

Year-End Reminders

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Texas A&M University

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Overview

- Year-End Reminders- **Jenny**
 - Department Processing vs. Property Office Processing
 - Review the TBAR010
- Note 2-Capital Asset Note-Property Processes- **Jenny & Dorothy**
 - Acquisition and Disposal Codes
 - Assets Added in FFX
 - Transfers
 - Audits
 - Review Year-end FFX Checklist
- Posting data into CANSS-**Teresa**
 - What is the source
 - Who posts these entries





What do the Departments Process for us?

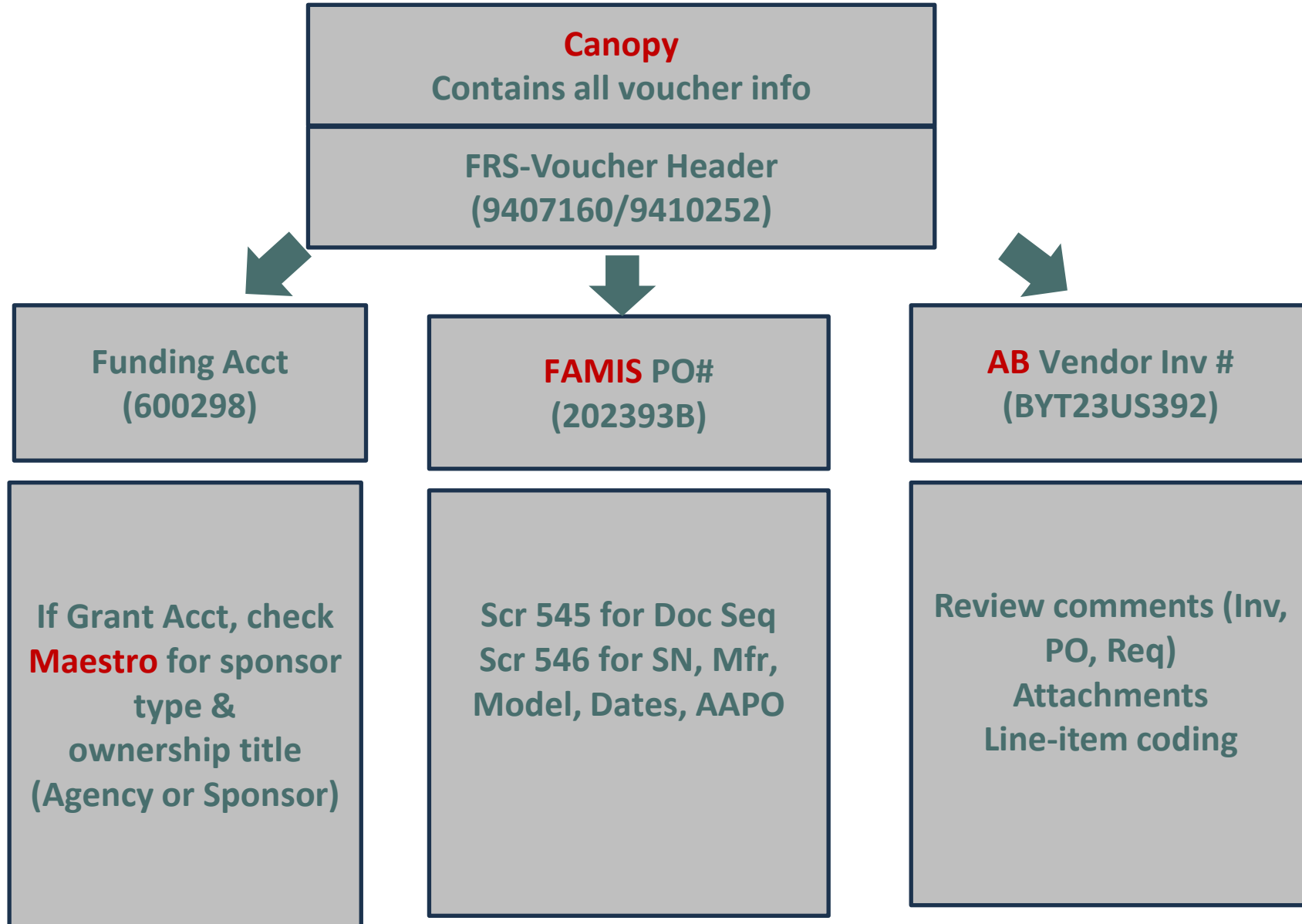
- Purchase Assets
- Input preliminary asset information

