbody>
</table>

**FA Actual:**

**Expense:**

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>indicates expense actuals must be posted to the non-base support accounts</td>
</tr>
<tr>
<td>N</td>
<td>indicates expense actuals may not be posted to the support accounts</td>
</tr>
<tr>
<td>B</td>
<td>indicates expense actuals may be posted at either the base or the support accounts</td>
</tr>
</tbody>
</table>

**Revenue:**

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>indicates revenue actuals must be posted to the non-base support accounts</td>
</tr>
<tr>
<td>N</td>
<td>indicates revenue actuals may not be posted to the support accounts</td>
</tr>
<tr>
<td>B</td>
<td>indicates revenue actuals may be posted at either the base or the support accounts</td>
</tr>
</tbody>
</table>

**Previos Account:**

**CC:**

2 digits
Campus code where the account previously resided. Default is the home campus.

**FY:**

4 digits
Indicate a previous fiscal year when the account had a different account number.

**SL:**

6 digits
Indicate the previous SL account number associated with the Action Line account. Used only when an account existed in a previous year under a different account number.

**SA:**

5 digits
Indicate the previous support account associated with the Action Line account. Used only when an account existed in a previous year under a different account number.

**Revenue:**

**M/D:**

1 character
Enter the pattern level.

<table>
<thead>
<tr>
<th>Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Member</td>
</tr>
<tr>
<td>D</td>
<td>Department</td>
</tr>
</tbody>
</table>
Screen 584 – SL (6 Digit) Budget Account Attributes (cont’d)

Pattern: 10 characters/digits
Indicate the particular pattern that is displayed and attached to the account.

Dept: 5 characters
Identify the department to which the pattern belongs.
Used only by the department level.

SDept: 5 characters
Identify the sub-department to which the pattern belongs.
Used only by the department level.

ABR: 3 digits
Identifies the ABR rule that applies.

Expense:

M/D: 1 character
Indicate the pattern level.
M = Member
D = Department

Pattern: 10 characters/digits
Indicate the particular pattern that is displayed and attached to the account.

Dept: 5 characters
Identify the department to which the pattern belongs.
Used only by the department level.

SDept: 5 characters
Include the sub-department to which the pattern belongs.
Used only by the department level.

ABR: 3 digits
Identifies the ABR rule that applies.

Lock Flag: 1 character
Indicates the account’s submitted version has been locked.

Submit Ver: 10 characters/digits
Identify the name of the budget version that has been submitted for the account. The version can only be removed on this screen. Use PF11 from Screen 589/599 to submit/store the version name for an account.

Feed Acct: 11 digits
Indicates where the account’s budget should feed when the budget is posted into FAMIS’s financial accounting at the beginning of the budget fiscal year. This is used only by those Members who have the need to renumber an account after the budget process has been completed.
Screen 584 – SL (6 Digit) Budget Account Attributes (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO Feed:</td>
<td>1 character [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Y = indicates budget is not to be fed to the accounting system</td>
</tr>
<tr>
<td></td>
<td>N = indicates budget is to be fed to the accounting system</td>
</tr>
<tr>
<td></td>
<td>Blank = indicates budget is not to be fed to the accounting system</td>
</tr>
<tr>
<td>NO Budget:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Indicate whether a budget is intended to be submitted for the account.</td>
</tr>
<tr>
<td></td>
<td>Y = Budget is NOT required or allowed</td>
</tr>
<tr>
<td></td>
<td>N = Budget is required</td>
</tr>
<tr>
<td></td>
<td>Blank = Budget is expected (default)</td>
</tr>
<tr>
<td>Owner:</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td>5 characters [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Designates department responsible for the account.</td>
</tr>
<tr>
<td>SDept:</td>
<td>5 characters [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Shows a sub-grouping for departments using the account.</td>
</tr>
<tr>
<td>Exec:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Executive level office responsible for the account.</td>
</tr>
<tr>
<td>Div:</td>
<td>2 characters [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Designates division using the account.</td>
</tr>
<tr>
<td>Coll:</td>
<td>2 characters [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>College responsible for the account.</td>
</tr>
<tr>
<td>Mail Cd:</td>
<td>5 characters/digits [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Code for the location or address of responsible person; Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.</td>
</tr>
<tr>
<td>Budget Group:</td>
<td>6 digits [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Called Budget Sort on Screen 6. Used as a dummy grouping by AL-RSCH to indicate that the account is budgeted in summary with other accounts having the same Budget Group/Budget Sort.</td>
</tr>
<tr>
<td>GEB:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Instruction for generating expense budget (Values: Y, N)</td>
</tr>
<tr>
<td>Resp Person:</td>
<td>20 characters [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Identifies the person responsible for the account.</td>
</tr>
<tr>
<td>ABR Rule:</td>
<td>3 digits [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Shows the automatic budget reallocation (ABR) rule that the account follows.</td>
</tr>
<tr>
<td>Map Cd:</td>
<td>5 digits [PF2 Help]</td>
</tr>
<tr>
<td></td>
<td>Displays the GL account ID, second to sixth digits, indirectly updated by SL transactions.</td>
</tr>
</tbody>
</table>
Old Acct: 15 digits  
Previous account number used either at initial FAMIS conversion or later FAMIS account reorganization. This can also be an account number used in a non-FAMIS accounting system.

AFR Fund Group: 2 digits  
AFR Fund Group for the account.

Fund Group: 2 characters  
Fund Group for the account.

SubFund: 2 characters  
Sub-grouping for Fund Group.

Function: 2 digits  
Current fund expenditures purpose.

SubFunc: 2 characters  
Sub-grouping for the Function code.

Aux Cd: 3 characters  
Grouping for auxiliary accounts.

Additional Functions
PF KEYS  
See the Appendix for an explanation of the standard PF keys.

PF8  
Salary
Displays salary dollars associated with the Action Line account for the current year payroll as provided by BPP. The dollars are summarized by subcode. The dollars represent budgeted positions only and do not include graduate or teaching assistant positions. If the SA Create flag is “Y” and the SA Transaction flags are “N” and “N”, salary amounts from all support accounts are summarized and added to the base account. These dollars will automatically be distributed to the appropriate categories when a new budget version is created. These numbers are used for a point of reference and can be changed on the budget entry screens.

<table>
<thead>
<tr>
<th>FAMIS Subcd</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400</td>
<td>321.00</td>
</tr>
<tr>
<td>1100</td>
<td>8,822.00</td>
</tr>
<tr>
<td>End of Data</td>
<td>Press &lt;PF4&gt; to Exit</td>
</tr>
</tbody>
</table>

FAMIS Subcd: 4 digits  
FAMIS subcode having current year salary related requirements.

Salary Amount: 13 digits  
Shows the salary dollars for the current year payroll provided by BPP.
SA (11 Digit) Budget Account Attributes

The purpose of Screen 594 is to define and display budget account attributes and assign budget patterns and other related information to each account that will be budgeted (or not budgeted) in the formal budget process.

Prior to beginning the new budget year, the new FAMIS fiscal year will be opened for attribute only access and all accounts not flagged as deleted will be copied from the prior year into the next fiscal year/new budget year through a batch process. Each university and agency should review these accounts and delete any that should not exist in the next fiscal year.

Frozen accounts can be valid budgeted accounts. This accommodates “budget only dummy accounts.” Accounts whose “Budget Sort” field (Screen 8) matches these dummy accounts are not individually budgeted, but their budget numbers are combined and represented in the budget presented in the dummy account. The budget sort field should only be used on accounts that have no payroll, are not automatically fed with a budget, and are not individually presented to the Board.

A review should be made of the “SA Create Enable” flag (Screen 6) and the “SA Transaction Budget Expense/Revenue” flags (Screen 6). These flags, in addition to “SA Transaction Budget Module Expense/Revenue” flags, control the support account’s ability to have revenue, expense, or both types of budgets. These flags will control whether the budget attributes must be assigned on the SL Budget Account Attribute Screen (Screen 584) or the SA Budget Account Attribute Screen (Screen 594).

The Revenue and Expense patterns for a budget account can only be set at the SL. All support accounts belonging to an SL must use the patterns assigned to the SL. The Chart of Accounts setup (Screen 802) determines whether an account is allowed to have revenues, expenses, or both. Therefore, revenue or expense patterns can only be assigned if the Chart of Accounts allows the pattern types. The value of the account’s “SA Transaction Budget Expense/Revenue” flags (Screen 6) in conjunction with the “SA Transaction Budget Module Expense/Revenue” flags (Screen 584) control the support account’s capability of having revenue, expense, or both types of budgets.

The value of the SL account’s “SA Create Enable” flag (Screen 6) determines whether the budget must be entered and submitted at the SL or the SA level. If the flag is set to “Y” the budgets must be entered on Screen 599; if the flag is set to “N”, the budgets must be entered on Screen 589. The values of the SA Transaction Budget flags control both the range of support accounts that can be used and whether expense or revenue budgets are allowed.

When the SA Create Enable flag is “Y,” the SA Transaction Budget Module flags (Screen 584) or the FA Budget flags (Screen 6) are used. If the SA Transaction Budget Module flags are non-blank, their values are used. If they are blank, the SA Transaction FA Budget flags are used. The SA Transaction Budget Module flags can be set to a value different from the SA Transaction FA Budget flags only when a FA Budget flag is a “B.”

Based on the values of an account’s SA Create Enable flag and the SA Transaction flags, the following chart defines the rules that are used to determine the appropriate Budget Module screen, support account range(s), and allowable budget types for entering an account’s budget:
Approved account budgets will be selectively fed into FAMIS by using Member specified account ranges. GEB accounts will not have their budgets automatically fed into financial accounting at the beginning of the budget fiscal year.

The “NO Budget” flag can be set to indicate that the owner of the account is not required or planning to submit a budget for the account. This flag, if set consistently throughout the campus, can be used as a tool to identify those accounts that have not been budgeted. The program FDAR584 produces several reports whose purpose it is to identify the budget status of selected accounts. One option identifies accounts with the “NO Budget” flag set. Another option identifies accounts without submitted budgets whose “NO Budget” flags are either blank or set to “N.”

The “NO Feed” field should be used to flag accounts that are budgeted, but should not have their budgets automatically fed to FAMIS at the beginning of the new budget year. This field, as well as the Feed Acct field, has a FAMIS element security added to it to prevent unauthorized entry.

If an account is “locked,” the submitted version cannot be removed or replaced without first removing or overriding the lock (See Lock Function). It is possible that the “SA Create Enable” flags or “SA Transaction Budget” flags may be changed during or after the budget cycle, making the budget versions not fit the account budget entry rules. When this happens, the data entered will need to be handled on an exception basis.

When the base support account (00000) is specified, all support accounts having BPP salary data associated with them can be seen by continuing to press PF8 (Sal). To discontinue paging through the salary dollars, press PF4 (Exit).
A special entity security (BUDGET) controls this screen.

If a budget pattern name is changed, the following pop-up window will be displayed.

Basic Steps
- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Add additional information as desired, and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

Action Line
◆ Account: 11 digits
Enter the budget account.
Screen 594 – SA (11 Digit) Budget Account Attributes (cont’d)

- **Fiscal Year:** 4 digits
  Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

**Screen Information**

- **SA Create Enable:** 1 character
  - Y = Allows creation of Support Account for the SL account. **Budget must be established on the SA New Budget Entry Screen (599)**
  - N = Default: Does not allow creation of Support Accounts. **Budget must be established on the SL New Budget Entry Screen (589)**
  - A = Support accounts will be created automatically. **Budget must be established on the SL New Budget Entry Screen (599)**

**SA TRANSACTIONS:**

- **Budget Module:**
  - **Expense:** 1 character
    - Blank = indicates expense budget must follow the “FA Budget Expense” rules.
    - Y = indicates expense budget must be posted to non-base support accounts
    - N = indicates expense budget may not be posted to the support accounts
    - B = indicates expense budget may be posted at either the base or the support accounts

  - **Revenue:** 1 character
    - Blank = indicates revenue budget must follow the “FA Budget Revenue” rules
    - Y = indicates revenue budget must be posted to the non-base support accounts
    - N = indicates revenue budget may not be posted to the support accounts
    - B = indicates revenue budget may be posted at either the base or the support accounts

- **FA Budget:**
  - **Expense:** 1 character
    - Y = indicates expense budget must be posted to the non-base support accounts
    - N = indicates expense budget may not be posted to the support accounts
    - B = indicates expense budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module Expense Transaction flag
### Screen 594 – SA (11 Digit) Budget Account Attributes (cont’d)

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>1 character</th>
<th>indicates revenue budget may be posted to the non-base support accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y =</td>
<td>revenue budget may be posted to the non-base support accounts</td>
</tr>
<tr>
<td>N</td>
<td>N =</td>
<td>revenue budget may not be posted to the support accounts</td>
</tr>
<tr>
<td>B</td>
<td>B =</td>
<td>revenue budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module Revenue Transaction flag</td>
</tr>
</tbody>
</table>

#### FA Actual:

<table>
<thead>
<tr>
<th>Expense:</th>
<th>1 character</th>
<th>indicates expense actuals must be posted to the non-base support accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y =</td>
<td>expense actuals must be posted to the non-base support accounts</td>
</tr>
<tr>
<td>N</td>
<td>N =</td>
<td>expense actuals may not be posted to the support accounts</td>
</tr>
<tr>
<td>B</td>
<td>B =</td>
<td>expense actuals may be posted at either the base or the support accounts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>1 character</th>
<th>indicates revenue actuals must be posted to the non-base support accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y =</td>
<td>revenue actuals must be posted to the non-base support accounts</td>
</tr>
<tr>
<td>N</td>
<td>N =</td>
<td>revenue actuals may not be posted to the support accounts</td>
</tr>
<tr>
<td>B</td>
<td>B =</td>
<td>revenue actuals may be posted at either the base or the support accounts</td>
</tr>
</tbody>
</table>

### Previous Account:

| CC: | 2 digits | Campus code where the account previously resided. Default is the home campus. |
| FY: | 4 digits | Indicates a previous fiscal year when the account had a different account number. |
| SL: | 6 digits | Indicates the previous SL account number associated with the Action Line account. **Used only when an account existed in a previous year under a different account number.** |
| SA: | 5 digits | Indicates the previous support account associated with the Action Line account. **Used only when an account existed in a previous year under a different account number.** |

**Revenue:**

<table>
<thead>
<tr>
<th>M/D:</th>
<th>1 character</th>
<th>indicates pattern level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>M = Member</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>D = Department</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Pattern:</td>
<td>Indicates the particular pattern, which is displayed and attached to the account.</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td>Identifies department to which the pattern belongs. Used only by the department level.</td>
<td></td>
</tr>
<tr>
<td>SDept:</td>
<td>Identifies sub-department to which the pattern belongs. Used only by the department level.</td>
<td></td>
</tr>
<tr>
<td>ABR:</td>
<td>Identifies the ABR rule that applies.</td>
<td></td>
</tr>
<tr>
<td>Expense:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M/D:</td>
<td>Indicates pattern level:</td>
<td></td>
</tr>
<tr>
<td>Pattern:</td>
<td>Indicates the particular pattern, which is displayed and attached to the account.</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td>Identifies department to which the pattern belongs. Used only by the department level.</td>
<td></td>
</tr>
<tr>
<td>SDept:</td>
<td>Identifies sub-department to which the pattern belongs. Used only by the department level.</td>
<td></td>
</tr>
<tr>
<td>ABR:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lock Flag:</td>
<td>Indicates the account’s submitted version has been locked.</td>
<td></td>
</tr>
<tr>
<td>Submit Ver:</td>
<td>Indicates the name of the budget version that has been submitted for the account. The version can only be removed on this screen. Use PF11 from Screen 589/599 to submit/store the version name for an account.</td>
<td></td>
</tr>
<tr>
<td>Feed Acct:</td>
<td>Indicates where the account’s budget should feed when the budget is posted into FAMIS’s financial accounting at the beginning of the budget fiscal year. This is used only by those Members who have the need to renumber an account after the budget process has been completed.</td>
<td></td>
</tr>
</tbody>
</table>
### Screen 594 – SA (11 Digit) Budget Account Attributes (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO Feed:</strong></td>
<td>1 character &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td>Y</td>
<td>indicates budget is not to be fed to the accounting system</td>
</tr>
<tr>
<td>N</td>
<td>indicates budget is to be fed to the accounting system</td>
</tr>
<tr>
<td>Blank</td>
<td>indicates budget is not to be fed to the accounting system</td>
</tr>
<tr>
<td><strong>NO Budget:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td>N</td>
<td>indicates budget is required</td>
</tr>
<tr>
<td>Blank</td>
<td>indicates budget is expected (default)</td>
</tr>
<tr>
<td>Y</td>
<td>indicates budget is NOT required or allowed</td>
</tr>
<tr>
<td><strong>Owner:</strong></td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td>4 characters &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Designates department responsible for the account.</td>
</tr>
<tr>
<td>SDept:</td>
<td>4 characters &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Designates a sub-grouping for departments using the account.</td>
</tr>
<tr>
<td>Exec:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Executive level office responsible for the account.</td>
</tr>
<tr>
<td>Div:</td>
<td>2 characters &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Designates division using the account.</td>
</tr>
<tr>
<td>Coll:</td>
<td>2 characters &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>College responsible for the account.</td>
</tr>
<tr>
<td>Mail Cd:</td>
<td>5 characters/digits &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Code for the location or address of responsible person; Format is AXXXX where</td>
</tr>
<tr>
<td></td>
<td>A is a location indicator and XXXX are user-defined numbers or alpha</td>
</tr>
<tr>
<td></td>
<td>characters.</td>
</tr>
<tr>
<td>Budget Group:</td>
<td>6 digits &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Called Budget Sort on Screen 6. Used as a dummy grouping by AL-RSCH to</td>
</tr>
<tr>
<td></td>
<td>indicate the account is budgeted in summary with other accounts having</td>
</tr>
<tr>
<td></td>
<td>the same Budget Group/Budget Sort.</td>
</tr>
<tr>
<td>GEB:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Instruction for generating expense budget (Values: Y, N).</td>
</tr>
<tr>
<td>Resp Person:</td>
<td>20 characters &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Identification of the person responsible for the account.</td>
</tr>
<tr>
<td>ABR Rule:</td>
<td>3 digits &lt;PF2 Help&gt;</td>
</tr>
<tr>
<td></td>
<td>Indicates the automatic budget reallocation (ABR) rule that the account</td>
</tr>
<tr>
<td></td>
<td>follows.</td>
</tr>
<tr>
<td>Map Cd:</td>
<td>5 digits &lt;PF2 Help&gt;</td>
</tr>
</tbody>
</table>
|                | GL account ID, second to sixth digits, indirectly updated by SL transactions.
Old Acct: 15 digits [PF2 Help]
Previous account number used either at initial FAMIS conversion or later FAMIS account reorganization. This can also be an account number used in a non-FAMIS accounting system.

AFR Fund Group: 2 digits
AFR Fund Group for the account.

Fund Group: 2 characters [PF2 Help]
Fund Group for the account.

SubFund: 2 characters [PF2 Help]
Sub-grouping for Fund Group.

Function: 2 digits [PF2 Help]
Current fund expenditures purpose.

Sub Func: 2 characters [PF2 Help]
Sub-grouping for the Function code.

Aux Cd: 3 characters [PF2 Help]
Grouping for auxiliary accounts.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF keys.

PF8 (Sal) Salary
Displays salary dollars associated with the Action Line account for the current year payroll as provided by BPP. The dollars are summarized by subcode. The dollars represent budgeted positions only and do not include graduate or teaching assistant positions. If the SA Create flag is “Y” and the SA Transaction flags are “N” and “N,” salary amounts from all support accounts are summarized and added to the base account. These dollars will automatically be distributed to the appropriate categories when a new budget version is created. These numbers are used for a point of reference and can be changed on the budget entry screens.

When the base support account (00000) is specified, all support accounts having BPP salary data associated with them can be seen by continuing to press PF8 (Sal). To discontinue paging through the salary dollars, press PF4 (Exit).
| **FAMIS Subcd:** | 4 digits  
| **FAMIS subcode having current year salary related requirements.** |
| **Salary Amount:** | 13 digits  
| Shows the salary dollars for the current year payroll provided by BPP. |
Pattern Inquiry

Screen 542 allows you to view the budget version detail for a specified budget pattern. This detail includes account numbers, budget versions associated with each account, when the versions were modified, and the name of the person who made the modifications. After entering the type of pattern (revenue or expense) you wish to view, you may type a question mark (?) in the next field to access a pop-up window that will give you a list of budget patterns from which to choose.

Versions are selected based on their version status. The following represent the version statuses that can be used:

1. Saved Versions – Versions saved at one time or another for the account.

No entity security controls this screen.

Screen 542 – Pattern Inquiry

<table>
<thead>
<tr>
<th>Sel</th>
<th>Account</th>
<th>Name</th>
<th>Saved Version modified on</th>
<th>Version Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120001</td>
<td>FEED001</td>
<td>07/09/2012 06:07 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120001</td>
<td>FEED016</td>
<td>08/14/2012 07:18 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120001</td>
<td>LOAD000003</td>
<td>05/17/2012 12:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>BD1</td>
<td>07/27/2012 03:47 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>FEED001</td>
<td>07/09/2012 06:07 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>FEED006</td>
<td>07/16/2012 06:09 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>FEED007</td>
<td>07/17/2012 06:05 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>FEED010</td>
<td>07/20/2012 06:12 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>FEED011</td>
<td>07/27/2012 02:44 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>FEED018</td>
<td>08/14/2012 07:18 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120002</td>
<td>KCl</td>
<td>05/18/2012 11:52 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>120003</td>
<td>FEED001</td>
<td>07/09/2012 06:07 PM</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Designate whether you wish to view a revenue (R) or expense (E) budget pattern, and enter the pattern type (M or D), the pattern name, and the fiscal year (do NOT change the fiscal year unless you are NOT inquiring on next year’s budget).
- A version status can be indicated in the Version Status field to specify whether a saved or submitted version is to be displayed. The default displays saved versions.
- Press <ENTER>.

More Entries - <ENTER> to Continue

Budget Preparation User Manual
Screen 542 – Pattern Inquiry (cont’d)

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

**◆ Rev/Exp:** 1 character Help
Indicate the pattern type.
R = Revenue
E = Expense

**◆ Pattern:** 4 fields -- 1 character, 10 characters/digits, 5 characters, 5 characters Help
Identify the type of pattern (M or D), and enter the pattern name to be displayed.

**◆ Fiscal Year:** 4 digits
Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

**Version Status:** 1 character/digit
Enter the status of the budget pattern selected.
1 = Saved Versions
C = Current Submitted Versions

**Screen Information**

**Sel:** 1 character
Type an “X” in this field and press <ENTER> to select the account and transfer to the appropriate budget entry/display screen.

**Account:** 11 digits
Identifies the budget account.

**Version Name:** 10 characters/digits
Shows the name of the budget version.

**Saved Version Modified on:**

**Date:** 8 digits
Indicates date the budget pattern for the account was modified.

**Time:** 6 digits/characters
Shows time the budget pattern for the account was modified.

**Userid:** 8 characters/digits
Displays userid of the person who modified the budget pattern for the account.

**Name:** 18 characters
Identifies the name of the person who made the modification to the account’s budget pattern.

**Additional Functions**

**PF KEYS** See the Appendix for an explanation of the standard PF keys.
Budget Account Inquiry

Screen 543 allows the user to list accounts in the budget module. The screen will list both SLs and SAs. It will display account descriptions and their ABRs, as well as the patterns attached to the accounts. The screen allows the user to panel to the right to see various account and budget flags.

No entity security controls this screen.

### Screen 543 – Budget Account Inquiry (Panel 1)

<table>
<thead>
<tr>
<th>Account</th>
<th>Submitted Version</th>
<th>ABR Typ</th>
<th>M/D</th>
<th>Name</th>
<th>Dept</th>
<th>SDept</th>
<th>ABR</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ 101000-00000 LABORATORY FEES – FALL &amp; 001 REV</td>
<td>LOAD000004</td>
<td>EXP</td>
<td></td>
<td>TAMUREV1</td>
<td>001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101001 LABORATORY FEES – SUMMER 001 REV M TAMUREV1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101002 STATE MINIMUM TUITION-FA 001 REV M TAMUREV1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101002-00000 STATE MINIMUM TUITION-FA 001 REV</td>
<td>LOAD000004</td>
<td>EXP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101003 STATE MINIMUM TUITION-FA 001 REV M TAMUREV1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101003-00000 STATE MINIMUM TUITION-FA 001 REV</td>
<td>LOAD000004</td>
<td>EXP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** More Entries - <ENTER> to Continue **

Enter- PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----

Hmenu Help EHelp Left Right

### Screen 543 – Budget Account Inquiry (Panel 2)

<table>
<thead>
<tr>
<th>Account</th>
<th>Dept</th>
<th>SDept</th>
<th>O F SA NB NF</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ 101000-00000 REV</td>
<td>N N Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101001 REV</td>
<td>N N Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101002 REV</td>
<td>N N Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101002-00000 REV</td>
<td>N N Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101003 REV</td>
<td>N N Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 101003-00000 REV</td>
<td>N N Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter- PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----

Hmenu Help EHelp Left Right
Screen 543 – Budget Account Inquiry (cont’d)

Basic Steps
- Enter the starting account number. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Type “X” in the F field to select the account you wish to view. This action will advance you to Screen 584, where the attribute detail for the selected account number is displayed.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

Action Line
◆ Account: 11 digits
Enter the account number to be displayed.
◆ Fiscal Year: 4 digits
Identify the fiscal year of the budget information to be displayed. Default is the current fiscal year plus one.

Screen Information
Panel 1
F: 1 character
Type an “X” in this field to transfer to Screen 584/594 to view attribute information for the selected account number.

Account: 11 digits
Displays the account number.

Account Title/Submitted Version: 24 characters
Shows the title of the account and the name of the budget version that has been submitted for the account.

ABR: 3 digits
Indicates the automatic budget reallocation (ABR) rule that the account follows.

Budget Pattern:
Typ: 3 characters
Type of data to be displayed in the column.
REV = Revenue
EXP = Expense

M/D 1 character
Indicates pattern level.
M = Member
D = Department
Screen 543 – Budget Account Inquiry (cont’d)

Name: 10 characters/digits
Displays the budget pattern name associated with the account.

Dept: 4 characters
Identifies the department for the budget pattern when budgeting at the department level.

SDept: 4 characters
Identifies the subdepartment for the pattern when budgeting at the subdepartment level.

ABR: 3 digits
Indicates the automatic budget reallocation (ABR) rule that the pattern follows.

Panel 2

Dept: 4 characters
Identifies the department on the account.

SDept: 4 characters
Identifies the subdepartment on the account.

D: 1 character
Displays whether or not (“Y” or “N”) the submitted version has been deleted.

F: 1 character
Indicates whether or not (“Y” or “N”) the submitted version has been frozen.

SA: 1 character
Identifies whether or not (“Y” or “N”) the submitted version has support accounts enabled.

NB: 1 character
Displays whether or not (“Y” or “N”) the no budget flag has been set.

NF: 1 character
Shows whether or not (“Y” or “N”) the no feed flag has been set.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF keys.
FBAU596 (Optional)

The FBAU596 can be requested to roll forward accounts’ budget attributes from the previous budget year to the new budget year.

This may be run with TYPRUN = NOUPDATE to create a report of the previous years’ budget fields.

The following fields (Screen 584 and Screen 594) will be rolled from the previous budget year:

- No Budget Flag
- Previous Accounts
- SA Budget Module Transaction Flags
- NO Feed Flag
- Feed Account

Replace Option:

- N  The default for the “Replace Option.” The “N” option (no replace) will roll only those accounts not having a budget attribute record (no pattern set, no payroll information loaded, etc.).
- Y  You can request that the “Replace Option” be set to “Y.”

If set to “Y,” any changes made to these fields for an account in the new fiscal year may be overwritten when using the “Y” option.

If run after FBAU582, you must use the Replace Option = Y.
### Reset Budget and Feed Flags – Phase 2  #5

**Reset Flags**

<table>
<thead>
<tr>
<th>Reset Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO Budget Flag</td>
</tr>
<tr>
<td>NO Feed Flag</td>
</tr>
<tr>
<td>SA Budget Module Transaction Flags</td>
</tr>
</tbody>
</table>

**DATE**

**Reset Budget and Feed Flags**

**Assign before requesting reports.**

This allows accounts to be budgeted more restrictively in the Budget Module than when they are used operationally in accounting.

When the Budget SA Flags are blank on [Screen 584](#), FAMIS uses the values of the SA Budget transaction flags on [Screen 6](#) for the Budget Module.

