



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

HLD6102A
DATE 04/23/2024

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
AOP AGENCY DEPOSIT REPORT
AGENCY: 711 - TEXAS A&M UNIVERSITY

711 HLD6102A
PAGE 1

DOCUMENT NUMBER: D1143211

TIN	MC	WARRANT NUMBER	ISSUE DATE	ISS AGY	HOLD NUMBER	HLD RSN	WARRANT AMOUNT	CURRENT LIABILITY	DEPOSIT AMOUNT	ADJUSTED LIABILITY	C I
70003442673	U00	147846124	03/20/2024	902	70003442673	646	108.41	542.91	108.41	434.50	N
70012503218	U00	147910418	04/08/2024	902	70012503218	646	1,282.22	52.00	52.00	0.00	N
70019238396	U00	147846168	03/20/2024	902	70019238396	646	220.96	58.50	58.50	0.00	N
70022806312	000	147842396	03/19/2024	362	70022806312	645	373.90	373.90	373.90	0.00	S
70023570529	U00	147846166	03/20/2024	902	70023570529	645	147.34	3,092.22	147.34	2,944.88	N
70046392869	U00	147838367	03/18/2024	902	70046392869	600	170.00	34.66	34.66	0.00	N
70053259795	SP1	147851493	03/21/2024	530	70053259795	600	49.22	167.98	49.22	118.76	N
70055226214	000	147842403	03/19/2024	362	70055226214	646	58.50	58.50	58.50	0.00	S
70076640732	U00	147851551	03/21/2024	902	70076640732	646	550.00	234.00	234.00	0.00	N
70077975004	U00	147846138	03/20/2024	902	70077975004	646	87.12	40.00	40.00	0.00	N
70082254841	U00	147846142	03/20/2024	902	70082254841	646	54.56	58.50	54.56	3.94	N
70101844267	U00	147851561	03/21/2024	902	70101844267	600	111.63	4.00	4.00	0.00	N
TOTAL WARRANTS:			12	TOTAL DEPOSIT:			1,215.09				



Warrant Hold Offset Request

```
TEXAS S069          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/06/24 08:48 AM
LINK TO: _____ AGENCY/FUND RECORD INQUIRY          PROD

AGENCY: 711  AP YEAR: 24  FUND: 9016

INQ TYPE: CB      (MA, PA, YA, CB, PY, PP)
INQ YEAR: 24     INQ MONTH: 05
NET CASH ACT:    223.15  APPN ACCR CSH AVAIL:    223.15
APPN CASH AVAIL: 223.15  APPN ENC CASH AVAIL:    223.15

BT      TITLE          AMOUNT  BT      TITLE          AMOUNT
12 CASH REVENUES    223.15

F1-HELP F3-END F4-INTERRUPT
```



JOURNAL VOUCHER

1. Archive reference number		2. Agency number 711		3. Agency Name Texas A&M University				4. Current document number J S W H 2 4 3 4				
5. Effective date 04-23-24		6. Doc date		7. Doc Agy 711		8. Document amount \$1,211.94						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
711	001				188				3790		605.97	
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER	GRANT NUMBER		GRANT YEAR/PHASE	PROJECT NUMBER
R	93211	9016										
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
711	002				195				3517		605.97	
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER	GRANT NUMBER		GRANT YEAR/PHASE	PROJECT NUMBER
	00000	0242										
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
	003											
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER	GRANT NUMBER		GRANT YEAR/PHASE	PROJECT NUMBER
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
	004											
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER	GRANT NUMBER		GRANT YEAR/PHASE	PROJECT NUMBER
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
10. Legal cite Sections 86.02 and 86.03, Education Code												
11. Description Clear warrant hold offset account												
12. Contact Name Ashli Woodward								Phone (Area code and number) 979-845-8108				
13. Approved sign here								Date 04-23-24		14. Ent By		
Approved sign here								Date		15. Comp		



Comptroller of Public Accounts Form 78-170 (Rev 8-2002)

STATE OF TEXAS

PURCHASE VOUCHER

1. Archive reference number		2. Agency number 711		3. Agency name Texas A&M University			4. Current document number 9SWH2434					
5. Effective date 04-23-24		6. Order (document) date		7. Orig pmt date		8. Doc agency 711						
9. Texas identification number 37117117111 000				10. FDT		11. RCC						
12. Requisition number				13. Document amount \$605.97								
14. Payee name / address Texas A&M University							15. GDC order number					
							16. Lease number					
18 Ref Doc SFX 001 JSWH2434		IC	RC	M	TC	Index 222	PCA 89069	AY 24	COBJ 3517	AOBJ	Amount \$605.97	
APPN		Fund	Pmt due date		Rqd pmt date		Invoice number		Invoice date			
00000		0242										
Description Warrant hold offset apply to invoices												
Cap ind		Tag #		AGENCY USE								
18 Ref Doc SFX 001		IC	RC	M	TC	Index	PCA	AY	COBJ	AOBJ	Amount	
APPN		Fund	Pmt due date		Rqd pmt date		Invoice number		Invoice date			
Description												
Cap ind		Tag #		AGENCY USE								
19. SER / DEL DATE		20. DESCRIPTION OF GOODS OR SERVICES					21. QUANTITY	22. UNIT PRICE	23. AMOUNT			
04-23-24		Warrant hold offset apply to invoices: [REDACTED]					1	108.41	108.41			
04-23-24		Warrant hold offset apply to invoices: [REDACTED]					1	52.00	52.00			
04-23-24		Warrant hold offset apply to invoices: [REDACTED]					1	58.50	58.50			
04-23-24		Warrant hold offset apply to invoices: [REDACTED]					1	58.50	58.50			
04-23-24		Warrant hold offset apply to invoice: [REDACTED]					1	234.00	234.00			
04-23-24		Warrant hold offset apply to invoices: [REDACTED]					1	40.00	40.00			
04-23-24		Warrant hold offset apply to invoice: [REDACTED]					1	54.56	54.56			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
									#/VALUE!			
24. Contact name Ashli Woodward		Phone (Area code and number) 979-445-1108					25. Entered by					
26. I approve each purchase, travel, and payroll document in this batch. Employees at my state agency have determined that each document complies with applicable law, including the General Appropriations Act (GAA) and the rules of the Comptroller of Public Accounts. For each purchase or travel document, employees at my state agency have determined that: (1) the goods and services covered by the document comply with the requirements of the contracts under which they were purchased; and (2) the invoices for the goods and services are correct. For each transaction included in a travel document, employees at my state agency have determined that the information included in the transaction has been approved by the claimant. For each payroll document, employees at my state agency have determined that: (1) the payroll is correct and unpaid; and (2) any salary supplementation report required by the GAA to be filed with the Comptroller of Public Accounts and the Secretary of State has been filed. My state agency has authorized me to make this statement for the agency, and I accept responsibility for it.												
sign Approved here ▶		Phone (Area code and number) 979-845-8108					Date 04-23-24					
sign Approved here ▶		Phone (Area code and number)					Date					

