



System Office Coordination

TRACY CROWLEY, CPA

TEXAS A&M SYSTEM OFFICE

Communicating AFR Information

System Office [Financial Reporting Resources](#) website

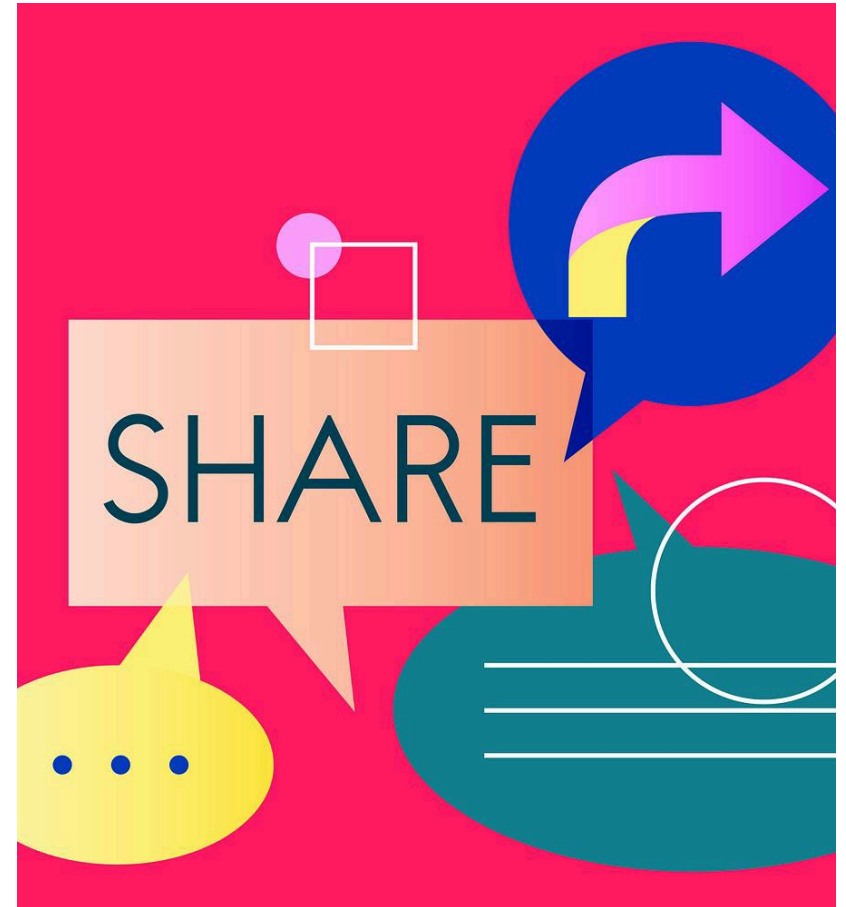
- Deadlines
- Reporting Instructions
- Prior Year Published AFR by Member