**Example of when to change the flags:**
- You use support accounts and [Screen 6](#) SA Budget flags are set to “B” (both).
- You want to budget at the Base SA “00000” only.

**Required Action:**
- Change the SA Budget Module flags to “N”.

---

**Process to change these flags:**

**Batch**
- Request job FBAU581 to have the “NO Budget” and/or “NO Feed” flags set in batch.
- Request job FBAU582 to have the “SA Budget Module Transaction” flags set in batch.

**Online**
- Manually set the “NO Budget” flag and/or “No Feed” flag on appropriate accounts using [Screen 584](#) and [Screen 594](#).
- Manually set the SA Budget Module transaction flags on appropriate accounts using [Screen 584](#).
Account Changes from Prior Years – Phase 2 #6

FBAU585

<table>
<thead>
<tr>
<th>Run FBAU585</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request FBAU585 and provide spreadsheet</td>
<td></td>
</tr>
</tbody>
</table>

 Assign before budgeting or requesting reports

To assist with budgeting accounts that have had their account numbers changed within the past four years, FAMIS Services has a program (FBAU585) that will load the prior year account numbers on the budget attribute record.

- To have this program run, email famishelp@tamus.edu. You will need to provide a spreadsheet of new account number, old account number, and affected years.

- Prior year accounts assigned in the previous budget year will be rolled to the new year and do not need to be reloaded. Any additional prior year accounts can be set from the Budget Account Attribute screens (Screen 584 and Screen 594).
FBAR580 and FBAU583

- **Assign Member Patterns to Accounts**

<table>
<thead>
<tr>
<th>Request</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBAR580 (list all accounts with or without patterns)</td>
<td></td>
</tr>
<tr>
<td>FBAU583 (assign patterns to accounts)</td>
<td></td>
</tr>
</tbody>
</table>

A pattern can be assigned to an account only if it has the same ABR rule as the pattern. However, a special pattern with an ABR 000 can be assigned to any account regardless of the account’s ABR if the account’s “NO Feed” or “NO Budget” flags on Screen 584 and Screen 594 are set to “Y.”

- **FBAR580**
  - Can be requested to list all accounts with or without assigned patterns.

- **FBAU583**
  - Request that FBAU583 be run to assign patterns to accounts. FBAU583 must be run once for each pattern created.

  **Use caution with the Replace Option=Y — it will overlay any previously assigned pattern.**

- **Online**
  - Patterns can be assigned to accounts on a department-by-department basis by using Screen 583 or can be assigned individually to an account by using the Budget Account Attribute screen (Screen 584).

  Based on the Member’s “Pattern Default” table, an account not having an assigned pattern can also have one assigned from Screen 589 and Screen 599. *(See the Budget Control Tables section of the Budget User Manual for more detail.)* The pattern assigned must be a Member or Department pattern.
Assign/Remove Pattern by Department

Budget patterns are assigned to accounts. There are four ways to accomplish this task. You may choose one way or a combination of the following:

1. Use Screen 583 and assign by department
2. Use Screen 584 and assign by account
3. Screen 589/599 and assign by default
4. In batch by FBAU583

Screen 583 provides departments/sub-departments with the ability to assign or remove patterns for all or selected accounts belonging to the department or department/sub-department combination. Using this screen alleviates the necessity of individually setting each account’s patterns on the SL Budget Attribute Screen (Screen 584).

A starting account number can be specified on the Action Line to position to a specific account range within a department.

It is important to note that this starting account is not used by the “All” PF key functions. The “Assign All” PF key assigns the Action Line patterns to every account allowed to budget revenue or expense belonging to the department/sub-department.

Regardless of the starting account number, the “Remove All” PF key removes the requested patterns from every account belonging to the department. The “All” PF keys are not permitted for TAMUS Members not using FAMIS as their primary accounting system. The “Scrn” PF key functions perform the pattern assignment or removal for only the accounts listed on the current screen.

The patterns specified below the Action Line are only used by the “Assign” PF keys (PF7 and PF8). They are not used by the “Remove” PF keys (PF10 and PF11). The “Remove” PF keys remove revenue and expense patterns for accounts in the department or department/sub-department entered in the pop-up window.

Patterns for individual accounts can also be assigned and removed using this screen. To use this function, position to the specific account by using the Acct field. By entering a “U” in the Function (F) column, the specific patterns can be added, modified, or deleted.
If a department or department/sub-department has been locked by any of the Lock screens, none of the department/sub-department accounts can have their pattern changed. This rule applies to all accounts in the department or department/sub-department, except those accounts whose locks are currently overridden.

Screen security and budget access security control who may inquire and update the budget patterns on accounts belonging to a department or department/sub-department. If “All” is set to “Y” in the All field, the user must have update access to the department and wildcard security access for the sub-department. The “All = Y” option cannot be used if a value is entered in the “SubDept” field.

A special entity security (BUDGET) controls this screen.
Basic Steps
- Enter the department (minimum) and sub-department, all, starting account number. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter other information as desired and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

**◆ Dept:**
5 characters  
? Help
Identify the department owning the accounts whose patterns are being affected.

**SubDept:**
5 characters  
? Help
Indicate the sub-department of the entered department owning the accounts whose patterns are being affected. **Cannot be specified if “All” = “Y.”**

**All:**
1 character
Indicate whether all accounts belonging to the entered department should be selected, ignoring their sub-departments.

**Acct:**
6 digits
Identify the starting account number to be selected. If left blank, will start at the first account for the department/subdepartment.

◆ **Fiscal Yr:**
4 digits
Indicate the budget fiscal year. Default is the current FY, plus one.

**Screen Information**

**Assign Rev Pattern:**
4 fields - 1 character, 10 characters/digits, 5 characters, 5 characters  
? Help
Identify the revenue pattern level, followed by the pattern name that may be assigned to the selected accounts. If a department level pattern, minimally a department must be specified. Values for pattern level are as follows:

M = Member  
D = Department

**Assign Exp Pattern:**
4 fields - 1 character, 10 characters/digits, 5 characters, 5 characters  
? Help
Indicate the expense pattern level, followed by the pattern name that may be assigned to the selected accounts. If a department level pattern, minimally a department must be specified.

M = Member  
D = Department
Budget Pattern:
F: 1 character
Indicate the function to be performed.
U = Update/change a line of the pattern
D = Delete the revenue pattern, expense pattern, or both, based on pop-up.

Acct/ABR: 6 digits/3 digits
Identifies the account number and ABR rule for the displayed detail line.

Typ: 3 characters
Shows the pattern type (REV and/or EXP) for each detail line.

M/D: 1 character?Help
Identify the pattern level assigned to the detail line account.
M = Member
D = Department

Name: 10 characters/digits
Identify the pattern name assigned to the detail line account.

Dept: 5 characters
Indicate the department associated with the pattern name where the level “M/D” equals “D.”

SDept: 5 characters?Help
Identify the sub-department associated with the pattern name where the level “M/D” equals “D.”

ABR: 3 digits
Shows the ABR rule for the account.

Account Title/Responsible Person:
2 fields (35 characters each)
Identifies the name of the detail line account and the account’s responsible person.

Additional Functions
PF KEYS See the Appendix for an explanation of the standard PF keys.

PF7 Assign Pattern
Assign the patterns specified on the Assign Pattern lines to all the accounts displayed on the current screen.

PF8 Assign All
Assigns the patterns specified on the Assign Pattern lines to all the accounts (always 100000-999999) belonging to the Department/Sub-department specified on the Action Line, regardless of the account specified on the Action Line. The account specified on the Action Line is not a starting point for this assignment. If an account is locked, the pattern will not be changed.
Screen 583 – Assign/Remove Pattern by Department (cont’d)

PF10  
RScrn  
Remove Pattern
Removes either the revenue or expense patterns, or both, for all accounts displayed on the current screen, based on value from the pop-up screen.

+-----------------------------------------------------------------------+------------------------------------------------------------------+
| You have requested a procedure that will remove the pattern(s) assigned to ALL Accounts. |                                                                 |
| If a Submitted Version exists for an account, it will also be removed if either the Revenue or Expense Pattern(s) change. |                                                                 |
| Please enter a 'Y' beside the type of pattern(s) you wish to remove. |                                                                 |
| Reset Revenue Pattern(s): N |                                                                 |
| Reset Expense Pattern(s): N |                                                                 |
| PF4 = Exit |                                                                 |

PF11  
RAll  
Remove All
Removes the revenue patterns, expense patterns, or both for all accounts (always 100000-999999) belonging to the department/sub-departments specified on the Action Line based on value from the pop up screen, regardless of the account specified on the Action Line. The account specified on the Action Line is not a starting point for this assignment.

+-----------------------------------------------------------------------+------------------------------------------------------------------+
| You have requested a procedure that will remove the pattern(s) assigned to ALL Accounts. |                                                                 |
| If a Submitted Version exists for an account, it will also be removed if either the Revenue or Expense Pattern(s) change. |                                                                 |
| Please enter a 'Y' beside the type of pattern(s) you wish to remove. |                                                                 |
| Reset Revenue Pattern(s): N |                                                                 |
| Reset Expense Pattern(s): N |                                                                 |
| PF4 = Exit |                                                                 |
Copy BPP Salary Amounts

**FBAU584 – done by Campus Code**

<table>
<thead>
<tr>
<th>Load FBAU584</th>
<th>DATE</th>
</tr>
</thead>
</table>

The **FBAU584** makes the BPP salary amounts available to the FAMIS Budget Module.

**Before the first run, you must request that BPP load the Prep Budget from Active Budget if you have not already done so.**

Once BPP has done the initial load into Prep Budget, you must do one of the following:

- Enter current fiscal year pay actions into the Active Budget only (with a later reload/replacement of Active to Prep).
- OR
- Enter the pay actions into BOTH Active and Prep Budgets (with no reload/replacement of Active to Prep necessary).

For subsequent runs of the FBAU584, you will need to reload the BPP Active Budget into Prep Budget if you have chosen option (1) above and want to reflect the updated salary numbers in the FAMIS budget.

BPP creates a file (only on Tuesdays and Thursdays) of all Members’ salary information from the Prep Budget database. This file is used to copy salary information into the FAMIS Budget Module, but it does not update the salary dollars on existing versions. This is done by the FBAU672.

Upon Member request, FAMIS Production Services will run FBAU584 to copy the salary information from Prep Budget into the FAMIS Budget Module. This copy will only pick up the most recent Tuesday or Thursday BPP-produced file.
BPP and FAMIS Budget Prep Procedures

**BPP and the Prep Budget**
BPP initiates the budget preparation process for the new fiscal year when they load the Active Budget database (the highest iteration number of each PIN) to the Prep Budget Database. This load from the Active Budget is done by workstation and can be prepared separately by campuses and system office. Most Members request that this be done before their workstations begin entering summer faculty appointments.

If a Member is planning to change its Chart of Accounts for the new year, this should have already been communicated to both BPP and FAMIS Services. Automated programs may be available to assist with this process.

BPP can build the initial salary recommendation file with either (1) an across the board increase (mandated by the legislature or federal law) or (2) no increase (for years that only have merit increases). This initial salary recommendation file is copied into the FAMIS Budget Module and becomes the starting point for the new fiscal year’s salary budget.

**Enter BPP New Year Pay Actions Into Prep Budget**
There is a *timing difference* between the generation of the budget in FAMIS and the finalization of the employees’ new fiscal year salaries. Final employee salary recommendations may not be complete for all System Members when the budget is presented to the Board of Regents for approval.

The salary budget process chosen by each Member depends on the philosophy and procedures at each particular institution or agency. Generally, those institutions with a larger percentage of their total budget committed to employee salaries prepare their salary recommendations and budget presentations to the Board of Regents simultaneously. Other Members choose to wait to finalize employees’ salaries until closer to the beginning of the new fiscal year in order to reduce their workload (due to corrections and adjustments caused by employee turnover, promotions, etc.).

**Entry of Recommended Salaries**
Prior to the start of the new fiscal year, Member budget offices complete the input of recommended salaries in the Prep Budget. Once they are finished, BPP builds a file of the recommended salary adjustments that will be effective with the start of the new fiscal year, September 1. This data is then loaded into the Active Budget.
BPP and FAMIS Budget Prep Procedures (cont’d)

For even numbered calendar years (generally the State Legislature is not meeting), the total budget appropriated from state funds is already known. Therefore, the entire Prep Budget process can begin earlier and usually starts in February.

For odd numbered calendar years, the State Legislature is in session between January and May. With luck, they will have an appropriation bill out when the session ends. Consequently, work on the new fiscal year’s budget (to start September 1) usually does not start until April, when some sense of the contents of the appropriations are known.

**BPP Forms**
Two general forms are available to Members to use in collecting and verifying new salary recommendations. The Form 800 and 800C report positions sequenced by ADLOC. All salary sources are reflected for each position. The Form 900 reports positions sequenced by source account. Positions with multiple sources are reported multiple times, but totals only reflect the portion of the salary attributed to that source account.

**BPP Request for Access to Prep Budget Database**
Once a Member is ready to begin data entry into the Prep Budget, a request for update access to the Prep Budget should be made to the BPP Operations Center. This request should include the name and Logon ID of each employee who will be entering the new salary recommendations into the Prep Budget.
FBAU586 (Optional)

- **Run FBAU586**

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run FBAU586</td>
</tr>
</tbody>
</table>

If you are using the Budget Upload process, you do NOT need to run this program.

- Before running this program, the “Version Create” and “Column Default” tables must have been established on Screen 856. You must submit a FAMIS Change/Enhancement request form to have FAMIS Help establish the Column Default and Version Create tables for the new Budget Year before you request this program.

The version name cannot begin with “FEED” or “LOAD.” If you choose to run this optional program, it is typically run only once, and it is recommended to use OPTION2=SUBMIT in the parameters.

You must run FBAU584 before FBAU586. If you forget to do this, you must run FBAU584/FBAU672 to update salaries.

FBAU586 may be run to create an initial budget version for a range of accounts. This initial version will be based on prior year dollar information from either the Budget Module or FAMIS accounting. Examples of the types of figures that can be used include the following: Board Approved Budget, Done Budget, Revised Budget, Actuals, etc. (See Chapter VIII Budget Control Tables in this manual for a full list of types.)

The Column Default record and the Version Create record provide FAMIS with the information to get the dollar figures for this initial version. The Column Default record indicates what information you want to see in the comparison columns on Screen 589/Screen 589. The Version Create record provides a version name and a column number that refers to a specific column in the Column Default record. The dollar figures from the specified column will be used in the initial version, and the salary dollars will be updated from the current BPP Prep. **You must run FBAU584 at least once to obtain these figures before requesting FBAU586.**

If we receive multiple requests for this program, FAMIS Help will usually contact you about what you are trying to accomplish before we process the request, in case we need to take extra steps before it can be re-run. While it is possible to request this program using OPTION2=SAVE, this is not typical, and we may contact you to find out what you want to accomplish.
# Budget Worksheets (Optional)

<table>
<thead>
<tr>
<th>Request FDAR589 (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request FDAR589</td>
</tr>
</tbody>
</table>

Request FDAR589 to print budget worksheets with a blank “New Budget Entry” column.

Distribute these worksheets for use in preparing account budgets for entry into FAMIS. FDAR589 may be sorted to ease distribution – by department, for example.

- **Option “letters”:**
  - A = all accounts eligible for budgeting
  - B = all accounts with a submit version

- **Option “numbers”:**
  - 1 = listing of accounts
  - 2 = budget report for selection accounts
  - 3 = adjustment form where current submit version will be displayed next to blank adjustment column for selected accounts
  - 4 = empty budget form (entry column displayed with 4 comparative columns; current submit version WILL NOT be displayed)

Most initial budget sheets are run using Option “A3.” Subsequent sheets would probably be printed using Option “B3.”
Screen 589 (SL) and Screen 599 (SA)

Enter and submit budgets

<table>
<thead>
<tr>
<th>Enter and submit budgets</th>
<th>DATE</th>
</tr>
</thead>
</table>

Enter and submit budgets using Screen 589 (SL) and Screen 599 (SA).

FBAUS84 may need to be requested on a regular basis to update BPP salary information in FAMIS.

- Remember that the "new" salary amount will not be automatically updated for budget versions you have already submitted.
- You will either need to update manually by pressing PF5 on Screen 589/Screen 599 or request FBAU672 (Payroll to FAMIS Budget Update/Reallocation).
- If you choose to run the FBAU672, review the prodcard.

Note: Budget Entry may be completed manually using the 3270 Screens, or via the Budget Upload process. Please review Section VII of this manual for details.
### Budget Entry Function

Account budgets are entered on **Screen 589** (SL New Budget Entry) and **Screen 599** (SA New Budget Entry). The Revenue and Expense patterns for a budget account can only be set at the SL. All support accounts belonging to an SL must use the patterns assigned to the SL. The Chart of Accounts setup (**Screen 802**) determines whether an account is allowed to have revenues, expenses, or both. Therefore, revenue or expense patterns can only be assigned if the Chart of Accounts allows the pattern types. The value of the account’s “SA Transaction Budget Expense/Revenue” flags (**Screen 6**) in conjunction with the “SA Transaction Budget Module Expense/Revenue” flags (**Screen 584**) control the support account’s capability of having revenue, expense, or both types of budgets.

The value of the SL account’s “SA Create Enable” flag (**Screen 6**) determines whether the budget must be entered and submitted at the SL or the SA level. If the flag is set to “Y,” the budgets must be entered on **Screen 599**; if the flag is set to “N,” the budgets must be entered on **Screen 589**. The values of the SA Transaction Budget flags control both the range of support accounts that can be used and whether expense or revenue budgets are allowed.

When the SA Create Enable flag is “Y,” the SA Transaction Budget Module (**Screen 584**) or the FA Budget flags (**Screen 6**) are used. If the SA Transaction Budget Module flags are non-blank, their values are used. If they are blank, the SA Transaction FA Budget flags are used. The SA Transaction Budget Module flags can be set to a value different from the SA Transaction FA Budget flags only when a FA Budget flag is a “B.”

Based on the values of an account’s SA Create Enable flag and the SA Transaction flags, the following chart defines the rules that are used to determine the appropriate Budget Module screen, support account range(s), and allowable budget types for entering an account’s budget:

<table>
<thead>
<tr>
<th>SA Enable Flag</th>
<th>SA Revenue Budget</th>
<th>SA Expense Budget</th>
<th>Screen</th>
<th>Entry SL Base or SA 00000</th>
<th>SA Entry (00000–99999)</th>
<th>SA Entry (00001–99999)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N, A</td>
<td>N</td>
<td>N</td>
<td>589</td>
<td>R,E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>599</td>
<td>R,E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>599</td>
<td>R</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>599</td>
<td>E</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>599</td>
<td>E</td>
<td></td>
<td>R,E</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>B</td>
<td>599</td>
<td>R</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>B</td>
<td>N</td>
<td>599</td>
<td>E</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>B</td>
<td>B</td>
<td>599</td>
<td>R,E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>599</td>
<td>R</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>599</td>
<td>E</td>
<td>R</td>
<td></td>
</tr>
</tbody>
</table>

If an account is required to be budgeted at the support account level (“SA Create Enable” flag = “Y” on **Screen 6**), the SL Budget Entry **Screen 589** will summarize the SL’s support accounts having submitted versions.
Budget Entry Function (cont’d)

It is possible that the “SA Create Enable” flags or “SA Transaction Budget” flags may be changed during or after the budget cycle, making the budget versions not in compliance with the account budget entry rules. When this happens, the data entered will need to be handled on an exception basis.

Each Member can define what will happen when a user attempts to access an account that has not had its budget pattern(s) set. See the Pattern Default Table description in the Budget Control Tables section for more information on this topic.

Multiple budget versions can be created and saved for an account. Any of these versions can be “submitted” as an official account budget. Submitted versions cannot be changed when the campus is locked or if they have been secured with an approval type.
SL (6 Digit) New Budget Entry

The main purpose of Screen 589 is to enter and/or display SL account budgets for the categories defined by the assigned expense and revenue patterns. Budgets can be entered on Screen 589 only for accounts whose “SA Create Enable” flag = “N” or = “A” on Screen 6. All SL amounts for the budget can be entered and/or displayed, including Beginning Balance, Revenue Budget, SL Allocations, Available Balance, Expense Budget, and Ending Balance. The screen also displays up to four columns of dollar data. This data is displayed for comparative purposes to help the owner of the account create the account’s new year expense and revenue budget. It should be noted that not all dollars will be shown if their subcodes have not been included in a category of the pattern attached to the account. This screen is useful because it allows users to view last year’s budget plus actuals for multiple years, all on one screen.

If a GL account is entered on the Action Line, the screen will summarize the budget activity of all the mapped SLs/SAs that have SUBMITTED budget versions. The screen will display the summarized Beginning Balance, Revenue Budget, Transfers In, Transfers Out, Available Balance, Expense Budget, and Ending Balance for the GL. Previous accounts associated with an SL/SA via Screen 584/Screen 594 are not used when displaying GL activity.

The source of the four dollar display columns will vary depending on the values of the Type, FY/MO, and Version fields over the respective columns. When a Budget version is created, the columns will default to the values set in the Column Default table (See Budget Control Tables). If the Column Default table has not been established, the columns will default to the prior four years’ YTD actual activity. These columns can be modified by typing over the defaulted fields. However, this is only allowed for users with update access to the account. The version will be saved whenever the column headers are changed. If the user replies “NO” to the save prompt, the column headers will not be changed. The budget version on the Action Line can also be used in the display columns.

An “Account” line has been provided on the column headers to indicate the account providing the prior year activity. For example, if you have changed your chart of accounts in the past and have populated the previous year account numbers on Screen 584/594, this account will be indicated in the “Acct” column header. If you have NOT populated the previous year account numbers on Screen 584/594, the account numbers listed in the column headers will be the same account (SL/SA) you are budgeting with ONE exception.

For accounts flagged as “SA Create Enable” = “Y” with the SA Budget Expense and Revenue Transactions both flagged as “N” (indicating you must budget the account on Screen 599 at the base using the “00000” support account, but may expense at non-base support accounts based on the SA Transaction Actual flags), the account number displayed in the column header will be the SL account with blanks in the support account.

The dollars displayed in the columns will be the sum of the SA activity for these accounts. This will allow you to see the SA combined activity for budgeting purposes.
Screen 589 – SL (6 Digit) New Budget Entry (cont’d)

Each Member can define what will happen when a user attempts to access an account that has not had its budget pattern(s) set. See the Pattern Default Table description in the Budget Control Tables section for more information on this topic.

Multiple budget “versions” for an account can be created, saved, or “submitted as the official budget recommendation” on this screen. Additionally, versions will be flagged with approval types of “Board,” “Fed,” and “Done.” Budget versions with names beginning with the letters “FEED” cannot be created online, only modified.

GL/SL reports will only show budgeted expenses and revenues in the “New Budget” column for SLs/SAs that have SUBMITTED versions. If budget versions have been saved and not submitted, the dollars entered will not be shown.

| TAMUS Members not using FAMIS as their primary accounting system will be prohibited from entering a GL on the Action Line on this screen. |

An account “Version Create” option is available online (and in batch) that will automatically copy account history data from a Member specified column to the new budget column and overlay its salary dollars with the BPP supplied salary dollars. This feature might be used by Members whose new year budgets for a range of accounts follow a predictable pattern from a prior year’s history. See the Budget Control Table section for more detailed information on the Version Create table.

If used, the account “Version Create” is invoked when a new version for an account is entered on Screen 589 or Screen 599. If the account number falls within the version create account range and the version name begins with a Member defined version name prefix, the new budget column is populated with the appropriate column data/salary information. The version is not automatically saved or submitted until the user presses the Submit (PF11) key.

Versions can be automatically created in batch by requesting the program FBAU586. You must specify an account range, the new version name, and whether you want the created version to be saved or, preferably, submitted. The “Version Create” table must be defined in order for the batch program to be run. The Column Default table should also be defined to run the batch program.

| The response time for this screen will be slower than that of the normal FAMIS screens, especially when the Action Line is changed or when column headers are modified. This can be attributed to the amount of processing that occurs when the columnar data is initially computed. Informational pop-ups with an escape option are displayed when Screen 589 is being used to sum the activity of all the SAs belonging to an SL and also when the screen is being used to display the GL summary. |

| Typing “N” in the Calc Col field and pressing <ENTER> will speed up data entry. This option allows someone to make entries from numbers provided by someone else, without having to view the past year activity columns. |
**Screen 589 – SL (6 Digit) New Budget Entry (cont’d)**

**Action Line Processing**
To create a new version, go to *Screen 589* and type the name of the new Budget Version. Press <ENTER>. The default columns will be displayed. If the Action Line is changed before the current budget version changes are saved, the user will be prompted to perform a “save” before transferring to another screen or accessing a different budget version.

```
+-------------------NEW BUDGET SAVE------------------+
| New Year budget has changed.                     |
| Do you want to SAVE?                             |
|   Y/N   Y                                       |
+--------------------------------------------------------+
```

**Dollars**
All amounts will be entered and displayed as whole dollars and will be represented as positive numbers when they are in their “normal” state. For example, revenues will be displayed as positive numbers (opposite the way they are displayed on normal FAMIS inquiry screens).

**Salary Categories**
At the beginning of the budget preparation cycle, current year salary obligations will be loaded from BPP to FAMIS as informational salary data by the FBAUS84 program. These salary amounts, as shown on the *Screen 584/594 “Sal”* pop-up, are summed by category and displayed in the new budget column whenever a new budget version is created. These figures can be changed on *Screen 589/599*. If the salary related information is re-loaded from BPP (by running FBAUS84), existing versions will not be affected by the more recent BPP file. If an account is flagged with “SA Enable” = “Y” and the SA Revenue Transaction and SA Expense Transaction Allow flags are both “N,” the salary related information for all the SL’s support accounts will be summed and displayed at the “00000” (base) SA.

**Submission**
If a version has not been previously saved and it is submitted (PF11) as a recommendation, it will be automatically saved and submitted. Before a previously submitted version is replaced with a new version, a pop-up will appear, verifying that the version should be submitted on top of the previously submitted version.

**Locks**
When accessing an account/account version that is currently locked or secured with an approval type, a warning message will be displayed saying the account is locked and no further submissions will be allowed. Submitted versions that have been secured with an approval type can never be modified. If changes need to be made to one of these versions, the account and campus must be unlocked, the version must be copied to a new name, changed, and resubmitted, and the account must then be re-locked.
**Summarize SA Budgets**

When accessing an account budgeted at the SA from the SL screen, a summary of all the support accounts’ submitted budgets will appear. This is a very resource intensive process, so a warning message is given to ensure that the user needs and wants to see the summarized numbers. The response time on this type of access is expected to be less than optimal. The following is the warning message given to the user:

```
+----------------------------------------+
| This SL must be budgeted at the Support Account. |
| Enter 'S' to view summed SA or 'Y' for 599. |
|                                              |
| Y/N/S: S                                    |
+----------------------------------------+
```

A special entity security (BUDGET) controls this screen.

Press **PF8** to scroll through the pages available. Displayed on the last page will be “Total Expense” and the “SL Ending Balance” amounts.

<table>
<thead>
<tr>
<th>Total Expense</th>
<th>14938019</th>
<th>13415074</th>
<th>13899991</th>
<th>13117253</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL Ending Balance</td>
<td>13038019</td>
<td>-13415074</td>
<td>-13899991</td>
<td>-13117253</td>
</tr>
</tbody>
</table>
Basic Steps

- Type in the account number and budget version. **Do NOT change the fiscal year unless you are NOT working on next year's budget.** Press <ENTER>.
- Enter additional information as desired. Press <ENTER>.
- Press PF7 or PF8 to scroll through the information displayed.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

◆ **Acct:** 6 digits
Identify the budget account.

◆ **Bud Version:** 10 characters/digits
Type the name of the budget version, or select one from the pop-up screen if available. After making a selection, a budget version approval type pop-up window will appear to allow you to select a version.

