FAMIS/USAS Process: Entries for Error Corrections

May 22-23, 2024
Agenda

- Warrant Hold Offset Request
- State ACH Rejections/Resubmittals
- Deposits for State Reimbursements
- Warrant Cancellations
- Correcting Deposits in Default
- Expenditure Transfer Vouchers (ETV)
- FAMIS State Voucher Correction Entries
- FAMIS Enhancement Ideas for Corrections
Warrant Hold Offset Request

- The State Warrant Offset Payment (SWOP) arrives weekly
- Payment details are found on HLD6102A
- SWOP balance is shown in Fund 9016
## Warrant Hold Offset Request

<table>
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<tr>
<th>TIN</th>
<th>MC</th>
<th>WARRANT NUMBER</th>
<th>ISSUE DATE</th>
<th>ISS AGENCY NUMBER</th>
<th>HOLD NUMBER</th>
<th>HLD RSN</th>
<th>WARRANT AMOUNT</th>
<th>CURRENT LIABILITY</th>
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**TOTAL WARRANTS:** 12  
**TOTAL DEPOSIT:** 1,215.09
Warrant Hold Offset Request

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### JOURNAL VOUCHER

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<th>TC</th>
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<th>AV</th>
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<th>AOBJ</th>
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**Sections 86.02 and 86.03, Education Code**

**Description**

**Clear warrant hold offset account**

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<th>Name</th>
<th>Phone (Area code and number)</th>
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<tr>
<td>12</td>
<td>Ashli Woodward</td>
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**Date:** 04-25-24
# PURCHASE VOUCHER

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<th>Unit Price</th>
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<tr>
<td>04-23-24</td>
<td>Warrant hold offset apply to invoices</td>
<td>1</td>
<td>58.50</td>
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<tr>
<td>04-23-24</td>
<td>Warrant hold offset apply to invoices</td>
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<td>234.00</td>
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<tr>
<td>04-23-24</td>
<td>Warrant hold offset apply to invoices</td>
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<td>40.00</td>
<td>40.00</td>
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</table>

# SIGNED

Name: [Signature]

Date: 04-23-24

Phone: [979-645-8106]
State ACH Rejections

• Appear on report SWA6100A-RM and SWA6100B-RM
• Reason for rejection will determine what actions are needed.
• Most common reasons for rejection:
  • Refused payment – void FAMIS voucher
  • Closed account – resubmit by warrant
• USAS Direct Deposit Resource
<table>
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<tr>
<th>USAS BATCH</th>
<th>AGY: 902 DATE: 05/02/2024 TYPE: P NBR: 995</th>
<th>J DOCUMENT: J5412301</th>
<th>F DOCUMENT: F0542921</th>
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<tbody>
<tr>
<td>TIN NAME</td>
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<td>PAYMENT BATCH DOC AMOUNT SEQ SEQ TC AY PCA INDEX OBJ OBJ FUND TRANSACTION REV ERR</td>
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<tr>
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<td>$107,889.00 00011 011 180 24 27702 7299 0001</td>
<td>$107,889.00</td>
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</tbody>
</table>

**Texas A & M Univ**

- **Vendor Payments Total:** $107,889.00
- **Number of Payments:** 1
- **USAS Transaction Count:** 1
- **Grand Total Amount:** $107,889.00
- **Grand Total USAS Count:** 1
<table>
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<tr>
<th>TIN</th>
<th>MC</th>
<th>PAYMENT</th>
<th>ISS</th>
<th>AMOUNT</th>
<th>ACCT</th>
<th>TYPE</th>
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<td>92403339</td>
<td>$107,889.00</td>
<td>575</td>
<td>CHK</td>
<td>R23 CREDIT REFUSED BY RECEIVER</td>
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**TEKS COMPRTROLLER OF PUBLIC ACCOUNTS**

**AGENCY: 575 - TEXAS DIVISION OF EMERGENCY MANAGEMENT**

**VENDOR PAYMENTS**

- **VENDOR PAYMENTS TOTAL:** $107,889.00
- **NUMBER OF PAYMENTS:** 1
- **GRAND TOTAL AMOUNT:** $107,889.00
- **GRAND TOTAL COUNT:** 1
F2321 Make selection to proceed to screen 169