AFR listserv and Contact List

- Contact Alex Ramirez to add/remove

AFR Teams Channel

- Contact December White for access



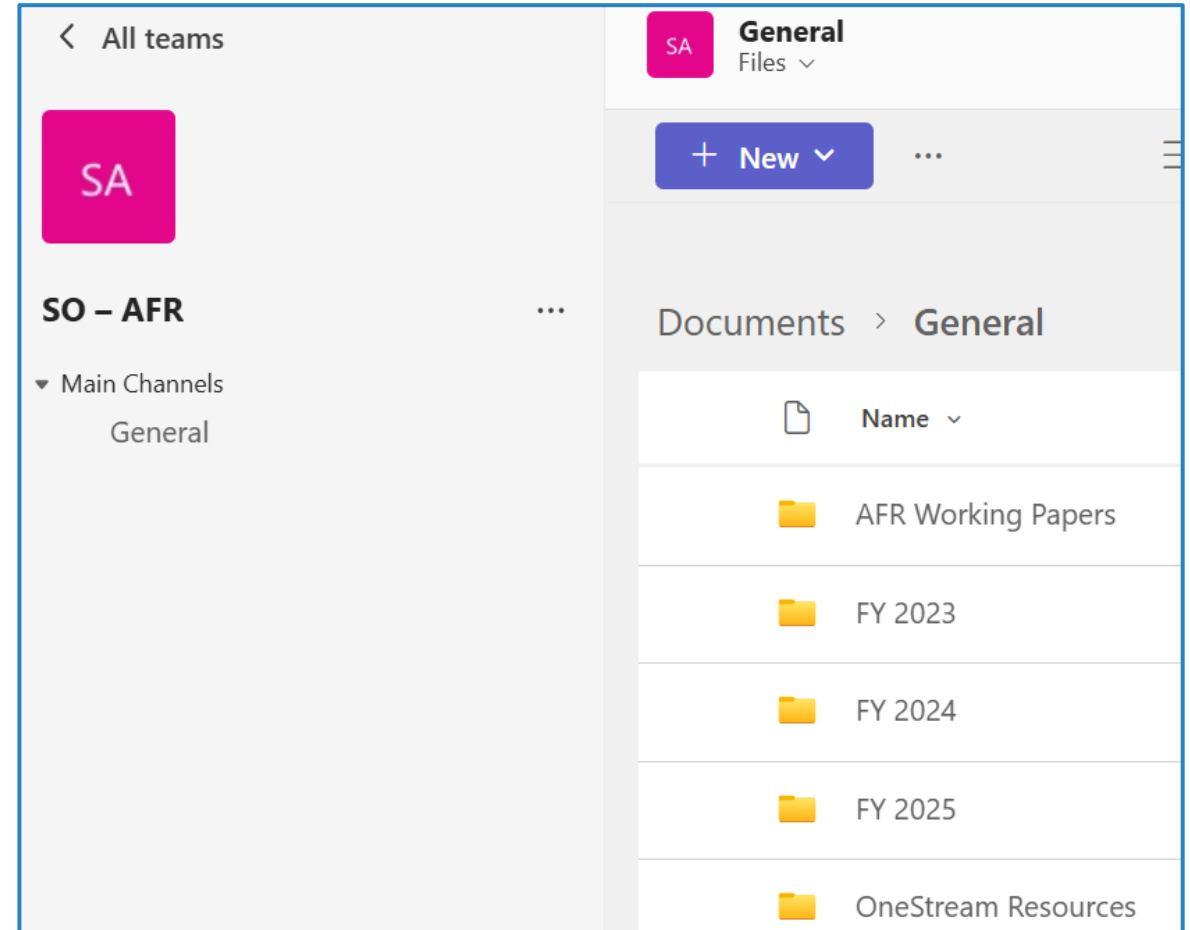
AFR Teams Channels

General Channel

- Prior Year AFR Working Papers
- AFR Resources (by fiscal year)
 - Contact List, Due Dates, Workpapers
- OneStream Resources
 - Updated OneStream User Guide
 - OneStream Access Form

Individual Member Channels

- Documents added to this channel are specific to each member



Member's Individual Channels

- AFR Submission
 - This folder will be used to submit your AFR Package
 - Send email to afr@tamus.edu when AFR is submitted





- From System Office

System Office will add any documents that are specific to each member, such as.....