Property Office Processing

- Ensure the asset is a capital or controlled asset
 - Could be a coding error by the department
- Update Asset
- Review
 - Funding
 - Location
- Complete the additional required fields
- Approve asset



Working the TBAR010



Canopy - Voucher 9407160

Canopy
The Texas A&M University System **V 4**

Campus: 28 (Texas A&M Engineering Exp Stat) Fiscal Year: 2024 Set CC/FY

SSO Menu SSO Logoff

Payroll FFX **FRS** Routing System

Main Menu FRS Vouchers Voucher Header

HELP? Send Feedback

to Account Voucher Search Voucher Header Line Item Details Vendor

Voucher: 9407160

Submit

VOUCHER HEADER

Voucher: 9407160 (Voucher Data Form Report)

Description: OAD CAPACITY:2 TONLOAD CENTER:500MM Status: RECN

Vendor: 02376677 Banyitong Science & Technology Deve Hold: N

Alt. Vendor: Pending:

Due Date: 12/13/2023 Customer A/R Nbr: State Vchr: N

Invoice Date: 11/13/2023 GSC Order Nbr: Revolving:

Delivery Date: Contract Workforce: N Change Source: N

Original Dist Date: Dept Ref: 0440177 Transaction Code: 166

Total: \$6,450.00 Check Nbr: W036296 ACH Fg:

St Req Nbr: Check Date: 12/15/2023 ACH Override:

Bank Paid Chk Date: 12/15/2023 ACH Bank Trace: Reconcile Fg: Y

Exempt Fg: Wire Transfer Flag: Y St Warrant Nbr:

Exempt Reason: Warrant Date:

USAS Doc Type: Encl Code: PCC Code:

Long Description: OAD CAPACITY:2 TONLOAD CENTER:500MM

A One-Stop-Shop for getting info to work the asset:

- FAMIS PO#, then go directly to Screen 545.
- AB Invoice # to open AB
- Account and object code

Create DCR

VOUCHER LINE ITEMS

Item	Account	SRS	Net Amount	Manual Amount	Correctable Amount	PO Number	Invoice Nbr	Bank	Drop Flag	Void Flag
1	600298-00000-8250	N	\$0.00	\$0.00	\$0.00	202393B	BYT23US392	07121	N	N
2	600298-00000-8425	N	\$6,450.00	\$0.00	\$0.00	202393B	BYT23US392	07121	N	N

Create DCR

CORRECTION RESULTS (TOTAL ITEMS: 1)

DCR ID	Status	Route Doc ID	Justification	Description	Created Date	Created by	Last Updated	Last updated by
J402138	CO	DCR28J402138	CAPITAL/INVENTORY GOODS CHANGE (CI)	Pallet Stacker from 8250 to 8425	04/21/2024 04:13:56	Eisele, Amanda K	04/23/2024 15:32:36	Thompson, Trina D

Note 2-Capital Asset Note-Property Processes

- Note 2
- Acquisition and Disposal Codes
- Assets Added in FFX
- Transfers
- Audits

Note 2

- Capital assets balances are reported by type of asset (rows)
- Current year activity is reported by column (columns)
- Sample Schedule N-2 below (partial)

