

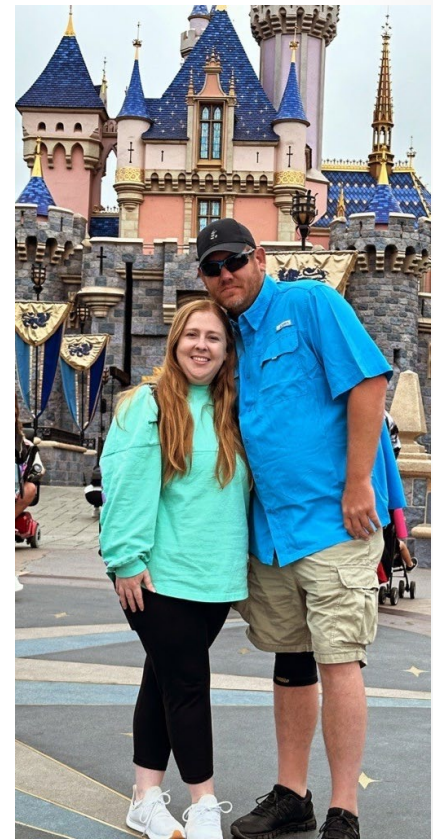


Intermediate Session

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Texas A&M University

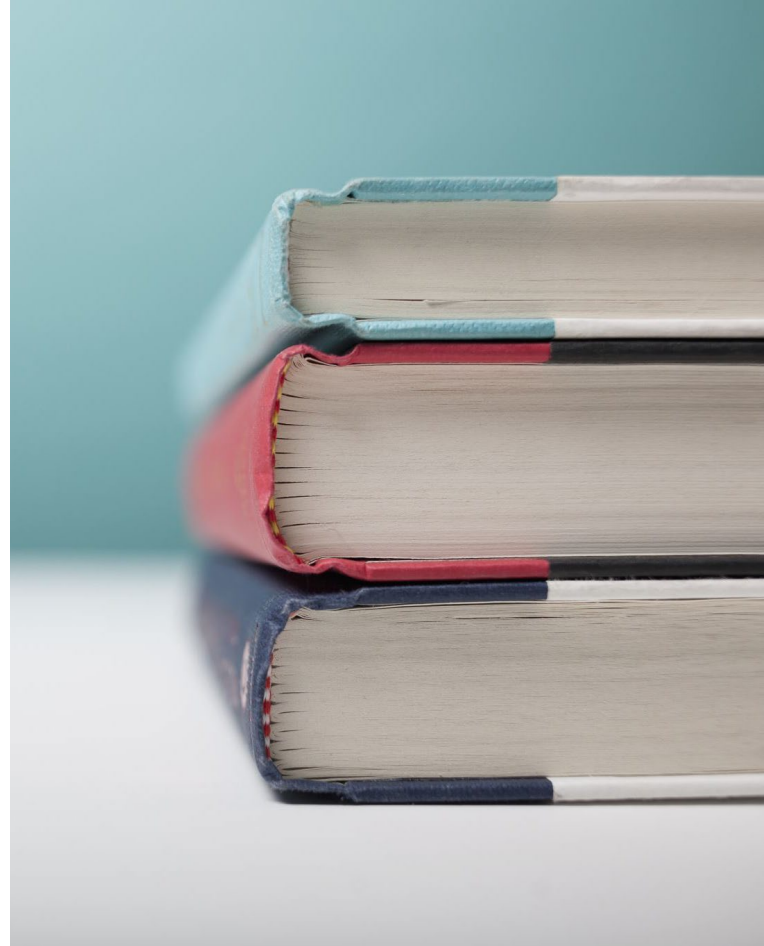


The Magic of Me 🧚🐾🏰







Objectives






- Understand process for Complex Asset Corrections
- Review processes for Transfers with:
 - TAMUS Members
 - Non-TAMUS Agencies
- Annual Reporting Requirements from a Property Management Perspective



Complex Asset Corrections – Class Code Corrections

- Class code corrections may be required due to various reasons, such as:
 -  Processing Errors
 -  Coding Issues
 -  New Clarification on the Item
-  The method of correction will vary depending on:
 - The asset classification, and
 - The new class code being applied

Complex Asset Corrections – Class Code Corrections

-  Class Code Correction: Simple or Complex?
 - Is the correction within the same GL (089730) and the same asset type?
 - (Capital  Capital **OR** Controlled  Controlled)
 -  Yes → Simple Correction
 -  No → Complex Correction (Type A or B)

Class Code Corrections – Simple Correction

- Use when the correction is:
 - Within the same GL (089730)
 - AND
 - Within the same classification
(*Capital* → *Capital* or *Controlled* → *Controlled*)



Class Code Corrections – Complex Correction

- Use when the correction involves: A different GL **OR** A change in asset classification (Capital ↔ Controlled)
- **A** Correction to Original Voucher
 - Applies to Current FY or Prior FY
- **B** No Correction to Original Voucher
 - Applies to Prior FY only

Class Code Corrections Template

Class Code Corrections

Class code corrections can be made on assets, but how the correction is handled depends on what is changing.