- Asset Recon
- Title Page

- Sources & Uses Folder

- System Office prepare template and email to member
- Member submit completed template

 Name ▾
 AFR Submission
 From System Office
 Sources & Uses

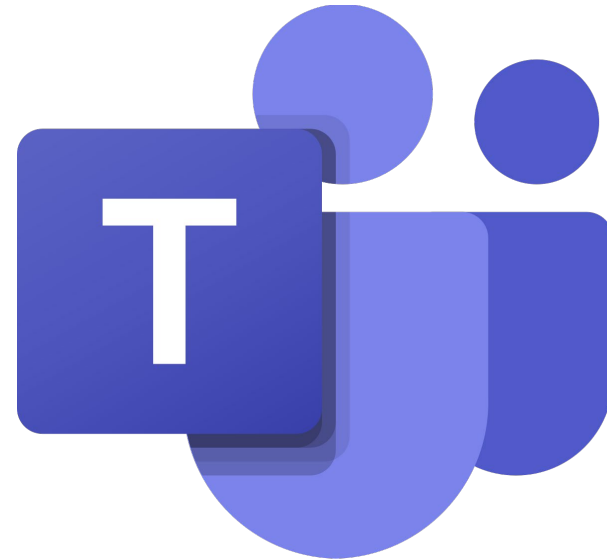
Access to Teams

General Channel

Individual Member's Channel

Request Access:

- Contact **December White**
- dwhite@tamus.edu





FY 2025 Reporting Improvements

Improved Service Department Elimination

Changed methodology to align with accounting standards for eliminating internal activity

No more queries, no more adjusting entries 😊

Trust the process... reports available to analyze the details

When? **August 6th** – begin OneStream data load for August

Entries No Longer Required

~~Analyze net income (loss) per Sch IV-4 by column~~

~~1. **Net Loss** - review business object report to analyze function...is Institutional Support correct? If not, reclassify to the correct function~~

~~2. **Net Income** - if over \$25,000, reclassify as revenue~~

~~Adjusting Journal Entries~~

~~Notes Worksheet, document adjusting entries~~

Service Department Elimination

What stays the same?

- AFR fund group (21-29) identifies service department accounts

What is changing?

- Use **correct function** to report net expenses
- **Net revenue** reported as revenue (instead of negative expense) based on actual subcodes
- **Eliminate at a lower level** – by account instead of fund group (21-29)
- Natural classification of **net expenses** reported based on **actual subcodes**

Impact of Service Department Change

May see fluctuations in Designated column for FY 2025

- Eliminating **by account**, revenue and expense may be higher (net amount is the same as prior method)
- If multiple SL accounts are mapped to the same GL account, they are netted together

Expenses

- **More function categories**
- **More natural classification categories** (Salaries & Wages, etc.)
- No longer limited to categories defined by fund groups 21-29

OLD Method – Natural Classification

Fund Group	Service Department Description
21	Professional Fees & Svcs.
22	Travel
23	Material & Supplies
24	Communication & Utilities
25	Repairs & Maintenance
26	Rentals & Leases
27	Printing & Reproduction
28	Claims & Losses
29	Other Operating Expense

NEW Sch IV-5 – Designated Funds

Schedule IV-5 Supporting Schedule for IV-Fund - Designated For the Year Ended June 30, 2025					Matches Desig. Column
	Designated	Service Departments	Service Dept Elimination Entries	Net Service Department	Total Designated
	FG 20 Only	FG 21-29	FG 21-29	FG 21-29	All - FG 20-29
Operating Revenues					
Other Sales of Goods and Services	448,779.73	475,827.53	(382,268.61)	93,558.92	542,338.65
Federal Revenue - Operating	519,944.59				519,944.59
Federal Pass Through Revenue	5,078.70				5,078.70
State Pass Through Revenue	105,470.59				105,470.59
Other Grants and Contracts	9,335.21				9,335.21
Other Operating Revenue	200,917.68				200,917.68
Total Operating Revenues	56,223,245.27	475,827.53	(382,268.61)	93,558.92	56,316,804.19
Operating Expenses					
Instruction	3,324,854.80				3,324,854.80
Research	322,864.76				322,864.76
Public Service	541,769.61				541,769.61
Academic Support	10,665,817.59	107,294.98	(72,520.21)	34,774.77	10,700,592.36
Student Service	12,440,907.48	9,225.90	(6,235.75)	2,990.15	12,443,897.63
Institutional Support	7,871,524.14	258,253.85	(255,062.68)	3,191.17	7,874,715.31
Operation & Maintenance of Plant	10,396,236.13	71,682.63	(48,449.97)	23,232.66	10,419,468.79
Scholarships & Fellowships	10,513,057.10				10,513,057.10
Total Operating Expenses	56,077,031.61	446,457.36	(382,268.61)	64,188.75	56,141,220.36
Total Operating Income (Loss)	146,213.66	29,370.17	(0.00)	29,370.17	175,583.83