168 Voucher Total Inquiry

Screen: ___ Voucher: 2403339 Fiscal Year: 2024

Vendor: X0101417012 TEXAS A&M UNIVERSITY
Alt Vnrd:
Hold: N
Due Dt: 11/22/2023 Desc: FY24 MICROSOFT UNIFIED SU
Inv Dt: 10/23/2023 St Vchr: Y
Cust AR Nbr:
Revolv: N
Divrty Dt: GSC Ord:
Chg Src: N
Dept Ref: 5190299 Cont Wk Force: N Confidential: ACH: Ovrd:
Tran Cd: 140 Check Nbr:
St Warrant Nbr: 4359510
St Req Nbr: Check Dt: Warrant Dt: 04/18/2024
Vchr Total: 107889.00 Check Recon: USAS Doc Type: 9 PCC:
Bank Trace: IC: Reason: Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef
--- -------------------- --- --- --- --- --- --- --- --- --- --- --- --- --- ---
  1 100500 00014 5670 107,889.00 237536B X00957 14001 N N

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc Corr Addr Det
FAMIS State Voucher Void

- Open the batch on screen 130
- Proceed to screen 146
- Enter the voucher number and hit enter
- Type in the state voucher amount and hit enter
- Type in ‘Y’ to confirm the state voucher void and hit enter
- You will receive a message at the top of the screen “F0220 Accepted – Please enter next transaction”
- If there is a problem, the error will display at the top of the screen
- Proceed to screen 130 to close the batch

SCREEN 146 STATE VOUCHER VOID

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<td>ST VO CREDIT AMOUNT</td>
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F0015 Session opened for processing
130 AP Batch Initialize

Screen: __

Batch Ref: DEW601
Status: 0
Bank: 03010

Batch Date: 05/06/2024
Acct Feed: Y
Voucher Feed: Y

Description: VOID STATE VOUCHER________________________
User ID Override: N

Batch Balancing Information

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Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
F6410 Check amount must be entered
146 Void State Voucher

Screen: ___ Voucher: 2403339 Fiscal Year: 2024

Vendor: X0101417012 TEXAS A&M UNIVERSITY
Alt. Vendor: 

State Voucher Amount: 107889.00_____

OR

State Voucher Credit Memo Amount: ____________

** This screen will void the entire State Voucher
** Use Screen 147 for partial voids

Transactions: 0 Amount: 0.00 Batch: DEV601 Date: 05/06/2024

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Hmenu Help EHelp

Warnings
F6410 Check amount must be entered
146 Void State Voucher

Screen: ___ Voucher: 2403339 Fiscal Year: 2024

Vendor: X0101417012 TEXAS A&M UNIVERSITY
Alt. Vendor:

State Voucher Void

State V Enter 'Y' to Confirm Void: Y

Transactions: 0 Amount: 0.00 Batch: DEV601 Date: 05/06/2024

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp

Warms
F0220 Accepted - Please enter next transaction

14b Void State Voucher

05/06/24 10:30
FY 2024 CC 30

Screen: ___ Voucher: 2403339 Fiscal Year: 2024

Vendor: X0101417012 TEXAS A&M UNIVERSITY

Alt. Vendor:

State Voucher Amount: ______________

OR

State Voucher Credit Memo Amount: ______________

** This screen will void the entire State Voucher
** Use Screen 147 for partial voids

Transactions: 1 Amount: 107,889.00 Batch: DEV601 Date: 05/06/2024

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Hmenu Help EHelp

Warns
F0018 User has an active session  
130 AP Batch Initialize

Batch Ref: DEV601  
Batch Date: 05/06/2024

Status: 0  
Acct Feed: Y

Bank: 03010  
Voucher Feed: Y

Description: VOID STATE VOUCHER________________________

User ID Override: N

Batch Balancing Information

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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp
USAS Payment Resubmittal

- FAMIS accounting is correct
- Requires new USAS document number
- TAMU assigns a manual doc number
- Resubmittal should include original principle and interest amount
- Refuse any new interest
  - Ex. R-RD (Refuse-Returned Direct Deposit)
- More information can be found:
Information for Resubmittal