**Budget Version Selection Pop-Up**

```
+-----------------------------+-----------------------------+-----------------------------+
|                              |                            |                            |
| Acct: 271030                | Fiscal Year: 2004          | Approval Type: C           |
| Start Version:              | Version                    | CURRENT version modified on|
| Sel Account     Name Date  | Time Userid                |                            |
| --- ----------- ------- | -------------------------- |                            |
|   271030 1    07/18/2003 10:39 AM   KxxxxG |
|                            |                            |                            |
| **End of Data**            |                            |                            |

PF4 = Exit  PF7 = Patt
```
Screen 589 – SL (6 Digit) New Budget Entry (cont’d)

**PF 7 – Pattern**

<table>
<thead>
<tr>
<th>Account: 271030 Version: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Pattern M/D Name Dept SDpt</td>
</tr>
<tr>
<td>Revenue Expense M SAGOEXP03</td>
</tr>
<tr>
<td>PF4 = Exit</td>
</tr>
</tbody>
</table>

**Budget Version Approval Type**

<table>
<thead>
<tr>
<th>Approval Type Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose a Budget Version Approval Type</td>
</tr>
<tr>
<td>Sel Description</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Board Approved</td>
</tr>
<tr>
<td>Done - Board Adjusted</td>
</tr>
<tr>
<td>Fed to FAMIS Acct</td>
</tr>
<tr>
<td>Current Version</td>
</tr>
</tbody>
</table>

◆ **FY:**
4 digits
Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

**Calc Col:**
1 character
Designate whether the columns should be populated with previous year activity. Type “N” to help speed up data entry if seeing the comparative activity isn't needed. **The default for this field is “N” for Non-FAMIS Members.**

**Delete Ver:**
1 character
Designates whether the previously saved budget version should be deleted.

**Screen Information**

Pat:
20 characters/digits
Identifies the budget pattern you are working with (revenue and/or expense).

◆ **Type:**
1 character **PF2 Help**
Type of data to be displayed in the column:
A = Actuals (default)
B = Board approved (approval type/OPTION6)
C = Actuals + Encumbrances
D = Done - Board adjusted (approval type/OPTION6)
F = Fed (approval type/OPTION6)
N = Original Budget(No Carry Frwd)
O = Original Budget(W/ Carry Frwd)
R = Revised Budget
V = New Version
Blank = No display
Screen 589 – SL (6 Digit) New Budget Entry (cont’d)

**CC/FY/MM:** 2 digits/4 digits/2 digits
Campus code, fiscal year, and month from which column’s data is to be retrieved.

**Ver:** 10 characters/digits
Name of the budget version to be displayed. Required if TYPE = V.

**Acct:** 10 digits
Indicates the account number used to display the columns of budget amounts for the categories.

**Category:** 17 characters
Name of the category to be budgeted.

**Additional Functions**
**PF KEYS**
See the Appendix for an explanation of the standard PF keys.

**PF5 (Sal)**
Sal
“Salary” - updates the salary line with the latest salary amount fed from BPP Prep Budget.

```
Sal
```
Salary dollars updated.
Press ENTER to continue.

**PF6 (Copy)**
Copy
If the cursor is placed at the top of this screen, this PF key will copy the version on the Action Line to another version name.

```
Copy
```
Please enter a copy to Budget Version Name.
Copy to Budget Version
Do you want to Copy? Y/N Y

If the cursor is in the prior year area of the screen, press this key to copy data from the column where the cursor is positioned into the new year budget column. "|||||||" marks the column being copied.

```
Copy
```
Do you want to copy from the marked column to the Budget Version?
Y/N Y
<table>
<thead>
<tr>
<th>PF9</th>
<th>Print</th>
<th>Download a report using Entire Connection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF11</td>
<td>Submit</td>
<td>This PF key is used to both save and submit the current budget version. <strong>If the version has not been saved, it will perform the save function.</strong></td>
</tr>
</tbody>
</table>
The main purpose of **Screen 599** is to enter and/or display SA account budgets for the categories defined by the expense and revenue patterns assigned to the SL accounts. Budgets must be entered on **Screen 599** for accounts whose “SA Create Enable” flag = “Y” on **Screen 6**. All SA amounts for the budget can be entered and/or displayed, including Beginning Balance, Revenue Budget, SA Allocations, Available Balance, Expense Budget, and Ending Balance. The screen also displays up to four columns of dollar data. This data is displayed for comparative purposes to help the owner of the account create the account’s new year expense and revenue budget. It should be noted that not all dollars will be shown if their subcodes have not been included in a category of the pattern attached to the account. This screen is useful because it allows users to view last year’s budget and actuals for multiple years on a single screen.

The source of the four dollar display columns will vary depending on the value of the **Type**, **FY/MO**, and **Version** fields over the respective columns. When a Budget version is created, the columns will default to the values set in the Column Default table (See Budget Control Tables). If the Column Default table has not been established, the columns will default to the prior four years’ YTD actual activity. These columns can be modified by typing over the defaulted fields. However, this is only allowed for users having update access to the account. The version will be saved whenever the column headers are changed. If the user replies “NO” to the save prompt, the column headers will not be changed. The budget version on the Action Line can also be used in the display columns.

An “Account” line has been provided on the column headers to indicate the account providing the prior year activity. For example, if you have changed your chart of accounts in the past and have populated the previous year account numbers on **Screen 584/594**, this account will be indicated in the “Acct” column header. If you have NOT populated the previous year account numbers on **Screen 584/594**, the account numbers listed in the column headers will be the same account (SL/SA) you are budgeting with ONE exception.

For accounts flagged as “SA Create Enable” = “Y” with the SA Budget Expense and Revenue Transactions both flagged as “N” (indicating you must budget the account on **Screen 599** at the base using the “00000” support account, but may expense at non-base support accounts based on the SA Transaction Actual flags), the account number displayed in the column header will be the SL account with blanks in the support account. The dollars displayed in the columns will be the sum of the SA activity for these accounts (as shown on **Screen 19**). This will allow you to see the SA combined activity for budgeting purposes.

Each Member can define what will happen when a user attempts to access an account that has not had its budget pattern(s) set. See the **Pattern Default Table** description in the Budget Control Tables section for more information on this topic.

Multiple budget “versions” for an account can be created, saved, or “submitted as the official budget recommendation” on this screen. Additionally, versions will be flagged with approval types of “Board,” “Fed,” and “Done.” **Budget versions with names beginning with the letters “FEED” cannot be created online, only modified.**
Reports will only show budgeted expenses and revenues in the “New Budget” column for SLs/SAs that have **SUBMITTED** versions. If budget versions have been saved and not submitted, the dollars entered will not be shown.

An account “Version Create” option is available on-line (and in batch) that will automatically copy account history data from a Member specified column to the new budget column and overlay its salary dollars with the BPP supplied salary dollars. This feature might be used by Members whose new year budgets for a range of accounts follow a predictable pattern from a prior year’s history. See the Budget Control Table section for more detailed information on the Version Create table.

If used, the account “Version Create” is invoked when a new version for an account is entered on Screen 589 or Screen 599. If the account number falls within the version create account range and the version name begins with a Member defined version name prefix, the new budget column is populated with the appropriate column data/salary information. The version is not automatically saved or submitted until the user presses the Submit (PF11) key.

Versions can be automatically created in batch by requesting the program FBAUS86. You must specify an account range, the new version name, and whether you want the created version to be saved or submitted. The “Version Create” table must be defined in order for the batch program to be run. The Column Default table should also be defined to run the batch program.

The response time for this screen will be slower than that of the normal FAMIS screens, especially when the Action Line is changed or when column headers are modified. This can be attributed to the amount of processing that occurs when the columnar data is initially computed. Informational Pop-ups with an escape option are displayed when Screen 589 is being used to sum the activity of all the SAs belonging to an SL and when the screen is being used to display the GL summary.

Typing “N” in the **Calc Col** field and pressing <ENTER> will speed up data entry. This option allows someone to make entries from numbers provided by someone else without having to view the past year’s activity columns.

### Action Line Processing
To create a new version, go to Screen 599 and type the name of the new Budget Version. Press <ENTER>. The default columns will be displayed. If the Action Line is changed before the current budget version changes are saved, the user will be prompted to perform a “save” before transferring to another screen or accessing a different budget version.
Screen 599 – SA (11 Digit) New Budget Entry (cont’d)

**Dollars**
All amounts will be entered and displayed as whole dollars and will be represented as positive numbers when they are in their “normal” state. For example, revenues will be displayed as positive numbers (opposite the way they are displayed on normal FAMIS inquiry screens).

**Salary Categories**
At the beginning of the budget preparation cycle, current year salary obligations, including associated salary counts, will be loaded from BPP to FAMIS as informational salary data by the FBAU584 program. These salary amounts, as shown on the Screen 584/594 “Sal” pop-up, are summed by category and displayed in the new budget column whenever a new budget version is created. These figures can be changed on Screen 589/599. If the salary related information is re-loaded from BPP, existing versions will not be affected by the more recent BPP file. If an account is flagged with “SA Enable” = “Y” and the SA Revenue Transaction and SA Expense Transaction Allow flags are both “N,” the salary related information for all the SL’s support accounts will be summed and displayed at the “00000” (base) SA.

**Submission**
If a version has not been previously saved and is submitted (PF11) as a recommendation, it will be automatically saved and submitted. Before a previously submitted version is replaced with a new version, a pop-up will appear verifying that the version should be submitted on top of the previously submitted version.

**Locks**
When accessing an account/account version that is currently locked or secured with an approval type, a warning message will be displayed saying the account is locked and no further submissions will be allowed. Submitted versions that have been secured with an approval type can never be modified. If changes need to be made to one of these versions, the account and campus must be unlocked, the version must be copied to a new name, changed, and resubmitted and the account must then be re-locked.

**Summarize SA Budgets**
When accessing an account budgeted at the SA level from the SL screen, a summarization of all the support accounts’ submitted budgets will appear. This is a very resource intensive process, so a warning message is given to ensure that the user needs and wants to see the summarized numbers. The response time on this type of access is expected to be less than optimal. The following is the warning message given to the user:

```
+-------------------------------------------------------+
|                                                       |
|   This SL must be budgeted at the Support Account.    |
|   Enter ‘Y’ to view summed SA submitted versions.     |
|                                                       |
|                        Y/N N                          |
+-------------------------------------------------------+
```
Press **PF8** to scroll through the pages available. Displayed on the last page will be “Total Expense” and the “SL Ending Balance” amounts.

<table>
<thead>
<tr>
<th>Total Expense</th>
<th>14938019</th>
<th>13415074</th>
<th>13899991</th>
<th>13117253</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL Ending Balance</td>
<td>13038019</td>
<td>-13415074</td>
<td>-13899991</td>
<td>-13117253</td>
</tr>
</tbody>
</table>

### Basic Steps

- Type in the account number and budget version. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter additional information as desired. Press <ENTER>.
- Press **PF7** or **PF8** to scroll through the information displayed.

#### Field Descriptions

*(◆ = Required; **Help** = Field Help using PF2, ?, or *)

**Action Line**

- **Acct:** 11 digits
  - Identify the budget account.
◆ Bud Version: 10 characters/digits ? Help
Enter the name of the budget version or select one from the pop-up window if available.

**Budget Version Selection Pop-Up**

<table>
<thead>
<tr>
<th>Acct: 271030</th>
<th>Fiscal Year: 2004</th>
<th>Approval Type: C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Version: 1</td>
<td>-version modified on</td>
<td>Userid</td>
</tr>
<tr>
<td>Sel</td>
<td>Account</td>
<td>Name</td>
</tr>
<tr>
<td>---</td>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>271030</td>
<td>1</td>
<td>07/18/2003 10:39 AM</td>
</tr>
</tbody>
</table>

**End of Data**

PF4 = Exit  PF7 = Patt

**Budget Version Approval Type**

Choose a Budget Version Approval Type

Sel  Description

- Board Approved
- Done-Board Adjusted
- Fed to FAMIS Acct
- Current Version

PF7 – Pattern

Account: 271030  Version: 1

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expense</th>
<th>M</th>
<th>SAGOEXP03</th>
</tr>
</thead>
</table>

PF4 = Exit

◆ FY: 4 digits
Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

Calc Col: 1 character
Designate whether the columns should be populated with the previous year’s activity. Type “N” to help speed up data entry if seeing the past year’s activity isn’t needed. The default for this field is “N” for Non-FAMIS Members.

Delete Ver: 1 character
Designates whether the previously saved budget version should be deleted.
Screen Information

Pat: 20 characters/digits
Identifies the budget pattern you are working with (revenue and/or expense).

◆ Type: 1 character  
Indicate the type of data to be displayed in the column:
A = Actuals (default)
B = Board (approval type/OPTION6)
C = Actuals + Encumbrances
D = Done – Board adjusted (approval type/OPTION6)
F = Fed (approval type/OPTION6)
N = Original Budget(No carry Frwd)
O = Original Budget(W/ carry Frwd)
R = Revised Budget
V = New Version
Blank = No display

CC/FY/MM: 2 digits/4 digits/2digits
Campus code, fiscal year, and month from which column’s data is to be retrieved.

Ver: 10 characters/digits  
Name of the budget version to be displayed. Required if TYPE = V.

Category: 17 characters
Name of the category to be budgeted.

Acct: 11 digits
Indicates the account number used to display the columns of budget amounts for the categories.

Additional Functions

PF KEYS
See the Appendix for an explanation of the standard PF keys.

PFS
Sal
Updates the salary line with the latest salary amount fed from BPP prep. Budget.

+------------------------------------------+  
| Salary dollars updated.                  |  
| Press ENTER to continue.                 |  
+------------------------------------------+
Screen 599 – SA (11 Digit) New Budget Entry (cont’d)

PF6  Copy
If the cursor is placed at the top of this screen, this PF key will copy the version in the Action Line.

| Please enter a copy to Budget Version Name. |
| Copy to Budget Version __________ |
| Do you want to Copy? Y/N Y |

If the cursor is in the prior year area of the screen, pressing this key will copy data from the column where the cursor is positioned into the new year budget column. ‘|||||||’ marks the column being copied.

| Do you want to copy from the marked column to the Budget Version? |
| Y/N Y |

PF9  Print
Download a report using Entire Connection.

PF11  Submit
This PF key is used to both save and submit the current budget version. **If the version has not been saved, it will perform the save function.**
Version Inquiry

The purpose of Screen 540 is to display all the budget versions created for an account by version status. A starting version can be specified.

Versions are selected based on their version status. The following represents the version statuses that can be used:

1. **Saved Versions** – All versions saved for a given account
2. **Board Approved Version** – Version approved by the TAMUS Board of Regents
3. **Current Submitted Version** – Version currently submitted for the account
4. **Done** – Board Adjusted Version – Budget at feed time. Final budget for the budget fiscal year
5. **Feed to FAMIS Version** – Budget fed to FAMIS at the beginning of the budget fiscal year

No entity security controls this screen.

**Screen 540 – Version Inquiry**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Account</th>
<th>Version</th>
<th>CURRENT version modified on</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--------</td>
<td>---------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td>271040 00000 MB1</td>
<td>05/18/2012 12:44 PM HXXX02P</td>
<td>HEARST, HARRY H</td>
</tr>
<tr>
<td></td>
<td>271050 00000 CCW1</td>
<td>05/17/2012 05:02 PM HXXX02P</td>
<td>WILSON, WILMA W</td>
</tr>
<tr>
<td></td>
<td>271060 00000 DM2</td>
<td>05/17/2012 08:53 AM HXXX02P</td>
<td>MCCREARY, MELINDA M</td>
</tr>
<tr>
<td></td>
<td>271120 00000 KC1</td>
<td>05/18/2012 12:19 PM CXXX02P</td>
<td>CURRIC, COLLIN C</td>
</tr>
<tr>
<td></td>
<td>271150 00000 KRH1</td>
<td>05/16/2012 09:21 AM HXXX02P</td>
<td>HOUSE, HELEN H</td>
</tr>
<tr>
<td></td>
<td>271160 00000 LOAD000003</td>
<td>05/17/2012 12:00 PM FBAU598</td>
<td></td>
</tr>
<tr>
<td></td>
<td>271170 00000 RLS1</td>
<td>05/16/2012 04:31 PM HXXX02P</td>
<td>SAMUELS, SULLY S</td>
</tr>
<tr>
<td></td>
<td>271220 00000 MB1</td>
<td>05/18/2012 12:43 PM HXXX02P</td>
<td>HEARST, HARRY H</td>
</tr>
<tr>
<td></td>
<td>271250 00000 DKH1</td>
<td>05/30/2012 08:29 AM HXXX02P</td>
<td>HEARST, HARRY H</td>
</tr>
<tr>
<td></td>
<td>271260 00000 LOAD000002</td>
<td>05/10/2012 05:03 PM FBAU598</td>
<td></td>
</tr>
<tr>
<td></td>
<td>271270 00000 LOAD000002</td>
<td>05/10/2012 05:03 PM FBAU598</td>
<td></td>
</tr>
<tr>
<td></td>
<td>271280 00000 DMD1</td>
<td>05/18/2012 01:49 PM HXXX02P</td>
<td>GREEN, GENA G</td>
</tr>
</tbody>
</table>

More Entries - <ENTER> to Continue

Enter-PF1--PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

Basic Steps

- Enter the account number and version status. **Do NOT change the fiscal year unless you are NOT working on next year's budget.** Press <ENTER>.
- Add any additional information as desired and press <ENTER>.
Screen 540 – Version Inquiry (cont’d)

Field Descriptions  (◆ = Required;  Help = Field Help using PF2, ?, or *)

Action Line
◆ Acct:  11 digits
Enter the budget account.
◆ Fiscal Year:  4 digits
Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.

Approval Type:  1 character/digit  Help
Status of the versions being searched.
1  =  Saved Version (default)
B  =  Board Approved Version
F  =  Feed to FAMIS Version
D  =  Done – Board Adjusted Version
C  =  Current Submitted Version

Start Version:  10 characters/digits
Name of the starting budget version.

Screen Information
Sel:  1 character
Type an “X” in this field to select an item displayed on the screen.
Account:  11 digits
Account having a budget version matching the criteria specified on the Action Line.
Version Name:  10 characters/digits
Budget version assigned to the account listed in the detail line.

_____”  “ version modified on (Approval Type determines version status displayed:  Saved, Board, Current, Done, or Feed)
Date:  8 digits
Date version was saved.
Time:  6 characters/digits
Time version was saved.
Userid:  8 characters/digits
UserID of person who saved the version.
Name:  18 characters
Name of the person saving the budget version.
**Screen 540 – Version Inquiry (cont’d)**

### Additional Functions

**PF KEYS**

See the Appendix for an explanation of the standard PF keys.

<table>
<thead>
<tr>
<th>PF7</th>
<th>Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patt</td>
<td>Position cursor over any line in detail display area and use <strong>PF7</strong>. A pop-up window with that account's revenue and expense pattern will be displayed. Press <strong>PF4</strong> to exit the pop-up window.</td>
</tr>
</tbody>
</table>

```plaintext
| Account: 271160 00000  Version: LOAD000003 |
|-------Revenue Pattern------- |
| M/D  Name  Dept  SDept |
| Revenue M  TAMUREV2          |
| Expense M  TAMUEXP1          |
| PF4 = Exit                    |
```
Transfers and Allocations

Transfers and Allocations

<table>
<thead>
<tr>
<th>Enter Transfers and Allocations</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Transfers and Allocations</td>
<td></td>
</tr>
</tbody>
</table>

Fiscal offices and other users, depending on each Member’s preference, should enter the GL transfers and the different types of allocations so the transfer/allocation dollar amounts are available for departments to use in preparing their budgets.

Repeat steps 10-12 until budget is completed and submitted to SAGO.

Be sure to refer to the Transfer and Allocation Upload Section of this manual when completing this page.
Transfers and Allocations

GL transfers and SL allocations are entered on Budget Module screens to identify fund balance transfers and allocations. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. If appropriately flagged, FAMIS will automatically post these fund transfers, due to’s, due from’s, and budget transfers at budget feed time.

The account transferring/allocating the funds is entered on the Action Line of the Transfer and Allocation screens. The transfers/allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS, but they can reside on any Member’s campus. The person allocating the funds does not have to have access to the receiving accounts. All allocations and transfers must be positive.

There are four types of transfers and allocations that can be made. They are as follows:

- GL to GL
- GL to SL
- SL to SL
- SL to GL

The transfer/allocation screens provide a “GL Feed” flag that is used to determine whether FAMIS will automatically create and feed the transfer into accounting at budget feed time. This flag details the type of transaction(s) that will be created and is specified on each detail line of the screens. The “GL Feed” flag values are as follows:

<table>
<thead>
<tr>
<th>Flag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No GL accounting entries will be created by FAMIS and posted when the budget is fed into accounting.</td>
</tr>
<tr>
<td>Y</td>
<td>Fund balance transfers will be posted when the budget is fed into accounting. This is only valid for same campus transfers.</td>
</tr>
<tr>
<td>D</td>
<td>Due to/Due from transactions will be created and posted when the new year’s budget is fed into accounting. This is only valid for same campus transfers.</td>
</tr>
</tbody>
</table>

Depending on the feed flag, allocations “from or to” an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the “from” account (GL/mapped GL) is different from the “to” account (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only Screen 560 that were indirectly implied by entries made on the transfer/allocation screens (Screen 561 or Screen 563) or the allocation only Screen 562.
Transfers and Allocations (cont’d)

The following table outlines the transactions that will be created and posted for the different types of GL transfers:

<table>
<thead>
<tr>
<th>Action Line (from acct)</th>
<th>Detail Line (to acct)</th>
<th>Action Line (from acct)</th>
<th>Detail Line (to acct)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feed</td>
<td>TC</td>
<td>DR</td>
</tr>
<tr>
<td>Same Campus – Mandatory</td>
<td>58xy</td>
<td>48xy</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>Same campus – Non-Mandatory</td>
<td>59xy</td>
<td>49xy</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>Different campus – Mandatory</td>
<td>5301</td>
<td>43cc</td>
<td>N</td>
</tr>
<tr>
<td>Different campus – Non-Mandatory</td>
<td>57cc</td>
<td>47cc</td>
<td>N</td>
</tr>
</tbody>
</table>

Where:
Y=normally zero except for ledger 7
X=offset ledger
Cc=offset campus code

The ability to batch load the transfer/allocations into the Budget Module may be provided in the future. This feature would be used only by Members not using FAMIS as their primary accounting system.
GL to GL Transfers

Screen 560 is used to budget the transfer of funds between GLs. The account transferring the funds is entered on the Action Line. The transfers must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS, but they can reside on any Member’s campus. The person allocating the funds does not need access to the receiving accounts. All allocations and transfers must be positive.

All budget transfers will initially be marked with an approval type of “C” for “Current.” Once the budget is submitted to the Board of Regents for approval, the transfers will also be marked with an approval type of “B” for “Board.” If changes or additional transfers are later made, the resultant transfers will be marked as “Current” and the transfers at the time of board submission will remain behind the scenes audit trailed with an approval type of “B.” Transfers that are fed to accounting will be audit trailed with an approval type of “F” and transfers existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of “D” for “Done.” The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations “from or to” an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the “from” account (GL(mapped GL) is different from the “to” account’ (GL(mapped GL)).

Caution must be taken to avoid entering GL transfers on this screen that were indirectly implied by entries made on the transfer/allocation screens (561 or 563) or the allocation only screen (562).

Unless changed by the user, GL Feed will default to “Y.”

Transfer/allocation entries can be viewed on Screen 541.

A special entity security (BUDGET) controls this screen.

Screen 560 – GL to GL Transfers
Screen 560 – GL to GL Transfers (cont’d)

Basic Steps

- Enter the account number to be transferred from. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

Field Descriptions (∆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

- **From Acct:** 6 digits
  Enter the GL account from which the transfer is being made.

- **Fiscal Year:** 4 digits
  Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.

- **Default GL Feed:** 1 character
  Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year.
  
<table>
<thead>
<tr>
<th>N</th>
<th>Y</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>no accounting entries will be automated</td>
<td>fund balance transfers will be fed when the budget is fed to financial accounting (default)</td>
<td>Due to/Due from transactions will be fed when the budget is fed to financial accounting</td>
</tr>
</tbody>
</table>

- **Default Mandatory:** 1 character
  Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.
  
<table>
<thead>
<tr>
<th>N</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>transfer is not mandatory (default)</td>
<td>transfer is mandatory</td>
</tr>
</tbody>
</table>

**Screen Information**

- **F:** 1 character
  Indicate the action to be taken.
  
  | Blank | A | D | P | U |
  | No Action | Add record | Delete record | Position (not always available) | Update record |

- **TO:**

  - **CC:** 2 digits
    Enter the campus receiving GL account transfer. Default is the home campus.
Screen 560 – GL to GL Transfers (cont’d)

**GL Acct:**
- 10 digits
- Indicate the GL account and the account control of the fund addition or due to/due from.

**Amount:**
- 13 digits
- Identify the amount being transferred to the account.

**GL Feed:**
- 1 character
- Help
- Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used.
  - N = no accounting entries will be automated
  - Y = fund balance transfers will be fed when the budget is fed to financial accounting
  - D = Due to/Due from transactions will be fed when the budget is fed to financial accounting

**Mand:**
- 1 character
- Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value after pressing <ENTER>.
  - N = transfer is not mandatory (default)
  - Y = transfer is mandatory

**Description:**
- 24 characters
- Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. If left blank, a default description will be used.

**Additional Functions**

**PF KEYS**
- See the Appendix for an explanation of the standard PF keys.
GL to SL Transfers/Allocations

Screen 561 is used to indicate for budget purposes the transfer/allocation of funds from one GL to one or more SLs/SAs. The account transferring/allocating the funds is entered on the Action Line. The transfers/allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS on the same campus as the allocating account. The person allocating the funds does not have to have access to the receiving accounts. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. All allocations and transfers must be positive.

SL allocations are not included in any GL ending fund balance calculations. It is assumed these allocations are reflected in the expense budget for the account.

All budget transfers/allocations will initially be marked with an approval type of “C” for “Current.” Once the budget is submitted to the Board of Regents for approval, the transfers/allocations will also be marked with an approval type of “B” for “Board.” If changes or additional transfers/allocations are later made, the resultant transfers/allocations will be marked as “Current,” and the transfers/allocations at the time of board submission will remain behind the scenes audit trailed with an approval type of “B.” Transfers/allocations that are fed to accounting will be audit trailed with an approval type of “F,” and transfers/allocations existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of “D” for “Done.” The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations “from or to” an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the “from” account (GL/mapped GL) is different from the “to” account (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only screen (Screen 560) that were indirectly implied by entries made on the transfer/allocation screens (Screen 561 or Screen 563) or the allocation only screen (Screen 562).

If the SA Create Enable flag is “N” for either the “From Acct” or the “To Acct”, its support account field must be left blank (00000 will not be accepted).

Transfer/allocation entries can be viewed on Screen 541.
A special entity security (BUDGET) controls this screen.

Screen 561 – GL to SL Transfers/Allocations

<table>
<thead>
<tr>
<th>F</th>
<th>TO</th>
<th>GL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End of data**

Enter -PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp

Basic Steps

- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

GL to SL Transfer/Allocation

When the receiving SL/SA maps to the same GL as the Action Line GL:

- A positive SL/SA allocation will be stored for the receiving SL/SA
- GL feed must be set to “N”

When the receiving SL/SA maps to a different GL than the Action Line GL:

- A GL transfer from the Action Line GL to the receiving account’s mapped GL will be stored
- A positive SL/SA allocation will be stored for the receiving SL/SA
- GL feed flag will determine if a fund balance or due to/due from transaction will be created at budget feed time.
Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

Action Line
◆ From Acct: 6 digits
Enter the GL account from which the transfer is being made.

◆ Fiscal Year: 4 digits
Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.

Default GL Feed: 1 character
Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year.
N = no accounting entries will be automated
Y = fund balance transfers will be fed when the budget is fed to financial accounting
D = Due to/Due from transactions will be fed when the budget is fed to financial accounting

Default Mandatory: 1 character
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value.
N (or blank) = transfer not mandatory (default)
Y = transfer is mandatory

Screen Information
◆ F: 1 character
Indicate the desired action.
Blank = No Action
A = Add record
D = Delete record
P = Position (not always available)
U = Update record

TO:
◆ CC: 2 characters/digits
Indicate the campus receiving SL account allocation. Default is the home campus.

◆ SL Acct: 11 digits
Enter the SL and SA account of the fund addition or due to/due from.

◆ Amount: 9 digits
Identify the amount being assessed to/from the account.
Screen 561 – GL to SL Transfers/Allocations (cont’d)

**GL Feed:**
1 character
Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. **If not specified, the Action Line Default GL Feed will be used.**
- **N** = no accounting entries will be automated
- **Y** = fund balance transfers will be fed when the budget is fed to financial accounting
- **D** = Due to/Due from transactions will be fed when the budget is fed to financial accounting

**Mand:**
1 character
Flag indicating whether the transfer is mandatory. **If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value.**
- **N** (or blank) = transfer not mandatory (default)
- **Y** = transfer is mandatory

**Description:**
24 characters
Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. **If left blank, a default description will be used.**

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF keys.
SL to SL Allocations

Screen 562 is used to indicate for budget purposes the allocation of funds from an SL/SA to one or more SLs/SAs. The account allocating the funds is entered on the Action Line. The allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS on the same Member campus as the allocating account. The person allocating the funds does not have to have access to the receiving accounts. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. All allocations and transfers must be positive.