This worksheet includes templates for various class code correction scenarios. Select the appropriate template based on the criteria below, then navigate to the corresponding tab to access the worksheet:

Simple The new class code falls under the same GL account and asset classification (capital or controlled) as the old class code.

Complex A The new class code falls under a different GL account OR asset classification (capital or controlled), AND the voucher used to pay for the asset has been or will be corrected (applies to both current and prior fiscal years).

Complex B The new class code falls under a different GL account OR asset classification (capital or controlled), AND the voucher used to pay for the asset will not be corrected (applies to prior fiscal year only).





Note: Since original voucher is not being corrected, ensure the class code change is not material.

Material changes are rare but should be carefully considered. If the correction is determined to be material, a different process applies.





Please contact the System Office or TAMU Property Management for guidance on handling material changes.

Please reference Examples tab for examples of each scenario.

Complex Asset Corrections – Fund Source Change

-  Account Changes can affect the Fund Source
 -  May generate additional vouchers on TBAR010 / TBAU065 reports
 -  Review both vouchers to determine if a correction is needed
 -  TAMU processes fund source changes only if they involve grant accounts

Complex Asset Corrections – Grant Fund Source Change

-  TAMU reviews all corrections (DCRs) involving asset object codes
 -  If moving a voucher to or from a grant account, TAMU will update the asset in FAMIS to reflect the grant change
 -  Ensures sponsor requirements are met
 -  Provides grant percentage data for audit purposes

Complex Asset Corrections – Grant Fund Source Change

Account Corrections involving Grant Funds

If an account correction is made on a voucher and it involves a grant account, the asset(s) impacted should be updated in FAMIS to reflect the change in funding.

This worksheet includes templates for various fund source change scenarios. Select the appropriate template based on the criteria below, then navigate to the corresponding tab to access the worksheet:




Same Voucher The account correction involved moving funds to or from a grant account **AND** the voucher number did not change.

New Voucher The account correction involved moving funds to or from a grant account **AND** the voucher number changed.

Transfers With Members (Intra-System)



Transfers With Members



-  Must balance by:
 - GL account
 - Asset cost
 - Depreciation/Amortization
-  Monthly email sent by TAMU Property Management (Susan Petty)
-  Strongly encouraged:
 - Review monthly to resolve any discrepancies

Transfers With Members

Transfers by Detail 2025 April

	01	01	01	01	02	02	02	02	02	02	02	02
	SAGO	SAGO	SAGO	SAGO	TAMU	TAMU	TAMU	TAMU	TAMU	TAMU	TAMU	TAMU
	089730	089744	089755	089830	089730	089735	089744	089755	089765	089830	089835	089865
4701					16,230.00		79,064.00			-2,028.78		
4702												
4706					217,206.44					-143,312.26		
4707					19,615.21					-15,825.98		
4712												
4715												
4723					537,692.27			134,393.55		-159,136.72		
4728					535,767.71					-22,929.44		
5702	16,230.00	79,064.00		-2,028.78								
5706					154,151.33	59,113.86				-90,881.76	-17,043.95	
5707					33,890.79					-33,732.20		
5709												
5718			2,711.66									
5723							33,860.41					
5725			6,925,186.41									
5726			479,926.80		262,380.69				8,560.80	-226,784.98		-8,560.80
5728			4,094,595.11		788,099.93					-506,249.29		

Transfers With Members

-  Columns (GL Accounts):
 - Asset 0897XX
 - Depreciation 0898XX
-  Rows (Additions & Deletions):
 - 47xx: Assets added to campus
 - 57xx: Assets removed from campus


Transfers by Detail 2025 A

GL transactions by member

01	01	01	01	02	02	0
SAGO	SAGO	SAGO	SAGO	TAMU	TAMU	T
089730	089744	089755	089830	089730	089735	0
4701				16,230.00		
4702						
4706				217,206.44		
4707						
4712						
4715						
4723						
4728						
5702	16,230.00	79,064.00				
5706				154,151.33	59,113.86	
5707				33,890.79		
5709						
5718			2,711.66			
5723						
5725			6,925,186.41			
5726			479,926.80	262,380.69		
5728			4,094,595.11	788,099.93		