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
 - https://fm.xcpa.texas.gov/fm/pubs/payment/direct_dep/index.php?s=dd_intro&p=dd_intro
-



SWA6100A-RM

SWA6100A-RM TEXAS COMPTROLLER OF PUBLIC ACCOUNTS 575 PAGE 1
 DATE 05/02/2024 RETURNED MONEY ITEMS FUNDING REPORT PROCESS DATE 05/01/2024
 AGENCY: 575 - TEXAS DIVISION OF EMERGENCY MANAGEMENT
 VENDOR PAYMENTS

 USAS BATCH AGY: 902 DATE: 05/02/2024 TYPE: P NBR: 995 J DOCUMENT: J5412301 F DOCUMENT: F0542921

TIN NAME	MC	PAYMENT NUMBER	ISSUE DATE	PAYMENT AMOUNT	BATCH SEQ	DOC SEQ	TC	AY	PCA	INDEX	COMP OBJ	AGY OBJ	FUND	TRANSACTION AMOUNT	REV IND	ERR IND
37117117111	000	4359510	04/18/2024	\$107,889.00	00011	011	180	24	27702		7299		0001	\$107,889.00		
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 COUNT:				1												
GRAND TOTAL USAS COUNT:				1												



SWA6100B-RM

SWA6100B-RM TEXAS COMPTROLLER OF PUBLIC ACCOUNTS 575 PAGE 1
 DATE 05/02/2024 RETURNED MONEY ITEMS DETAIL REPORT PROCESS DATE 05/01/2024
 AGENCY: 575 - TEXAS DIVISION OF EMERGENCY MANAGEMENT
 VENDOR PAYMENTS

TIN NAME	MC NUMBER	PAYMENT NUMBER	ISSUE DATE	ORIGINAL DOCUMENT	AMOUNT	ISS AGY	ROUTING NUMBER	ACCOUNT NUMBER	ACCT TYPE	RETURN REASON
37117117111 TEXAS A & M UNIV	000	4359510	04/18/2024	92403339	\$107,889.00	575	[REDACTED]		CHK	R23 CREDIT REFUSED BY RECEIVER
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

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

Screen: Voucher: 2403339 Fiscal Year: 2024

Status: RECN

Vendor:	X0101417012 TEXAS A&M UNIVERSITY	Hold:	N	Pend:	
Alt Vndr:		Encl:		Wire:	N
Due Dt:	11/22/2023	Desc:	FY24 MICROSOFT UNIFIED SU	St Vchr:	Y
Inv Dt:	10/23/2023	Cust AR Nbr:		Revolv:	N
Divry Dt:		GSC Ord:		Chg Src:	N
Dept Ref:	5190299	Cont WK Force:	N	Confidential:	
Tran Cd:	140	ACH:		Ovrd:	
St Req Nbr:		Check Nbr:		St Warrant Nbr:	4359510
Vchr Total:	107889.00	Check Dt:		Warrant Dt:	04/18/2024
Bank Trace:		Check Recon:		USAS Doc Type:	9 PCC:
S Itm	Account	IC:	Reason:	Orig Dist Dt:	
-----	-----	-----	-----	-----	-----
1	100500 00014 5670	107,889.00	237536B X000957	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	
DOC #	237536B
VOUCHER NUMBER	2403339
FISCAL YEAR	2024
VENDOR NAME	TEXAS A&M UNIVERSITY
STATE VO AMOUNT	\$107,889.00
ST VO CREDIT AMOUNT	
PREPARED BY	ALAN STILLEY
DATE	2024-05-06



F0015 Session opened for processing
130 AP Batch Initialize

05/06/24 10:29
FY 2024 CC 30

Screen: _____

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

Transactions	Amount		
Expected Totals: _____1	_____107889.00	Receipts:	0.00
Processed Totals: _____0	_____0.00	Disburse:	0.00

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

05/06/24 10:29

FY 2024 CC 30

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

Warns



F0220 Accepted - Please enter next transaction

146 Void State Voucher

05/06/24 10:30

FY 2024 CC 30

Screen: Voucher: 2403339 Fiscal Year: 2024

Vendor: X0101417012
Alt. Vendor:

TEXAS A&M UNIVERSITY

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

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

Screen: _____

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

	Transactions	Amount		
Expected Totals:	_____1	_____107889.00	Receipts:	0.00
Processed Totals:	1	107889.00	Disburse:	0.00