1. Original USAS Document details
   1. Doc Date
   2. Serv Date
   3. Trans Code
   4. PCA
   5. AY
   6. Comp/Agy Obj
   7. Amount
   8. PDT
   9. Inv-No
   10. Date
   11. Desc
   12. Vendor/MC
   13. Appn No
   14. Fund
   15. MPCD

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RECORD RETRIEVED FROM INACTIVE AE
F1-HELP F3-END F4-INTERRUPT F8-FORWARD F9-S085 F10-S086 F11-S037 F12-S064
Information for Resubmittal

2. If dates are missing in USAS, or if details are not available, the information can be found in FAMIS
   1. Order date = Doc Date
   2. Delivery date = Serv Date
   3. Invoice date = DT
   4. Invoice Number = Inv-No
   5. Description = Desc
   6. Comp Cd = Comp/Agy Obj
   7. SL and object code = MPCD
Resubmittal

1. Requested Date and Pmt Due date should be the following business day

2. Curr Doc/Sfx is the new/manual doc number

3. Ref Doc/Sfx is the original doc number

4. Interest was refused with codes RRD
Deposits for State Reimbursements

• Funds received from the vendor (this is not for returned ACH/warrant payments)
• Common reasons funds are returned
  • Duplicate payment
  • Overpayment
  • PPI refund
Processing State Reimbursements

- Funds are deposited into our local holding account
- A refund voucher is processed in Aggiebuy
  - Payable to the Texas Comptroller and marked as pickup check
- Fill out the deposit voucher
Processing State Reimbursement Cont’d

• Process a FAMIS correction against the expenses
  • Full voucher reimbursements are processed on scr 146
  • Partial voucher reimbursements are processed on scr 13
• Check is printed the next day
Processing State Reimbursement Cont’d

- Key the deposit voucher into USAS
- Fill out a state deposit slip
- Mail the check and deposit slip to the Texas Comptroller
Texas Comptroller Address

**USPS:**
Comptroller of Public Accounts
Treasury Operations
PO Box 12608
Austin, TX  78711-2608

**FedEx Overnight:**
Comptroller of Public Accounts
Treasury Operations
Banking & Electronic Processing
208 East 10th Street
Austin, TX  78701-2436
Processing Steps

1. Funds are deposited into the local holding account

2. Created refund voucher to the Comptroller
Processing Steps

3. Fill out the deposit voucher
Processing Steps

4. Process FAMIS corrections against the expense
Processing Steps

5. Check is received the next business day

6. Key the deposit voucher into USAS
   • Batch Type 2
   • Edit Mode 1

7. Fill out the state deposit slip

8. Request batch release

9. Mail checks and deposit slip to the Comptroller

BOTTOM COPY TO STATE!
Warrant Cancellations

- Processed online through WWIC (Web Warrant Inquiry and Cancellation System)
  - [https://treasuryportal.cpa.texas.gov/psp/EPTRPRD/EMPLOYEE/EMPL/?cmd=logout](https://treasuryportal.cpa.texas.gov/psp/EPTRPRD/EMPLOYEE/EMPL/?cmd=logout)
- Requires a Cxxxxxxx number to be entered and a reason code
- Must know the warrant number and amount
- If any ETV’s have been processed, they must be reversed.
Warrant Cancellations Steps

1. Enter the warrant number
2. Enter the amount
3. Click Submit
Warrant Cancellation Steps

4. Select the Cancel Reason
5. Enter the Cancel Doc Number
6. Click Request Cancellation
7. Approve Cancellation
Warrant Cancellations

- Warrant Cancellation will show in USAS on Scr 86 the following day under the Cxxxxxx
- If the cancellation document does not show up, then there was a problem with the request.
- Check the USAS error reports for the error
- What is done in FAMIS must be done in USAS
Correcting Deposits in Default

- Fund 9000
- Treasury post deposits into default when they are unable to match them with a deposit document in USAS.
- Must be corrected with a J-doc to reverse the Treasury’s entry and record the deposit entry into the intended Appn/Fund
- Original deposit batch must be deleted from the IT file
Steps for Correcting Deposits in Default

1. Pull up the details of the default entry made by the Treasury (SIRS)
2. Fill out your Journal Voucher form
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### JOURNAL VOUCHER