NEW Sch IV-5, Cont'd – Exp by Natural Class

Schedule IV-5 Supporting Schedule for IV-Fund - Designated For the Year Ended June 30, 2025					Matches Desig. Column
	Designated	Service Departments	Service Dept Elimination Entries	Net Service Department	Total Designated
Operating Expenses	FG 20 Only	FG 21-29	FG 21-29	FG 21-29	All - FG 20-29
Operating Expenses by Natural Classification					
Cost of Goods Sold	2,206.19				2,206.19
Salaries and Wages	12,758,396.57	177,423.26	(119,919.60)	57,503.66	12,815,900.23
Payroll Related Costs	4,304,417.23	14,525.30	(9,843.27)	4,682.03	4,309,099.26
Professional Fees and Services	9,535,918.86	17,146.28	(17,085.93)	60.35	9,535,979.21
Travel	738,972.35				738,972.35
Materials and Supplies	1,482,266.79	62,866.25	(62,443.51)	422.74	1,482,689.53
Communications and Utilities	1,183,234.39	63,367.06	(63,355.47)	11.59	1,183,245.98
Repairs and Maintenance	1,099,275.16	52,880.20	(52,705.37)	174.83	1,099,449.99
Rentals and Leases	2,581,059.43	42,109.40	(41,105.12)	1,004.28	2,582,063.71
Printing and Reproduction	45,775.34	13,468.84	(13,143.69)	325.15	46,100.49
Interest	90.08				90.08
Scholarships	10,481,648.75				10,481,648.75
Other Operating Expenses	11,863,770.47	2,670.77	(2,666.65)	4.12	11,863,774.59
Total Operating Expenses	56,077,031.61	446,457.36	(382,268.61)	64,188.75	56,141,220.36



Review OneStream Service Department Schedules

- Existing Sch IV-4 still available for comparison
- **NEW Sch IV-5** – Designated supporting schedule
- **NEW Service Dept Detail** - analyze details
 - See OneStream Cube Views – Miscellaneous reports
 - Prompts allow users to view elimination by GL account, expenses by Function or Natural Class



Update Internal Procedures

Remove Service Department entries from year-end task list

- ~~o Reclassification Net Revenue~~
- ~~o Correct Function for Net Expenses~~
- ~~o Update Notes Worksheet with service dept entries~~

Intra-System Year-End Confirmations

Submit workpapers to System Office by **September 25th**



Activity eliminated on TAMUS Combined, amounts must match to the penny

Pass-throughs

Due To/From

Transfers

Intra-System Pass-Through Workpaper

- Confirm amounts by type - Federal, State, Other
- Accrue a Due to/from for timing differences
- Enter confirmed amounts in workpaper.....change for FY25Enter both revenue and expense amounts as positive

Enter 2-digit Campus Code, the Member name will populate below.