SL allocations are not included in any GL ending fund balance calculations. It is assumed these allocations are reflected in the expense budget for the account.

All budget transfers/allocations will initially be marked with an approval type of “C” for “Current.” Once the budget is submitted to the Board of Regents for approval, the transfers/allocations will also be marked with an approval type of “B” for “Board.” If changes or additional transfers/allocations are later made, the resultant transfers/allocations will be marked as “Current,” and the transfers/allocations at the time of board submission will remain behind the scenes audit trailed with an approval type of “B.” Transfers/allocations that are fed to accounting will be audit trailed with an approval type of “F,” and transfers/allocations existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of “D” for “Done.” The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations “from or to” an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the “from” account (GL/mapped GL) is different from the “to” account’ (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only screen (Screen 560) that were indirectly implied by entries made on the transfer/allocation screens (Screen 561 or Screen 563) or the allocation only screen (562).

If the SA Create Enable flag is “N” for either the “From Acct” or the “To Acct”, its support account field must be left blank (00000 will not be accepted).

Transfer/allocation entries can be viewed on Screen 541.
A special entity security (BUDGET) controls this screen.

Screen 562 – SL to SL Allocations

<table>
<thead>
<tr>
<th>CC</th>
<th>SL Acct</th>
<th>Amount</th>
<th>Feed Mand</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**End of data**

Basic Steps
- Enter the account number and other pertinent information. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

GL to SL Allocation

When the receiving SL/SA maps to the same GL as the GL mapped to the Action Line’s SL/SA:
- A positive SL/SA allocation will be stored for the receiving SL/SA
- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed must be set to “N”

When the receiving SL/SA maps to a different GL than the GL mapped to the Action Line’s SL/SA:
- A GL transfer from the Action Line’s SL/SA mapped GL to the receiving account’s mapped GL will be stored
- A positive SL/SA allocation will be stored for the receiving SL/SA
- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed flag will determine if a fund balance or due to/due from transaction will be created at budget feed time
Screen 562 – SL to SL Allocations (cont’d)

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

Action Line
◆ From Acct: 11 digits
Indicate the SL/SA account allocating the money to the receiving SL/SA account.

◆ Fiscal Year: 4 digits
Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.

Default GL Feed: 1 character Help
Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year.
N = no accounting entries will be automated
Y = fund balance transfers will be fed when the budget is fed to financial accounting
D = Due to/Due from transactions will be fed when the budget is fed to financial accounting

Default Mandatory: 1 character
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value.
N (or blank) = transfer not mandatory (default)
Y = transfer is mandatory

Screen Information
◆ F: 1 character Help
Indicate the desired action:
Blank = No Action
A = Add record
D = Delete record
P = Position (not always available)
U = Update record

TO:
◆ CC: 2 characters/digits PF2 Help
Indicate the campus receiving SL account allocation. Default is the home campus.

◆ SL Acct: 11 digits
Enter the SL/SA account receiving the allocation.

◆ Amount: 9 digits
Identify the amount being transferred to/from the account.
Screen 562 – SL to SL Allocations (cont’d)

**GL Feed:**

Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used.

- **N** = no accounting entries will be automated
- **Y** = fund balance transfers will be fed when the budget is fed to financial accounting
- **D** = Due to/Due from transactions will be fed when the budget is fed to financial accounting

**Mand:**

Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value.

- **N** (or blank) = transfer not mandatory (default)
- **Y** = transfer is mandatory

**Description:**

Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. If left blank, a default description will be used.

**Additional Functions**

**PF KEYS**

See the Appendix for an explanation of the standard PF keys.
SL to GL Transfers/Allocations

Screen 563 is used to indicate for budget purposes the transfer/allocation of funds from one SL/SA to one or more GLs. The account transferring/allocating the funds is entered on the Action Line. The transfers/allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS on the same Member campus as the allocating account. The person allocating the funds does not have to have access to the receiving accounts. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. All allocations and transfers must be positive.

SL allocations are not included in any GL ending fund balance calculations. It is assumed these allocations are reflected in the expense budget for the account.

All budget transfers/allocations will initially be marked with an approval type of “C” for “Current.” Once the budget is submitted to the Board of Regents for approval, the transfers/allocations will also be marked with an approval type of “B” for “Board.” If changes or additional transfers/allocations are later made, the resultant transfers/allocations will be marked as “Current,” and the transfers/allocations at the time of board submission will remain behind the scenes audit trailed with an approval type of “B.” Transfers/allocations that are fed to accounting will be audit trailed with an approval type of “F,” and transfers/allocations existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of “D” for “Done.” The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations “from or to” an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the “from” account (GL/mapped GL) is different from the “to” account’ (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only screen (Screen 560) that were indirectly implied by entries made on the transfer/allocation screens (Screen 561 or Screen 563) or the allocation only screen (Screen 562).

If the SA Create Enable flag is “N” for either the “From Acct” or the “To Acct”, its support account field must be left blank (00000 will not be accepted).

Transfer/allocation entries can be viewed on Screen 541.
Basic Steps

- Enter the account number. **Do NOT change the fiscal year unless you are NOT working on next year's budget.** Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

GL to SL Transfer/Allocation

When the receiving GL is the same as the GL mapped to the Action Line’s SL/SA:

- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed must be set to “N”

When the receiving GL is different from the GL mapped to the Action Line’s SL/SA:

- A GL transfer from the Action Line’s SL/SA mapped GL to the receiving GL account will be stored
- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed flag will determine if a fund balance or due to/due from transaction will be created at budget feed time.
Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

**Action Line**

◆ From Acct: 11 digits  
Enter the SL/SA account allocating the money to the receiving GL account.

◆ Fiscal Year: 4 digits  
Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.

Default GL Feed: 1 character Help  
Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year.  
N = no accounting entries will be automated  
Y = fund balance transfers will be fed when the budget is fed to financial accounting  
D = Due to/Due from transactions will be fed when the budget is fed to financial accounting

Default Mandatory: 1 character  
Flag indicating whether the transfer is mandatory. **If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value.**  
N (or blank) = transfer not mandatory (default)  
Y = transfer is mandatory

**Screen Information**

◆ F: 1 character Help  
Indicate the desired action.  
Blank = No Action  
A = Add record  
D = Delete record  
P = Position (not always available)  
U = Update record

TO:

◆ CC: 2 characters/digits PF2 Help  
Enter the campus receiving the GL account transfer. Default is home campus.

◆ GL Acct: 10 digits  
Identify the GL account (required) and the account control of the fund addition.

◆ Amount: 9 digits  
Indicate the amount being transferred to/from the account.
### Screen 563 – SL to GL Transfers/Allocations (cont’d)

<table>
<thead>
<tr>
<th>GL Feed:</th>
<th>1 character <img src="image" alt="Help" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used.</td>
<td></td>
</tr>
<tr>
<td>N = no accounting entries will be automated</td>
<td></td>
</tr>
<tr>
<td>Y = fund balance transfers will be fed when the budget is fed to financial accounting</td>
<td></td>
</tr>
<tr>
<td>D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mand:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag indicating whether the transfer is mandatory. <strong>If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value.</strong></td>
<td></td>
</tr>
<tr>
<td>N (or blank) = transfer not mandatory (default)</td>
<td></td>
</tr>
<tr>
<td>Y = transfer is mandatory</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description:</th>
<th>24 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. <strong>If left blank, a default description will be used.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**  
See the Appendix for an explanation of the standard PF keys.
Transfer/Allocation Listing

The purpose of Screen 541 is to allow account owners to view intended budget transfers and allocations for their accounts. These transfers and allocations are the ones entered via Screen 560, Screen 561, Screen 562, and Screen 563 by the account owner of the “from” account.

A special entity security (BUDGET) controls this screen.

Screen 541 – Transfer/Allocation Listing

<table>
<thead>
<tr>
<th>SA</th>
<th>CC</th>
<th>FROM Account</th>
<th>Description</th>
<th>Amount</th>
<th>GL Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td>02</td>
<td>144028 00000</td>
<td>VET MED-PHYS PLT INFRASTR</td>
<td>14,938,019.00</td>
<td>05/17/12</td>
</tr>
</tbody>
</table>

** End of Data **

Basic Steps

- Enter the approval type, To/From indicator, account number, fiscal year, start Campus Code, and start account in the fields provided. Do NOT change the fiscal year unless you are NOT working on next year’s budget. Press <ENTER>.
- The field titles will change depending on what you enter in the To/From field.

Field Descriptions (◆ = Required; Help = Field Help using PF2, ?, or *)

Action Line
◆ App Type: 1 character P Help
Specify the point in time for which the transfers/allocations should be displayed.
B = Board Submission
C = Current (default)
D = Done – Board adjusted - end of budget cycle
F = Fed to accounting
Screen 541 – Transfer/Allocation Listing (cont’d)

◆ To/From: 4 characters
Indicate whether the transfers/allocations shown should be coming to or from the specified accounts. Enter “FROM” or “TO” (default).

◆ Acct: 11 digits
Enter the GL or SL or SL/SA giving/receiving account being allocated/transferred money.

◆ Year: 4 digits
Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.

Start CC: 2 characters/digits
Campus code used with “Start Acct” to begin displaying the transferring/allocating detail lines. Defaults to current campus code.

Start Acct: 6 digits
GL or SL belonging to the “Start CC” to begin displaying the GL, SL, or SL/SA account transferring/allocating money to the Action Line account.

Screen Information
(To/From) SA: 5 digits
The GL or SL or SL/SA account and subcode of the account giving or receiving the money. Title will match entry in To/From field.

CC: 2 characters/digits
Campus code which transferred or allocated funds.

(To/From) Account: 11 digits
The GL or SL or SL/SA account and subcode of the account giving or receiving the money to the Action Line account. Title will change depending on what was entered in the To/From field.

(To/From) Account Description: 25 characters
Displays a description of the account. Title will change depending on what was entered in the To/From field.

Amount: 9 digits
Amount being allocated/transferred.
Screen 541 – Transfer/Allocation Listing (cont’d)

**GL Fd:** 1 character
Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year.

N = no accounting entries will be automated
Y = fund balance transfers will be fed when the budget is fed to financial accounting
D = Due to/Due from transactions will be fed when the budget is fed to financial accounting

**Date Modified:** 6 digits
Date the transfer/allocation intention was entered by the transferring/allocating account owner.

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF keys.
Budget Report Requests

Request Budget Reports

Submit Budget Report Requests

Request appropriate Budget Module reports when needed from the FAMIS website (http://www.tamus.edu/offices/famis/). You may also click on the Manuals icon to view the Budget Reports Manual for more detailed information about the reports.

FBAUS4/FBAU672 may need to be requested on a regular basis to update BPP salary information in FAMIS

- Request budget reports through the FAMIS web site: http://www.tamus.edu/offices/famis/

- Click on http://www.tamus.edu/offices/famis/usermanuals/ to access the Budget Reports Manual for additional information about the reports.
System Locks

<table>
<thead>
<tr>
<th>System Locks</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Locks</td>
<td></td>
</tr>
</tbody>
</table>

The System Office of Budgets and Accounting will lock and review each Member’s budget after coordinating with the Member.
The System Office of Budgets and Accounting will secure and print the TAMUS Board Budget Book for presentation to the Board.

At this time, the current budgets, transfers, and allocations will be marked with an approval type of “B” for “Board Approved.”
Budget Procedures Checklist – Phase 3
# Phase 3

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Unlock Member Budgets</td>
</tr>
<tr>
<td>#2</td>
<td>BPP Final Salary Load (Optional)</td>
</tr>
<tr>
<td>#3</td>
<td>BPP Salary Load to Accounting</td>
</tr>
<tr>
<td>#4</td>
<td>Budget Module Data Load</td>
</tr>
</tbody>
</table>
Unlock Member Budgets – Phase 3

System Unlock

To begin phase 3, the System Office will unlock the budget for final adjustments, per request, that may need to be entered prior to the loading of the budget in FAMIS.

The System Office of Budgets and Accounting will unlock the Budget Module for Members who wish to copy and adjust the Board submitted budgets. This action is in preparation for the loading of the adjusted budget to FAMIS accounting.
Final Salary Load (Optional)

Prior to feeding the budget to FAMIS accounting, a Member may request that an updated BPP salary load be made to the FAMIS Budget Module. Members choosing to do this would then adjust their budgets’ salary categories to match the current BPP Prep Budget.

The adjustments can be done manually on Screen 589/599 by putting the old version in the Action Line field and pressing <Enter>. Once the old version appears, press PF6 (Copy) and enter a new version name when prompted.

The new version name, along with its copied budget, will be returned on the Action Line. You can now manually make changes and press PF11 to submit the new version.

These changes can also be made in batch by requesting FBAU584 followed by the Budget Reallocator (FBAU672).
# Salary Load to Accounting

At a date to be determined, usually in mid-August, BPP “shuts-down” the Prep Budget Database from any further updates. At this time, BPP generates the initial salary encumbrance feed to FAMIS accounting for the new fiscal year.

Any further new fiscal year updates need to be held and processed after the Prep Budget data has been loaded to the Active Budget in BPP.
Budget Load

<table>
<thead>
<tr>
<th>FAMIS Budget Load</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAMIS Budget Load</td>
<td></td>
</tr>
</tbody>
</table>

The adjusted FAMIS budget from the Budget Module is loaded to FAMIS accounting. At this time, the current budgets, transfers, and allocations will be marked with an approval type of “D” for “Done – Board Adjusted.”

The current budgets, transfers, and allocations that are fed to accounting will also be marked with an approval type of “F” for “Fed to Accounting.”
Section VI

Budget FAQs
Budget FAQs

BPP and FAMIS
(Active, Prep, Budget Module and Accounting)

Q: Once active moves to Prep, do I need to make updates in BPP Prep, Active, or both? Do account changes need to be made in FAMIS in the current year, new year, or both?

A: BPP moves the Active Budget to Prep in preparation for the new FY. In accounting, FAMIS rolls the accounts from the old FY to the new FY. When working with accounts during this time, special care needs to be taken to ensure that changes are made in the correct places and year(s) in both BPP and FAMIS. Part of the decision process depends on whether the “new” accounts will be used in the current FY or just in the new FY. Hence, once Active goes to Prep you will need to either:

- Update both BPP databases (Active and Prep) as well as FAMIS accounting (possibly in two FY’s).
- OR
- Update Prep and FAMIS for the new FY accounts needed only in the new year.

Q: How often is a new version of the Prep Budget available to load into the Budget Module?

A: A schedule is usually defined at the beginning of the budget cycle. Typically, the Prep Budget is loaded to FAMIS (GOLDPL52) no more than two times a week on predefined days. Towards the end of the cycle, it may be loaded daily for a period of approximately two weeks. It is only loaded upon user request, however.

Once the Prep Budget is locked and rolled to active, a final Prep Budget extract should be made (GOLDPL52). No additional Prep Budget extracts need to be run from this point on. The FBAU584/FBAU672, however, can still be run by request. This will cover Members who have not run it since Prep was locked or the case where a salaried account has been added to the Budget Module since the last run of FBAU584/FBAU672.

Salary Dollar Budget Load to FAMIS

Q: What programs can be run to update the salaries in the Budget Module?

A: GOLDPL52 – run only on specified days of the week
FBAU584 (BPP to FAMIS budget salary feed)
FBAU672 (Budget Reallocator)
Budget FAQs (cont’d)

Q: Should FBAU584 (Salary Update Program) and FBAU672 (Budget Reallocator) be run immediately prior to loading the budget into accounting?
A: Yes, if you have entered new pay actions in BPP Prep Budget since the initial load or have added new salaried accounts to the Budget Module, you will want to run the FBAU584 to copy the most recent Prep figures to FAMIS. You will also want to run the reallocation program (FDAU672) so that the salary budget matches the current salary encumbrances. If the reallocator is not run, the salary category budget will not net to zero when the salary encumbrances are loaded.

Q: How can I update the salary $$ for budget versions?
A: The important thing to remember is that the FBAU584 (BPP to FAMIS budget salary feed) loads the new salary dollars into a “table” which is used to display salary amounts on Screen 584 (SL) or Screen 594 (SA). Existing Budget Versions will NOT be automatically updated to reflect the new salary amounts.

To make your Budget Versions reflect the new amount, you must do one of the following:

- update each Version manually on Screen 589 (SL) or Screen 599 (SA);
- update each Version by pressing PF5=SAL on Screen 589 (SL) or Screen 599 (SA), which will automatically place new salary dollars into the proper category;
- request the FBAU672 (Salary Reallocator). This can be done with several different options, depending on whether you want to maintain bottom-line on the account. FAMISHELP can assist with the prodcard setup for any member who wishes to choose this option.

Q: When the FBAU584, FBAU672, and FDAR589 ran, the BPP salaries did not appear. How do I get the Submitted Version Column to include salaries from BPP?
A: If the FBAU672 is run with UPDATE=NO, your salary dollars do not show up on the accounts. Be sure to follow up with the UPDATE=YES.
Budget FAQs (cont’d)

Budget Patterns

Q: Do Member/Dept Budget Patterns roll from a previous year?
A: No, Budget Patterns do not roll forward. On Screen 556, you can use PF11 to copy a Pattern. Be careful if you copy, as there may be changes from one year to the next and, therefore, just copying last year’s pattern will not be sufficient. Basically, you can copy last year’s Member Pattern and modify it to match this year’s System Pattern OR copy this year’s System Pattern and modify it.

To help you with the “copy and modify” process, PF10 (View Roll Up) allows you to check the System Pattern while you are making the changes to last year’s copied Member Pattern. Another suggestion would be to print off both this year’s System Pattern and last year’s Member Pattern to review before beginning the copy process.

Q: Does a Pattern have to be assigned to an account (Via FBAU583 or Screen 583) PRIOR to creating a Budget Version on Screen 589/599?
A: This depends on the value of your “PATTERN DEFAULT” control table (Screen 856) setting.

- If no entry exists or the value is “0”, the Pattern must be assigned to the account prior to creating a Budget Version on Screen 589/599.
- If the value is a “1,” a Pattern is not assigned to the account AND there is only one Pattern whose ABR matches the account’s ABR rule, the pattern will automatically be assigned when the user SUBMITS the Budget Version.
- If the value is a “2,” a pattern is not assigned to the account AND only one Pattern matches the account’s ABR, that Pattern will automatically be assigned when the version is SUBMITTED. If more than one pattern exists for the account’s ABR, a pop up will display the available patterns. The user can choose a pattern and it will be assigned to the account when the user SUBMITS the Budget Version.

Q: Should the Department Pattern be created and attached to the Departmental Accounts before or after the Member Pattern is assigned in batch?
A: Patterns should be assigned to the accounts via Screen 583 AFTER the patterns have been batch assigned. (Departments should not have update access to Screen 584.) Running the batch Member pattern assignment after the department pattern assignment would wipe out the department patterns if REPLACE=Y is used as an option. It is best to wait until the patterns are assigned at the Member level before making any changes/overrides. The departmental pattern, however, can be created anytime after the Member pattern has been created and reviewed.

Q: Can one ABR have two or more Member Patterns?
A: Yes, multiple patterns can be established for an ABR.
Budget FAQs (cont’d)

Q: Can a Member Pattern be changed or added after the budgets are marked with a "B" for Board Approved?

A: Once the Board approves the budget, you can still add additional lines to the member pattern as long as the subcodes are not already included in another category of the pattern. The Board version is not affected because it will zero suppress any categories with zero dollars, i.e. new categories. Any other changes or additions to an existing pattern are prohibited.

A new pattern can also be created to replace the old pattern on the account. Before changing the pattern on an account, the submitted version will have to be removed. If Screen 583 is used to assign the new pattern, it will automatically remove the submitted version (it will display a pop-up window asking if you want the submitted version removed).

Q: Can I change category descriptions within a Pattern?

A: Changing the text associated with a Category is allowed -- even if the Pattern has been used to budget an account. You need to make sure that the description appropriately describes the subcodes in the category. For example, changing "unallocated salaries - faculty/faculty equivalent" to "merit contingency - faculty/faculty equivalent" in the Category description is fine. Remember to type an asterisk (*) in the last column of your salary categories.

Changing the Salary Categories in the System Pattern can cause problems with FBAU584.

Q: Can I add additional categories that contain subcodes not already included in any of the existing categories on the Pattern? Can I do this if the Pattern has been assigned to accounts and if some of the accounts are already budgeted?

A: Patterns assigned to accounts and budgeted accounts can be modified as follows:
- Category display order, description, or feed object code can be changed
- Additional categories can be added to the Pattern
- New subcode ranges can be added using existing or new categories as long as they do not include any subcodes in existing ranges.

Q: Can we reassign the subcodes on a Pattern that has submitted budgets?

A: You must contact the System Office of Budgets and Accounting (SOBA) for this. SOBA will contact FAMIS if they approve of the requested changes. If allowed, the change requires a two step process:
1) FAMIS has a program (XXBXPA) that changes the pattern subcode ranges making the desired subcodes available to be in a separate category. For this, email famishelp@tamu.edu the subcodes that you want changed and list the low and high of the new lines.
2) After FAMIS changes the subcode ranges, you can add the category online.
Q: Can I update the Pattern on an account that does not have a Submitted Version?
A: Yes.

Q: Can I change the Pattern even if there is a Submitted Version? I have an account with a Submitted Version whose Budget Pattern field on Screen 584 cannot be updated.
A: You may change the budget pattern after a version has been submitted on accounts. The procedures are as follows:
• First, on Screen 584 space out the submitted version for all accounts assigned to the pattern - this allows update in the pattern fields.
• Change the budget pattern on Screen 552/Screen 556.
• Reenter the budget figures on Screen 589/Screen 599 for the previously submitted accounts.
• Lastly, if you budget at the Support Account level, re-do the budget for every support account belonging to this account.

Q: I need to add a new line to the Pattern and change some object codes that are already assigned to an existing line. One account has been budgeted using the Pattern. Is there a way to remove the account from pointing to this Pattern so that I can change the Pattern?
A: You cannot modify a pattern that has any accounts assigned to it. Therefore, the pattern must be removed from all associated accounts as follows:
• Remove the pattern from those budgeted accounts associated with the pattern -- Screen 584/Screen 594.
• Remove the budget pattern from all non-budgeted accounts assigned to this pattern - Screen 583 or FBAU583.
• Modify the pattern as desired on Screen 552/Screen 556.
• Reassign the accounts to the revised pattern.

Account Deletions

Q: Why did Support Accounts flagged for deletion roll forward?
A: Support accounts are rolled into the new year when the year-end flag on the base SL is set to “P.” If the SL is flagged for project accounting, we automatically roll forward all SAs -- even if they are flagged for deletion.

All SAs that have activity on project accounts must be kept from year to year in order for the project year to date calculations to be correct. If all of the SAs had activity in prior years, you will need to undelete them in the new year so that their project balances can be rolled forward at year end.
Budget FAQs (cont’d)

Q: Several accounts that were budgeted after the Board (‘B’) Budget was submitted were deleted. Is there a way to add the accounts back so that reports will reflect the previously budgeted accounts? Is there anything that keeps budgeted accounts from being deleted?

A: Prior to February 2001, it was possible to drop (physically delete) accounts that had been budgeted in the Budget Module. The only way to add the accounts back was to get approval from the System Budgets and Accounting Office to make this change. They would then request that FAMIS Services re-open the fiscal year in question so that the accounts could be added. Depending on the type of account, you would need to provide all the account attribute information that is needed for Screen 2, Screen 4, Screen 6, Screen 8, Screen 9, Screen 50, and/or Screen 51. Once added, the year would need to be re-closed by FAMIS Services. Changes like this are discouraged except in extenuating circumstances.

Q: How do I drop an account that has had Budget Module activity for the year?

A: Starting February 2001, an account with Board (B), Done (D), or Fed (F) budget activity is no longer allowed to be dropped. The account can be flagged for delete to prevent it from rolling into the next year. (Prior to February 2001, it was possible to drop an account that had been budgeted in the budget module without any warning.)

An account that has submitted budget entry versions that are not marked with a “B”, “D”, or “F”, can be dropped by performing the following steps:

- Change the delete flag to “N” (it had to be set to “Y” to attempt the drop)
- Remove the submitted versions using Screen 584 or Screen 594
- Change the delete flag to “Y”
- Change the drop flag to “Y”

If budget information exists for an account but no versions are submitted or marked with a B, D, or F, a pop-up window will appear on the Flag maintenance screens (Screen 43, Screen 44) indicating the type of budget entries that were found and asking if the budget information should be deleted. Entering a “Y” in the pop-up will delete the budget information and then drop the account.
Budget FAQs (cont’d)

Budget Versions

Q: Can I produce a report that shows Member Pattern categories by account for ALL accounts including a grand total?
A: FDAR670 and FDAR671 produce reports that show member pattern categories by account for ALL accounts.

Before running these reports, both a “Rollup” revenue and expense member pattern must be set up on Screen 556 using ABR 000. The “Rollup” patterns should contain the category, display and description fields. Do not fill in the low/high ranges or feed codes.

**Key Part** Ensure the category code is consistent across all other patterns. In other words, if Salaries - Faculty is category 05 for "Member1" (linked to ABR 001) then category of 05 for all of the other member patterns should also be Salaries - Faculty.

**Warning:** The “Rollup” pattern must contain EVERY category that is used in your patterns. If one is omitted, you will receive the error “Rollup index not found /sort BSN key Exx BA account xxxxx-”

Reports FDAR670 and FDAR671 are available with the option: ROLLUP=Y (yes). This will print your budget book reports using your member rollup pattern instead of the system budget pattern. To take advantage of this new option, you must have a member revenue pattern named "ROLLUP" and a member expense pattern named "ROLLUP.” These two ROLLUP patterns must include ALL category codes that are used in the other budget patterns.

*See “Member Budget Pattern Maintenance” section of the Budget Preparation User’s Manual.*

Q: What is ABR000 and how is it used?
A: A budget pattern may be established for ABR000 – a generic ABR to be used for accounts with the “NO Feed” or “NO Budget” flags set to “Y” on Screen 584 and Screen 594. This ABR000 will eliminate the need for creating patterns for accounts that will not feed regardless of their true ABR rule. It is also used on the “Rollup” Member patterns.

*See “Member Budget Pattern Maintenance” section of the Budget Preparation User’s Manual.*
Budget FAQs (cont’d)

Q: Is there a report that will show accounts that have a Saved Budget Version but do NOT have a Submitted Version?
A: FBAU587 will do this.

Q: We have several accounts with "FEED002" as the Submitted Version on the FDAU673 Report. However, when I look at Screen 589 or Screen 599, "FEED001" is the Submitted Version and I cannot bring up the "FEED002" Version (It says you cannot use a version name beginning with FEED). Can you explain this?
A: The FDAU672 was probably run with UPDATE=NO. The report is showing you the versions that WOULD be created in an update mode. Since there was no updating, they do not actually exist and you cannot see them online. You must request the FDAU672 again with UPDATE=YES.

Q: How can I work with my budget after it has Board approval?
A: Once the "Board" budgets are final and the budget module is available for revisions, you have the ability to re-open your budget and make changes. If you want to make changes, you must call SOBA (979) 458-6114 and have your budget "unlocked."

If a budget version is marked with a "B" (Board Approved), it may not be modified. You must first copy the version to a new name using the PF6 COPY key on Screen 589/Screen 599. A popup window will prompt you for the "COPY TO" name; press <ENTER> and the new budget version name will appear on the Action Line. At this point, you may press Submit (PF11) to save/submit this new version. Any budgetary changes for an account must be made to this NEW version name.

If you have made changes to BPP prep budget, you may request FBAU584 to load the new Salary amounts from prep budget to the FAMIS budget module table. This process WILL NOT update your budget versions. If you want to propagate these changes into each account's current budget version, you may do this in one of three ways.

1) Enter the changes manually on Screen 589/Screen 599
OR
2) Press PF5 "Sal" on Screen 589/Screen 599 to update the salary categories with the most recent salary dollars
OR
3) Request the FBAU672/673 salary reallocator. This program may be run with "update" or "noupdate" ('what-if' report). A prodcard must be supplied to guide the program in reallocating the categories.

After you unlock the campuses, the transfer and allocation screens will be available. All reports should now be requested with OPTION6: “C” for current budget and “B” for board approved budget.
Budget FAQs (cont’d)

Q: How do I make changes in the Budget Module after versions have been submitted to the Board?
A: 1) First, verify that your campus is not locked at either the System or Member Level (Screen 577/Screen 576). If it is locked, contact your budget officer.
2) Go to Screen 589/Screen 599 and enter the account and version name. If the version of the account that you wish to change already exists and was previously submitted to the Board, you will be prompted by a message asking you to select either the Board Approved Version or the Current Version.
   a. Select the one you want to change. If you select “Board Approved,” you will get the message: "Inquiry Only - Budget Version Locked and Secured.”
   b. Press PF6 (Copy). Pressing this PF key will prompt you for a new version name and will copy the old version to it. When the copy is finished, the new version name will be on the Action Line of Screen 589/599.
   c. You can then make your changes and press PF11 (SUBMT) to submit them.