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:
 - https://fmx.cpa.texas.gov/fm/pubs/purchase/prompt_pay/index.php?section=usas&page=returned
-



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

```
TEXAS S084          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/06/24 02:12 PM
LINK TO: _____ ACCOUNTING EVENT RECORD INQUIRY          PROD

BATCH:  AGENCY 575  DATE 011124  TYPE 4  NO 500  SEQ NO 00281

GL: DR1 5501 CR1 1009 DR2      CR2      DR3      CR3      DR4      CR4
  EFF DATE: 011124  RQD DATE: 011124  PMT DUE DATE: 021024
  DOC DATE: [REDACTED]  SERV DATE: [REDACTED]  INT DOC/SFX:
  CUR DOC/SFX: 94400792 001  REF DOC/SFX:      MOD:      AGENCY: 575
  TRANS CODE: 225  INDEX:      PCA: 30032  AY: 24  COMP/AGY OBJ: 7613
  AMOUNT:      18286.72  RVS:  DISCOUNT:      .00  FO:  PDT: DF
  CONF: N  CI:  PROP #:      1099:  REQ NO:      PCC:
  INV-NO: 3643320015294  DT: [REDACTED]  DESC: 97.036_4332_2844 97.036_4332_2
  VEND/MC: 17460000437 003  NAME: ANGLETON ISD
  CONT NO:      CITY:      ST:      ZIP:
  PMT-NO: 1617624  DT: 011224  PMT DIST DT: 011624  AP NO: 10575  FUND: 0114
  GRANT NO/PH:      SUB GRANTEE:      PROJ NO/PH:
  MPCD: 4101206015  AGY CD-1: 2:      3:      NACUBO SUBFUND: 2100
  AGY GL:      DI:      PMT TYPE:  IC: RFC  INT TM:  BK:
  DISC-DT:      TM:  PEN-DT:      TM:  INT AMT:      .00
  LAST PROC - DT:      TIME:      APPROVAL DT:

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

```
169 Voucher Line Item Inquiry                                05/06/24 14:13
                                ANGLETON ISD                FY 2024 CC 30
Screen:  ___ Voucher: 4400792 Line Item: 1__ Fiscal Year: 2024
                                Cross Reference Item:        Panel: 01 More>>
Trans Code: 141                               Dept Ref: 0015294                               Encl:
Invoice Dt: 01/10/24                               Order Dt: 01/10/24                               Due Dt: 01/10/24
Invoice No: 3643320015294                         Delivery Dt: 01/11/24                           Req Pymt Dt: 01/10/24
Inv Rcvd Dt:                                       Act Rcvd Dt:                                       Pymt Due Dt: 02/10/24
Description: 97.036_4332_2844                       Orig Dist Dt:
Vendor ID: X0174280000                               W2/SSN:                                       Alt Vendor:
USAS Doc Tp: 9                                       PCC Code:                                       PDT Code: DF
LDT Codes: 65                                       PCA Code:                                       PO Nbr: 0004467
Inv Amt: 18286.72                               IC: Rsn:                                       P/F Liq: P 1099:
Disc Amt:                                       Disc Dt: 01/10/24                               Lost: N Batch: GMSP01 01/10/24
Net Amt: 18286.72 FA Acct: 410120-04000-6015       Comp Cd: 7613 Bank: 44114
                                                Orig Comp Cd: 7613 Wire: N
Hold: N Drop: N --- Check Cycle: N --- St Vchr Y Cycle: N
Pull: Pending: Nbr: Y 01/11/24
Trn Pull: FFX Feed: B 01/10/24 Void: N Rsn: N
CK Feed: N Revolving: N Recon: N Y 01/12/24 1617624
St Feed: Y Chg Src: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right
```



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

```
TEXAS S084          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/06/24 02:18 PM
LINK TO:          ACCOUNTING EVENT RECORD INQUIRY          PROD

BATCH:  AGENCY 575  DATE 042624  TYPE 4  NO 319  SEQ NO 00004

GL:  DR1 5501  CR1 1009  DR2      CR2      DR3      CR3      DR4      CR4
EFF DATE: 042624  RQD DATE: 042924  PMT DUE DATE: 042924
DOC DATE: 031824  SERV DATE: 031924  INT DOC/SFX:
CUR DOC/SFX: 92480088 001  REF DOC/SFX: 94414200 001  MOD:      AGENCY: 575
TRANS CODE: 225  INDEX:      PCA: 30032  AY: 24  COMP/AGY OBJ: 7623
AMOUNT:      58915.03  RVS:  DISCOUNT:      .00  FO:  PDT: DF
CONF:  CI:  PROP #:      1099:  REQ NO:      PCC:
INV-NO: 3643320015934  DT: 031824  DESC: 97.036_4332_3457 97.036_4332_3
VEND/MC: 17461656062 000  NAME: CYPRESS CREEK CHRISTIAN CHURCH
CONT NO:      CITY: SPRING      ST: TX  ZIP: 77379 7705
PMT-NO: 4910566  DT: 042624  PMT DIST DT: 042924  AP NO: 10575  FUND: 0114
GRANT NO/PH:      SUB GRANTEE:      PROJ NO/PH:
MPCD: 4101206020  AGY CD-1: 2:      3:      NACUBO SUBFUND: 1100
AGY GL:      DI:      PMT TYPE:  IC: RRD  INT TM:  BK:
DISC-DT:      TM:  PEN-DT:      TM:  INT AMT:      .00
LAST PROC - DT: 20240426  TIME: 2001      APPROVAL DT: 042624

RECORD RETRIEVED FROM ACTIVE AE
F1-HELP F3-END F4-INTERRUPT F8-FORWARD F9-S085 F10-S086 F11-S037 F12-S064
```

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