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**PROJECT PHASE:** CONTRACT NUMBER: 9000
MULTIPURPOSE CODE: 1100
AGENCY USE:

| 9. AGY | 575 | 002 | D2240081 | 24 |
| SFX | | 001 | 180 | 7106 |
| REF DOC | | INDEX | PCA | 24 |
| | | 30032 | | |
| TC | | AY | COBJ | 55.99 |
| | | 1100 | ADBJ | |

**PROJECT PHASE:** CONTRACT NUMBER: 0001
MULTIPURPOSE CODE: 1100
AGENCY USE:

| 9. AGY | 575 | 003 | | 24 |
| SFX | | 001 | 188 | |
| REF DOC | | INDEX | PCA | 24 |
| | | 1100 | | |
| TC | | AY | COBJ | |
| | | 1100 | ADBJ | |

**PROJECT PHASE:** CONTRACT NUMBER: 1100
MULTIPURPOSE CODE: 1100
AGENCY USE:

| 9. AGY | 575 | 004 | | 24 |
| SFX | | 001 | 180 | |
| REF DOC | | INDEX | PCA | 24 |
| | | 1100 | | |
| TC | | AY | COBJ | |
| | | 1100 | ADBJ | |

**PROJECT PHASE:** CONTRACT NUMBER: 1100
MULTIPURPOSE CODE: 1100
AGENCY USE:

---

**10. Legal cite:**
HB1, 88TH LEG., RS, ART IX, SECTION 6.14

**11. Description:**
TO CORRECT DEPOSITING SITTING IN THE DEFAULT FUND

**12. Contact Name:**
Phone (Area code and number)

**13. Approved:**
sign here

**14. Ent By:**
Date

**15. Comp:**
Date
Steps for Correcting Deposits in Default

3. Enter the J-Doc into USAS under batch type 2, edit mode 1
4. Request to have the J-doc batch released
5. Delete the original deposit batch from the USAS IT file
Expenditure Transfer Vouchers (ETV)

- If the accounting changes in FAMIS, it must also be changed in USAS or vice versa
  - Ex. Comp code changes; Appn/Fund changes; PCA; AY
- ETV’s are processed with TC 407/408
  - Yearend, backdated ETV’s are processed with TC 468/467
Expenditure Transfer Vouchers (ETV)

- ETV’s can be processed as batch type 4, edit mode 1 or batch type 8, edit mode 2.
- If batch type 8 is used, the legal/descriptive text must be entered before any transactions can be entered
Steps in Processing an ETV

1. Pull the USAS doc information and FAMIS information
2. Verify the accounting information matches and/or what information needs to be changed
3. Fill out the ETV form
4. Assign the ETV a K-doc number
5. Enter the ETV into USAS
6. Have the batch released
F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

Screen: ___ Voucher: 2306376 Fiscal Year: 2023
Status: RECN

Vendor: X0100700000 UNITED RENTALS (NORTH AMERICA)
Hold: N Pend:
Alt Vndr: Encl: Wire: N
Due Dt: 06/14/2023 Desc: LIGHT TOWER PICK UP St Vchr: Y
Inv Dt: 05/15/2023 Cust AR Nbr: Revolv: N
Dlvry Dt: GSC Ord: Chg Src: N
Dept Ref: 2306376 Cont Wk Force: N Confidential: ACH: Ovrd:
Tran Cd: 140 Check Nbr: St Warrant Nbr: 146655668
St Req Nbr: Check Dt: Warrant Dt: 06/14/2023
Vchr Total: 3274.44 Check Recon: USAS Doc Type: 9 PCC:
Bank Trace: IC: Reason: Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
  1 130111 00016 5810 3,274.44 124939B 217103976-003 13001 N N

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

4-© 1 Sess-1 128.194.92.180 TAVGD730 4/12
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<td>United Rentals (No</td>
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**EXEMPLARY TRANSFER VOUCHER**

1. **Agency number**: 575
2. **Agency name**: TEXAS DIVISION OF EMERGENCY MANAGEMENT
3. **Document number**: K 2 4 8 0 2 9 4
4. **Document amount**: $6,548.88

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FAMIS State Voucher Correction Entries