Schedule N-2								
Texas A&M University								
Note 2 - Capital Assets								
For the Year Ended August 31, 2025								
	Beginning Balance	Adjustments	Completed CIP	Increase Interage	Decrease Interage	Additions	Deletions	Ending Balance
Non-Depreciable/Non-Amortizable Assets								
Land and Land Improvements	51,571,183.59							51,571,183.59
Construction in Progress	228,975,728.41		(58,095,571.51)	4,596,911.66	(12,791,733.83)	93,148,581.80		255,833,916.53
Other Tangible Capital Assets	66,345,692.69			83,564.00	(33,860.41)	708,020.94	(19,186,500.00)	47,916,917.22
Land Use Rights	73,575.00							73,575.00
Total Non-Depreciable/Non-Amortizable Assets	346,966,179.69		(58,095,571.51)	4,680,475.66	(12,825,594.24)	93,856,602.74	(19,186,500.00)	355,395,592.34
Depreciable Assets								
Buildings	3,743,576,626.53		30,761,633.34		(214,849.09)		(6,948,785.35)	3,767,174,625.43
Infrastructure	679,204,100.62		15,464,171.30			444,011.63		695,112,283.55
Facilities and Other Improvements	786,824,599.95		10,085,318.56			62,235.00		796,972,153.51
Furniture and Equipment	505,565,826.77		1,784,448.31	2,387,892.71	(3,031,574.22)	38,623,573.04	(15,595,842.91)	529,734,323.70
Vehicle, Boats, and Aircraft	52,294,593.58			289,228.65	(116,925.31)	2,354,414.45	(1,436,217.85)	53,385,093.52
Other Capital Assets	119,391,062.71					4,356,809.68	(3,601,306.07)	120,146,566.32
Total Depreciable Assets at Historical Cost	5,886,856,810.16		58,095,571.51	2,677,121.36	(3,363,348.62)	45,841,043.80	(27,582,152.18)	5,962,525,046.03

FFX Acquisition/Disposal Codes

- FFX Screen 583 - Acquisition (A) and Disposal (D) codes
- Account Control determines the Sch N-2 Column
- Acquisition method 'PO' is commonly used for asset purchases
 - Account control 4400 - N-2 Additions column

583 Acq/Disp Method Controls Display

Screen: ACQ/DISP: A Code: PO

Acquisition or Disposal	Code	Account Control	Description
A	PO	4400	PURCHASES/CREDITS-CURRENT YEAR
A	PY	4620	PRIOR YEAR RESTATEMENT
A	RC	4410	RECLASS FROM CIP
A	TA	4415	TFR FROM NON-TAMUS AGY W/I TX

FFX Acquisition/Disposal Code Crosswalk

- N-2 column and operating statement row for each code
- See Handout on website, also included in reporting instructions

Acquisition and Disposal Methods (FFX Screen 583)					
Acquisition/ Disposal Method		Account Control	FAMIS Description	Column Placement AFR N-2 Schedule	Operating Statement Impact
Acquisition Methods					
A	PO	4400	Purchases / Credits-Current Year	Additions	Expended for Plant Facilities
A	PY	4620	Prior Year Restatement	Adjustments	Restatement
A	RC	4410	Reclass from CIP	Completed CIP	IntraFund Transfer In
A	TA	4415	Trf From Non-TAMUS Agency W/I TX	Inc-Interagency Transactions	Transfer from Other State Agencies

Disposal Methods					
D	AJ	5495	Current Year Adjustments	Deletions	Other NonOperating Expense
D	AM	5622	PY Restatement-Amortization	Adjustments	Restatement
D	CJ	5419	TDCJ Computer Recovery Program	Deletions	Gain (Loss) on Disposal of Capital Asset
D	CN	5410	Cannibalized	Deletions	Other NonOperating Expense
D	DA	5410	Damaged	Deletions	Other NonOperating Expense
D	DD	5410	Non-Functioning / Obsolete	Deletions	Other NonOperating Expense

All Assets Add in FFX

Asset Purchase - Acquisition Method PO				
Schedule IV-Fund Statement of Revenues, Expenses, and Changes in Net Position by Fund Group				
	E&G	Designated	Investment in Plant	Current Year
Expended for Plant Facilities	(100,000.00)	(250,000.00)	350,000.00	0.00
	Department purchases capital asset (8xxx subcode)	Department purchases capital asset (8xxx subcode)	Property Manager Adds Asset to FFX	Must Net to Zero at Year-End
Schedule III-Fund Statement of Net Position by Fund Group				
	E&G	Designated	Investment in Plant	Current Year
Cash	(100,000.00)	(250,000.00)		(350,000.00)
Capital Assets			350,000.00	350,000.00
Total Assets	(100,000.00)	(250,000.00)	350,000.00	0.00
Fund Balance/Net Position	100,000.00	250,000.00	(350,000.00)	0.00