```

047 Transaction Inquiry on Reference Number 2 or 4                                05/06/24 15:43
CASH DEPOSIT SUSPENSE                                                            FY 2024 CC 30
Screen: █ Account: 553085 Search On Ref: 2 Ref Nbr: 4033083
Display Ref: 2 Bank Option: N
Sbcd TC  Ref 2  Date  Description          Amount      I BatRef Offset Acct
-----
0728 062 4033083 02/02 TAMUS                    1.07-      FMJ001 001004 1610

```

```

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry                                                         05/06/24 15:40
                                                                                   FY 2024 CC 30
Screen: █ Voucher: 2402048 Fiscal Year: 2024
Status: RECN
Vendor: X0103412004 TEXAS COMPTROLLER OF PUBLIC AC Hold: N Pend:
Alt Vndr: Encl: P Wire: N
Due Dt: 02/03/2024 Desc: REIMBURSEMENT OF PPI ON V St Vchr: N
Inv Dt: 02/02/2024 Cust AR Nbr: Revolv: N
Divry Dt: 02/02/2024 GSC Ord: Chg Src: N
Dept Ref: 5133946 Cont Wk Force: N Confidential: ACH: Ovr: Y
Tran Cd: 140 Check Nbr: 100970 St Warrant Nbr:
St Req Nbr: Check Dt: 02/05/2024 Warrant Dt:
Vchr Total: 1.07 Check Recon: Y 02/12/2024 USAS Doc Type: PCC:
Bank Trace: IC: Reason: Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef
-----
- 1 553085 00000 0728 1.07 4033083 03010 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

```



Batch 313 307.07 02.05.24

Processing Steps

3. Fill out the deposit voucher

DEPOSIT VOUCHER										1. Key by Treasury		
2. Archive reference number		3. Agency name TEXAS DIVISION OF EMERGENCY MANAGEMENT					4. Current document number					
5. Effective / DOC date		6. Doc Agy	7. FY	8. Document amount								
				\$ 1.07		D 2 4 8 06 14						
9. AGY	SFX	REF DOC	SFX	TC	Index	PCA	AY	COBJ	AOBJ			
575	001	92400585	001	180		30032	24	7806				
Amount		R	Description					Payee / Customer number				
0.30			TEXAS A&M UNIVERSITY SYSTEM					37107107106 006				
APPN	Fund	NACUBO sub-fund	Grant number	Grant year/phase	Project number	Project phase	Contract number					
10575	0001	1100										
Multipurpose code		AGENCY USE					Legal cite / Additional revenue description					
9. AGY	SFX	REF DOC	SFX	TC	Index	PCA	AY	COBJ	AOBJ			
575	002	92400578	001	180		30042	24	7806				
Amount		R	Description					Payee / Customer number				
0.30			TEXAS A&M UNIVERSITY SYSTEM					37107107106 006				
APPN	Fund	NACUBO sub-fund	Grant number	Grant year/phase	Project number	Project phase	Contract number					
10575	0001	1100										
Multipurpose code		AGENCY USE					Legal cite / Additional revenue description					
9. AGY	SFX	REF DOC	SFX	TC	Index	PCA	AY	COBJ	AOBJ			
575	003	92401411	001	180		38902	24	7806				
Amount		R	Description					Payee / Customer number				
0.47			TEXAS A&M UNIVERSITY SYSTEM					37107107106 006				
APPN	Fund	NACUBO sub-fund	Grant number	Grant year/phase	Project number	Project phase	Contract number					
38902	0001	1100										
Multipurpose code		AGENCY USE					Legal cite / Additional revenue description					
9. AGY	SFX	REF DOC	SFX	TC	Index	PCA	AY	COBJ	AOBJ			
575	004			180								
Amount		R	Description					Payee / Customer number				
APPN	Fund	NACUBO sub-fund	Grant number	Grant year/phase	Project number	Project phase	Contract number					
		1100										
Multipurpose code		AGENCY USE					Legal cite / Additional revenue description					
10. FOR TREASURY USE						11. Contact name						
						Alan Stillely						
						Title						
						Financial Accountant						
						Phone (Area code and number)				Date		
						(979) 845-2044				02/02/24		

155133946



Processing Steps

4. Process FAMIS corrections against the expense

SCREEN 13 DISBURSEMENTS	
DOC #	0071603
ACCOUNT	100020 00101 6230
TYPE	7
DESCRIPTION	TEXAS A&M UNIVERSITY SYSTEM
AMOUNT	\$0.30
DEBIT/CREDIT	C
REF 2 VOUCHER #	2400858
REF 3	
REF 4	0071603
VID NUMBER	X0101789013
BANK	14001
ACCOUNT	
TYPE	7
DESCRIPTION	TEXAS A&M UNIVERSITY SYSTEM
AMOUNT	
DEBIT/CREDIT	
REF 2 VOUCHER #	2400858
REF 3	0
REF 4	0071603
VID NUMBER	X0101789013
BANK	
PREPARED BY	ALAN STILLEY
DATE	2024-02-02



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

Comptroller of Public Accounts Deposit Slip		Agency contact/phone number Alan Stilley (979) 845-2044		<i>Teller Stamp</i>
Cash Amount		Bank Name / Deposit Type		
<small>Accepted subject to verification & collection</small>				
Document Agency No.	Document No.	Fiscal Year	Total Deposit Amount	
575	D2480064	24	1.07	

***** DO NOT WRITE IN THIS AREA - RESERVED FOR COMPTROLLER USE *****

Comptroller of Public Accounts Deposit Slip		Agency contact/phone number Alan Stilley (979) 845-2044		<i>Teller Stamp</i>
Cash Amount		Bank Name / Deposit Type		
<small>Accepted subject to verification & collection</small>				
Document Agency No.	Document No.	Fiscal Year	Total Deposit Amount	
575	D2480064	24	1.07	

***** DO NOT WRITE IN THIS AREA - RESERVED FOR COMPTROLLER USE *****

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>
 - 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

Web Warrant Inquiry and Cancellation System
Comptroller of Public Accounts

Web Warrant Inquiry

Warrant Number

Amount

Submit

Clear

Web Warrant Inquiry and Cancellation System
Comptroller of Public Accounts

Web Warrant Inquiry

Warrant Number

145291333

Amount

.01

Submit

Clear



Warrant Cancellation Steps

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

Warrant Number 145291333
