

FAMIS – FRS Training
Provided by the SAGO Business Office

1. Introduction

The Financial Accounting Management Information System (FAMIS) is the accounting system used by The Texas A&M University System. The purpose of FRS training is to provide new users with a basic overview of the Financial Accounting application within the FRS module in FAMIS.

After FAMIS log in, the first screen a user will see is the FRS Main Menu. At this point a user may enter a screen number and account number to access information directly. Entering one of the screen numbers listed on the FRS Main Menu will pull up a list of related inquiry screens.

II. Basic Account Structure

The Texas A&M University System's basic accounting structure provides for entry of accounting transactions at the subsidiary (S/L), Support Account (SA) or General Ledger (G/L) account level. Examples of each account type with a corresponding expense/account control follows:

General Ledger Account w/account control	027100-1100
Subsidiary Ledger Account w/expense object code	271100-5010
Subsidiary Ledger/Support Account/expense object code	271100-10000-5010

When viewing an S/L account number, we can identify State accounts by sight as they will start with 1xxxxxx, or 21xxxx, or 22xxxx.

III. General Ledger Accounts

General Ledger (G/L) accounts always start with a zero. G/L accounts are often referred to as balance sheet accounts. As accounting transactions are created at the S/L or S/A level an indirect transaction is generated at the G/L level.

IV. Subsidiary Ledger Accounts

Subsidiary Ledger (S/L) accounts always start with a non-zero number. As a management tool, a balanced S/L account assists in determining how much budget is available to meet current and future expenditure needs. Within an S/L account, expenses are broken down by expenditure codes based on the type of expenditure. The Bottom Line Budget Available (BBA) is calculated by deducting year-to-date expenditures and encumbrances from the Beginning/Current Budget, as found on the last line of information on screen 019.

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V. Support Accounts

Support Accounts (S/A) are created at the departmental level, and are a further subdivision of S/L accounts. Support accounts provide a more focused level of detail than an S/L. As an example Support Accounts could be established for individuals within a department to track expenditures specific to that person. The decision to use support accounting is made jointly between the department and SOBA.

VI. Revenue/Expense/Object Codes/Account Controls

The master list of revenue and expense object codes is maintained by the System Office of Budgets and Accounting and can be found on the SOBA homepage at <http://sago.tamu.edu/soba> or by viewing screen 806 within FAMIS.

It is important to note that all revenue object codes begin with a zero and range from 0001 to 0999. Expense object codes begin at 1000 and end at 8999. Revenue and expense object codes are used by both S/L's and S/A's.

Account controls range from 1000 to 5999 and are only used by G/L accounts. Account controls and their descriptions can be found on screen 805 in FAMIS.

VII. Account Attributes

Account attributes are non-dollar information associated with a FAMIS account. Should the FAMIS user require such information, the following is available for both G/L's (Screens 002 & 004) and S/L's 006 & 008): responsible department, responsible person, funding source, and default bank.

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FAMIS Quick Reference Guide

Screen:	029	Account Search
	006	S/L Account Attribute Information
	019	S/L Budget Detail
	023	S/L Account - All transactions posted for current fiscal year
	046	S/L Account – All transactions posted for a specific month
	047	S/L Transaction Inquiry on Reference Number 2 or 4
	048	S/L Transaction Inquiry by Account/Subdcode/Month
Screen:	002	G/L Account Attribute Information
	018	G/L Cash Detail
	023	G/L Account - All Transactions posted for current FY (Direct/Indirect)
	046	G/L Account – All direct transactions posted for a specific month
Screen:	168	Shows information for a specific voucher payment– use FAMIS Voucher number
	169	Voucher Line Item Inquiry – use FAMIS voucher number and line item number from screen 168
	163	Shows <u>all</u> vouchers paid for a particular S/L Account number.
	162	Shows <u>all</u> payments made to a specific vendor. Can specify all S/L accounts or only one. Can change FY for previous fiscal year inquiries.
Screen 168 Status:		OUT – Voucher has been approved and entered into FAMIS same day of inquiry or vendor is on “HOLD”. CYCL – Check has been printed, will be out in outgoing mail same day of inquiry. PAID – Check number and check date are posted to voucher information. RECN – Voucher (not check) <u>has completed</u> full cycle and will post as reconciled once month-end has been processed.
Screen:	101	To look up a vendor by its identification number.
	102	To look up a vendor by the vendor’s name.
	103	Vendor’s name and address shown. Vendors may have more than one address, it is important to view screens 101 & 102 and press the F10 key when on screen 101 to verify that you are looking at the correct vendor.
Screen:	805	GL Account Control Descriptions
	806	SL Subcode Description

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The Texas A&M University System

<u>Member</u>	<u>Campus Code</u>	<u>State Agency No.</u>
System Administrative and General Offices	01	710
Texas A&M University	02	711
Tarleton State University	04	713
Prairie View A&M University	05	715
Texas Agricultural Experiment Station	06	556
Texas Cooperative Extension	07	555
Texas Engineering Experiment Station	08	712
Texas Engineering Extension Service	09	716
Texas A&M University at Galveston	10	718
Texas Forest Service	11	576
Texas Transportation Institute	12	727
Texas A&M University – Corpus Christi	15	760
Texas A&M International University	16	761
Texas A&M University – Kingsville	17	732
West Texas A&M University	18	757
Texas Veterinary Medical Diagnostic Lab	20	557
Texas A&M University – Commerce	21	751
Texas A&M University – Texarkana	22	764
Texas A&M University System Health Science Center	23	709