Capital Asset Transfers

- **Intra-System Transfers**

- Must match between System Members
 - Acquisition/disposal method corresponds to Campus Code
- Business objects query useful to verify amounts (Susan Petty)
- *Eliminated on TAMUS Combined AFR*

- **Transfers with Non-TAMUS State Agencies**

Agency	Uses SPA	Example	SPA Entry Required
Internal	Yes	TxDOT	Yes
External	No	UT	No

- Both agencies must agree and book the same value and asset type (vehicle, equipment, etc.)
- *Eliminated on State ACFR*

Transfer Documentation

- Document asset transfers to/from Non-TAMUS agencies
 - Internal - Printout from SPA showing asset transfer
 - External - Transfer Worksheet signed by the other Agency
 - “External to External transfer worksheet” from Comptroller’s website – submit to System Office, not SPA
- Intra-System Transfers verified during mid-September
 - Financial reporting team completes schedule and submits to the System Office
- Submit with AFR package (October)



Current Audits and Findings

State Audit Confirms Widespread Financial Failures at Texas Southern University

Asset Management Failures: Audit Summary

- Significant Asset Loss: 83% of sampled assets (50 of 60) could not be located, representing a \$3.2 million loss in documented value
- Inventory Neglect: The university failed to conduct a required annual physical inventory for at least six years (since 2019)
- Systemic Data Inaccuracy: Records across multiple systems were incomplete, with the university continuing to depreciate assets that were already auctioned, written off, or reimbursed (e.g., a \$500k+ bus)
- Heightened Risk Exposure: Persistent staffing gaps and a total lack of oversight have created a high-risk environment for the theft, loss, or misuse of taxpayer-funded property without detection










Year-End Reminders – Property Office








- 📅 Year-End Preparation
- ✅ Start Early — June through August
 - 📉 Reduce TBAR010 items
 - Tackle known issues early
 - 🛠️ Clear pending corrections
 - Especially for grant accounts
 - ⚖️ Process CIP closings
 - 📄 Finalize Annual Certifications
 - 🗑️ Process disposals
 - Auction, TDCJ, etc.
 - 🔄 Verify transfers between members are balanced



Pre-August Close

-  Request DEPR No Post
-  Ensure ALL grant account vouchers are cleared
 - *Grant vouchers cannot be changed after August close*
 -  Delays can cause AFR entries and clearing issues in the next fiscal year
-  Submit FAMIS request for daily reports:
 - FBMR095
 - TBAR010
 - TBAR003
 - FBMR204* *(Finance team may request)*
-  Request library additions and withdrawals
-  Review direct borrowing vouchers
 - Request corrections, if needed
-  TBAR010 should be balanced or close to balanced

Month 13

-  Welcome to the Month That Never Ends
-  Target: Complete ALL Property tasks at least two weeks before the AFR due date
-  All FFX entries are posted with 8/31 batch date
-  Annual Reconciliations & Journal Entries
 - Land
 - Library
 - Fiber Optics
 - Debt Borrowing
-  Reporting & Balancing
 - TBAR010 must be balanced
 - **FRS = FFX**
 - FBMR095 & TBAR003
 - (Recon session will review how to perform recon)
-  Check with the person responsible for FinQuery entries
 - Have they reconciled entries?
 -  Unreconciled entries can affect FFX codes, so timely reconciliation is crucial

Month 13 – Still Here...

- Because year-end just keeps on going...
- Once all FFX and FinQuery entries have been posted:
 - Request DEPR Post
 - 🔍 Complete Final Reconciliations:
 - Note-2
 - FBMR095
 - TBAR010
 - TBAR003
 - ⌚ *Note: Final reconciliations should be completed 2 days after all FFX entries post, due to timing differences in reports.*
 - 📁 Request Final Reports:
 - TBAR241 (Business Objects?)
 - TBAR242 (Business Objects?)
 - Asset List (FAMIS or Business Objects)



CANSS

- How did this get here?
- How do we clear the amounts?
- Do property managers enter data into CANSS?
- Who posts USAS entries for us to build the CANSS balances?