Agency 575
Agency Name Texas Division of Emergency Management
Appropriation Fund 0175
Fund Code 0175
Confidential? N
Cancel Reason

Amount 0.01
Payee CITY OF BEVIL OAKS
Available Date 07/22/2022
Current Status Issued
Status Date 07/21/2022
Warrant History I
Cancel Doc Number

NO image available.

- 301 Incorrect TIN
- 302 Incorrect Amount
- 303 Unable to deliver warrant
- 304 Warrant on Hold
- 305 Warrant canceled by Agency
- 306 Warrant lost or destroyed
- 307 Duplicate payment
- 308 Payment not due
- 309 Leave without pay (LWOP)
- 310 Termination
- 311 Retirement
- 312 Deceased
- 313 Levies-IRS, bankruptcy, etc
- 316 Other

Amount 0.01

Payee CITY OF BEVIL OAKS

Available Date 07/22/2022

Current Status Issued

Status Date 07/21/2022

Warrant History I

Cancel Doc Number

Warrant Number 145291333

Agency 575

Agency Name Texas Division of Emergency Management

Appropriation Fund 0175

Fund Code 0175

Confidential? N

Cancel Reason

- 301 Incorrect TIN
- 302 Incorrect Amount
- 303 Unable to deliver warrant
- 304 Warrant on Hold
- 305 Warrant canceled by Agency
- 306 Warrant lost or destroyed
- 307 Duplicate payment
- 308 Payment not due
- 309 Leave without pay (LWOP)
- 310 Termination
- 311 Retirement
- 312 Deceased
- 313 Levies-IRS, bankruptcy, etc
- 316 Other

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

FMQuery: USAS Appropriation Financial

Detail by Balance Type, AY, FY, Object Code, Appd Fund, Fund, Appropriation

Agency 575 - Texas Division of Emergency Management

Balance Type 12, AY 2024

Cur Doc No	Effective Date	Ref Doc No	Tran Code	Rev Ind	Bal Type	AY	FY	APPN Num	APPD Fund	Fund	Compt Obj	PCA	Index	Agy Obj	Agy GLA	Amount
YD032224	20240322	D2480081	184		12	2024	2024	00000	0001	9000	3788	99900				55.99



Batch 326 20 111, 98 03.26.24

JOURNAL VOUCHER

1. Archive reference number		2. Agency number		3. Agency Name				4. Current document number				
		5. Effective date		6. Doc date		7. Doc Agy		8. Document amount		J 2 4 8 0 0 0 6		
								\$111.98				
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
575	001	YD032224		001	195		99900	24	3788		55.99	
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER		GRANT NUMBER	GRANT YEAR/PHASE	PROJECT NUMBER
R	0000	9000		1100								
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
575	002	D2480081		001	180		30032	24	7106		55.99	
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER		GRANT NUMBER	GRANT YEAR/PHASE	PROJECT NUMBER
	10575	0001		1100				70000986631 001				
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
575	003			001	188							
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER		GRANT NUMBER	GRANT YEAR/PHASE	PROJECT NUMBER
				1100								
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		AGENCY USE						
9. AGY	SFX	REF DOC		SFX	TC	INDEX	PCA	AY	COBJ	AOBJ	AMOUNT	
575	004			001	180							
R	APPN	FUND	AFUND	NACUBO SUB-FUND		CGLA	AGLA	PAYEE IDENTIFICATION NUMBER		GRANT NUMBER	GRANT YEAR/PHASE	PROJECT NUMBER
				1100								
PROJECT PHASE		CONTRACT NUMBER		MULTIPURPOSE CODE		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									Date		14. Ent By	
Approved sign here									Date		15. Comp	

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
-



Eff Date	Curr Doc	Suffix	Ref Doc No	FAMIS-Voucher	TC	RVS	Agy GLA	Bal Type	AY	FY	APPN Num	Fund	Compt Obj	PCA	Amt	Vendor Name
20230613	92306376	001		2306376	225			17	2023	2023	10575	0001	7406	30042	3,274.44	UNITED RENTALS NORTH AMERI
20230614	YLR23165	001	92306376	2306376	380			17	2023	2023	10575	0001	7406	30042	-3,274.44	
20230614	YLR23165	001	92306376	2306376	380			15	2023	2023	10575	0001	7406	30042	3,274.44	
20240325	K2480259	171	92306376	2306376	407			15	2023	2024	10575	0001	7406	30042	-3,274.44	
20240325	K2480259	172	92306376	2306376	408			15	2023	2024	10575	2130	7406	30042	3,274.44	

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry

04/19/24 11:52
FY 2024 CC 30

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---
 Hmenu Help EHelp Desc Corr Addr Det



047 Transaction Inquiry on Reference Number 2 or 4 04/19/24 11:53

23-0005 SEVERE WEATHER 29 JAN FY 2024 CC 30

Screen: ___ Account: 130111 Search On Ref: 2 Ref Nbr: 2306376

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
5810	047	2306376	03/22	United Rentals (No	3,274.44-	C	PVC611		

047 Transaction Inquiry on Reference Number 2 or 4 04/19/24 11:55

0001-2130 2023 SEVERE WTHR EVENTS FY 2024 CC 30

Screen: ___ Account: 180330 Search On Ref: 2 Ref Nbr: 2306376

Display Ref: 2 Bank Option: Y

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Bank
5810	047	2306376	03/22	United Rentals (No	3,274.44	D	PVC611	13130



Batch 317 @ 6,548.88 04.19.24

EXPENDITURE TRANSFER VOUCHER										Page 1 of	
1. Archive reference n		2. Agency number 575		3. Agency name TEXAS DIVISION OF EMERGENCY MANAGEMENT					4. Current document number K 2 4 8 0 2 9 4		
5. Effective date				7. Doc Agy 575		8. Document amount \$6,548.88					
9. AGY	SFX	REF DOC	SFX	TC	INDEX	PCA	AY	COBJ	AOBJ		
575	001	92306376	001	407		30042	23	7406			
AMOUNT		R	APPN	FUND	AFUND	NACUBO SUB-FUND	CGLA	AGLA	PAYEE IDENTIFICATION NUMBER		
3,274.44			10575	2130		1100			18609338357006		
9. AGY	SFX	REF DOC	SFX	TC	INDEX	PCA	AY	COBJ	AOBJ		
575	002	92306376	001	408		30042	23	7406			
AMOUNT		R	APPN	FUND	AFUND	NACUBO SUB-FUND	CGLA	AGLA	PAYEE IDENTIFICATION NUMBER		
3,274.44			10575	0001		1100			18609338357006		