Q: Why don’t the transfers show up on the FDAR670 Report?
A: If all your transfers are within your campus and within the same ledger, then all the transfers net to zero and, therefore, you will not see dollars. However, if you have entered your debt service transfer to SAGO, that will show up.

Q: Explain the Budget Codes.
A: C = Current – indicates the current submitted budgets, transfers and allocations.
B = Board – indicates the budgets, transfers and allocations as of the time they were submitted to the Board of Regents for approval.
D = Done – indicates the final status of the budgets, transfers and allocations for the fiscal year. This approval type is set at the same time as the F code.
F = Feed to FAMIS – indicates that the budgets, transfers and allocations were actually fed to accounting in the new fiscal year. This approval type will not be set for Members who do not use FAMIS as their primary accounting system.

See “‘Budget Preparation Overview – Audit Trails’ section of the Budget Preparation User’s Manual.

Q: I received the following error messages from Program FBYU408. How do I correct them?
A: • "Feed Obj is invalid for ABR Rule 001."
   Update the feed object code on your member pattern to match a subcode in your ABR.
• "Non Numeric Support Account-Changed to Zeros."
   This is an informational message. No action on your part is required.
Budget FAQs (cont’d)

Q: I notice that the manual says “Transfers/Allocations Must Be Initiated by Someone Having Budget Authority Over The Account.” Does this mean the Account Manager?
A: If you have been given entity security for Budget and update access for the account as well as screen access, you should be able to make the entries.

Q: I want to automatically CREATE this year’s Budget Versions using last year’s Budget Module numbers, excluding the salary dollars which should come from this year’s Prep Budget. How do I go about this?
A: FBAU586 creates a new version based on one of your columns on Screen 589. Then, it changes the payroll categories to match the amounts last loaded from BPP. Therefore, all categories except those fed from BPP can be copied from last year’s budget, while still keeping your payroll dollars current. Things to know:

- FBAU584 (prep budget load) must run prior to requesting FBAU586.
- The “version create” and “column default” budget tables must be set for the fiscal year for your Member prior to running FBAU586. When selecting the column to copy, most people choose the column containing last year’s "Done" or "Fed" budget. The FBAU586 “OPTION” parameter must match or be a subset of the “version create” table prefix.
- FBAU586 will only look at accounts without a submitted version. If it is rerun, it will only pick up new accounts.

Budget Reports

Q: I need the FDAR589 Report to show the current salaries in the New Budget Column with all the other categories blank. I want the other columns to be the same as the Column Default Table.
A: The A3 option will do that and also have a blank column where adjustments can be made. Option A4 will not include the salary amounts.

Q: No revenue is showing for Functional & General on our FDAR670 Report, but the FDAR671 reports a non-zero revenue amount. All of the accounts in Functional & General have submitted budgets. What could be wrong?
A: The FDAR670 report account range probably is not the same as the FDAR671 account range. Therefore, it would not pick up all the revenue in the Functional & General range.
Budget FAQs (cont’d)

Q: How do the budget reports handle zero $$ accounts?
A: Most Budget Reports will not print account information for zero dollar amounts – however, this may not be the case for all of the reports.

You may suppress the accounts from printing by removing the submitted version from the accounts and putting the “NOT Budgeted” flag on.

Q: How can I print a report showing my Submitted Versions with new salary dollars, but not update the versions at this time? How can I load them later?
A: Updated salaries will automatically print on the FDAR589 budget sheet by running B3 adjustment option. BUT, nothing is saved in the database. If you want to save or submit the versions with the new salary dollars, request FBAU586 (updates only accounts having no current submitted versions) or FBAU672 (reallocator).

Budget Load to Accounting

Q: Do we have a deadline for completing our work in the FAMIS Budget Module once the Board Version is submitted, locked, and sealed with a “B”?
A: The only deadline is when you want to open the new year in accounting and feed the budget into it.

Q: Does a FBAU584 (Feed from BPP to FAMIS) need to occur prior to the Prep Budget being locked?
A: Closing Prep will not preclude you from feeding the Prep info into FAMIS, so no, you don't have to run the feed prior to closing Prep.

Q: We have made changes to the Prep Budget since the budget was Board submitted. We have not yet gone back to the Budget Module to make All of the adjustments (i.e. to put things back in balance from the salary adjustments that were made in Prep). Can we run a set of FAMIS budget reports once Prep is in to confirm the adjustments needed on transfers, allocations, etc.?
A: Yes, you can continue to work in the FAMIS budget module and run reports after the budget is submitted to the Board of Regents. Once you have finished entering in Prep, request that FAMIS load Prep into the Budget Module (FBAU584) and run the reallocator (FDAU672) with UPDATE=NO. This can show you if any accounts need additional transfers/allocations.

Q: The FBAR599 Error Report (Loading the Beginning Year Balances) indicates that the Support/SL Account was NOT found. What can I do about this?
A: These accounts no longer exist in the new year, therefore they cannot be loaded to the non-existent accounts at this time. You may add them as valid accounts in the new year or, if you agree with the reject message and no longer need the accounts to be budgeted, consider them finished and ignore the error messages.
Create Projections for Next Year’s Budget in Current Year

Departments often wish to begin their New Year budget projections before the future year is open and ready for entry in FAMIS. This document outlines one method of using the FAMIS budget module to create New Year projections.

**In the Current Year:**

1. Request that your campus budget module be unlocked (from SOBA)
2. Request that your current submitted versions be blanked out (from FAMIS Services)
3. Create new budget versions (to reflect projections for next year’s budget)
4. Save and submit your next year’s budget version

You will be using the Current Year System budget pattern as you create your next year projections. There may be changes to the System pattern when it is officially entered into the New Year.

**When the New Year is OPEN:**

You may copy the current submitted versions (which will be your New Year projections) to the new year by using the Auto Create New Budget program FBAU586.

Since the FBAU586 can ONLY BE RUN ONCE, you want to plan this step carefully. The Version Create Table and the Column Default Table must be established. Also you will designate that you want to use the “Current Submitted Version” to create the New Year budget. See the Budget Manual for more detail and contact FAMISHELP if you have questions before you run this job.
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Budget Upload Process

Introduction

CANOPY offers the ability for users to electronically upload Budget spreadsheets for use by FAMIS programs and screens in the Budget process. Spreadsheets are created and uploaded via CANOPY. The files may then be previewed and submitted for processing. Once submitted, the files are posted into the FAMIS Budget Module via FBAUS98 during nightly production.

Budget may be uploaded multiple times for the same accounts and/or different account ranges. Multiple files may be uploaded and submitted in one day. These files will be posted in the order they are uploaded.

Use of this feature may minimize data entry mistakes and ensure a timely loading of budget into FAMIS.

Basic Concepts

Budget Bulk Upload may be initiated only after creation of the Member Budget Patterns in FAMIS.

Within CANOPY, you access the process under the FRS tab: Prep Budget, Upload.

General Spreadsheet Requirements:

- Horizontal or Vertical Account Structure is possible
- Category codes must be provided, but can be hidden
- SL Account (6-digit account) must be in a column
- No less than 5 accounts may be loaded at one time – no maximum
- Support Account (5-digit account) must be in the column following the SL
- Support Account may be left blank, contain “00000” or a valid Support Account number
- Only one loadable sheet per workbook
Upload Process Flow

[Diagram showing the process flow]
Budget Upload Process (cont’d)

Horizontal Spreadsheet Option

Requirements:

- Categories on one row in the spreadsheet
- Categories must be 3 characters
  - R – Revenue, E –Expense followed by a 2-digit number
  - BEG – Beginning Balance is allowed as a category
- Minimum of 5 categories per spreadsheet

- Format (Color/Font) has no affect on upload
- Hidden rows/columns scanned (Budget Category can be hidden)
- “Total” rows/columns not used in upload
Vertical Spreadsheet Option

Requirements:

- Categories must be 3 characters
  - R – Revenue, E – Expense followed by a 2-digit number
  - BEG – Beginning Balance is allowed as a category
- Minimum of 5 accounts per spreadsheet upload

- Format (Color/Font) has no affect on upload
- Hidden rows/columns scanned (Budget Category can be hidden)
- “Total” rows/columns not used in upload
Budget Upload Process (cont’d)

Upload Steps

- LOGON to CANOPY using your FAMIS ID
- Set your Campus and Fiscal Year – the Fiscal Year will be the current year in FAMIS
- Click on FRS, Prep Budget, Upload

Click the Upload Button and Browse for your file
Click Upload Document once you have selected the file
Budget Upload Process (cont’d)

The new file will then appear in the Upload list. Uploaded files can be Previewed and Submitted for processing, or they can be Deleted. Once files are submitted for processing, they can no longer be deleted.

Select the sheet to be processed.

- Choose the sheet in the workbook to be previewed
- Click **Continue**
Budget Upload Process (cont’d)

Your preview will appear below the Upload section of the page. Verify that information appears as expected. You may change your view of the previewed information by expanding the page size if desired.

Once you have determined that the sheet is ready for processing, click the “Submit Document for FY 20xx” button. This will submit the file for processing and notify FAMIS Production Services via email to post the file.

The upload process may take a few moments. When you receive the “File transfer was successful” message, your file has been successfully uploaded for processing.
Section VIII

Budget Transfer Upload
Budget Transfer Upload Process

Introduction

The development of this new process was undertaken to enhance the budget loading process. It has been designed to reduce data entry mistakes and provide a more efficient form of data entry.

CANOPY now offers the ability for users to:

- View and download a spreadsheet of previously entered Budget Transfer transactions
- Upload and submit a spreadsheet of Budget Transfer transactions
- Copy all current Budget Transfer transactions from one year to another (once per fiscal year)

You can access these actions in Canopy by selecting FRS, then Budget.

Budget Download

Use the Budget Transfer Search tab when you want to view transactions. After viewing, you can choose to download this information into a spreadsheet format. This spreadsheet will be in the same format that is required for uploading these transactions and can serve as a starting point for the upload process. Do not modify the format of the downloaded spreadsheet, this may cause errors with the upload.

Budget Upload

Use Budget Transfer Upload when you are ready for the transactions on your spreadsheet to be entered into the database. You may upload information multiple times. You can group your transactions across several different spreadsheets if this works for your budgeting style.

-OR-
Budget Transfer Upload Process (cont’d)

Budget Copy – Previous Year to New Year
Use the Budget Transfer Copy when you want to initialize your Budget Transfer transactions to the same values as they were in a previous year. This is a one-click process and from this point these transactions can be modified by use of the Budget Transfer Upload process or by manual entry using FAMIS screen 560, 561, 562, and 563.

Use of these features may minimize data entry mistakes and ensure a timely loading of Budget Transfer transactions into FAMIS.

Basic Concepts

The one-time copy of Budget Transfer transactions may be used only if no there is no existing entry of a Budget Transfer transaction in the year you are copying to. If any entry of Budget Transfers, manual or uploaded, has been made the copy function will not work. In this case create spreadsheet (either using the download option or manually) and then use the upload function. This option can be used only one time for each fiscal year.

- A download of Budget Transfer transactions may be done at any time and as many times as needed.
- Budget Transfer Uploads may be initiated only after a campus has been unlocked for Budget entry.
- Budget Transfer Uploads may be done multiple times.
- When a Budget Transfer Upload is submitted, the information is available immediately in both CANOPY and FAMIS.

Once Budget Transfer transactions have been created, they may be modified by additional uploads or by manual entry on FAMIS Screens 560, 561, 562, and 563.

When there is a match on the FROM ACCOUNT and the TO ACCOUNT, the information for that transaction is updated. If there is not a match, a new transaction is created.

To remove a transaction, you may upload a transaction with matching FROM ACCOUNT and TO ACCOUNT and zero dollars specified or you may remove it manually using FAMIS screens 560, 561, 562, or 563.

To download a Budget Transfer spreadsheet within CANOPY, under the FRS tab: Budget Transfer Search Tab, Prep Budget, Upload.

Object Codes (Account 4) are generated by upload process.
Overview of the Steps Involved

- Search for Budget Transfer transactions (Budget Transfer Search tab)
- Optional – review information and do a one-time copy to the new year (Budget Transfer Copy tab)
- Download the account budget data into excel format (Budget Transfer Search tab)
- Manually update the data on spreadsheet. If you want to delete a transaction that already exists, include it in the spreadsheet and set the amount to zero.
- Upload the updated Excel spreadsheet, use the same format that was downloaded
- Submit the uploaded data for a real time update, no waiting for a post program

Note: You may simply use the downloaded spreadsheet for review. If you determine that you want to simply copy the previous year to the new year, you do not have to follow through with an upload. You may then choose to do the copy only.
### Required Spreadsheet Format

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CC</td>
<td>FY</td>
<td>Type</td>
<td>FROM Campus Code</td>
<td>FROM Fiscal Year</td>
<td>FROM Type</td>
<td>FROM Account 6</td>
<td>FROM Account 5</td>
<td>FROM Account Description</td>
<td>FROM Object Code/Account Control</td>
<td>TO Campus Code</td>
<td>TO Account 6</td>
<td>TO Account 5</td>
<td>TO Account Description</td>
<td>TO Object Code/Account Control</td>
</tr>
<tr>
<td>2</td>
<td>AB</td>
<td>2018</td>
<td>GG</td>
<td>000000</td>
<td>000002</td>
<td>GL</td>
<td>6010</td>
<td>N00001</td>
<td>STEVE'S TEST GL ACCOUNT</td>
<td>201200</td>
<td>11.00</td>
<td>Y</td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AB</td>
<td>2018</td>
<td>GG</td>
<td>000000</td>
<td>000002</td>
<td>GL</td>
<td>6010</td>
<td>N00001</td>
<td>SYNON - TRANSPORTATION</td>
<td>4020</td>
<td>11.00</td>
<td>Y</td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
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<td>4</td>
<td>AB</td>
<td>2018</td>
<td>GG</td>
<td>000000</td>
<td>000002</td>
<td>GL</td>
<td>6010</td>
<td>N00001</td>
<td>SYNON - TRANSPORTATION</td>
<td>4030</td>
<td>500.00</td>
<td>Y</td>
<td>TEST</td>
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<td></td>
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<td>GG</td>
<td>000000</td>
<td>000002</td>
<td>GL</td>
<td>6010</td>
<td>N00001</td>
<td>SYNON - TRANSPORTATION</td>
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<td>N</td>
<td>TEST</td>
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<tr>
<td>6</td>
<td>AB</td>
<td>2018</td>
<td>GG</td>
<td>201200</td>
<td>000000</td>
<td>SL</td>
<td>000000</td>
<td>N00001</td>
<td>MARIE'S ACCT</td>
<td>10.00</td>
<td>300.00</td>
<td>N</td>
<td>SL201,001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>AB</td>
<td>2018</td>
<td>SS</td>
<td>201200</td>
<td>000000</td>
<td>SL</td>
<td>000000</td>
<td>N00001</td>
<td>SYNON 'S ACCT</td>
<td>10.00</td>
<td>300.00</td>
<td>N</td>
<td>SL201,001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>AB</td>
<td>2018</td>
<td>SG</td>
<td>201200</td>
<td>000000</td>
<td>SL</td>
<td>000000</td>
<td>N00001</td>
<td>SYNON 'S ACCT</td>
<td>10.00</td>
<td>300.00</td>
<td>N</td>
<td>SL201,001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>AB</td>
<td>2018</td>
<td>SG</td>
<td>201200</td>
<td>000000</td>
<td>SL</td>
<td>000000</td>
<td>N00001</td>
<td>SYNON 'S ACCT</td>
<td>10.00</td>
<td>300.00</td>
<td>N</td>
<td>SL201,001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>AB</td>
<td>2018</td>
<td>SG</td>
<td>201200</td>
<td>000000</td>
<td>SL</td>
<td>000000</td>
<td>N00001</td>
<td>SYNON 'S ACCT</td>
<td>10.00</td>
<td>300.00</td>
<td>N</td>
<td>SL201,001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All columns are required and must be in the order presented here.

The columns are:

- FROM Campus Code – two characters
- FROM Fiscal Year – four numeric digits
- FROM Type
  - GG – GL to GL transfer
  - GS – GL to SL transfer
  - SS – SL to SL transfer
  - SG – SL to GL transfer
- FROM Account 6 – six numeric digits, SL or GL account
- FROM Account 5 – blank or 5 numeric digits, Support Account
- FROM Account Description
- FROM Object Code/Account Control
- TO Campus Code – two characters
- TO Account 6 – six numeric digits, SL or GL account
- TO Account 5 – blank or 5 numeric digits, Support Account TO Account Description
- TO Account Object Code/Account Control, four numeric digits
- Amount
- GL Load Flag
- Mandatory Flag
- Transaction Description
Budget Transfer Search

- Go to the Budget Transfer Search Tab
- If you want to see all Budget Transfer transactions, just click the submit button without filling in the Account Number field.

To search for all transactions for a single account, enter the account in Account Number field, and select the kind of transfer by choosing the FROM or TO button and choose the AP Type, Then Click the submit button. If you enter a partial account number, all accounts that match the mask will be returned. Each search request:
  - Returns all Budget Transfer records that match entered accounts.
  - Matched only on the account indicate (“From” or “To”)
  - Results are a combination of transfer types (ie data from all four transfer screens 560, 561, 562, and 563)
Budget Transfer Upload Process (cont’d)

- The search results may be downloaded into an Excel spreadsheet by clicking the report icon. The downloaded spreadsheet will be in same format as that needed to upload transactions.

Spreadsheet View:
Budget Transfer Copy

- Copy budget transfers from previous year forward to the next year.
- All “current” budget records will be copied with one click. The “current” records are identified as the ones marked with an approval type code of “C”.
- This copy can be done one time only for each fiscal year.
- The copy will only work if there are no Budget Transfer records existing in the “To” fiscal year.
- Both the “From” account and “To” account must exist in the new fiscal year.
- A message will be returned giving the number of records copied (Message: 2505).
- To perform this copy, proceed to the Budget Transfer Copy tab and click the “Copy Forward” button.
Budget Transfer Upload

- Go to the Budget Transfer Upload tab and Click the Upload Button.
- Change/Check year - Remember that the program will load “forward” one year, just like the FAMIS screens. Ex: 2015 to load 2016 budget transfers
  Click the UPLOAD button

To select the spreadsheet from your local site, click the Select button and a window will pop-up to navigate to the desired file. Double click on the file name and it will appear in the File Location box.
Budget Transfer Upload Process (cont’d)

Note that your spreadsheet file name cannot be longer than 50 characters.
Budget Transfer Upload Process (cont’d)

Select the spreadsheet from your local drive, the name should appear in the box.

Click the Upload Document button.
Budget Transfer Upload Process (cont’d)

Your spreadsheet should now appear in the screen list with a message letting you know it uploaded successfully.

Click preview to verify that the spreadsheet appears as expected and check for errors. If there are errors, correct your spreadsheet.

If you wish to reload the corrected spreadsheet using the same name, then you can remove the spreadsheet with error by clicking on the trashcan icon. Note: you will not be able to remove a spreadsheet if once it has been submitted.
Budget Transfer Upload Process (cont’d)

Once you have cleared all the Preview errors, click the Submit Document button.
Budget Transfer Upload Process (cont’d)

When a file is submitted, it is marked and can no longer be deleted. The statistics are available. If there were errors they will be noted.
Budget Transfer Upload – Flow

Budget Transfer Upload Process (cont’d)
Budget Transfer Upload - Demo

Step 1)
- Original Excel spreadsheet download
  - From Budget Transfer Search page

Step 2)
- Update Excel Spreadsheet
  - Change/Check year Ex: 2014 to load 2015
    - Must be prior year (Think - Load Forward)
  - Click “Upload”
Budget Transfer Upload Process (cont’d)

- Select local file and upload

- File successfully uploaded to Canopy
  - Uses file name for upload name
  - Preview file
Budget Transfer Upload Process (cont’d)

- Preview should look similar to original Excel spreadsheet
- Click “Submit..” to load to budget file (Note years info)
Budget Transfer Upload Process (cont’d)

Budget Transfer Upload - Actions

- Check if year is open for budget
- Check if budget is locked for campus
- DELETes matching from accounts
  - Deletes block for each new from account
  - All transfer types (GG, GS, SS, and SG)
  - Similar to search results
- Stores data from uploaded Excel spreadsheet
  - Checks access and validates data

Budget Transfer for Excel Spreadsheets

- Rules for the Excel spreadsheet
  - Accounts 6 characters
  - Support Account must be in separate column
  - Amount can contain dollar formats
    - Decimal punctuation is also allowed
  - Must match the downloaded Excel format
Security – Assumptions

- Requires Screen 560 “A” Access
  - Assumed most restrictive GL to GL transfer
  - Assumed limited/restrictive across parts
- Ignores Screens 561, 562, and 563 access
- Must have access to from account (for upload)
Budget Preparation Utilities

Update Programs

FBAU581  Sets the “no-budget” and “no-feed” flags for a given account range.

FBAU582  Sets SA Budget module flags. Example: These flags may be set to "N" if you use support accounts, have the Screen 6 SA Budget flags set to “B”, and want to budget at Base SA "00000" only.

FBAU583  Assigns patterns to accounts. This must be run once for each pattern created.

FBAU584  Loads BPP salary information into a table displayed on Screen 584/594. This process will not update any saved budget versions. Each saved version may be update manually on Screen 589/599 using PF5, OR the FBAU672 automated salary reallocation may be run. **Part 06 must request FBAR570 prior to this.**

FBAU586  Initializes the new budget. May only be run once. Requires two budget tables: “column default” and “version create.”

FBAU596  Rolls forward budget attributes. May use TYPRUN=NOUPDATE to see how your flags were set last year.

FBAU598  Loads budget from non-FAMIS parts.

FBAU672  Automated salary reallocation program. Uses a prodcard to update salaries in the current submitted budget version. **FBAU584 must be run first.**

Reports

FBAR599  Budget download file. May be loaded into Excel for Budget Data calculations. Two sorts may be specified, and these attributes will be included in the download file.

FDAR589  Budget Worksheet. See #17 above. May be sorted by up to four account attributes. Negative option.

FDAR661  Displays SL account category detail by member pattern. Revenues and Expenses are split on separate reports. OPTION2 allows for summary, detail, or both reports. Displays comparative year data.

FDAR662  Displays GL information, one account per line. The Column’s shown are GL Account, Description, Beginning Balance, Revenues, Net Transfers, Net Allocations, Expenditures, and Ending Balance. May be sorted by up to four account attributes. Download available. Example: sorted by LEDGER-GL.
FDAR663  Displays SL information, one account per line. The Column’s shown are SL/SA Account, Description, Beginning Balance, Revenues, Net Allocations, Expenditures, and Ending Balance. May be sorted by up to four account attributes. Download available. Negative Option. Zero Option. Example: sorted by LEDGER-SL.

FDAR664  Displays Transfers and Allocations as entered. May be sorted by up to four account attributes. Download available.

FDAR665  Displays Transfers and Allocations as entered, but also includes any “indirect” transfers that would be created. Example: SL to SL Allocation where both SL accounts map to a different GL. This would create an implied indirect transfer of fund balance between the two mapped GL’s. May be sorted by up to four account attributes. Download available.

FDAR670  Budget Book Summary Page. Requires “submitted versions.” The columns display Functional and General, Designated, Auxiliary, Restricted, Plant, and Total. Rows display system pattern revenue and expense categories, net service departments, retirement of indebtedness, other transfers, and Net Change in Fund Balance. May be sorted by up to two account attributes. Download available. Rollup available.

FDAR671  Budget Book Detail Report. Requires “submitted versions.” Option = “*” reports account category detail by system pattern, with totals by Functional & General, Designated, Designated Service Departments, Auxiliary, Restricted, and Plant Funds. May be sorted by up to three account attributes. Rollup available. Negative Option. Example: sorted by exec-level with SL/SLEND parameters and option = BLANK.
Reports / Batch Processes

FDAR589 – Subsidiary Ledger Budget Reports

This program produces reports with the following titles:

“All Budgetable Accounts”
“Accounts with a Submitted Version”
“Accounts without a Submitted Version”
“Accounts with "No Budget Flag" = Y”
“Accounts with "No Feed Flag" = Y”

This program can provide an account list report (one line per account) or it can be used to produce budget sheets (one page per account) from which departments can develop and submit their next year’s budgets. The program can also be used to review, correct, and submit a revised budget version from a previously submitted budget version.

The OPTION parameter will work only with the range of accounts specified. It will then determine which accounts, within the specified range of accounts, will be included in the report. To avoid producing large reports that do not contain helpful information, you should carefully consider your choices for the account ranges and the OPTION parameter.

The OPTION Parameter consists of one Selection Criteria and one to four Report Selections. The Selection Criteria determines which accounts will be included and the Report Selection determines which reports will be produced. Generally, the OPTION parameter will only contain one Report Selection; occasionally it may contain 2 Report Selections, with one being an account list report and the other being a budget sheet or budget page report. It would be rare to have more than two Report Selections in the OPTION parameter.

If you want a report containing only the accounts that cannot be budgeted, use Selection Criteria=D. It should be run only with Report Selection=1 (one line per account), therefore OPTION=D1 is the only “D” report option that should be selected. The other Selection Criteria, A, B, or C, may be used with any of the Report Selection codes.

When using Report Selections 2, 3, or 4, you will need to provide information specifying the information you want to contain in the columns of the budget sheets. This information can be supplied by using a PRODCARD, or if the PRODCARD is blank, the program will use the information from the Column Default Table on Screen 856.

**PRODCARD Format**

Both the PRODCARD and the Column Default Table use the following information. When setting up the PRODCARD, the month specified is the calendar month not the processing month.)
You may specify up to 4 records (for the four columns) in the PRODCARD:

- **Budget TYPE** (A1)
- **Blank column** (A1)
- **Fiscal Year** (N4)
- **Blank Column** (A1)
- **Processing Month** (N2) (usually 13)
- **Blank column** (A1)
- **Submitted Version** (A10) Optional, used only with BUDGET TYPE=V
- **Blank column** (A1)
- **Previous Campus** (A2) Optional

**Valid Budget Types:**

- A Actuals
- B Board Approved
- C Actuals + Encumbrances
- D Done – Board Adjusted
- F Fed to FAMIS
- N Original Budget – No carry forward
- O Original Budget with carry forward
- R Revised Budget
- V Version – must also supply the version name
  only available in the PRODCARD, not in the Column Default Table.

These budget types can be used across successive years (usual practice):

- R 2001 13
- R 2002 13
- R 2003 13
- R 2004 13

Or they can be used across the same year:

- A 2004 13
- O 2004 13
- R 2004 13
- B 2004 13
Parameters

CC campus code of Member (required)
FY fiscal year (required)
SL start range for SL (optional, if blank defaults to 100000)
SLEND end range for SL (optional, if blank defaults to 999999)
OPTION is composed by selection criteria and report(s). Only one selection criteria may be used, but all, some, or one of the reports may be printed (#PM-OPTION = Annnn)

Selection Criteria (Annnnn):
A all accounts which may be budgeted (default)
B only accounts with a submitted version
C accounts without a submitted version
D accounts with 'No Budget' flag = Y
E accounts with 'No Feed' flag = Y

Report Selections (Annnn):
1 Listing of selected accounts (default), run with ‘A’, ‘B’, ‘C’, or ‘D’
2 Print budget page for selected accounts, one page per account, run with ‘A’, ‘B’, or ‘C’
3 Print budget page with extra blank column for adjustments (to modify existing budget), one page per account, usually run with selection ‘B’. This report will include a blank column for entering adjustments as well as a column showing the allocation figures for the submitted version.
4 Print budget page with blank NEW BUDGET column (to create budget) displays historical (if any) data, one page per account, run with ‘A’ or ‘C’

Example:
OPTION=B12 will print an account listing of accounts with a submitted budget and budget page (one page per account) for accounts with a submitted version.

OPTION 2 blank or FIRST – the current version will be the first column of budget information
LAST – the current version will be the last column of budget information

OPTION 5 ‘NEGATIVE’ will give only the accounts with at least one negative category. Only valid with Option B2 or B3

OPTION 6 Approval types:
B Board approved
D Board adjusted, also known as the “Done” version
F feed to FAMIS accounting
C current

TYPE used to give signature line with date when TYPE = ‘S’

SORT1 first sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
Reports / Batch Processes (cont’d)

VALUE1  value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.