State Requirements

- Note 2 Submitted via CANSS web application



- Reconcile to AFR schedule N-2 (Note 2) by row and column
- Deadline October 20th
- USAS entries required
- Enter data prior to deadline to allow time to resolve errors
- Determine who will update CANSS and post USAS entries

CANSS Beginning Balances

- Run FMQuery Balance Sheet equals CANSS Beginning Balances
- Notice how Fund 7999 has several rows with balances, recommend clearing these now
 - Post Non-reversing generic tcodes
 - Tcode 645 GL 0345 Furniture for \$65,677.53
 - Tcode 645 GL 0350 Furniture for \$4,502.95

7999	01	002	0040	CASH IN BANK	N	706,590,172.51
				Current Assets		706,590,172.51
	06	151	0345	FURNITURE/EQUIPMENT	N	65,677.53
		151	0350	ACCUM DEPREC/FURNITURE, EQUIP.	N	4,502.95
		153	0335	INFRASTRUCTURE-DEPRECIABLE	N	-2,181.25

Fund	GAAP GL Cat	GAAP GL Class	GL Acct	GL Account Title	Basis Conv	Amount
7999	06	153	0340	ACCUM DEPREC-INFRASTRUCTURE DEPRECIABLE	N	224,227,218.58
		154	0327	FACILITIES & OTHER IMPROVEMENTS	N	67,499.62
		158	0360	LIBRARY BOOKS-NON DEPRECIABLE	N	-2,638.39

Review CANSS Reports

Must be
Zero



Business-Type Activities

FY: 2025 Date: 2025-10-20 06:20

	Balance (prior year)	Adjustments	Completed CIP	Inc-Int'agy Trans	Dec-Int'agy Trans	Additions	Deletions	Ending Balance	Balance (Current Year)	Difference
Agency: 710 Texas A&M University System										
Non-depreciable/Non-amortizable										
Land and Land Improvements	5,278,527.30	0.00	0.00	0.00	0.00	33,883,869.55	0.00	39,162,396.85	39,162,396.85	-0.00
Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction in Progress	940,275,844.08	144,429.00	-17,841,728.67	0.00	-50,307,137.80	723,414,863.44	0.00	1,595,686,270.05	1,595,686,270.05	0.00
Other Tangible Capital Assets	149,425.26	0.00	0.00	0.00	-83,564.00	0.00	-2,966.00	62,895.26	62,895.26	0.00
Land use Rights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Intangible Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-depreciable/Non-amortizable	945,703,796.64	144,429.00	-17,841,728.67	0.00	-50,390,701.80	757,298,732.99	-2,966.00	1,634,911,562.16	1,634,911,562.16	0.00
Depreciable Assets										
Building and Building Improvements	177,846,292.57	0.00	0.00	214,849.09	0.00	0.00	0.00	178,061,141.66	178,061,141.66	0.00
Infrastructure	124,589,611.60	0.00	1,069,043.80	0.00	0.00	0.00	0.00	125,658,655.40	125,658,655.40	-0.00
Facilities and Other Improvements	20,471,054.19	0.00	16,199,927.75	0.00	0.00	0.00	0.00	36,670,981.94	36,670,981.94	0.00
Furniture and Equipment	26,827,212.06	0.00	0.00	0.00	-47,430.13	811,341.64	-707,211.46	26,883,912.11	26,883,912.11	0.00
Vehicles, Boats, and Aircraft	15,637,739.74	-144,429.00	572,757.12	0.00	-441,323.88	0.00	0.00	15,624,743.98	15,624,743.98	-0.00
Other Capital Assets	2,302,035.81	0.00	0.00	0.00	0.00	748.80	-1,167.32	2,301,617.29	2,301,617.29	0.00
Total Depreciated Assets	367,673,945.97	-144,429.00	17,841,728.67	214,849.09	-488,754.01	812,090.44	-708,378.78	385,201,052.38	385,201,052.38	-0.00

AFR Review Checklist-Note 2

- _ N-2 Capital Assets matches CANSS reports (E), by column and by row
 - _ CANSS Statement of Changes – Capital Assets
 - _ CANSS Statement of Changes – Intangible Right to Use
- _ Verify Schedule N-2 Right-to-Use (RTU) Asset totals match the RTU Asset and Accumulated Amortization amounts per FinQuery report (C)
- _ N-2 adjustments column should net to zero
- _ Completed CIP column **must net** to zero
- _ Construction in Progress row, review for activity in Deletions column, explanation required for Deletions
- _ **Increase Interagency and Additions columns** have **positive** amounts, except for accumulated depreciation and amortization rows, which should be negative
- _ **Decrease Interagency and Deletions columns** have **negative** amounts, except for accumulated depreciation and amortization rows, which should be positive