```

TEXAS S086          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/09/24 01:48 PM
LINK TO:           DOCUMENT TRANSACTION INQUIRY           PROD
NEXT RECORD NO: 000001

AGENCY: 575 DOCUMENT NO/SUFFIX: K2480294

S -----TRANS ID----- TC   PDDT   PAYMENT # REF DOC/SFX  TRANS AMOUNT  R
  EFF DT APPN  M INDEX  PCA  AY COBJ AOBJ  VENDOR NO/MC  FUND CUR DOC/SFX
- 575 04/19/24 8 317 00001 407          92306376 001          3274.44
  04/19/24 10575          30042 23 7406          18609338357 006 2130 K2480294 001
- 575 04/19/24 8 317 00002 408          92306376 001          3274.44
  04/19/24 10575          30042 23 7406          18609338357 006 0001 K2480294 002
  
```

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

```

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry                                05/13/24 09:26
                                                    FY 2024 CC 30

Screen: 168 Voucher: 4400870 Fiscal Year: 2024
                                                    Status: RECN
Vendor: X0224560000 CITY OF WEST ORANGE                Hold: N      Pend:
Alt Vndr:                                                Encl:        Wire: N
Due Dt: 01/22/2024 Desc: 97.039_4332_117              St Vchr: Y
Inv Dt: 01/22/2024 Cust AR Nbr:                        Revolv: N
Divry Dt: 01/23/2024 GSC Ord:                          Chg Src: N
Dept Ref: 0015373 Cont Wk Force: N Confidential: ACH: Ovr:
Tran Cd: 141 Check Nbr: St Warrant Nbr: 2298889
St Req Nbr: Check Dt: Warrant Dt: 01/24/2024
Vchr Total: 517.50 Check Recon: USAS Doc Type: 9 PCC:
Bank Trace: IC: R Reason: FC Orig Dist Dt:
S Itm Account Net Amount PD No. Invoice Number Bank Dp Vd XRef
-----
1 450150 04000 6016 517.50 0005308 3943320015373 44143 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
  
```

```

047 Transaction Inquiry on Reference Number 2 or 4      05/13/24 09:29
0092-0143 HM-4332 HARVEY PT E6801                    FY 2024 CC 30
Screen: 047 Account: 450150 Search On Ref: 2 Ref Nbr: 4400870
Display Ref: 2 Bank Option: N
Sbcd TC Ref 2 Date Description Amount I BatRef Offset Acct
-----
6016 068 4400870 01/22 CITY OF WEST ORANG 517.50 P GMSP01 045015 2100
  
```

```

TEXAS S086 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/13/24 09:34 AM
LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
NEXT RECORD NO: 0000001
AGENCY: 75 DOCUMENT NO/SUFFIX: 94400870
S -----TRANS ID----- TC PD DT PAYMENT # REF DOC/SFX TRANS AMOUNT R
EFF DT APPN M INDEX PCA AY COBJ AOBJ VENDOR NO/MC FUND CUR DOC/SFX
575 01/23/24 4 500 00093 225 02/22/24 2298889 517.50
01/23/24 10575 30032 24 7611 17460153970 002 0143 94400870 001
  
```


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

```
F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry                                05/13/24 10:32
                                                        FY 2024 CC 30

Screen:  _____ Voucher: 2401082 Fiscal Year: 2024

Vendor: X0308560000 HERITAGE ENVIRONMENTAL SERVICE      Status: RECN
Alt Vndr:                                                    Hold: N      Pend:
Due Dt: 11/30/2023          Desc: PALLET REMOVAL, NON-HAZAR  St Vchr: Y
Inv Dt: 10/31/2023          Cust AR Nbr:                    Encl:      Wire: N
Divry Dt:                  GSC Ord:                        Revolv: N
Dept Ref: 2401082          Cont WK Force: N      Confidential: ACH: Ovrdr:
Tran Cd: 140              Check Nbr:                    St Warrant Nbr: 147402728
St Req Nbr:              Check Dt:                    Warrant Dt: 12/05/2023
Vchr Total: 384345.00     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 480230 000000 5030      384,345.00  164046B 2315981      44068  N  N
```