01

FY 25 Intrasystem Pass-Through Verification Worksheet

System Offices

Change for FY 2025: ENTER ALL AMOUNTS AS POSITIVE (unless it is a true contra-balance)

Member	Agency Number	Federal Pass-Throughs		State Pass-Throughs		Other Pass-Throughs	
		Pass-Through From Revenue Subcodes 0262/0273 ²	Pass-Through To Expense Subcodes 6439/6440	Pass-Through From Revenue Subcodes 0264/0275 ²	Pass-Through To Expense Subcodes 6443/6444	Pass-Through From Revenue Subcode 0265	Pass-Through To Expense Subcodes 6447/6448
SO	710						
TAMU	711						
TSU	713						
PVAMU	715						

Subcodes listed for reference

Due To/From Transfer Confirmation Workpaper

Confirm amounts, post accruals and update confirmation workpaper

Confirm activity by category – **FY 25 Update – number of categories reduced**

- Due to/From and Transfers - Debt Proceeds (RFS/PUF) combined with Construction Projects
- Transfers – SEF Transfers combined with Other
- Simplifies Cash Flow Statement rows

Use OneStream to confirm amounts in total, **see example below**

- Variance between CC01-System Office – 1823-Due from Part 23 and CC23-HSC-2801-Due to Part 01

▲ CC23 (488.07) USD		
CC01 - CC23	101823 - Due from Part 23 - TAMUSHSC	4,269,579.00
CC01 - CC23	202823 - Due to Part 23 - TAMUSHSC	42,562,592.62
CC23 - CC01	101801 - Due from Part 01 - SAGO	42,562,592.62
CC23 - CC01	202801 - Due to Part 01 - SAGO	4,270,067.07
	Difference	(488.07)

Intra-System Due To/From Confirmations

Confirm activity by category – **FY 25 Update**

- Debt Proceeds (RFS/PUF) combined with Construction Projects

Due To/From

- Shared Cash – mostly for AUF – TAMU/PVAMU/HSC, may be used for other NonCap Financing
- Contracts & Grants
- Debt Proceeds (RFS/PUF), and Construction Projects (Member Local Funds)
- Other – anything other Due To/From that does not fall into categories above

		Debt Proceeds & Construction Projects	
Shared Cash/ Other NonCap Fin.	Contracts & Grants		Other

Transfer Rows Updated - Removed Mandatory Vs. Non-Mandatory



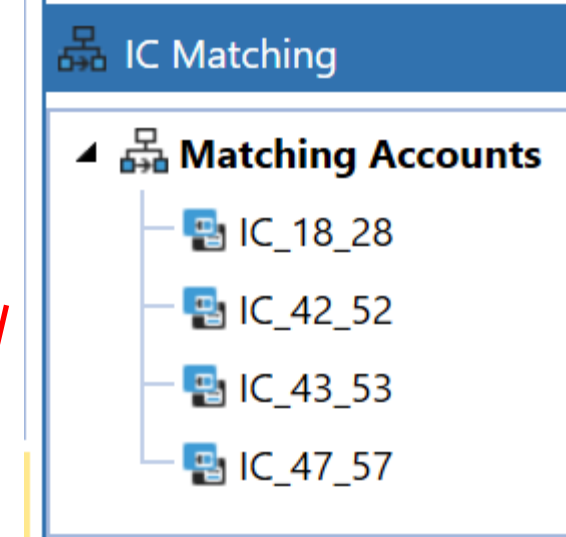
	BEFORE	AFTER
Changes	Transfers In	Transfers In
	Transfers From Other State Agencies	Transfers From Other State Agencies
Change Title	Mandatory Transfers From Other Members	Debt Service Transfer In
Change Title	Nonmandatory Transfers from Other Members	Transfers From Other Members
Change Title	Nonmand Tsfr from Members/Agencies - Cap Assets	Transfers From Members/Agencies-Capital Assets
	Transfers from Other Funds	Transfers from Other Funds*
Collapse row	CIP Transfers In	
	Transfers Out	Transfers Out
	Transfers to Other State Agencies	Transfers to Other State Agencies
Change Title	Mandatory Transfers to Other Members	Debt Service Transfer Out
Change Title	Nonmandatory Transfer to Other Members	Transfers To Other Members
Change Title	Nonmand Tsfr to Members/Agencies - Cap Assets	Transfers To Members/Agencies-Capital Assets
	Transfers to Other Funds	Transfers to Other Funds*
Collapse row	CIP Transfers Out	
		<i>*Transfers between funds net to zero (exclude from Ex IV)</i>