UNAUDITED

Schedule N-2

Texas A&M University System Offices

Note 2 - Capital Assets

For the Year Ended August 31, 2025

	Beginning Balance	Adjustments	Completed CIP	Increase Interagency	Decrease Interagency	Additions	Deletions	Ending Balance
Non-Depreciable/Non-Amortizable Assets								
Land and Land Improvements	5,278,527.30					33,883,869.55		39,162,396.85
Construction in Progress	940,275,844.08	144,429.00	(17,841,728.67)		(50,307,137.80)	723,414,863.44		1,595,686,270.05
Other Tangible Capital Assets	149,425.26				(83,564.00)		(2,966.00)	62,895.26
Total Non-Depreciable/Non-Amortizable Assets	945,703,796.64	144,429.00	(17,841,728.67)		(50,390,701.80)	757,298,732.99	(2,966.00)	1,634,911,562.16
Depreciable Assets								
Buildings	177,846,292.57			214,849.09				178,061,141.66
Infrastructure	124,589,611.60		1,069,043.80					125,658,655.40
Facilities and Other Improvements	20,471,054.19		16,199,927.75					36,670,981.94
Furniture and Equipment	26,827,212.06				(47,430.13)	811,341.64	(707,211.46)	26,883,912.11
Vehicle, Boats, and Aircraft	15,637,739.74	(144,429.00)	572,757.12		(441,323.88)	0.00		15,624,743.98
Other Capital Assets	2,302,035.81					748.80	(1,167.32)	2,301,617.29
Total Depreciable Assets at Historical Cost	367,673,945.97	(144,429.00)	17,841,728.67	214,849.09	(488,754.01)	812,090.44	(708,378.78)	385,201,052.38

AFR Schedule N-2- Footnote 2

Schedule N-2 - Footnote 2						
Texas A&M University System Offices						
Interagency Review						
For the Year Ended August 31, 2025						
	Increase Interagency - Intrasystem	Increase Interagency - Non-TAMUS Agency	Increase Interagency Total	Decrease Interagency - Intrasystem	Decrease Interagency - Non-TAMUS Agency	Decrease Interagency Total
Non-Depreciable/Non-Amortizable Assets						
Construction in Progress				(50,307,137.80)		(50,307,137.80)
Other Tangible Capital Assets				(83,564.00)		(83,564.00)
Total Non-Depreciable/Non-Amortizable Assets				(50,390,701.80)		(50,390,701.80)
Depreciable Assets						
Buildings	214,849.09		214,849.09			
Furniture and Equipment				(47,430.13)		(47,430.13)
Vehicle, Boats, and Aircraft				(441,323.88)		(441,323.88)
Total Depreciable Assets at Historical Cost	214,849.09		214,849.09	(488,754.01)		(488,754.01)
Less Accumulated Depreciation for						
Buildings	(204,106.64)		(204,106.64)			
Furniture and Equipment				3,033.57		3,033.57
Vehicles, Boats, and Aircraft				11,282.62		11,282.62
Total Accumulated Depreciation	(204,106.64)		(204,106.64)	14,316.19		14,316.19
Depreciable Assets, Net	10,742.45		10,742.45	(474,437.82)		(474,437.82)
Total Capital Assets, Net	10,742.45		10,742.45	(50,865,139.62)		(50,865,139.62)



When is it over?

- Biggest challenge is ensuring **FAMIS** is correct
 - Note 2 must match Balance Sheet, ensure Capital Expenses are all posted as an Asset
- When we make **late adjustments**...posting the USAS entry can be tricky
- Sometimes the Property Manager isn't sure why the USAS entries are not posting correctly
- Leave enough time to work through any USAS entries
- Must certify CANSS by **October 20th**...this might be before your AFR deadline...this is still a **State Requirement**

Questions

Next Session is the Panel