```
047 Transaction Inquiry on Reference Number 2 or 4      05/13/24 10:34
0325-3268 BUD EXEC ORDER COVID PPE                    FY 2024 CC 30
Screen:  █ Account: 480230 Search On Ref: 2 Ref Nbr: 2401082
Display Ref: 2 Bank Option: Y

Sbcd TC  Ref 2  Date  Description      Amount      I BatRef  Bank
-----
5030 068 2401082 12/01 HERITAGE ENVIRONME      384,345.00  P PVP827 44068
5030 046 2401082 12/06 HERITAGE ENVIRONME      384,345.00- C PVC653 44068
5030 046 2401082 12/06 HERITAGE ENVIRONME      384,345.00  D PVC653 43068
```

```
TEXAS S086 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/13/24 10:36 AM
LINK TO: _____ DOCUMENT TRANSACTION INQUIRY PROD
NEXT RECORD NO: 0000001

AGENCY: 575 DOCUMENT NO/SUFFIX: 92401082
S -----TRANS ID----- TC PDDT PAYMENT # REF DOC/SFX TRANS AMOUNT R
EFF DT APPN M INDEX PCA AY COBJ AOBJ VENDOR NO/MC FUND CUR DOC/SFX
_ 575 12/04/23 4 500 00039 225 12/22/23 147402728 384345.00
_ 12/04/23 37027 37022 23 7526 13514132375 001 3268 92401082 001
```



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

SCREEN 148 TRANSFER FROM ST/LOCAL TO LOCAL/ST			
DOC #	164046B		
OLD ACCT	480230-00000	NEW ACCT	100001-00016
OLD VOUCHER #	2401082	NEW VO #	2401860
TOTAL AMOUNT	384,345.00		\$384,345.00
AMOUNT			
OLD BANK	43068	NEW BANK	03010
S/CODE	5030	S/CODE	5030
S/CODE		S/CODE	
DEPT REF	2401082	DEPT REF	2401082
DOC TYPE			
PDT			
LDT			
INVOICE NUMBER		2315981	
PREPARED BY	ALAN STILLEY		
DATE	2024-01-25		



F0026 Please enter desired modifications
 148 Chg Loc to St / St to Loc HERITAGE ENVIRONMENTAL SERVICE 05/13/24 10:56
 FY 2024 CC 30

Screen: Vendor: _____ Voucher: _____ Account: _____
 New Account: _____ New Bank: _____ Default Cost Ref: N

Orig: Voucher: _____ Fy: 2024 Bank: _____ Comp. Code: _____ Dept. Ref: _____
 New: _____

Type: 8 Enclosure Code: _____

Invoice Date: _____ Order Date: _____ Delivery Date: _____
 State Req Nbr: _____ GSC Ord: _____ Due Date: _____
 Description: _____

Cust AR NBR: _____ Hold Flag: _____
 W2/SSN: _____ Travel Hotel Zip: _____
 USAS Doc Type: _____ PCC Code: _____ PDT Code: _____
 LDT Codes: _____ Confidential: _____

Ln: 1 Item Amt: _____ 1099: _____ Inv Nbr: _____ PCA Ovrrd: _____

Transactions: 0 Amount: 0.00 Batch: TEST00 Date: 05/13/2024
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Hmenu Help EHelp Multi Warns

F2321 Make selection to proceed to screen 169
 168 Voucher Total Inquiry 05/13/24 10:55
 FY 2024 CC 30

Screen: _____ Voucher: 2401860 Fiscal Year: 2024

Status: RECN

Vendor: X0308560000 HERITAGE ENVIRONMENTAL SERVICE Hold: N Pend:
 Alt Vndr: 33043043040 COMPTROLLER OF PUBLIC ACCOUNTS Encl: P Wire:
 Due Dt: 01/25/2024 Desc: PALLET REMOVAL, NON-HAZAR St Vchr: N
 Inv Dt: 10/31/2023 Cust AR Nbr: Revolv: N
 Divry Dt: GSC Ord: Chg Src: Y
 Dept Ref: 2401082 Cont WK Force: Confidential: ACH: Ovrd:
 Tran Cd: 148 Check Nbr: 100920 St Warrant Nbr:
 St Req Nbr: Check Dt: 01/26/2024 Warrant Dt:
 Vchr Total: 384345.00 Check Recon: Y 02/08/2024 USAS Doc Type: PCC:
 Bank Trace: IC: Reason: Orig Dist Dt:
 S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef

S Itm	Account	Net Amount	PO No.	Invoice Number	Bank	Dp	Vd	XRef
1	100001 00016 5030	384,345.00		2315981	03010	N	N	

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)

```

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry
05/13/24 11:13
FY 2024 CC 30

Screen: 168 Voucher: 2400566 Fiscal Year: 2024
Status: PAID
Vendor: X0289271000 OMNINET CHASE PARK LLC Hold: N Pend:
Alt Vndr: Encl: Wire: N
Due Dt: 09/28/2023 Desc: CHASE PARK HQ MODIFICATIO St Vchr: N
Inv Dt: 09/18/2023 Cust AR Nbr: Revolv: N
Dlvry Dt: GSC Ord: Chg Src: N
Dept Ref: 0304470 Cont Wk Force: N Confidential: ACH: Y Ovrd:
Tran Cd: 140 FAMIS Trace: A001589 St Warrant Nbr:
St Req Nbr: ACH Dt: 10/27/2023 Warrant Dt:
Vchr Total: 489050.81 Check Recon: USAS Doc Type: PCC:
Bank Trace: 091000015234780 IC: Reason: Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef
-----
1 203000 00002 8710 489,050.81 131161B 002 03010 N N
  
```