Intra-System Transfer Confirmations

Confirm activity by category – **FY 25 Update**

- RFS/PUF Debt Proceeds combined with Construction Projects
- SEF Appr Reserve combined with All Other
- Added references to correlate to OneStream IC (Inter- Company) Matching Accounts

Capital Asset Transfers – all transfers in GL accounts 089xx



Account Controls (OneStream IC)		42xx	43xx	47xx	47xx	47xx
Agy	Member	Legislative Transfer In HEF/CCAP	Debt Service Transfer In (Prev. Mandatory)	Capital Assets (Include CIP) Accts. 089xxx	RFS/PUF Debt Proceeds & Construction Projects	All Other (includes SEF transfers)

Intra-System Transfers – Cash Flow Verification

Capital and Related Financing – transfer rows
reduced from three to one

Cash Flows From Noncapital Financing Activities

Other Noncapital Transfers From/To System

Cash Flows From Capital and Related Financing Activities

~~Transfer of Capital Debt Proceeds From System (Nonmandatory)~~

~~Intrasystem Transfers for Capital Debt (Mandatory)~~

~~Intrasystem Transfers for Construction Projects (Non-Mand)~~

Intrasystem Transfers for Capital Debt & Construction





Data Provided by System Office



Supplemental Packet

System Office will send out year-end accrual information and additional workpapers in **September**

- Email to AFR Listserv
- Add to AFR Teams General Folder (Subfolder for Supplemental Packet)

Information shared as soon as available, dependent on other events such as.....

- FAMIS August Close – September 4th
- 1st Bi-Weekly Payroll – calculation date September 3rd
- Investment Manager Reports – mid-September

AFR Entries (Reverse in New Year)

When to post an AFR reversing entry?

- FAMIS entries posted with **batch prefix 'AFR'** are reversed in new fiscal year
- Recognize revenue/expense in current year, cash impact in future year

Examples

AFR Entry (Reverse in New Year)	Year-End Journal Entry (does not reverse)
Expense accrual (expense paid in FY26)	Subcode corrections
Revenue accrual (revenue received in FY26)	Clearing account correction
Reclass GR Cash to Legislative Appn	August Investment Income
Reclass Federal Receivable	
Unrealized Gain (Loss)	

Cash in State Treasury (CIST)

System Office sends out after USAS Close – 1st week of September (members will receive by the 10th)

Adjust FAMIS balance to match CIST

- Typical entry – Debit FAMIS Cash, Credit Payable
- Timing difference – voucher posted to FAMIS, has not paid in USAS

Bank Balances per Schedule of Cash & Cash Equivalents must match CIST report **by fund**

2024 Example – Cash by Agy and State Fund

Cash in State Treasury (CIST)			
TAMU System - All Members			
As of August 31, 2024			
Agency	Name	USAS Fund	Amount
710	SO	0047	\$ 993,174,251.23
760	TAMUCC	0230	7,961,259.39
760	TAMUCC	0325	35,980.78
761	TAMIU	0231	14,238,318.95
764	TAMUT	0232	3,748,836.42
764	TAMUT	0325	11,656.62
711	TAMU	0242	429,995.64
713	TSU	0243	9,081,476.80
751	TAMUC	0257	3,366,745.75
757	WTAMU	0263	1,420,694.43
757	WTAMU	0325	3,942.78
718	TAMUG	0275	7,136,050.19
718	TAMUG	0325	154,763.97



Payroll Entries – Accrue Bi-Weekly

- Manually post accruals for the last week of August
- **09/05 bi-weekly payroll is for August 17-30**
- Expense will post to FAMIS in **FY 2026**, Accrue FY 25 portion
- **Business objects query** - System Office will save in Teams folders
 - Share with members after 09/03 Pay Calc date
 - TAMUS Shared/AFR Reports/Payroll Accrual/BW Payroll Last Week of August 2025
- Use year-end AFR accrual accounts
 - Departmental accounts are not recommended for contract/grant accounts due to the impact on sponsored billing
- **Accrual entries required in both FAMIS and USAS**