- 3 state voucher correction entries
  1. State to State voucher correction
  2. State to Local voucher correction
  3. Local to State voucher correction
FAMIS State to State Voucher Correction

- Processed on Scr 141 in FAMIS.
- Most common reasons for this correction:
  - Change the object code
  - Change the SL/SA
  - Correct the bank
- If the accounting changes in FAMIS, it must also change in USAS
- ETV’s must be processed in USAS
  - TC 407/408
State to State Correction

- Pull your voucher and USAS document information
- For FAMIS pull the voucher on Scr 168 and look at Scr 47 to ensure there have not been any corrections
  - State corrections do not reflect on the voucher screen
- Pull the USAS Document information from USAS Scr 86
  - If the document doesn’t pull up then the information will have to be pulled from SIRS
State to State Correction

- Fill out the FAMIS correction form for Scr 141
- Determine what information is being changed and cross reference that with the USAS information to determine if an ETV will be required:

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<td>COBJ</td>
<td>7611</td>
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- Fill out the ETV form since an ETV is required for this correction
- Enter the correction into FAMIS and USAS
FAMIS State to Local Voucher Correction

- Process in FAMIS on Scr 148
- Most common reason for this correction:
  - Moving from state SL/SA to a local SL/SA
- Requires a State Reimbursement Deposit to pay back the State
- A new voucher number is created with the local SL/SA
**State to Local Correction**

- Pull your voucher and USAS document information
- For FAMIS pull the voucher on Scr 168 and look at Scr 47 to ensure there have not been any corrections
- State corrections do not reflect on the voucher screen
- Pull the USAS Document information from USAS Scr 86
- If the document doesn’t pull up then the information will have to be pulled from SIRS
State to Local Correction

- Fill out the FAMIS correction from for Scr 148
- Fill out the state deposit voucher
- The ‘NEW VO #’ is assigned when the correction is accepted on Scr 148
- When entering the Scr 148, be sure the put a “P” for the Enclosure Code field.
  - This will code the check as pick up check
- When the check is printed the next day, complete the state reimbursement process.
  - Enter the deposit voucher in USAS
  - Fill out the deposit slip
  - Mail the check/deposit slip to the Comptroller
FAMIS Local to State Voucher Correction

- Processed in FAMIS on Scr 148
- Most common reason for this correction:
  - Moving from a local SL/SA to a state SL/SA
- A new voucher is created with the state SL/SA
- Revolving reimbursement is received from the State
Local to State Correction

- Pull the FAMIS voucher information from Scr 168 and Scr 47
- Fill out the Local to State Scr 148 correction form
- Must include these additional fields:
  - Doc Type (1,2,9)
  - PDT - DF
  - LDT - 65
  - Invoice Number
  - Delivery Date (If not on the voucher, will have to pull from Aggiebuy – Non-PO Goods Rec'd Date)
Local to State Correction

- Enter the correction on Scr 148
- Once the correction is accepted it will assign a new voucher number
- This voucher will then feed to USAS on the next state feed
- Revolving reimbursement is then received from the state.
- Revolving reimbursement is posted into the revolving account
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<th>Reference Number</th>
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<th>Amount</th>
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<td>489,050.81</td>
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F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

Screen:  Voucher: 2401687 Fiscal Year: 2024

Vendor: 0289271000 OMNINET CHASE PARK LLC
Alt Vndr: 35755755750 TEXAS DIVISION OF EMERGENCY MA
Due Dt: 01/16/2024 Desc: CHASE PARK HQ MODIFICATIO
Inv Dt: 09/18/2023 Cust AR Nbr: Revolv: N
Dlvry Dt: 10/24/2023 GSC Ord:
Dept Ref: 0304470 Cont Wk Force:
Tran Cd: 148 Check Nbr: St Warrant Nbr: 1652851
St Req Nbr: Check Dt: Warrant Dt: 01/18/2024
Vchrt Total: 4691.42 Check Recon: USAS Doc Type: 9 PCC:
Bank Trace: IC: Reason: Orig Dist Dt:

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FAMIS Enhancement Ideas for Corrections

- Automate the state to state ETV corrections
- Automate the state to local deposit batch
Alan Stilley
979.845.2044
astilley@tamu.edu