Additions (47xx) & Deletions (57xx)

Transfer With Members - Steps

- Review report columns that include your member
- Locate corresponding entry for the member associated with the transaction(s)
- Verify amounts balance (including +/-)
-  Example: Matching Transactions
 - CC 01 transfers equipment (089730) to CC 02
 - 4701: Received from CC 01
 - 47 = Asset Added
 - 01 = From CC 01
 - 5702: Sent to CC 02
 - 57 = Asset Removed
 - 02 = Sent to CC 02



Transfer With Members – Balanced Sample

- Start with 1st column for your member
- **CC 01** has **5702** (deletion) entry under GL **089730**
- **Amount:** \$16,230 in equipment transferred to **CC 02**

	01	01	01	01
	SAGO	SAGO	SAGO	SAGO
	089730	089744	089755	089830
4701				
4702				
4706				
4707				
4712				
4715				
4723				
4728				
5702	16,230.00	79,064.00		-2,028.78
5706				
5707				
5709				
5718			2,711.66	
5723				

Transfer With Members - Balanced Sample

- Locate Corresponding Entry:
- **CC 02** should have a matching **4701** (addition) entry under GL **089730**
- **Amount:** \$16,230 received from **CC 01**

Transfers by Detail 2025 April

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Transfer With Members - Discrepancies

- If entries do not match, further research is needed:
 - **Access to FAMIS for both members:** Review both sides of the transaction directly
 - **No Access:** Contact the corresponding member for assistance in investigating the transfer

Transfer With Members - Discrepancies

-  Tools for Capital Transfers
 -  **FRS Screen 80:** Look up transactions by subcode (47xx/57xx) and GL to identify dollar amounts
 -  **FRS Screen 81:** View the full list of transactions
 - Use the **PF6** key to drill down to detailed transaction information, including the asset number (found in the “Vndr/Card ID” field)

Note: Campuses **09 (TEEX)** and **18 (WTAMU)** do not use FAMIS—contact their property managers for confirmation.

Transfers With Members - Controlled

- Controlled assets do not feed to FRS from FFX
- These transfers should still be reviewed, but the review method is different
- If there is an imbalance, use the "**Report by Tran Ref**" tab to pinpoint the transaction causing the discrepancy




Transfers With Members – Monthly Recon

- ? Questions, Concerns, Issues...
- TAMU Property Management can help!
 - ✉ Susan Petty: spetty@tamu.edu
 - ✉ Property Team: property@tamu.edu




Transfers With State Agencies

Transfers With Others - External

-  Transfers with Other University Systems within Texas
 - External Agencies are exempt from SPA
 - Requires signed transfer record for documentation
 - Balance by:
 - SPA Code
 - Transfer Amount
 - Depreciation/Amortization
 - Month of Transfer
 - Add asset in FAMIS
 - Acquisition Method: TA
 - Update External Agencies In and Out Spreadsheet
 - Transfers to/from External Agencies outside the System

Transfers With Others - Internal









-  Transfers with Other Agencies within Texas (Internal)
 - Internal Agencies use SPA
 - Requires signed transfer record for documentation
 - Balance by:
 - SPA Code
 - Transfer Amount
 - Depreciation/Amortization
 - Month of Transfer
 - Transfer in SPA
 - Add Asset in FAMIS
 - Acquisition Method: TA
 - Update External Agencies In and Out Spreadsheet
 - Transfer To/From Internal Agency

Annual Reporting Requirements








Property Management Prospective

Annual Financial Report (AFR) Timeline










-  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
 - TBAR242
 - Asset List (FAMIS or Business Objects)

USAS & CANSS





- Once everything checks & balances, USAS and CANSS entries can be performed
 -  Review USAS entries in CANSS after 7 PM or the following day
 -  Updates to USAS entries can happen over the weekend
 -  Tracy will cover more on USAS and CANSS deadlines

Almost There!

AFR Packet

- Property Portions to AFR Packet:
 - AFR: Flux Review
 - Member's Notes Worksheet:
 - Note 5 – Non-Current Liabilities & Direct Borrowing
 - CANSS
 - External Agencies Transfers In & Out Worksheet
 - Final Depreciation Post Date
 - Final Inventory Certification Date
 - Last Disposal Date

Tips for a Successful Year-End

-  Communicate early and often
 - Strong collaboration with the AFR team is essential
-  Frequent check-ins
 - Stay aligned on status updates and any pending processes
-  Track final items
 - Keep a clear list of what's pending and what's completed
-  Be proactive
 - Address known issues early to avoid delays during close

Questions?