General Revenue TRS Employer Contribution



- System Office provides the TRS GR employer contribution amount for the APS011 benefits proportional calculation
- System Office workpaper is the source for FAMIS entry to post TRS Revenue and Benefit Expenses
- We will wait until after 09/05 BW is calculated to capture the expenses for the last week of August
- If you have pending PCT's related to FY25, let us know, we may need to adjust the workpaper to include these amounts



Accrued Compensable Absences Payable (ACAP)

- System Office works with Data Warehouse team to generate report **mid-September**
- Liability for vacation payouts, based on actual vacation hours as of 08/31
- Allocated by Fund Group/Function based on funding source
- Current portion is estimated based on actual payouts for prior 3 yrs
- FAMIS GL account controls
 - **Expense** 5635/4635 Salaries & Wages, 5637/4637 FICA
 - **Liability** 2410-Current and 2415-NonCurrent

Year-End Cash & Investment Entries

- After receiving investment reports, we will distribute information as soon as possible in **September – typically the 3rd week**
- **What will we send out?**
 - Cash Concentration Pool (CCP) August monthly investment income/fees
 - System Endowment Fund (SEF) reports for 4th quarter
 - Year-End SEF Appreciation Reserve Allocation workpaper, includes allocation for SEF Unrealized Gains
 - **Reconciliation of Assets Held by System (Asset Recon)**



Assets Held by System

Year End Adjustments – Month 13 FY 2025



Record August CCP Income/Fees (*same as monthly process*)



Record 4th Quarter SEF income distribution (*same as quarterly process*)



Record SEF appreciation reserve year-end allocation (intra-system transfer) and SEF unrealized gain



Record CCP unrealized gain, allocate CCP Balance by Fund Group (Proprietary & Fiduciary) – **Need year-end Asset Recon workpaper for this step**

Asset Recon Workpaper – Cash/Investments Held by System

- Year-end cash/investment balances held by System
 - Members enter reconciling items to adjust to FAMIS/Book balance
 - Adjust for outstanding checks, ACH's, etc. (based on bank recon)
- Provides CCP Unrealized Gain as of 08/31
 - Members allocate by fund group and post entries in Month 13
- Verify AFR check figures tab – Investment Income
 1. Net Increase in Fair Value (Unrealized Gains)
 2. Realized Gains
 3. Cash Flow - Purchases & Sales-Investments Held by System (eliminated on TAMUS Combined)



Cash & Investment Allocation

- Members must allocate CCP cash/investment total by fund group based on GL cash balances
- Select appropriate account controls to post entries
 - Current (1110-UnRestricted or 1111-Restricted)
 - NonCurrent (1206-UnRestricted or 1204-Restricted)
- Restricted vs UnRestricted determined by fund group
 - E&G, Designated, Auxiliary – UnRestricted
 - Restricted, Loans, Endowments, Agency, Fiduciary – Restricted
 - Plant Funds – could be either



AFR Instructions Chapter 4 provides detailed instructions

Other Reports



Debt Service Reserve total - Post entry to reserve funds for next year's debt service requirements (Sch III-1, Unrestricted Net Position)

Federal Surplus Property – only a few will have this, we will notify and send out reports, must report on SEFA

Deferred Compensation Liability –verify current/non-current liability totals

Property Insurance Accrual

FinQuery report totals – verify Lease and SBITA balances



RESOURCES

Year-End Entry List

AFR-Teams General Folder, FY 2025

Provides general guidance for tasks to be completed as part of the year-end process

- Account review
- Accrual Entries

Includes **Internal Review Checklist** – abbreviated list of items to review before submitting AFR



Questions