BREAK1  used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. ‘Y’ will perform break logic, blank or ‘N’ will not.

NEWPAGE1 used to specify whether a page break should occur when the value of the SORT1 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.

SORT2  second sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

VALUE2  value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.

Example:
To Sort by Account –
  Option = ‘ ‘
  Sort = ‘ ‘
  Break1 = Account
  Newpage1 = “Y”
Examples of Parameters that may be submitted:

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>List all accounts without a submitted version</td>
<td>List all accounts without a submitted version and produce budget sheets for them with a signature line</td>
</tr>
<tr>
<td>CC=nn</td>
<td>CC=nn</td>
</tr>
<tr>
<td>FY=yyyy</td>
<td>FY=yyyy</td>
</tr>
<tr>
<td>SL=1000000</td>
<td>SL=1000000</td>
</tr>
<tr>
<td>SLEND=6999999</td>
<td>SLEND=6999999</td>
</tr>
<tr>
<td>TYPE=</td>
<td>TYPE=S</td>
</tr>
<tr>
<td>OPTION=C1</td>
<td>OPTION=C12</td>
</tr>
<tr>
<td>OPTION2=</td>
<td>OPTION2=</td>
</tr>
<tr>
<td>OPTION5=</td>
<td>OPTION5=</td>
</tr>
<tr>
<td>OPTION6=C</td>
<td>OPTION6=C</td>
</tr>
<tr>
<td>SORT1=</td>
<td>SORT1=</td>
</tr>
<tr>
<td>VALUE1=</td>
<td>VALUE1=</td>
</tr>
<tr>
<td>BREAK1=</td>
<td>BREAK1=</td>
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<tr>
<td>NEWPAGE1=</td>
<td>NEWPAGE1=</td>
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<tr>
<td>SORT2=</td>
<td>SORT2=</td>
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<tr>
<td>VALUE2=</td>
<td>VALUE2=</td>
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<tr>
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<td>BREAK3=</td>
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<tr>
<td>NEWPAGE3=</td>
<td>NEWPAGE3=</td>
</tr>
<tr>
<td>SORT4=</td>
<td>SORT4=</td>
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<tr>
<td>VALUE4=</td>
<td>VALUE4=</td>
</tr>
<tr>
<td>BREAK4=</td>
<td>BREAK4=</td>
</tr>
<tr>
<td>NEWPAGE4=</td>
<td>NEWPAGE4=</td>
</tr>
</tbody>
</table>
Budget Worksheet for Accounts with a Submitted Version

Sorted By EXEC-LEVEL AA

<table>
<thead>
<tr>
<th>Category</th>
<th>Acct: 120010 20300</th>
<th>PATTERN: REV - EXP - TAMU-CEXP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Submitted</td>
<td>N Orig Bud</td>
</tr>
<tr>
<td>Ver: Adjustment</td>
<td>CURA</td>
<td>12001020300</td>
</tr>
</tbody>
</table>

SL Begin Balance

Allocations
Alloc In
Alloc Out
Total Allocation
Total Available

Expense

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>1998 13</th>
<th>1997 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>472,906</td>
<td>471,988</td>
<td>348,436</td>
</tr>
<tr>
<td>Adjuncts</td>
<td>44,375</td>
<td>44,375</td>
<td></td>
</tr>
<tr>
<td>GAT</td>
<td>13,250</td>
<td>13,250</td>
<td></td>
</tr>
<tr>
<td>Term/Hazardous Duty Pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>15,738</td>
<td>15,738</td>
<td>7,593</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations and Maintenance</td>
<td>33,270</td>
<td>33,270</td>
<td>23,490</td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expense</td>
<td>579,539</td>
<td>578,621</td>
<td>379,519</td>
</tr>
</tbody>
</table>

SL Ending Balance

Ex - In - Total - Ex - In - Total - Ex - In - Total - Ex - In - Total
Example: FDAR589 'New Budget' version, SORT1=DEPT, OPTION=C4

FDAR589
FY 1999 CC 01
Subsidiary Ledger Budget Report
Blank Budget Form for All Budgetable Accounts
Sorted By DEPT AIAG

<table>
<thead>
<tr>
<th>Acct: 215070</th>
<th>Pattern: REV - EXP - M SAGOEXP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desc: ACADEMIC INSTITUTIONS &amp; AGENCIES</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Acct: 215070</td>
<td>215070</td>
<td>110414</td>
<td>110414</td>
<td></td>
</tr>
<tr>
<td>SL Begin Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alloc In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alloc Out</td>
<td></td>
<td></td>
<td></td>
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**Expense**

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Example: FDAR589 'Listing' version, SORT1=EXEC-LEVEL, OPTION=D1

FDAR589
FY 1999 CC 21

Subsidiary Ledger Budget Report
Listing of Accounts with 'No Budget Flag' = Y

Sorted By EXEC-LEVEL AA

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LEFT BLANK INTENTIONALLY
FDAR661 – Subsidiary Ledger Budget Report

This program produces the following report types:

- Pattern Summary Report
- Pattern Summary by Category Report
- Account Detail by Category Report

This program displays budgets in either Member or System pattern format. It will list each account’s non-zero revenue and expense categories along with its associated budget dollars. A download of the account detail is also available. There are no sort options available on this report.

**Parameters**

- **CC**
  - campus code of Member (required)
- **FY**
  - fiscal year (required)
- **SL**
  - start range for SL (optional, if blank defaults to 100000)
- **SLEND**
  - end range for SL (optional, if blank defaults to 999999)
- **OPTION**
  - indicates roll-up level. Values are ‘MEMBER’, or blank (default). If blank, the pattern used on the version will be used.
- **OPTION2**
  - ‘SUMMARY’ will produce SL Summary Report, ‘DETAIL’ will produce SL Detail Report, and ‘BOTH’ or blank (default) will produce the SL Summary and SL Detail Reports.
- **OPTION5**
  - ‘NEGATIVE’ prints accounts with a negative balance
- **OPTION6**
  - Approval types:
    - B  Board approved
    - D  Board adjusted
    - F  feed to FAMIS account
    - C  current
- **DOWNLOAD**
  - ‘Y’ will produce a comma delimited download file of the data selected.

**Example of parameters**

To request a detailed report of SLs 100000-599999 by Member pattern categories, the parameters would be:

```
CC=nn
FY=yyyy
SL=100000
SLEND=599999
OPTION=MEMBER
OPTION2=DETAIL
OPTION5=
OPTION6=C
DOWNLOAD=
```
Reports / Batch Processes (cont’d)

**Download Format**

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- BSN = BUDGET SORT INDICATOR/NUMBER
- BEG = BEGINNING BALANCE
- ALI = ALLOCATION IN
- ALO = ALLOCATION OUT
- E = Expense
- R = Revenue
- nn = Expense category, where nn is the category number
- Rnn = Revenue category, where nn is the category number
### REPORTS / BATCH PROCESSES (cont’d)

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- **S** = SYSTEM
- **M** = MEMBER
- **D** = DEPT

*New Budget figures*
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<td>19,771,434</td>
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<td>28,884,221</td>
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****** Pattern Total ******

TAMU-CEXP TAMU-COMMERCE EXPENSES
Salaries     21,978,167 22,040,481 15,609,350 21,592,965 22,731,901
Adjuncts    2,188,310 2,188,310
GAT          324,355 324,355
GANT         780,315 780,315
Term/Hazardous Duty
Wages        698,797 698,797 356,510 564,966 615,010
Benefits     7,283,286 7,283,286 399,320 18,405 41,426
Operations and Main
Utilities    8,936,660 8,930,835 2,399,737 6,745,218 3,793,890
Scholarships and Fe
Total Expense 42,189,890 42,246,379 19,771,434 30,994,489 28,884,221
Reports / Batch Processes (cont’d)

FDAR662 – General Ledger Budget Report

This program will produce the following types of reports:

- Account Summary
- Account Detail
- Account Break (report of PRODCARD)

This report will print budget information by GL account. While revenue and expense budget items are entered by SL account, this program will report those items based on the GL map code assigned to the SL accounts. Transfers and Allocations entered using SL accounts will also be reported by the GL map code assigned to the account. The parameters for running this program will allow the requestor to select a detail report, summary report, or both. A download option is also available. The detail report lists one line per GL account. The summary report prints only the totals based on the sort criteria. The columns displayed by account are: Beginning Balance, Revenues, Net Transfers, Net Allocations, Expenditures, and Ending Balance.

PRODCARD

A PRODCARD should be used to define account ranges for which additional subtotals should be produced. These PRODCARD breaks will cause subtotals to print in addition to SORT1, SORT2, etc. fields. The PRODCARD will work best when it is used with a primary sort that is broad, for example, executive level, college, ledger, account.

PRODCARD Layout:

Break Level (N1) 1 character – break level or Sub-Total level
Blank Column (A1)
Beginning Account (A6) 6 characters – starting account in the range
Blank column (A1)
Ending Account (A6) 6 characters – ending account in the range
Blank column (A1)
Reverse Sign (A1) Y or N
Display Level (A1) Y or N
Blank Column (A1)
Description (A35) 35 character description to be printed
Example of PRODCARD that might be used with FDAR662:

1 000000 009999 NN Clearing Accounts
1 010000 019999 NN Functional and General
1 020000 021599 NN Designated Budget
1 021600 021600 NN Designated Bond Revenue
1 022000 022999 NN Designated GEB
1 027000 028999 NN Designated Service Dept.
1 029000 029999 NN Designated Other
1 020000 029999 NN Designated
1 030000 032999 NN Auxiliary Enterprises
1 033000 039999 NN Auxiliary Student Services
2 030000 039999 NN Auxiliary
3 010000 039999 NN Current Unrestricted
1 040000 049999 NN Contracts and Grants
1 050000 059999 NN Misc. Restricted
1 060000 069999 NN Scholarships
2 040000 069999 NN Total Restricted
1 070000 073999 NN Loans
1 074000 078999 NN Endowments
1 079000 079999 NN Annuity and Life
1 080000 082999 NN Plant-Approp.
1 083000 086999 NN Plant-Unapprop
1 088000 088999 NN Plant-Retirement of Indebtedness
1 089000 089999 NN Plant-Investment in Plant
2 080000 089999 NN Total Plant

Parameters

CC  campus code of Member (required)
FY  fiscal year (required)
GL  start range for GL (optional, if blank defaults to 000000)
GLEND  end range for GL (optional, if blank defaults to 099999)
GLDELETE  If ‘Y’, will not print accounts whose delete flag is set to ‘Y’. Blank (default) will ignore the delete flag and list all accounts.
SUPPRESS  If ‘Y’, accounts with all zeros will not be listed. Blank (default) will print all accounts.
OPTION  ‘SUMMARY’ will produce GL Summary Report, ‘DETAIL’ will produce GL Detail Report, and ‘BOTH’ or blank (default) will produce the GL Summary and GL Detail Reports. If no sorts are requested, no summaries will be produced.
Reports / Batch Processes (cont’d)

<table>
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<tr>
<th>OPTION2</th>
<th>‘DOWNLOAD’ will produce a comma delimited download file of the data selected. The data included in the download is:</th>
</tr>
</thead>
</table>
|         | CC: (A2)  
|         | FY: (A4)  
|         | SORT FIELD 1: (A20)  
|         | SORT FIELD 2: (A20)  
|         | SORT FIELD 3: (A20)  
|         | SORT FIELD 4: (A20)  
|         | GL ACCT 6: (A6)  
|         | GL ACCT-DESC: (A35)  
|         | BEG-BAL: (A11)  
|         | REVENUE BUDGET: (A11)  
|         | NET-TRANSFERS: (A11)  
|         | NET-ALLOCATIONS: (A11)  
|         | EXPENSE BUDGET: (A11)  
|         | END BALANCE: (A11) |

| OPTION3 | ‘MULTI’ processes more than one campus code in work file (Blank) processes only current campus code |

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<tr>
<td></td>
<td>D  Board adjusted</td>
</tr>
<tr>
<td></td>
<td>F  feed to FAMIS account</td>
</tr>
<tr>
<td></td>
<td>C  current</td>
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</table>

<table>
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<th>‘Y’ – do not print lines with all zero dollar amounts</th>
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<td>first sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.</td>
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<tr>
<td>VALUE1</td>
<td>value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.</td>
</tr>
<tr>
<td>BREAK1</td>
<td>used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. ‘Y’ will perform break logic, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>NEWPAGE1</td>
<td>used to specify whether a page break should occur when the value of the SORT1 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.</td>
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</table>

| SORT 2   | second sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields. |
| VALUE2   | value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen. |
| BREAK2   | used to specify whether breaks with subtotals should be performed for value changes of the SORT2 field. ‘Y’ will perform break logic, blank or ‘N’ will not. |
| NEWPAGE2 | used to specify whether a page break should occur when the value of the SORT2 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not. |

| SORT3    | third sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields. |
Reports / Batch Processes (cont’d)

VALUE3
value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.

BREAK3
used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. ‘Y’ will perform break logic, blank or ‘N’ will not.

NEWPAGE3
used to specify whether a page break should occur when value of the SORT3 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.

SORT4
fourth sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

VALUE4
value of sort field 4 (SORT4) to include on the report. If blank, all values of SORT4 will be chosen.

BREAK4
used to specify whether breaks with subtotals should be performed for value changes of the SORT4 field. ‘Y’ will perform break logic, blank or ‘N’ will not.

NEWPAGE4
used to specify whether a page break should occur when value of the SORT4 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.

Example of parameters
To request a detailed GL Budget report (one line per GL) for GLs in the 000000-099999 range, the parameters would be:

CC=nn
FY=yyyy
GL=000000
GLEND=099999
GLDELETE=Y
OPTION=DETAIL
OPTION2=
OPTION3=
OPTION6=C
SUPPRESS=Y
SORT1=
VALUE1=
BREAK1=
NEWPAGE1=
SORT2=
VALUE2=
BREAK2=
NEWPAGE2=
SORT3=
VALUE3=
BREAK3=
NEWPAGE3=
SORT4=
VALUE4=
BREAK4=
NEWPAGE4=
Example: FDAR662, no sort, prodcard breaks were used

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<td>7,593,520</td>
<td>-6,461,056</td>
</tr>
<tr>
<td>030000</td>
<td>AUXILIARY OPERATING</td>
<td>0</td>
<td>-7,729,493</td>
<td>0</td>
<td>0</td>
<td>7,664,776</td>
<td>-64,717</td>
</tr>
<tr>
<td>030002</td>
<td>RES REV GENERAL BUDGET/AUXILIARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>235,000</td>
<td>235,000</td>
</tr>
<tr>
<td>033000</td>
<td>STUDENT SERVICES FEES</td>
<td>0</td>
<td>-2,000,884</td>
<td>0</td>
<td>0</td>
<td>2,077,606</td>
<td>76,722</td>
</tr>
<tr>
<td></td>
<td>Auxiliary</td>
<td>0</td>
<td>-9,730,377</td>
<td>0</td>
<td>0</td>
<td>9,977,382</td>
<td>247,005</td>
</tr>
<tr>
<td></td>
<td>Current Unrestricted</td>
<td>0</td>
<td>-17,648,558</td>
<td>0</td>
<td>0</td>
<td>56,549,925</td>
<td>38,901,367</td>
</tr>
</tbody>
</table>
FDAR663 – Subsidiary Ledger Budget Report

This report will print budget information for SLs. It can produce a detail report, summary report, or both. A download option is also available. The detail report lists one line per SL account. The summary report prints only the totals based on the sort criteria. The columns displayed by account are: Beginning Balance, Revenues, Net Allocations, Expenditures, and Ending Balance.

**PRODCARD**

A PRODCARD should be used to define account ranges for which additional subtotals should be produced. These PRODCARD breaks will cause subtotals to print in addition to SORT1, SORT2, etc. fields. The PRODCARD will work best when used with a primary sort that is broad, for example, executive level, college, ledger, account. You may have up to 60 account ranges in the PRODCARD.

**PRODCARD Layout:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Level</td>
<td>(N1) 1 character - break level or Sub-Total</td>
</tr>
<tr>
<td>Blank Column</td>
<td>(A1)</td>
</tr>
<tr>
<td>Beginning Account</td>
<td>(A6) 6 characters - starting account in the range</td>
</tr>
<tr>
<td>Blank column</td>
<td>(A1)</td>
</tr>
<tr>
<td>Ending Account</td>
<td>(A6) 6 characters - ending account in the range</td>
</tr>
<tr>
<td>Blank column</td>
<td>(A1)</td>
</tr>
<tr>
<td>Reverse Sign</td>
<td>(A1) Y or N</td>
</tr>
<tr>
<td>Display Level</td>
<td>(A1) Y or N</td>
</tr>
<tr>
<td>Blank Column</td>
<td>(A1)</td>
</tr>
<tr>
<td>Description</td>
<td>(A35) 35 character description to be printed</td>
</tr>
</tbody>
</table>
Example of PRODCARD that might be used with FDAR663:

1 100000 119000 NN E&G Revenue
1 120000 129999 NN Instruction
1 130000 132199 NN Academic Support
1 132300 132499 NN Work Study - Matching
1 132500 132599 NN Doctoral Fellowship
1 132600 132699 NN Remedial Education
1 132700 132799 NN License Plate Scholarship Fund
1 132800 139999 NN Fifth Year Accounting Scholarship
1 140000 149999 NN Research Enhancement
1 150000 150019 NN Northeast Texas Partnership
1 150020 150999 NN Northeast Texas Initiative
1 151000 151009 NN Extension & Correspondence
1 151040 151049 NN Communications Teaching Facility
1 151050 151050 NN Economic Development
1 151051 159999 NN Ext & Corr-Longevity
1 160000 165999 NN Institutional Support
1 166000 169999 NN Student Services
1 170000 179999 NN Benefits
1 180000 184999 NN Plant Operation & Maintenance
1 185000 196899 NN HEAF
1 196999 199999 NN Misc
2 120000 199999 NN E&G Expenditures
3 100000 199999 NN Total E&G
1 200000 215999 NN Designated Budget
1 216000 216000 NN Designated Bond Revenue Fund
1 220000 229999 NN Designated GEB
1 270000 299999 NN Designated Service Departments
2 200000 299999 NN Total Designated
1 300000 329999 NN Auxiliary Enterprises
1 330000 339999 NN Auxiliary Student Services
2 300000 399999 NN Total Auxiliary
1 500000 599999 NN Restricted Budgets
1 500000 599999 NN Restricted Budgets
1 800000 809999 NN Plant State
1 810000 819999 NN Plant Local
2 800000 819999 NN Total Plant
Parameters

CC          campus code of Member (required)
FY          fiscal year (required)
SL          start range for SL (optional, if blank defaults to 100000)
SLEND       end range for SL (optional, if blank defaults to 999999)
SUPPRESS    If ‘Y’, accounts with all zeros will not be listed. Blank (default) will print all accounts.
OPTION      ‘SUMMARY’ will produce SL Summary Report, ‘DETAIL’ will produce SL Detail Report, and ‘BOTH’ or blank (default) will produce the SL Summary and SL Detail Reports. If no sorts are requested, no summaries will be produced.
OPTION2     ‘DOWNLOAD’ will produce a comma delimited download file of the data selected. The data included in the download is:
            CC         (A2)
            FY         (A4)
            SORT1      (A20)
            SORT2      (A20)
            SORT3      (A20)
            SORT4      (A20)
            ACCT-6     (A6)
            ACCT-5     (A5)
            ACCT-DESC  (A35)
            BEG-BAL    (A11)
            REVENUE    (A11)
            NET-ALLOCATION (A11)
            EXPEND     (A11)
            END-BAL    (A11)
OPTION3     ‘MULTI’ processes more than one campus code in process (Blank) processes only current campus code
OPTION4     (Blank) - all budgeted accounts based on approval types
            ‘FEED’ - all accounts set to feed to FAMIS accounts
            ‘NOFEED’ - all accounts flagged with no feed = ‘Y’ and GEB accounts
OPTION5     ‘NEGATIVE’ - all accounts with a negative balance
            ‘b’ - shows all accounts
            ‘NEGATIVE’ – all accounts with negative balance available
            ‘ZERO’ – all accounts with nonzero balance available (Example: use to check allocations for Functional and General Funds)
OPTION6     Approval types:
            B  Board approved
            D  Board adjusted
            F  feed to FAMIS account
            C  current (must be submitted)
SORT1       first sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
**Reports / Batch Processes (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALUE1</td>
<td>value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.</td>
</tr>
<tr>
<td>BREAK1</td>
<td>used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. ‘Y’ will perform break logic, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>NEWPAGE1</td>
<td>used to specify whether a page break should occur when the value of the SORT1 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>SORT2</td>
<td>second sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.</td>
</tr>
<tr>
<td>VALUE2</td>
<td>value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.</td>
</tr>
<tr>
<td>BREAK2</td>
<td>used to specify whether breaks with subtotals should be performed for value changes of the SORT2 field. ‘Y’ will perform break logic, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>NEWPAGE2</td>
<td>used to specify whether a page break should occur when the value of the SORT2 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>SORT3</td>
<td>third sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.</td>
</tr>
<tr>
<td>VALUE3</td>
<td>value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.</td>
</tr>
<tr>
<td>BREAK3</td>
<td>used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. ‘Y’ will perform break logic, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>NEWPAGE3</td>
<td>used to specify whether a page break should occur when the value of the SORT3 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>SORT4</td>
<td>fourth sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.</td>
</tr>
<tr>
<td>VALUE4</td>
<td>value of sort field 4 (SORT4) to include on the report. If blank, all values of SORT4 will be chosen.</td>
</tr>
<tr>
<td>BREAK4</td>
<td>used to specify whether breaks with subtotals should be performed for value changes of the SORT4 field. ‘Y’ will perform break logic, blank or ‘N’ will not.</td>
</tr>
<tr>
<td>NEWPAGE4</td>
<td>used to specify whether a page break should occur when the value of the SORT4 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.</td>
</tr>
</tbody>
</table>
Example of parameters
To request a detailed SL Budget report (one line per SL) for SLs in the 100000-999999 range, the parameters would be:

PGM=FDAR663
CC=nn
FY=yyyy
SL=100000
SLEND=999999
OPTION=DETAIL
OPTION6=C
SUPPRESS=Y
SORT1=
VALUE1=
BREAK1=
NEWPAGE1=
SORT2=
VALUE2=
BREAK2=Y
NEWPAGE2=
SORT3=
VALUE3=
BREAK3=
NEWPAGE3=
SORT4=
VALUE4=
BREAK4=
NEWPAGE4=
Example: **FDAR663, SORT1=EXEC-LEVEL, SORT2=FUND-GROUP, OPTION=BOTH, Prodcard breaks were used. A summary page can be generated when 1 or more sorts are used.**

FDAR663  
TEXAS A&M - COMMERCE  
FY 1999 CC 21  
Subsidiary Ledger Budget Report  
Account Summary

Sorted by EXEC-LEVEL ~ FUND-GROUP

<table>
<thead>
<tr>
<th>Summary</th>
<th>Beginning Balance</th>
<th>Revenues</th>
<th>Net Allocations</th>
<th>Expenditures</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXEC-LEVEL Not Specified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
<tr>
<td>Total for EXEC-LEVEL Not Specified</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
<tr>
<td>EXEC-LEVEL AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>0</td>
<td>197,429</td>
<td>0</td>
<td>1,336,883</td>
<td>-1,139,454</td>
</tr>
<tr>
<td>DS</td>
<td>0</td>
<td>220,112</td>
<td>0</td>
<td>585,188</td>
<td>-365,076</td>
</tr>
<tr>
<td>FG</td>
<td>0</td>
<td>0</td>
<td>23,529,618</td>
<td>-23,529,618</td>
<td></td>
</tr>
<tr>
<td>Total for EXEC-LEVEL AA</td>
<td>0</td>
<td>417,541</td>
<td>0</td>
<td>25,451,689</td>
<td>-25,034,148</td>
</tr>
<tr>
<td>EXEC-LEVEL FA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>0</td>
<td>5,651,039</td>
<td>0</td>
<td>4,308,158</td>
<td>1,342,881</td>
</tr>
<tr>
<td>DS</td>
<td>0</td>
<td>6,626,582</td>
<td>0</td>
<td>2,412,027</td>
<td>4,214,555</td>
</tr>
<tr>
<td>FG</td>
<td>0</td>
<td>860,893</td>
<td>0</td>
<td>16,319,355</td>
<td>-15,458,462</td>
</tr>
<tr>
<td>Total for EXEC-LEVEL FA</td>
<td>0</td>
<td>13,138,514</td>
<td>0</td>
<td>23,039,540</td>
<td>-9,901,026</td>
</tr>
<tr>
<td>EXEC-LEVEL PR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>116,676</td>
<td>-116,676</td>
</tr>
<tr>
<td>DS</td>
<td>0</td>
<td>0</td>
<td>230,636</td>
<td>-230,636</td>
<td></td>
</tr>
<tr>
<td>FG</td>
<td>0</td>
<td>0</td>
<td>666,759</td>
<td>-666,759</td>
<td></td>
</tr>
<tr>
<td>Total for EXEC-LEVEL PR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,014,071</td>
<td>-1,014,071</td>
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<tr>
<td>EXEC-LEVEL SS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>0</td>
<td>3,881,909</td>
<td>0</td>
<td>4,185,665</td>
<td>-303,756</td>
</tr>
<tr>
<td>DS</td>
<td>0</td>
<td>180,594</td>
<td>0</td>
<td>568,909</td>
<td>-388,315</td>
</tr>
<tr>
<td>FG</td>
<td>0</td>
<td>0</td>
<td>2,260,051</td>
<td>-2,260,051</td>
<td></td>
</tr>
<tr>
<td>Total for EXEC-LEVEL SS</td>
<td>0</td>
<td>4,062,503</td>
<td>0</td>
<td>7,014,625</td>
<td>-2,952,122</td>
</tr>
<tr>
<td>Grand total</td>
<td>0</td>
<td>17,618,558</td>
<td>0</td>
<td>56,549,925</td>
<td>-38,931,367</td>
</tr>
</tbody>
</table>
### EXEC-LEVEL Not Specified ~ FUND-GROUP AX

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>Revenues</th>
<th>Allocations</th>
<th>Expenditures</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>310010</td>
<td>CAFETERIA &amp; SNACK BAR-REPAIR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
<tr>
<td></td>
<td>Aux. Enterprises</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
<tr>
<td></td>
<td>Total Aux.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
<tr>
<td></td>
<td>Total for FUND-GROUP AX</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
<tr>
<td></td>
<td>Total for EXEC-LEVEL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>-30,000</td>
</tr>
</tbody>
</table>

### EXEC-LEVEL AA ~ FUND-GROUP AX

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>Revenues</th>
<th>Allocations</th>
<th>Expenditures</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>300001</td>
<td>ATHLETICS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>467,652</td>
<td>-467,652</td>
</tr>
<tr>
<td>300001</td>
<td>LONE STAR CONFERENCE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,900</td>
<td>-1,900</td>
</tr>
<tr>
<td>300001</td>
<td>PROGRAMS &amp; CONCESSIONS</td>
<td>0</td>
<td>46,000</td>
<td>0</td>
<td>30,000</td>
<td>16,000</td>
</tr>
<tr>
<td>300001</td>
<td>CONTRACTS &amp; SALE OF ADMS</td>
<td>0</td>
<td>47,000</td>
<td>0</td>
<td>0</td>
<td>47,000</td>
</tr>
<tr>
<td>300001</td>
<td>NEW YEAR EQUIPMENT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>78,000</td>
<td>-78,000</td>
</tr>
<tr>
<td>320500</td>
<td>EAST TEXAN</td>
<td>0</td>
<td>24,000</td>
<td>0</td>
<td>24,000</td>
<td>0</td>
</tr>
<tr>
<td>321302</td>
<td>MUSIC SUMMER CAMPS</td>
<td>0</td>
<td>80,429</td>
<td>0</td>
<td>80,936</td>
<td>-507</td>
</tr>
<tr>
<td></td>
<td>Aux. Enterprises</td>
<td>0</td>
<td>197,429</td>
<td>0</td>
<td>682,488</td>
<td>-485,059</td>
</tr>
<tr>
<td></td>
<td>Total Aux.</td>
<td>0</td>
<td>197,429</td>
<td>0</td>
<td>1,336,883</td>
<td>-1,139,454</td>
</tr>
<tr>
<td></td>
<td>Total for FUND-GROUP AX</td>
<td>0</td>
<td>197,429</td>
<td>0</td>
<td>1,336,883</td>
<td>-1,139,454</td>
</tr>
<tr>
<td></td>
<td>Total for EXEC-LEVEL</td>
<td>0</td>
<td>197,429</td>
<td>0</td>
<td>1,336,883</td>
<td>-1,139,454</td>
</tr>
</tbody>
</table>
FDAR664 – Direct Transfer/Allocation Transaction Report

This program will report, by GL, SL, or SL/SA, the DIRECT transfer and allocation transactions entered on Screens 560-563. The implied transfer / allocation transactions resulting from the Screen 560-563 transactions are NOT shown on this report (use FDAR665 to see these).

