FAMIS Year-End 2014

FAMIS Services
August 6, 2014
INTRODUCTIONS

• FAMIS Programmer Staff

• FAMISHELP
  famishelp@tamus.edu

• FAMIS PRODUCTION
  famisprod@tamus.edu

YEAR END PROCESSES
FAMIS Year End Contact

- One per System Member
  - May supply one alternate
- Purpose
  - FAMIS User Services will have one point of contact when there are issues with year end processes
    - Example, FY 2015 voucher numbers have not been requested
  - Year end Contact would be responsible for passing the information or request to the correct person

Request Voucher Sequences

- Year-end request, requires:
  - Voucher Prefix
  - Next Number
  - Description
- First sequence is required, each additional sequence should be listed in the comments section, identify for each additional prefix:
  - Voucher Prefix
  - Next Number
  - Description
- Item #11B on the Checklist – Before 08/31
No accrual entry will be recorded
• No AFR Reversing entries

Short window for online reallocations; encourage all cardholders to reallocate early
• Any transactions that are not reallocated will be posted to the default account and object code

August 28th, FAMIS will pull transactions for 07/04/14 through 08/01/14
• Post into August business on August 29th

September 1st, FAMIS will pull transactions for 08/02/14 through 08/31/14
• Post into August business on September 2nd
• No different from other billing cycles, except the last few days of the cycle will be excluded

Late October, FAMIS will pull transactions for 09/01/14 through 10/03/14
• Post into October business
**CONCUR**

- **Travel Requests**
  - Encumbrances generated from Travel Requests will remain encumbrances for year-end processing.
  - No payables will be generated.

- **Travel Expense Reports**
  - Reports approved by 5pm on September 4th (the day prior to August close)
    - Post in August business, FY14
  - Reports approved after 5pm on September 4th
    - Post in September business, FY15

- **Concur** will be turning off the Travel Authorization Request tab/menu at the end of August
  - Any remaining encumbrances generated from Travel Authorizations will be zeroed out by FAMIS By August 31st
    - May occur a few days prior
**Balance Forward Process**

- **Roll Balances Nightly**
  - Review FBDU010 reports for the posting programs
  - Correct issues from the error report
  - Balances will roll forward correctly the next day
- **Automatic process; will run until Month 13 is closed**
  - With Month 13 close, process stops automatically
  - Provisions to make a final run if Month 13 is closed
- **Until Month 13 is closed**
  - **CHECK ERROR REPORTS!!**

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**Balance Forward Process**

- **YR412 – Budget Transfers**
  - Does not post any transfers— ‘As If‘ simulation
  - Still need to run the YR412 process
  - Feeds file normally posted into YR414
- **YR414 – Budget Transfer Simulation**
  - Takes file created by YR412
  - Feeds file into YR003 and YR006
- **YR003 – GL Actuals**
  - Accepts YR412/YR414 simulated feed and then rolls actuals forward
**BALANCE FORWARD PROCESS**

- **YR006 – SL/SA Budgets**
  - Includes budgets for ‘P’ Year End accounts
  - Accepts YR412/YR414 simulated feed and then rolls budgets forward
  - Roll BBA to Base handling has been improved
    - Transactions in the new FY have the SA in REF 4 to indicate where the Roll BBA Budget came from
    - Allows reversal if change flag from Y to N or N to Y

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**BALANCE FORWARD PROCESS**

- **YR002 – Project Actuals**
  - Budget processing included in the YR006
  - Will only process actuals
    - Roll forward for 'P' Year End accounts
    - Reverse Actuals on accounts whose Year End Processing flag changed from 'P' to 'E', 'F' or 'T'
ENCUMBRANCE PROCESSING

• Begins after August is closed
• Process looks forward from the prior FY into the new FY to prevent double entry
  • Encumbrance created in prior FY, one is automatically created in new FY
  • Encumbrance adjustment in prior FY will generate corresponding adjustment in new FY
  • If an error occurs in either year, this will prevent any creation/adjustment being made in either year
  • Adjusting an encumbrance in the new FY has no effect in the prior FY

ENCUMBRANCE PROCESSING

• Transactions posted in both FY’s
  • Post as a '05x' (x being the transaction type 0-9) in the prior FY
  • Post as a '057' transaction code in new FY
  • Transactions have same information to allow trace or tie-back (batch ref and date are different)
• Errors which occur in the new FY look like the following:
  • F8476 FY14/6354/Reversing Encumbrance of 2.75-exceeds current amt of 1.75
  • PF12 – multiple informational messages
    • Should have messages for both fiscal years when in the Prior FY
ENCUMBRANCE PROCESSING

Concept:
- $50 Encumbrance in prior FY to roll forward
- Same $50 Encumbrance in new FY after roll forward

• Scenario #1
  Prior Year $50  
  Enc release <$10>  
  New Year $50  
  FAMIS <$10>
  - Before, if an adjustment was made in the old year, the user would also need to make an adjusting entry in the new year; now when an adjustment is made in the old year, FAMIS creates the matching encumbrance adjustment entry in new FY automatically

• Scenario #2
  Prior Year $50  
  Voucher <$20>  
  FAMIS <$20>
  - Voucher reduces encumbrance in prior year, FAMIS creates encumbrance adjustment entry in new FY

• Scenario #3
  Prior Year $50  
  Voucher <$20>  
  Enc release <$40>
  - Voucher reduces encumbrance in new year,
  - Tries to process encumbrance release of $40 in old year, but will get an error message because there is only $30 remaining in the new FY
ORDERING A YEAR-END JOB

• FAMIS web site:  
  http://www.tamus.edu/offices/famis/reports

• Year-End Job Request Button
  ![Year-End Job Request Button](Use Year-End Job Checklist)

• Parameters and Prodcards
• Authorized Requestors
• Email sent to FAMIS Prod for processing
  • Email Confirmation to Requestor
  • If Confirmation Email is not received, the request did not process correctly

Year-End Manual
Using the Year-End Manual

- Combined Scheduling & Checklist
  - Detailed Instructions
  - Tool to Record Progress
  - One Person Responsible for the BOOK

  ![Coordinate!]