```

169 Voucher Line Item Inquiry
05/13/24 11:22
OMNINET CHASE PARK LLC
FY 2024 CC 30
Screen: 169 Voucher: 2400566 Line Item: 1 Fiscal Year: 2024
Cross Reference Item: Panel: 01 More>>
Trans Code: 140 Dept Ref: 0304470 Encl:
Invoice Dt: 09/18/23 Order Dt: 04/10/23 Due Dt: 09/28/23
Invoice No: 002 Delivery Dt: Req Pymt Dt:
Inv Rcvd Dt: 10/23/23 Act Rcvd Dt: 10/20/23 Pymt Due Dt: 11/22/23
Description: CHASE PARK HQ MODIFICATIONS 2ND INS Orig Dist Dt:
Vendor ID: X0289271000 W2/SSN: Alt Vendor:
USAS Doc Tp: PCC Code: PDT Code:
LDT Codes: PCA Code: PO Nbr: 131161B
Inv Amt: 489050.81 IC: Rsn: P/F Liq: P 1099:
Disc Amt: Disc Dt: 09/28/23 Lost: Y Batch: PVP781 10/26/23
Net Amt: 489050.81 FA Acct: 203000-00002-8710 Comp Cd: 7341 Bank: 03010
Orig Comp Cd: 7341 Wire: N
Hold: N Drop: N --- ACH Cycle: N --- St Vchr N Cycle: N
Pull: Pending: Nbr: A001589 10/27/23 N
Trn Pull: FFX Feed: B 10/27/23 Void: N Rsn: N
Chk Feed: Y Revolving: N Recon: N N
St Feed: N Chg Src: N Bank Trace: 091000015234780
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Desc XRItm VOInt Addr Left Right
  
```



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

SCREEN 148 TRANSFER FROM ST/LOCAL TO LOCAL/ST			
DOC #	131161B		
OLD ACCT	203000-00002	NEW ACCT	440051-48000
OLD VOUCHER #	2400566	NEW VO #	2401687
TOTAL AMOUNT	46,691.42		\$46,691.42
AMOUNT			
OLD BANK	03010	NEW BANK	44166
S/CODE	8710	S/CODE	8710
S/CODE		S/CODE	
DEPT REF	0304470	DEPT REF	0304470
DOC TYPE	9		
PDT	DF		
LDT	65		
INVOICE NUMBER		002	
PREPARED BY	ALAN STILLEY		
DATE	2024-01-16		



047 Transaction Inquiry on Reference Number 2 or 4 05/13/24 11:31
 TDEM LOCAL REVENUE/EXPENSES FY 2024 CC 30

Screen: Account: 203000 Search On Ref: 2 Ref Nbr: 2400566
 Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
8710	068	2400566	10/26	OMNINET CHASE PARK	489,050.81	P	PVP781	020300	2100
8710	068	2400566	01/16	OMNINET CHASE PARK	46,691.42-		PVC607	011101	1150

047 Transaction Inquiry on Reference Number 2 or 4 05/13/24 11:27
 CLEARING-REVOLVING FUND RECEIVABLE FY 2024 CC 30

Screen: Account: 011101 Search On Ref: 2 Ref Nbr: 2400566
 Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1150	068	2400566	01/16	OMNINET CHASE PARK	46,691.42		PVC607	203000	8710

047 Transaction Inquiry on Reference Number 2 or 4 05/13/24 11:29
 CLEARING-REVOLVING FUND RECEIVABLE FY 2024 CC 30

Screen: Account: 011101 Search On Ref: 2 Ref Nbr: R011824
 Display Ref: 3 Bank Option: N

Sbcd	TC	Ref 3	Date	Description	Amount	I	BatRef	Offset	Acct
1150	030	3401693	01/19	REVOLVING DEPOSIT	4.21-	C	REV888		
1150	030	2401687	01/19	REVOLVING DEPOSIT	46,691.42-	C	REV888		
1150	030	2401686	01/19	REVOLVING DEPOSIT	46,691.43-	C	REV888		
1150	030	5400403	01/19	REVOLVING DEPOSIT	44.98-	C	REV888		
1150	030	5400402	01/19	REVOLVING DEPOSIT	204.00-	C	REV888		
1150	030	5400399	01/19	REVOLVING DEPOSIT	148.00-	C	REV888		



F2321 Make selection to proceed to screen 169

168 Voucher Total Inquiry

05/13/24 11:14

FY 2024 CC 30

Screen: Voucher: 2401687 Fiscal Year: 2024

Status: RECN

Vendor: X0289271000 OMNINET CHASE PARK LLC

Hold: N

Pend:

Alt Vndr: 35755755750 TEXAS DIVISION OF EMERGENCY MA

Encl:

Wire:

Due Dt: 01/16/2024

Desc: CHASE PARK HQ MODIFICATIO

St Vchr: Y

Inv Dt: 09/18/2023

Cust AR Nbr:

Revolv: N

Divry Dt: 10/24/2023

GSC Ord:

Chg Src: Y

Dept Ref: 0304470

Cont Wk Force:

Confidential:

ACH:

Ovrd:

Tran Cd: 148

Check Nbr:

St Warrant Nbr:

1652851

St Req Nbr:

Check Dt:

Warrant Dt:

01/18/2024

Vchr Total: 46691.42

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

S Itm	Account	Net Amount	PO No.	Invoice Number	Bank	Dp	Vd	XRef
1	440051 48000 8710	46,691.42	002		44166	N	N	

FAMIS Enhancement Ideas for Corrections

- Automate the state to state ETV corrections
 - Automate the state to local deposit batch
-



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