Accounts entered on the transactions (both the 'TO' and 'FROM' accounts) are displayed down the left-hand side of the report. The columns displayed by account are: From CC, From Account, From Account Title, To CC, To Account, To Account Title, Feed Flag, Mandatory Flag, Transaction Description, and Amount.

Parameters

CC campus code of Member (required)
FY fiscal year (required)
ACCT start range for GL/SL (optional, if blank defaults to 000000)
ACCTEND end range for GL/SL (optional, if blank defaults to 999999)
OPTION ‘DOWNLOAD’ creates a downloadable file
(Blank) no file created (default)
OPTION3 ‘MULTI’ processes multiple campus codes
(Blank) processes only current campus
OPTION6 Approval types:
B Board approved
D Board adjusted
F feed to FAMIS account
C current
SORT1 first sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE1 value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.
BREAK1 used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. ‘Y’ will perform break logic, blank or ‘N’ will not.
NEWPAGE1 used to specify whether a page break should occur when the value of the SORT1 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.
SORT2 second sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE2 value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.
BREAK2 used to specify whether breaks with subtotals should be performed for value changes of the SORT2 field. ‘Y’ will perform break logic, blank or ‘N’ will not.
NEWPAGE2 used to specify whether a page break should occur when the value of the SORT2 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.
Reports / Batch Processes (cont’d)

SORT3  third sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE3  value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.
BREAK3  used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. ‘Y’ will perform break logic, blank or ‘N’ will not.
NEWPAGE3 used to specify whether a page break should occur when the value of the SORT3 field changes. ‘Y’ will cause page break, blank or ‘N’ will not.
SORT4  fourth sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE4  value of sort field 4 (SORT4) to include on the report. If blank, all values of SORT4 will be chosen.
BREAK4  used to specify whether breaks with subtotals should be performed for value changes of the SORT4 field. ‘Y’ will perform break logic, blank or ‘N’ will not.
NEWPAGE4 used to specify whether a page break should occur when the value of the SORT4 field changes. ‘Y’ will cause page break, blank or ‘N’ will not.

Example of parameters
To request a detail transfer / allocation transaction report showing all accounts for which direct transactions have been made, the parameters would be:

PGM=FDAR664
CC=nn
FY=yyyy
ACCT=000000
ACCTEND=999999
GLDELETE=
SUPPRESS=
OPTION6=C
SORT1=
VALUE1=
BREAK1=
NEWPAGE1=
SORT2=
VALUE2=
BREAK2=
NEWPAGE2=
SORT3=
VALUE3=
BREAK3=
NEWPAGE3=
SORT4=
VALUE4=
BREAK4=
NEWPAGE4=
Example: FDAR664, SORT1= DEPT

<table>
<thead>
<tr>
<th>Account</th>
<th>From</th>
<th>From</th>
<th>To</th>
<th>To</th>
<th>Transaction Description</th>
<th>Feed Mand</th>
<th>Pg</th>
<th>Fg</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT Not Specified</td>
<td>000405</td>
<td>AB</td>
<td>344444</td>
<td>AB 000405</td>
<td>SL TO GL 000405</td>
<td>Y</td>
<td></td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>000500</td>
<td>AB</td>
<td>344444</td>
<td>AB 000500</td>
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FDAR665 – Direct and Implied Transfers / Allocations

This report will detail and summarize the transfers and allocations which are shown on Screen 589/599. It is different from FDAR664 in that it displays both the direct and the indirect/implied GL transfers.

Parameters

- **CC**: campus code of Member (required)
- **FY**: fiscal year (required)
- **ACCT**: start range for account (optional, if blank defaults to 000000)
- **ACCTEND**: end range for account (optional, if blank defaults to 999999)
- **OPTION**: ‘DOWNLOAD’ creates a downloadable work file
  (Blank) doesn't write output to work file
- **OPTION3**: indicates whether the report should summarize more than one campus.
  ‘MULTI’ (for multiple campus codes) and blank (default) are valid values.
- **OPTION6**: Approval types:
  - **B**: Board approved
  - **D**: Board adjusted
  - **F**: feed to FAMIS account
  - **C**: current

Example of parameters

To request a FDAR665 report of all GL accounts (000000-099999), the parameters would be:

CC=nn
FY=yyyy
ACCT=000000
ACCTEND=999999
OPTION6=C
LEFT BLANK INTENTIONALLY
## Transfers by Account

<table>
<thead>
<tr>
<th>CC Account</th>
<th>Transaction Description</th>
<th>- Offset -</th>
<th>CC Account</th>
<th>Amount</th>
<th>CC Account</th>
<th>CC Account</th>
<th>Feed Mand</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>010000</strong></td>
<td>EDUcation AND GENERAL INCOME</td>
<td><strong>DECREASE in FUND BALANCE</strong></td>
<td>17 011995</td>
<td>41,548,058.00</td>
<td>17 010000</td>
<td>17 011995</td>
<td>Y</td>
</tr>
</tbody>
</table>

| **011993** | Reserve FOR ACAP | **CHANGE in ACAP** | 17 011995 | 60,000.00 | 17 011995 | 17 011993 | N         |

| **011995** | TRANSFER OF BUDGETED FUNDS | **ESTIMATED INCOME TRANSFER** | 17 010000 | 41,548,058.00 | 17 010000 | 17 011995 | Y         |
LEFT BLANK INTENTIONALLY
FDAR670 – Fiscal Year nnnn Operating Budget

This program produces THE Budget Book Front Schedule. It is a one page System Pattern summary report. Ledger 7 is NOT included in this report.

**Parameters**

- **CC** campus code of Member (required)
- **FY** fiscal year (required)
- **SL** start range for SL (optional, if blank defaults to 100000) – ignored for transfers and allocations
- **SLEND** end range for SL (optional, if blank defaults to 899999) – ignored for transfers and allocations
- **ROLLUP**: ‘BLANK’ – show at System Pattern
  - ‘Y’ – show at Member “Rollup” Pattern
- **OPTION** indicates whether more than one campus should be summarized. Values are ‘COMBINED’ or blank (default). COMBINED indicates that summary sheets should be summarized into only one page when more than one campus is being reported. If left blank, a summary page will be produced for each campus.
  - ‘COMBINED’ must be used with OPTION3=MULTI
- **OPTION2** ‘Y’ displays beginning and ending balances
- **OPTION3** indicates whether the report should summarize more than one campus.
  - ‘MULTI’ (for multiple campus codes) and blank (default) are valid values
- **OPTION4** ‘DOWNLOAD’ downloads main file of report
  - ‘DOWNLOADN’ downloads extra file of F & G revenue/expense in column where n=1-6, value of download column
- **OPTION5** (Blank) shows separate service department line
  - ‘Y’ shows service departments added into regular categories
- **OPTION6** Approval types:
  - B Board approved
  - D Board adjusted
  - F feed to FAMIS account
  - C current
- **SORT1** may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
- **VALUE1** value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.
- **SORT2** may be used in conjunction with VALUE2 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
- **VALUE2** value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.
Example of parameters
To request a report of SLs 100000-899999, the parameters would be:

CC=nn
FY=yyyy
SL=100000
SLEND=899999
OPTION6=C
## Statement of Changes in Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Funds</th>
<th>Auxiliary Funds</th>
<th>Plant Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Fund Balances 09/01/1998</td>
<td>21,359,086</td>
<td></td>
<td></td>
<td>21,359,086</td>
</tr>
</tbody>
</table>

### Revenues
- State Appropriations
- Federal Appropriations
- Higher Education Assistance Fund
- Available University Fund
- Tuition and Fees
- Remissions and Waivers
- Contracts, Grants and Gifts
- Sales and Service
- Investment and Interest
- Miscellaneous

### Total Revenue
- 2,401,225

### Expenses
- Salaries
- Wages
- Benefits
- Utilities
- Scholarships and Fellowships
- Operations and Maintenance
- Debt Service
- Total Expense (Less Service Depts)
- Net Service Departments
- Total Expense

### Transfers
- Retirement of Indebtedness
- Other Transfers
- Total Transfers
- Net Change in Fund Balance
- Estimated Fund Balances 08/31/1999
LEFT BLANK INTENTIONALLY
FDAR671 – Fiscal Year nnnn Operating Budget

This program produces the Budget Book supporting detail schedules.

Parameters

CC    campus code of Member (required)
FY    fiscal year (required)
ROLLUP ‘BLANK’ – show at System Pattern
       ‘Y’ – show at Member “Rollup” Pattern
OPTION indicates the budget book report being requested. The values are:
A or B Functional and General report – The program runs these reports using an account range of 100000 - 199999
C Designated Funds (less service departments) report – rejects all accounts whose sub-fund equals ‘DS’
       The program runs this report using an account range of 200000 - 299999
D Designated Service Department report – includes only those accounts whose sub-fund equals ‘DS’
       The program runs this report using an account range of 200000 - 299999
E Auxiliary Funds report – The program runs this report using an account range of 300000 - 399999
F Restricted Funds report – The program runs this report using an account range of 400000 - 699999
G Plant Funds report – The report runs this report using an account range of 800000 - 899999
* All options (A-G) will be produced. However, sort/value/break/newpage CANNOT be specified. This option will produce a report of each of the previous options, the account range used will be the account range for the respective OPTION.

(NOTE: The program allows you to specify an account range with SL=xxxxxx and SLEND=xxxxxx. This account range will only be used if the program is run with OPTION=blank. Any other OPTION will use the account ranges specified above. If the amounts on the FDAR670 and FDAR671 do not match, check to see if the account range specified for the FDAR670 matches the appropriate account range for the OPTION specified in the FDAR671.)

OPTION3 indicates whether the report should be run for more than one campus. ‘MULTI’ (for multiple campus codes) and blank (default) are valid values. If MULTI is specified, work file 4 is used to specify the campus codes being selected.
Reports / Batch Processes (cont’d)

OPTION5 ‘NEGATIVE’ shows accounts with a negative balance (Blank) shows all accounts

OPTION6 Approval types:

B Board approved
D Board adjusted
F feed to FAMIS account
C current

SORT1 may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

VALUE1 value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.

BREAK1 used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. ‘Y’ will perform break logic, blank or ‘N’ will not.

NEWPAGE1 used to specify whether a page break should occur when the value of the SORT1 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.

SORT2 may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

VALUE2 value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.

BREAK2 used to specify whether breaks with subtotals should be performed for value changes of the SORT2 field. ‘Y’ will perform break logic, blank or ‘N’ will not.

NEWPAGE2 used to specify whether a page break should occur when the value of the SORT2 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.

SORT3 may be used in conjunction with VALUE3 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

VALUE3 value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.

BREAK3 used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. ‘Y’ will perform break logic, blank or ‘N’ will not.

NEWPAGE3 used to specify whether a page break should occur when the value of the SORT3 field changes. ‘Y’ will cause of page break, blank or ‘N’ will not.

Example of parameters
To request all reports of SLs 100000-899999, the parameters would be:

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FY=yyyy
OPTION=*  
OPTION6=C
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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>BEGINNING BALANCE</th>
<th>REVENUES</th>
<th>ALLOCATIONS</th>
<th>EXPENDITURES</th>
<th>INCREASE (DECREASE)</th>
<th>ENDING BALANCE</th>
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</thead>
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<td>(DECREASE)</td>
<td>ENDING BALANCE</td>
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<td>Allocations</td>
<td>Expenditures</td>
<td>Increase (Decrease)</td>
<td>Ending Balance</td>
</tr>
<tr>
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### Auxiliary Enterprises

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<th>Net Allocations</th>
<th>Expenditures</th>
<th>Increase (Decrease)</th>
<th>Ending Balance</th>
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<tbody>
<tr>
<td>312690</td>
<td>LEADERSHIP LADDER</td>
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** AUXILIARY ~ AUA ~ AUXILIARY ENTERPRISES ADMIN

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** AUXILIARY ~ BOO ~ BOOKSTORE

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** AUXILIARY ~ CHI ~ CHILD CARE CENTER

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<th>Increase (Decrease)</th>
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</tr>
<tr>
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<td>Expense</td>
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** AUXILIARY ~ FOO ~ FOOD SERVICES

---

Note: The table above represents the beginning, net, and ending balances for various auxiliary enterprises, including their respective revenues, allocations, expenditures, and increase/decrease in revenues and expenditures.
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<th>Account</th>
<th>Description</th>
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<th>Allocations</th>
<th>Expenditures</th>
<th>Increase/Decrease</th>
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<tr>
<td></td>
<td>Contracts, Grants</td>
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<td>Operations and Maintenance</td>
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</table>
LEFT BLANK INTENTIONALLY
FBAU672 / FDAU673

This program performs the budget reallocation process. This process is optional and may be run whenever an institution or agency wishes to run it. Prior to running this process, the Member must notify BPP that it needs its Prep salary information downloaded and the Member must request famisprod@tamu.edu upload the newly created salary prep file by running FBAU584. The Member must provide the FBAU672 procards and program options to run the reallocation process.

The budget reallocation process is invoked by running the program FBAU672. Output will consist of reports from programs FBAU672 and FDAU673.

FBAU673 should NOT be requested – it is automatically produced from FBAU672

The purpose of Phase II Budget Processing is to adjust, within the budget module, the salary and wage dollars on the Board submitted budget. A procard file will be created that controls the short/over processing in a priority order. This adjustment process can be run multiple times; either starting with the original board approved version or with the “current” submitted version. Multiple runs of this process may be requested because of a new BPP salary/wage feed, revised procard, etc. The result will be a new submitted version, prefixed with the name “feed”. All budgeted accounts will be processed, even those flagged “No Feed”; and the bottom-line balance may be maintained per account.

Selection Criteria
Each procard line must contain an MEMBER/DEPARTMENT expense pattern name OR a stop/start account range; but, both may be included.

Salary Short
The salary short account number is the account that will be reduced if a salary/wage shortage occurs. If the salary short account and category(s) are both blank, no salary short processing will occur. If salary short account exists, only one budget category is allowed and it may go negative. If the salary short account is blank, the processed account will pull from within its own categories (up to 6 allowed). The categories should be listed in priority order, and only the last category will be allowed to go negative.

Salary Over
The salary over account number is the account that will be increased if a salary/wage overage occurs. If the salary over account number and category are both blank, no salary over processing will occur. If a salary over account exists, the overage will be placed in that account using the given budget category. If the salary over account is blank, the overage will be kept in the processed account with the specified budget category.
Processing Rules

Each account that was budgeted will be compared against the prodcard table, from top to bottom, and will be processed with the FIRST match on expense pattern and/or start/stop account. If no match is found, the account will be written to a “not processed” report. NOTE: Any salary short/over accounts listed in the prodcard table will not be processed using the short and over criteria.

FBAU672 / FDAU673 Prodcard Example

<table>
<thead>
<tr>
<th>Example</th>
<th>Selection Criteria</th>
<th>Salary Short</th>
<th>Salary Over</th>
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<td>Expense level and pattern</td>
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<td>stop</td>
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<td>M Expense-01</td>
<td>100000</td>
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<td>2</td>
<td>M Expense-02</td>
<td>100000</td>
<td>199999</td>
</tr>
<tr>
<td>3</td>
<td>M Expense-03</td>
<td>100000</td>
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<td>D Expense-04</td>
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</tr>
<tr>
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<td>D Expense-03</td>
<td>3</td>
<td>1</td>
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<tr>
<td>7</td>
<td>M Expense-03</td>
<td>100000</td>
<td>999999</td>
</tr>
</tbody>
</table>

1. Any ledger 1 account marked with an expense pattern “expense-01”. If any salary/wage categories were under funded, these accounts would draw from account 111111 (category 03). If over funded, the overage would be placed in account 100000 (category 05).
2. Any ledger 1 account marked with an expense pattern “expense-02”. If any salary/wage categories were under funded, these accounts would draw from account 111112 (category 05). If over funded, the overage would remain in the account; but moved to category 01.
3. Any ledger 1 account that has not previously processed. If any salary/wage categories were under funded, these accounts would draw from account 111113 (category 02). If over funded, the overage would be placed in account 100000 (category 04).
4. Any ledger 2-3 account marked with an expense pattern “expense-03”. If any salary/wage categories were under funded, the underage would draw, in priority order, from categories 05, 02, and 04 in the account being processed. If over funded, the overage would remain in the same account/category.
5. Any account marked with an expense pattern “expense-03” that has not already been processed. If any salary/wage categories were under funded, the underage would draw, in priority order, from categories 03 and 01 in the account being processed. If over funded, the overage would remain in the same account/category.
6. Any ledger 4-6 account marked with an expense pattern “expense-04”. If any salary/wage categories were under funded, the underage would draw, in priority order, from categories 04, 06, 02, 01, 05, and 03 in the account being processed. If over funded, the overage would remain in the same account/category.

7. Any ledger 1-9 account that has not already processed. If any salary/wage categories were under funded, these accounts would draw from account 111114 (category 06). If over funded, the overage would remain in the same account; but moved to category 03.
Reports / Batch Processes (cont’d)

This process may be run with UPDATE=NO if you simply want to see the potential changes in the salary/wage categories and what would happen if you were to reallocate from categories within the account or from another account. Even if you feel you will never run the reallocation process in an update mode for your institution or agency, you may want to run it with UPDATE=NO to see the effect of the updated salary and wage dollars. If you wish to run for this purpose only, supply a prodcard with only one line giving an account range of 100000-999999 and no other prodcard parameters (no over / under account, categories, etc.). When run in UPDATE=NO mode, the reports are subtitled *WHAT IF*.

If you want all your budgeted accounts to appear as part of the report / process, you must include a "catch all" account range at the end of your prodcards. You must do this to see your REVENUE ONLY accounts, those account that have no expense pattern, or an account that did not match any other prodcard line. We suggest that the last line of your prodcard be an account range of 100000-999999 and no other prodcard parameters (no over / under account, categories, etc.).

Any account processed by FBAU672 will have the salary/wage dollars modified to reflect the amounts shown on the PF8 pop-up from screen 584/594. This will happen EVEN IF the salary short and over processing is NOT performed. This will affect the campus budget bottom-line total. If you want your bottom-line to remain the same, you MUST use the short/over reallocation process. If a category is short, you may take from another category within the same account or from another account’s category. This choice is made via the prodcard, and may be specified per budget expense pattern (Screen 556) and account range combination.

FBAU672 – Payroll to FAMIS Budget Update/Reallocate

Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>CC</td>
<td>campus code of Member (required)</td>
</tr>
<tr>
<td>FY</td>
<td>fiscal year (required)</td>
</tr>
<tr>
<td>OPTION</td>
<td>indicates the budget book report being requested. The values are: ‘SUMMARY’ receive summary report only (similar to FDAR663). One line per account. ‘DETAIL’ receive detail report only (similar to FDAR589). One page per account with five comparative columns, one “change” column, and a write-in column for “new amount”. ‘BOTH’ receive both summary and detail reports.</td>
</tr>
<tr>
<td>OPTION5</td>
<td>‘NEGATIVE’ shows only accounts with a negative balance (Blank) does not show these accounts</td>
</tr>
</tbody>
</table>

---

Budget Preparation User Manual
Reports / Batch Processes (cont’d)

OPTION 6

Approval types:

‘B’ - Board approved
‘D’ - Board adjusted - done
‘F’ - feed to FAMIS account
‘C’ – current
Reports / Batch Processes (cont’d)

**UPDATE**

- **‘YES’** will commit updates to database
- **‘NO’** will produce a “what if” report showing potential updates. The database will not be updated.
- **‘SALARY’** will produce a report showing accounts with salaries that are NOT budgeted. Only this report will be produced; the reallocation process will not continue.

**SORT1** may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields. The “default” sort is account number: DO NOT SPECIFY THIS!!!

**SORT2** may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

**SORT3** may be used in conjunction with VALUE3 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

**SORT4** may be used in conjunction with VALUE3 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

There are several reports that are produced:

**FBAU672**

- **Report 1** Listing of prodcard information
- **Report 2** Accounts not matching Prodcard - this report lists those accounts which were not processed because they did not match the expense pattern and/or start-stop account ranges.
- **Report 3** Accounts with Salaries -- NOT BUDGETED - this report lists accounts that have salaries/wages in BPP Prep, BUT have not been budgeted in the FAMIS Budget Module.

**FDAU673**

- **Report 1** Budget Account Summary - described in FBAU672 options above
- **Report 2** Budget Account Detail - described in FBAU672 options above
FBAR580 – Listing of Budget Accounts Without Patterns
This program lists budget accounts not having assigned patterns or not yet in the budget attribute file. Account’s whose ‘No Bud’ flag is set to “Y” will be excluded. Also produces a report by account listing their patterns and other associated data.

Parameters
CC campus code of Member (required)
FY fiscal year (required), should be current fiscal year plus one
OPTION blank (default) or MULTI (to read campus codes from a prodcard to report on multiple campuses)
SL start range for SL (optional, if blank defaults to 100000)
SLEND end range for SL (optional, if blank defaults to 999999)

FBAU581 – Batch Update No Feed and No Budget Flags in Budget File
This program can be used to set the ‘No Budget’ and / or the ‘No Feed’ flags for a specified range of accounts. Accounts marked as deleted will not have their flags set. There is a “TEES” option that will set the ‘No Budget’ flag to “Y” for all accounts ending with ‘2’ or ‘7’.

Parameters
CC campus code of the Member
FY should be the new budget fiscal year, not the current fiscal year.
OPTION TEES (only TEES may request this option). If requested, accounts ending with a ‘2’ or ‘7’ will have their ‘No Budget’ flag set to ‘Y’.

A prodcard must be defined to indicate one or more account ranges for which the program can be run. The values of the prodcard are:

- No Feed Flag (if requesting it be set / changed).
- No Budget Flag (if requesting it be set / changed).
- SL Begin Account required – SL account to begin setting the flag values.
- SL End Account required – SL account to end setting the flag values.
FBAU582 – Batch Update Budget Module Support

Account Flags in Budget File

Screen 584 Budget Module Support Account flags will be set using this program.

Parameters

- **CC**: campus code of the Member
- **FY**: should be the new budget fiscal year, not the current fiscal year.
- **OPTION6**: usually blank to indicate updates should occur in future budget year. CURRENT indicates updates should be done in current fiscal year
- **REPLACE**: indicates whether flags should be overlaid if previously set (default is N)

A prodcard must be defined to indicate one or more account ranges for which the program can be run. The values of the prodcard are:

- Revenue Budget Flag (if requesting it be set / changed)
- Expense Budget Flag (if requesting it be set / changed)
- SL Begin Account required – SL account to begin setting the flag values.
- SL End Account required – SL account to end setting the flag values.

FBAU583 – Assign Budget Pattern

This program assigns expense and / or revenue patterns to a range of accounts. It must be run once for each pattern created. The Replace Option=Y will overlay any previously assigned pattern. The Remove Option will remove the specified pattern from every account it has been assigned. Patterns will only be assigned to accounts having the same ABR rule as the pattern unless their ‘No Feed’ flag is set to “Y”. Patterns with ABR000 can be assigned to any non-feeding account regardless of the account’s ABR rule.
Parameters

CC  campus code of Member (required)
FY  fiscal year (required), should be current fiscal year plus one
SL  start range for SL (optional, if blank defaults to 100000)
SLEND  end range for SL (optional, if blank defaults to 999999)
CODE  (optional) indicates whether all subdepartments should be included. Value = ‘Y’ includes all
VALUE1  22 characters – revenue pattern name and level, in the following order:
  •  Pattern type: 1 character (R for revenue, E for expense)
  •  Pattern level: 1 character
  •  Pattern name: 10 characters
  •  Pattern department: 5 characters
  •  Pattern subdepartment: 5 characters
Reports / Batch Processes (cont’d)

VALUE2 22 characters – expense pattern name and level, in the following order:
  • Pattern type: 1 character (R for revenue, E for expense)
  • Pattern level: 1 character
  • Pattern name: 10 characters
  • Pattern department: 5 characters
  • Pattern subdepartment: 5 characters

REPLACE indicates whether existing pattern should be replaced. ‘Y’ will replace, ‘N’ (default) will not.

OPTION indicates whether specified pattern should be removed from selected accounts.
This must be used with REPLACE = ‘Y’.

DEPT department code
SUBDEPT sub-department code

FBAU584 – Load BPP Salaries
This program loads the current year’s BPP prep salary amounts to the new year’s budget accounts. The file is produced from Budget / Payroll / Personnel (BPP). This program should be run before budget forms are produced or budget entry begins. This program is run periodically during the budget cycle. It produces a report of errors that cannot be corrected and/or entered on-line. (Part 06 needs to request FBAR570 prior to running this job.)

Parameters

CC campus code of Member (required)
FY fiscal year (required), should be current fiscal year plus one

FBAU585 – Listing of Errors Found When Loading Old Accts in BA File
This program updates the previous account number array displayed on 584 / 594 with Member specified previous account numbers. If this program is requested, a Member must provide a spreadsheet indicating each affected account’s previous account number for each of the prior four years. These account numbers are used by the budget entry screens and reports to gather the renumbered account’s prior years’ activity for comparative purposes. An error report is produced listing errors found when loading old account numbers.
Reports / Batch Processes (cont’d)

**Parameters**

- **CC**: campus code of Member (required)
- **FY**: fiscal year (required), should be current fiscal year plus one
- **OPTION**: when set to REPLACE, previous accounts will be reset
- **OPTION6**: if set to CURRENT will allow program to run in current FY and not budget year which is typically the next year.
A spreadsheet needs to be provided defining the accounts that have had a different account number in a previous year. If the account number has been changed prior to this fiscal year, multiple records need to be defined for each prior year (up to 4) the account had a different number. The layout of spreadsheet is as follows:

- Campus Code (A2)
- Current FY (N4)
- Current SL (A6)
- Current SA (A5)
- Previous FY (N4)
- Previous SL (A6)
- Previous (SA) (A5)
- Previous Campus Code (A2)

**FBAU586 – Create New Saved/Submitted Versions**
This program creates new budget versions and either saves / submits / reports them. The version create table must be established on Screen 856 before this option can be requested. This program can only be run once for an account. To run again for an account, XXBASVR must first be run to remove the “submitted” versions.

**Parameters**

<table>
<thead>
<tr>
<th>CC</th>
<th>campus code of Member (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>fiscal year (required), should be current fiscal year plus one</td>
</tr>
<tr>
<td>SL</td>
<td>start range for SL (optional, if blank defaults to 100000)</td>
</tr>
<tr>
<td>SLEND</td>
<td>end range for SL (optional, if blank defaults to 999999)</td>
</tr>
<tr>
<td>OPTION</td>
<td>10 character version name (required)</td>
</tr>
<tr>
<td>OPTION2</td>
<td>indicates whether a new version should be reported, but not saved (REPORT - default), created and saved (SAVE), or created, saved, and submitted (SUBMIT).</td>
</tr>
</tbody>
</table>

**FBAU587 – ‘Submit’ Saved Versions**
This program will SUBMIT saved versions for accounts that have ONLY one saved version. If more than one version exists for an account, the account will appear on an error report.

**Parameters**

<table>
<thead>
<tr>
<th>CC</th>
<th>campus code of Member (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>fiscal year (required), should be current fiscal year plus one</td>
</tr>
<tr>
<td>SL</td>
<td>start range for SL (optional, if blank defaults to 100000)</td>
</tr>
<tr>
<td>SLEND</td>
<td>end range for SL (optional, if blank defaults to 999999)</td>
</tr>
<tr>
<td>OPTION2</td>
<td>Report (default), <strong>SUBMIT</strong> to submit the saved version</td>
</tr>
</tbody>
</table>
FBAU590 – List of Unlocked Versions Found During Approval Type Update

This program marks the current submitted version as the Board approved version (Option=B), Board adjusted (Option=D), or the Feed version (Option=F). An error report is produced if unlocked versions are found during this process. The Board version will be set at the request of the TAMUS System upon Board of Regents approval (April – August timeframe). The feed and adjusted versions will be marked when the budget is fed into the next fiscal year (August – September timeframe).

