FAMIS Year-End 2015

FAMIS Services
August 11, 2015
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 2016 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*
Citibank

- 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
CITIBANK

- August 28\textsuperscript{th}, FAMIS will pull transactions for 07/04/15 through 08/03/15
  - Post into August business on August 28\textsuperscript{th}
- September 1\textsuperscript{st}, FAMIS will pull transactions for 08/04/15 through 08/31/15
  - Post into August business on September 2\textsuperscript{nd}
  - No different from other billing cycles, except the last few days of the cycle will be excluded
- Late October, FAMIS will pull transactions for 09/01/15 through 10/03/15
  - Post into October business
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, FY15
- Reports approved after 5pm on September 4th
  - Post in September business, FY16
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!!
**Balance Forward Process**

- **YR412 – Budget Transfers**
  - Does not post any transfers—this is an ‘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
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
**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
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 FY15/6354/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**

<table>
<thead>
<tr>
<th>Prior Year</th>
<th>$50</th>
<th>New Year</th>
<th>$50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enc release</td>
<td>&lt;$10&gt;</td>
<td><strong>FAMIS</strong></td>
<td>&lt;$10&gt;</td>
</tr>
</tbody>
</table>

- 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**

<table>
<thead>
<tr>
<th>Prior Year</th>
<th>New Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Voucher** <$20>  

**FAMIS** <$20>

- Voucher reduces encumbrance in prior year, FAMIS creates encumbrance adjustment entry in new FY

**Scenario #3**

<table>
<thead>
<tr>
<th>Prior Year</th>
<th>New Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

**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://it.tamus.edu/famis/forms/ *** New SITE!

Year-End Job

Request Button

Year-End Job Request
Job Name: Type job here
(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
#1A  Open Fiscal Year
YU 800 (Option = YearEnd)

***CHANGE***
Now run for all parts by FAMIS Services

#1B  Setup New Year Purchasing Prefixes
FBYU854 (Option = Exclude)
Requisitions, POs, Master Orders, Bids and DBRs

#2  Copy Accounts to New Fiscal Year
Request YU001 (includes YU007)
#3 Load FFX Class Code Tables

Request TU591

***CHANGE***

Now run for all parts by FAMIS Services

#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

- #8A Review Accrued Payroll Encumbrances
  Review PR302
- #8B Review Salary Savings
  Review PU050
- #9 Zero Old Year Salary Encumbrances
  Review YR410
- #10 Load Payroll Budget Transactions
  Review PU515
STEP-BY-STEP

#11A  Create New Year Purchasing Prefixes
Request FBIYU854
(option=Include)
Limited and Exempt Purchase

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

#12 Complete Purchasing Documents
Request PBYU215
**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
#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
#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
**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
#26 Reverse AFR Entries
Request YR415

#27 Reverse AFR A/R Entries
Request YI415

#28 Zero out AFR Encumbrances
Request YR420
Repeat

#22 Close Budget Accounts
Request final YR412

#29 Close September
Request normal September jobs & reports
STEP-BY-STEP

• #30 Old Year / AFR Finalization
  Submit AFR to SOBA

• #31 Close old Fiscal Year – 13\textsuperscript{th} Month
  Request reports needed for year-close

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

Current Month PROCESSING
ADDITIONAL RESOURCES

YEAR-ENDED 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
CONTACTS

- FAMISHELP
  famishelp@tamus.edu
- FAMIS PRODUCTION
  famisprod@tamus.edu
- On-line: It.tamus.edu/famis/
- FAMIS Hotline
  979-458-6464