Using the Year-End Manual

- Arrows vs Diamonds

  Arrows (➔) point to action to be taken by the user.
Arrows vs Diamonds

Diamonds (♦) point to actions taken by FAMIS but recorded by the user.

Review XR051 [☑] #21
Post Endowment Earnings – 4th Quarter of Old FY

MAKE A RECORD

• Record items - as they are requested
• Make notes
• Run reports NO-POST first
• Check Output for Data Integrity
• Check Output for Errors (Turnover & Errors)

• Don’t Forget the POST step!
HIGHLIGHTS

- One person should be responsible for the Year-End Book
- The user is responsible for action arrows ➔
- Be aware of jobs with NO POST options; these require review
- Be sure to record the date a job was run in the spaces provided
- Pay careful attention to criteria for jobs prior to submitting requests

STEP-BY-STEP

- #1 Open Fiscal Year
  YU 800 (Option = YearEnd)
  ***CHANGE***
  Now run for all parts by FAMIS Services
  For FY 2014-Run on July 11th

- #2 Copy Accounts to New Fiscal Year
  Request YU001 (includes YU007)
  Options: Replace option or Fixer??
STEP-BY-STEP

• #3 Load FFX Class Code Tables
  Request TU591
  ***CHANGE***
  Now run for all parts by FAMIS Services
  For FY 2014-Run on July 11th

• #4 Load Budget
  Request YU408
  Post Option must be requested by 08/31

STEP-BY-STEP

• #5 Load Budget Transfers
  Request YU409

• #6 Load Salary, Benefit & Longevity Encumbrances
  Request YR405

• #7 Load Wage Encumbrances
  Request YR430
STEP-BY-STEP

- #8 Review Accrued Payroll Encumbrances
  Review PR302

- #9 Zero Old Year Salary Encumbrances
  Review YR410

- #10 Load Payroll Budget Transactions
  Review PU515

--28--

STEP-BY-STEP

- #11A Create New Year Purchasing Prefixes
  Request FBYU854
  (option=Include)

- #11B Request Voucher Prefixes
  Request VONUM
  (Request before 08/31/)

- #12 Complete Purchasing Documents
  Request PBYU215

--29--
STEP-BY-STEP

- #13  Post Purchasing Accruals
  Request YR217  NO POST

- #14  Roll Old Year Encumbrances
  Request YR010  NO POST
  Includes PBYU216

STEP-BY-STEP

- #15A  DBR & DCR Document Review
  Request YUDCL  NO POST
  - FBYU523 - DBR Document Review
  - VBYU275 - DCR Document Review

- #15B  TDP Document Review
  Request YU851  NO POST
## Step-by-Step

### #16 August Month End Close – Run by FAMIS Production Services

Review:

- **16A** – FBMU821 \ Post
- **16B** – YU215 \ Post (optional)
- **16C** – YR217 \ Post
- **16D** – YU850 \ Post
- **16E** – YR010 \ Post
- **16F** – YUDCL \ Post
- **16G** – YU851 \ Post
- **16H** – YU015 \ Post

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### #17 Balances Forward

YRBBR – includes:

- **YR003** - Carry Forward GL Beginning Balances
- **YR414** - Simulation of YR412
  
  *(Modified version for daily roll)*
- **YR006** - Budget Forward Entries
- **YR002** - Carry Forward Project Accounts Actuals

*These jobs will be run nightly by FAMIS Production Services from August Close until Month 13 Close*

DON’T FORGET TO CHECK ERROR REPORTS!!
**STEP-BY-STEP**

- **#18** USAS File – to Austin
  Purchasing Accruals

- **#19** Student Deferred Revenues/Expenses
  FAMIS Production runs on Sept 1

- **#20** Accrued Payroll
  FAMIS Production runs on Sept 1

- **#21** Post Endowment Earnings
  XR051 – FAMIS Production runs as file is available

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**STEP-BY-STEP**

- **#22** Close Budgets
  Request YR412

- **#23** Post Monthly Depreciation/Amortization
  Request MDEP

- **#24** Post Indirect Cost Calculation
  Request RR200
  (Before Sept Close)

- **#25** Zero Out Revenue Budgets
  Request YR150
**Step-by-Step**

- **#26** Reverse AFR Entries  
  Request YR415

- **#27** Reverse AFR A/R Entries  
  Request YI415

- **#28** Zero out AFR Encumbrances  
  Request YR420

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**Step-by-Step**

- Repeat  
  **#22** Close Budget Accounts  
  Request final YR412

- **#29** Close September  
  Request normal September jobs & reports

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**STEP-BY-STEP**

- **#30** Old Year / AFR Finalization
  Submit AFR to SOBA

- **#31** Close old Fiscal Year – 13th Month
  Request reports needed for year-close

- **#32** GEB – Generate Expense Budget
  Begin running DR150 in New Year

**Current Month PROCESSING**

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**ADDITIONAL RESOURCES**

**YEAR-END PROCEDURES MANUAL**

- Year-End Reference
- Year-End Programs
- Year-End Reports
TIPS FOR SUCCESS

• Check it out ~ Read it
• Record items as they are done
• Make NOTES

TIPS FOR SUCCESS

• Run reports NO-POST first
  (Multiple times if needed)
• Check output for Data Integrity
• Check output for Errors
• Remember the POST step