**Parameters**

- **CC**: campus code of Member (required)
- **FY**: fiscal year (required), should be current fiscal year plus one
- **OPTION**: version approval type. Values are ‘B’ (Board approved), ‘D’ (Board adjusted), ‘F’ (feed to FAMIS account)
- **OPTION2**: ‘MULTI’ run for multiple campuses
  (Blank) run only for current campus
- **OPTION3**: ‘BC’ populate approval for budget versions
  ‘BT’ populate approval for transfers / allocations
  ‘BOTH’ populates both ‘BC’ and ‘BT’

FBAR595 – Detail Listing of Budget Patterns

This program lists patterns, one per page, by selected campus code(s). This report can be requested for one campus or a range of campuses.

**Parameters**

- **CC**: campus code of Member (required)
- **FY**: fiscal year (required), should be current fiscal year plus one
- **SORT**: indicates how pattern categories should be sorted: S – subcode, C – category (default), D – display order.
- **OPTION3**: (Blank) process for current campus code
  ‘MULTI’ process for multiple campus codes in work file
FBAU596 – Budget Attribute Roll Forward

This program copies the current year budget attribute data to the new Budget Year. The Replace Option = ‘Y’ will overlay any existing attributes. An account range may be specified in the Prodcard.

The following attributes are rolled:

- No budget flag
- No feed flag
- Feed account
- Budget Module SA flags
- Previous account information

**Parameters**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>campus code of Member (required)</td>
</tr>
<tr>
<td>FY</td>
<td>fiscal year (required), should be current fiscal year plus one</td>
</tr>
<tr>
<td>REPLACE</td>
<td>Y’ - will store new records and update changes to existing records in the new year</td>
</tr>
<tr>
<td></td>
<td>'N' will only store new records in new year</td>
</tr>
<tr>
<td>TYPRUN</td>
<td>'NOUPDATE' – will not update database</td>
</tr>
<tr>
<td></td>
<td>(Blank) – will update database</td>
</tr>
</tbody>
</table>

**PRODCARD**

<table>
<thead>
<tr>
<th>#SL-BEG</th>
<th>BEGINNING SL</th>
</tr>
</thead>
<tbody>
<tr>
<td>#SL-END</td>
<td>ENDING SL</td>
</tr>
</tbody>
</table>
FBAU598 – Non-FAMIS Member Budget Load / Report

This program does a budget version upload from non-FAMIS Member supplied files. The program can either report only, save a version, or create a saved and submitted version. This file can be used by non-FAMIS Members to load their budgets from their existing accounting systems into FAMIS.

Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>campus code of Member (required)</td>
</tr>
<tr>
<td>FY</td>
<td>fiscal year (required)</td>
</tr>
<tr>
<td>OPTION</td>
<td>10 character budget version name</td>
</tr>
<tr>
<td>OPTION2</td>
<td>REPORT, SAVE, SUBMIT (report is always produced, regardless of OPTION2)</td>
</tr>
</tbody>
</table>

A work file must be provided that defines the account budget for the Non-FAMIS Member. Each file record is 100 characters long (fixed length). The layout of the file is:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>TYPE</th>
<th>LENGTH</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Code</td>
<td>Alpha</td>
<td>2</td>
<td>TAMUS Part number</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Numeric</td>
<td>4</td>
<td>Budget Fiscal Year</td>
</tr>
<tr>
<td>Account</td>
<td>Alpha</td>
<td>11</td>
<td>FAMIS Account number</td>
</tr>
<tr>
<td>Rev/Exp Flag</td>
<td>Alpha</td>
<td>1</td>
<td>&quot;R&quot; or &quot;E&quot;</td>
</tr>
<tr>
<td>Category Number</td>
<td>Alpha</td>
<td>2</td>
<td>budget pattern rev or exp category number (Screen 556)</td>
</tr>
<tr>
<td>Amount</td>
<td>Numeric</td>
<td>11.2</td>
<td>11 byte integer, 2 bytes fraction, implied decimal. Amount should be right justified and zero filled (i.e. 0000000001277 if $12.77).</td>
</tr>
</tbody>
</table>

Every field is required
FBAR599 – Budget Version Download Error Report

This program creates a download file of the budget information created via Screen 589 / 599 at a specified pattern level (As entered, Member rollup - default, System rollup). This file will be used by non-FAMIS Members to load or reconcile their budgets against their official accounting system. This program may also be used to load the official budget that is fed into FAMIS. This file, when run for the “official” Feed version (version approval type = F), will be used as the input file to load the initial budget into FAMIS.

Parameters

CC  campus code of Member (required)
FY  fiscal year (required), should be current fiscal year plus one
SL  start range for SL (optional, if blank defaults to 100000)
SLEND  end range for SL (optional, if blank defaults to 999999)
VALUE1  name of the submitted version to be downloaded. If blank, all account’s submitted versions will be selected.
CODE  (Blank) - download in pattern as budgeted
   ‘M’ - download in Member pattern
   ‘S’ - download in System pattern
OPTION3  (Blank) - process for current campus code
   ‘MULTI’ - process for multiple campus codes
OPTION6  Approval types:
   B  Board approved
   D  Board adjusted - done
   F  feed to FAMIS account
   C  current
DOWNLOAD  B  download to include both revenue and expense
   R  download only revenue values
   E  download only expense values
SORT1  values in FBVLSORT
SORT2  values in FBVLSORT
FBYU800 – Roll Tables to New Fiscal Year

This program creates the FRS and SPR control records and tables for the new fiscal year, sets the Campus Allow Flags to ‘N’ (Screen 842) and calls the following programs to roll forward tables necessary for budgeting:

This is done with OPTION=BUDGET.

Any changes to the new fiscal year tables can begin at this time. Changes may be SAGO-mandated changes, user-defined changes, or TAMUS defined Object Code deletes.

Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>campus code</td>
</tr>
<tr>
<td>FY</td>
<td>fiscal year</td>
</tr>
<tr>
<td>CCTO</td>
<td>new campus code field (copy from CC to CCTO)</td>
</tr>
<tr>
<td>FYTO</td>
<td>new fiscal year field (copy from FY to FYTO)</td>
</tr>
<tr>
<td>REPLACE</td>
<td>‘Y’ - replace any control records that already exist&lt;br&gt;‘N’ - will terminate if control record for FYTO already exists</td>
</tr>
<tr>
<td>COA</td>
<td>not used in program</td>
</tr>
<tr>
<td>GSE</td>
<td>not used in program</td>
</tr>
<tr>
<td>ABR</td>
<td>not used in program</td>
</tr>
<tr>
<td>OPTION</td>
<td>‘ALLTABLES’ - roll all tables to new fiscal year&lt;br&gt;‘BUDGET’ -&lt;br&gt;• FBYU801 - rolls forward COA structure for GLs and SLs&lt;br&gt;• FBYU803 - rolls forward Global Subcode Edit records&lt;br&gt;• FBYU804 - rolls forward the ABR table&lt;br&gt;• FBYU805 - rolls forward GL subcode code description table&lt;br&gt;• FBYU806 - rolls forward SL subcode code description table&lt;br&gt;‘YEAREND’ -&lt;br&gt;• FBYU807 - rolls forward User Defined Budget Pools (Screen 710)&lt;br&gt;• FBYU831 - rolls forward the IDT interface table&lt;br&gt;• FBYU840 - rolls forward the USAS Strategy Table&lt;br&gt;• PBYU306 - rolls forward the exempt object code table&lt;br&gt;• PBYU309 - rolls forward the limited and exempt control records&lt;br&gt;• TBYU800 - creates the FFX control record for the new fiscal year&lt;br&gt;• TBAR020 - unloads the FFX tables (592-599)&lt;br&gt;• TBIUALL - this job runs TBIU592-595 to load the 592-595 tables</td>
</tr>
</tbody>
</table>
FBYU005 – Create New Year Support Accounts  
(Agrilife only)

This program was created for TAEX (Part 07). It creates a new support account for accounts in the 110000-190000 and 600000-699999 ranges which have support accounts beginning with ‘2’ or ‘9’. The second digit of the new support account is the new FY.

Parameters

<table>
<thead>
<tr>
<th>CC</th>
<th>campus code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
<td>fiscal year</td>
</tr>
</tbody>
</table>
| REPLACE | ‘Y’ - do not replace existing SAs  
|       | ‘N’ - replace existing SAs |
| ACCT | starting SL range |
| ACCTEND | ending SL range |

XXNEWSA – Support Account Create

This program creates the support account specified if it doesn’t exist in the year. This was written for TAMUC for FY99, but is generic enough that it can be run for other Members if needed.

XXMAPCD – Update Map Code

This program changes the map code for a range of SLs. After this is run, FBYU007 should be run to update the SL counter for each GL.
FBVLSORT: (Dynamic Sort Parameters)

Possible Sort1, Sort2, Sort3, or Sort4 values. Sort1 is the highest level of sort, Sort2 is the next highest. Not all budget reports support all four levels of sorts. Most of these attributes can be found on Screens 2, 4 or Screen 6, 8, or 9. Other fields can be added upon request from users.

<table>
<thead>
<tr>
<th>Values</th>
<th>Field Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR</td>
<td>A 3</td>
<td>ABR number</td>
</tr>
<tr>
<td>ACCT-4</td>
<td>A 4</td>
<td>Subcode</td>
</tr>
<tr>
<td>ACCT-6</td>
<td>A 6</td>
<td>Acct 6 (GL or SL)</td>
</tr>
<tr>
<td>BUDGET-SORT</td>
<td>A 6</td>
<td>AL-RSCH (Part 06)</td>
</tr>
<tr>
<td>BUDGET-SUPPRESS</td>
<td>A 1</td>
<td>Budget Suppress flag</td>
</tr>
<tr>
<td>COLLEGE</td>
<td>A 2</td>
<td>College attribute (primary)</td>
</tr>
<tr>
<td>COLLEGE-2</td>
<td>A 2</td>
<td>College attribute (secondary)</td>
</tr>
<tr>
<td>DELETE-FLAG</td>
<td>A 1</td>
<td>Delete flag</td>
</tr>
<tr>
<td>DEPT</td>
<td>A 5</td>
<td>Department (primary)</td>
</tr>
<tr>
<td>DEPT-2</td>
<td>A 2</td>
<td>Department (secondary)</td>
</tr>
<tr>
<td>DESC</td>
<td>A 35</td>
<td>Account description</td>
</tr>
<tr>
<td>DIVISION</td>
<td>A 2</td>
<td>Division attribute (primary)</td>
</tr>
<tr>
<td>DIVISION-2</td>
<td>A 2</td>
<td>Division attribute (secondary)</td>
</tr>
<tr>
<td>DROP-FLAG</td>
<td>A 1</td>
<td>Drop flag</td>
</tr>
<tr>
<td>ELEMENT-OF-COST</td>
<td>A 3</td>
<td>Element of Cost attribute</td>
</tr>
<tr>
<td>EOC</td>
<td>A 3</td>
<td>Element of Cost attribute</td>
</tr>
<tr>
<td>EXEC-LEVEL</td>
<td>A 2</td>
<td>Executive Level attribute (primary)</td>
</tr>
<tr>
<td>EXEC-LEVEL-2</td>
<td>A 2</td>
<td>Executive level attribute (secondary)</td>
</tr>
<tr>
<td>FREEZE-FLAG</td>
<td>A 1</td>
<td>Freeze flag</td>
</tr>
<tr>
<td>FUNCTION</td>
<td>A 2</td>
<td>Function attribute</td>
</tr>
<tr>
<td>FUND-GROUP</td>
<td>A 2</td>
<td>Fund Group attribute</td>
</tr>
<tr>
<td>FUND-SOURCE</td>
<td>A 2</td>
<td>Source of Funds</td>
</tr>
<tr>
<td>LEDGER-GL</td>
<td>A 1</td>
<td>2nd digit of GL account</td>
</tr>
<tr>
<td>LEDGER-SL</td>
<td>A 1</td>
<td>1st digit of SL account</td>
</tr>
<tr>
<td>MAIL-CODE-1</td>
<td>A 5</td>
<td>Mail code (primary)</td>
</tr>
<tr>
<td>MAIL-CODE-2</td>
<td>A 5</td>
<td>Mail code (secondary)</td>
</tr>
<tr>
<td>MAP-CODE</td>
<td>A 5</td>
<td>Map Code</td>
</tr>
<tr>
<td>MEMBER</td>
<td>A 2</td>
<td>Campus Code</td>
</tr>
<tr>
<td>REPORTING-GROUP</td>
<td>A 2</td>
<td>Reporting Group attribute</td>
</tr>
<tr>
<td>RESP-Person</td>
<td>A 20</td>
<td>Responsible Person</td>
</tr>
<tr>
<td>SA-CREATE</td>
<td>A 1</td>
<td>Support Account enable flag</td>
</tr>
<tr>
<td>SUB-DEPT</td>
<td>A 5</td>
<td>Sub department (primary)</td>
</tr>
<tr>
<td>SUB-DEPT-2</td>
<td>A 5</td>
<td>Sub department (secondary)</td>
</tr>
<tr>
<td>SUB-EOC</td>
<td>A 2</td>
<td></td>
</tr>
<tr>
<td>SUB-FUNCTION</td>
<td>A 2</td>
<td>Sub Function attribute</td>
</tr>
<tr>
<td>SUB-FUND-GROUP</td>
<td>A 2</td>
<td>Sub Fund Group attribute</td>
</tr>
<tr>
<td>SUB-SUB-FUND-GROUP</td>
<td>A 2</td>
<td>Sub Sub Fund Group attribute</td>
</tr>
<tr>
<td>YE-PROCESS-FLAG</td>
<td>A 1</td>
<td>Yearend Process flag</td>
</tr>
</tbody>
</table>
### FBVLSORT (cont’d)

<table>
<thead>
<tr>
<th>Values</th>
<th>Field Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FG-FS-CAMPUS-CD</td>
<td>A</td>
<td>Campus Code</td>
</tr>
<tr>
<td>FG-FS-MEMBER</td>
<td>A 2</td>
<td></td>
</tr>
<tr>
<td>FG-FS-FISCAL-YY</td>
<td>N 4.0</td>
<td></td>
</tr>
<tr>
<td>FG-FS-ACCT</td>
<td>A 10</td>
<td></td>
</tr>
<tr>
<td>FG-FS-ACCT-6</td>
<td>A 6</td>
<td></td>
</tr>
<tr>
<td>FG-FS-ACCT-4</td>
<td>A 4</td>
<td></td>
</tr>
<tr>
<td>LEDGER-SL</td>
<td>A 1</td>
<td>1st digit of SL account</td>
</tr>
<tr>
<td>LEDGER-GL</td>
<td>A 1</td>
<td>2nd digit of GL account</td>
</tr>
<tr>
<td>ACCT-6</td>
<td>A 6</td>
<td>Acct 6 (GL or SL)</td>
</tr>
<tr>
<td>ACCT-4</td>
<td>A 4</td>
<td>Subcode</td>
</tr>
<tr>
<td>#FG-FS-ACCT-6</td>
<td>A 6</td>
<td></td>
</tr>
<tr>
<td>#FG-FS-ACCT-4</td>
<td>A 4</td>
<td></td>
</tr>
<tr>
<td>FG-FS-DEL-FG</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>DELETE-FLAG</td>
<td>A 1</td>
<td>Delete flag</td>
</tr>
<tr>
<td>FG-FS-FREEZE-FG</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>FREEZE-FLAG</td>
<td>A 1</td>
<td>Freeze flag</td>
</tr>
<tr>
<td>FG-FS-DROP-FG</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>DROP-FLAG</td>
<td>A 1</td>
<td>Drop flag</td>
</tr>
<tr>
<td>FS-BUD-SUPPR</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>DEF-CATEGORY-CONTROL</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>BUDGET-SUPPRESS</td>
<td>A 1</td>
<td>Budget Suppress flag</td>
</tr>
<tr>
<td>FS-BOTTOM-LINE-BUD-CNTL</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>FG-FS-YY-END-PROC</td>
<td>A 1</td>
<td></td>
</tr>
<tr>
<td>YE-PROCESS-FLAG</td>
<td>A 1</td>
<td>Yearend Process flag</td>
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</table>
Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS much more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys
When a key is listed as PFn, “PF” represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys. For example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, at the bottom of Screen 164 (Voucher Inquiry by PO Number) there is a PF11 key with the word “Right” under it. This means that by pressing PF11, the screen listing will scroll to the right for an additional panel of information.

TAB and BACKTAB Keys
Use the TAB and BACKTAB keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key
The CLEAR key on many PC keyboards is the PAUSE key. This key is often used to clear, or refresh, the screen before typing.

RESET Key
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ()" or hour glass icon (⌛) will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your RESET key -- often the ESCAPE key on a PC.
Appendix – Instructions (cont’d)

**ERASE END OF FIELD Key**

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name on the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

**HOME Key**

From anywhere on the screen, the most efficient way to take the cursor back to the **Screen** field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

**Protected Area**

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

**Action Line/Context**

The **Action Line** is usually the first line of information on each screen. The **Screen** field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in “context” from screen to screen until changed. For example, the GL account number 032365 is entered on the **Action Line** of the screen below. That account will be carried in “context” until the user keys a different account in the field.

The **<ENTER>** key **must** be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER>**, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

---

F0002 Record has been successfully added  
002 GL 6 Digit 08/01/11 09:17  
FY 2011 CC 02  
Screen: ___ Account: 032365 ____ NAVSO, INC  
Account Title: NAVSO, INC.___________________    __  
SRS: _
Appendix – Instructions (cont’d)

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

<table>
<thead>
<tr>
<th>F6537 Please enter a valid six digit GL account</th>
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<tr>
<td>002 GL 6 Digit</td>
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<td>08/01/11 09:17</td>
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</table>

Scrolling Through Data

Pressing <ENTER> will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another method is to place your cursor in the desired field and press PF2.

To get out of the HELP function, either select a value and press <ENTER> or press PF4. The distinction on which key to use will normally be designated in the pop-up window (EX: PF4 = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing PF4 will usually take you back to the original screen. There are a few screens when pressing <ENTER> that will take you back to the original screen.
Appendix – Instructions (cont’d)

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing PF2.

Screen 2 – GL 6 Digit

| 002 GL 6 Digit | Account: 014000 MEDICINE |
| Screen: ___ | FY 2011 CC 02 |
| Account Title: MEDICINE | SRS: _ |
| Resp Person: luuuuuuu7 COLLINS, CINDY C | Old Acct: 0284 __________ |
| AFR Fund Group: 10 | Fund Group: FG Sub Fund Group: ___ Sub-Sub: ___ |

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

**DESCRIPTION:** DESIGNATES DEPARTMENTS WITHIN SCHOOLS OR UNITS FOR WHICH FISCAL REPORTS WILL BE NECESSARY, I.E. CHEMISTRY DEPARTMENT, ADMINISTRATION AND COUNSELOR EDUCATION.

**VALUES**

<table>
<thead>
<tr>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
</tr>
<tr>
<td>ACAD/CMPNG CNTR</td>
</tr>
<tr>
<td>ACAD CMPTNG SVC</td>
</tr>
<tr>
<td>ADLT &amp; EXTN ED</td>
</tr>
<tr>
<td>ADLT LTRCY &amp; LRTNG CNTR</td>
</tr>
</tbody>
</table>

Lookup Value / . Menu Lookup Value / . Menu Default value is: IASYS-DEPT |
View: IAFRS-GENERAL-SUBSIDIARY |
Field: FG-FS-DEPT
## Question Mark (?) and Asterisk (*) Help

FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

To use the Help feature, type a question mark (?) or asterisk (*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values. To make a selection, type an “X” next to a value and press <ENTER> to pass it back to the previous screen. This is called the “Passback” feature.

### Screen 2 – GL 6 Digit

<table>
<thead>
<tr>
<th>Screen: 002 GL 6 Digit</th>
<th>Account: 010100 ED &amp; GEN INCOME-TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title: ED &amp; GEN INCOME-TUITION</td>
<td>SRS: _</td>
</tr>
<tr>
<td>Resp Pers: 5uuuuuuu MASON, MOLLY M</td>
<td>Old Acct: NA</td>
</tr>
<tr>
<td>Default Bank: 06000</td>
<td>Override: Y SL Mapped Count: 22</td>
</tr>
<tr>
<td>Alternate Banks: ****</td>
<td>Primary: REV UN AD C6000 N</td>
</tr>
<tr>
<td>Dept S-Dept Exec Div Coll Mail Cd Stmt</td>
<td>Secondary: VTEA AA CD VM C4457 N</td>
</tr>
<tr>
<td>Fund Source: _</td>
<td>Account Letter: Y</td>
</tr>
<tr>
<td>FAFIS Fund Group: _</td>
<td>Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION Setup Dt: 08/26/1991</td>
</tr>
<tr>
<td>Function: _</td>
<td>Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td>Next</td>
</tr>
</tbody>
</table>
Standard PF Keys

PF Keys are used in the payroll reference module of FAMIS to access additional information. Wherever possible, the same assignment has been given to the same PF key. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the standard PF keys that you will see on the many screens in this module.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press \textbf{PF4} to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing \textbf{PF3} will return you directly to the screen where you started.

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the document or item.

### Extended Function Keys

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bkwd</td>
<td>Backwards</td>
</tr>
<tr>
<td>Frwd</td>
<td>Forward</td>
</tr>
<tr>
<td>Next</td>
<td>Next Screen</td>
</tr>
<tr>
<td>Left</td>
<td>Scroll Left</td>
</tr>
<tr>
<td>Right</td>
<td>Scroll Right</td>
</tr>
<tr>
<td>Print</td>
<td>Entire Connection Download</td>
</tr>
</tbody>
</table>

- **Bkwd**: Backwards  
  Returns to the previous screen or scrolls one page back for a particular item.

- **Frwd**: Forward  
  Advances to the next screen or scrolls one page forward for a particular item.

- **Next**: Next Screen  
  Advances to the next screen.

- **Left**: Scroll Left  
  Some windows include several adjacent panels. These will be designated by the word \textbf{Panel: ##} appearing in the window. Pressing this key scrolls the panel to the left.

- **Right**: Scroll Right  
  Some windows include several adjacent panels. These will be designated by the word \textbf{Panel: ##} appearing in the window. Pressing this key scrolls the panel to the right.

- **Print**: Entire Connection Download  
  Download of data available through Entire Connection.
Glossary

A

ABR
See Automatic Budget Reallocation.

ABR Pool Table
A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account
A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account, and the President’s Office is an example of a Subsidiary Ledger account.

Account Control
The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction, or summary control.

Account ID
A 6-digit identification number for an account.

Account Number
A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

Action/Context Line
The screen line (usually fourth from the top) or lines into which the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name), that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names once a vendor has been created.

AP
See Accounts Payable.

Attributes
Descriptive data associated with a record. Examples are school, department, function, name, and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
Appendix – Glossary (cont’d)

**Batch/Session**
A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

**Batch Interface**
A type of interface where one system generates transactions to be batched for input into another system.

**BBA**
See Budget Balance Available.

**Beginning Balance**
Balances posted during implementation.

**Budget**
A plan of revenue and expenditures for an accounting period expressed in monetary terms.

**Budget Balance Available (BBA)**
That portion of budget funds that is unspent and unencumbered.

**Budget Pool**
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

**Buying Account**
Account which is allowed to “purchase” from a specific selling account via an interdepartmental transfer.

**Capital**
Assets, cash, means, property, resources.

**Cash**
Coins, currency, checks, and anything else a bank will accept for immediate deposit.

**Cash Disbursement**
A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

**Cash Receipt**
Cash received from cash sales, collections on accounts receivable, and sale of other assets.

**Chart of Accounts**
A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

**Check Override**
The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

**Claim-On-Cash**
The share of ownership that an account has in the institution’s money.

**Clearing Account**
A temporary summary account (such as a payroll account) which is periodically set to zero.

**COA**
See Chart of Accounts.
Appendix – Glossary (cont’d)

**Compound Journal Entry**
A two-sided transaction that posts debits and credits.

**Context**
The information that identifies the record being displayed or to be displayed by the system.

**Credit Memo**
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

**Currency Code**
A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

**Cycle**
Two or more programs that are run in a specific sequence.

**Data**
Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has already been assigned.

**Database**
The collected information that is accessible to the computer for processing.

**Data Control**
The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

**Data Element HELP**
An online feature that assists the user by providing immediate information about any particular field on a screen.

**Data Entry**
A means for entering information into the system.

**Default**
The value that the system will assign if no other value is entered.

**Default Mandatory**
Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

**Delete Flag**
A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

**Demand Voucher**
Voucher to be paid during the next Check Cycle.

**Diagnostic Message HELP**
An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.
Appendix – Glossary (cont’d)

Diagnostics
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

Discount Account
The account credited for discounts taken by the system when a check is written.

Discount Table
A table containing user-defined values representing discount terms for vendors.

Dollar Data
A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit
A code used in Accounts Payable to specify a check amount. If the amount of a vendor’s check is greater than this value, the check will not be generated.

Drop Flag
A data element whose condition signifies that a document is to be removed from the database immediately.

Encumbrance
An obligation incurred in the form of a purchase order or contract; also referred to as an open commitment.

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income
The income generated by investing the principal of an Endowment Fund.

Entry Code
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

Expended
Depleted, used up.

Expense
Cost, disbursement, payments.

Feed
Transactions from other systems that are transferred to the FRS.

Field
That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry.
Appendix – Glossary (cont’d)

**File**
A storage area established within a computer system or database for organizing similar kinds of data.

**Financial Accounting (FA)**
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

**Financial Records System (FRS)**
A system that supports the financial record-keeping and reporting of a college or university.

**Financial Transaction**
An entry made to the system to record information.

**Flag**
A data element used to set controls or conditions on a process or program.

**Freeze Flag**
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

**FRS**
See Financial Records System.

**Fund**
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance, and changes in the balance.

**Fund Balance**
The equity of a fund (the difference between assets and liabilities).

**Fund Group**
A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

**Fund Group ID**
A one-digit identification number representing the fund group with which an account is associated.

**Fund Transfer**
A movement of dollars from one fund balance to another.

**General Ledger (GL)**
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

**GL**
See General Ledger.

**GL/SL Relationships**
User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

**Global Subcode Edit (GSE)**
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE**
See Global Subcode Edit.
Appendix – Glossary (cont’d)

H

Header
That portion of a Purchasing document containing basic information, such as document number, date, and amount.

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

I

IDT
Interdepartmental Transfer.

Indirect Updating
The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen
A screen which only displays information and cannot be used for entering data.

Interface
A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing
The transfer of an asset or liability from one fund to another.

J

JCL
See Job Control Language.

Job Control Language (JCL)
A problem-oriented language used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry
A non-cash transfer of dollars between two or more accounts.

L

Ledger
A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

Liquidate
Reduce encumbrance through payment; pay off debt.

Map Code
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.
Appendix – Glossary (cont’d)

**Memo Bank Account**
An account that represents the balances of demand deposits for operating accounts.

**Menu**
A screen containing a list of available processes, screens or other menus.

**Name Rotation**
A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

**Object Code**
A four-digit number identifying specific items of revenue/expense or attribute records.

**Open Commitment**
An encumbrance.

**Parameter**
A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

**Receipts**
Cash received from cash assets, collections on account receivable, and sale of other assets. The purpose is to record money received by the institution to the GL, SL, and SA or bank accounts.

**Recommendation**
The budget projection version that is submitted to the Budget Office for approval.

**Regular Order**
A type of purchase order that denotes a typical order.

**Remit-To Address**
The address to which the check for goods and/or services rendered will be sent.

**Requisition**
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

**Retention Months**
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

**Revenue**
Income or receipts.

**Run Parameter**
A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

**6-Digit Account**
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses.
Appendix – Glossary (cont’d)

Screen HELP
An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Session
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL
See Subsidiary Ledger.

Split Encumbrance
An encumbrance which applies to several accounts.

Standing Order
A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

Subcode
Four digits appended to the account ID to identify attributes and dollar records within an account.

Submit
The process that attached a budget version to a budget account as a budget of an account.

Submitted Version
Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account
A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor
A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher
A voucher that must be reported to the IRS on Form 1099.

10-Digit Account
The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

Tax Code
A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.
Appendix – Glossary (cont’d)

**Tax ID**
A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

**Taxes**
An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

**Temporary Vendor**
A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

**Transaction Code**
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

**Update Screen**
A screen that allows a user to enter data for updating the files.

**Valid Value**
A value of a data element that has been defined for input.

**Value-Based**
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

**Vendor**
A provider of goods and/or services.

**Vendor Addresses**
See Order-From Addresses and Remit-To Addresses.

**Vendor Automatic**
A feature that automatically assigns a specific Number Assignment to the vendor on the Action/Context Line.

**Vendor Commodity**
A good or service purchased from a specific vendor.

**Vendor File**
A record of all attributes, dollar data, and control information for all vendors.

**Version**
Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a “secure version” and can never again be changed.