

# USAS AND FAMIS TRAINING WORKSHOP

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Presentations by Several Members:

Texas A&M University

Texas A&M Engineering Experiment Station (TEES)

System Office



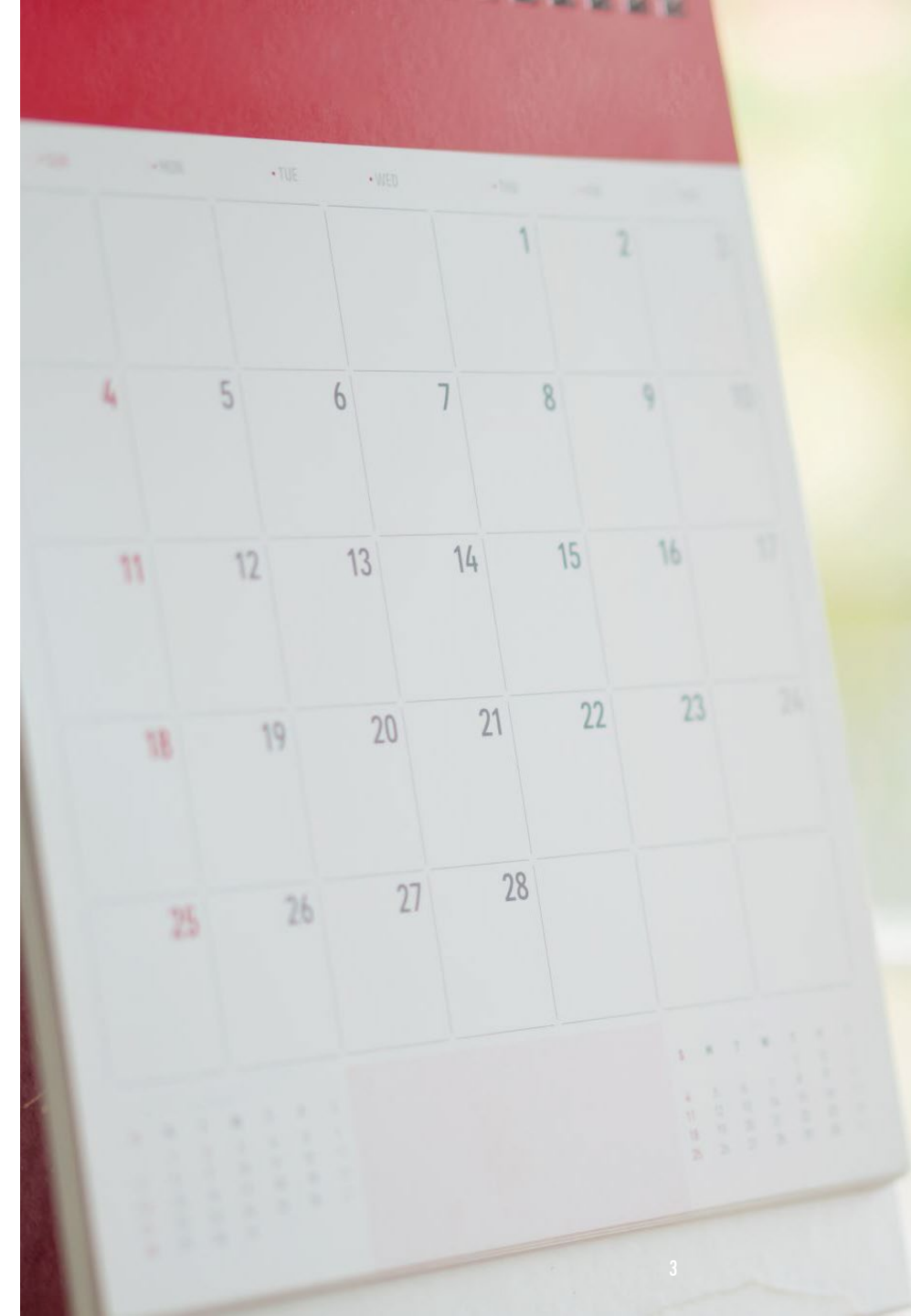
# STELLA HOTEL

Good morning, welcome to class!

Password for Internet ???

# WELCOME TO USAS AND FAMIS TRAINING WORKSHOP

- Appreciate everyone attending today; we know we are all busy trying to accomplish so many things; often we do not take the time to attend training classes
  - Virtual Classes are an option, and we often take advantage of these, so we can accomplish emails at the same time
  - Everyone's time is limited and precious
- This class was requested after the ACOs presented last summer to us on USAS from the Comptroller's Office perspective
- Texas A&M members requested we add a class which brought us together and connected the state topics to FAMIS



# AGENDA

## • Day 1

- Welcome
- Overview USAS Profile Screens-Selena
- FAMIS Setup Required-Kristina
- USAS Data Entry-Selena
- Error Corrections-Alan
- Maximizing State Funds-Verna and Kristina

## • Day 2

- USAS and FAMIS-How Do They Compare-Selena and Kristina
- Keeping the USAS IT File Current-Selena
- FAMIS and USAS Interfaces-Mark and Greg
- USAS Reports-Selena
- USAS/FAMIS Reconciliation-Teresa
- ABEST/FAMIS Reconciliation-Kyle
- **Individual Q&A Session**
- Closing Comments





# INTRODUCTIONS

- Let's go around the room and introduce ourselves
- Name, Role or Title and How you use USAS and FAMIS?

A pair of black-rimmed glasses is resting on a stack of books. A red bookmark is visible in the foreground. The background is slightly blurred, showing more books and a wooden surface.

# ATTENDING CONFERENCES

- ✓ Learning
- ✓ Sharing what we know
- ✓ Do we feel like experts?

# PRE-ANNOYED??

- Does USAS cause you stress?
- Does any one feel pre-annoyed right now?
- Definition: What you are thinking when you receive a phone call from your favorite department
- The person who wants to know why about everything
- The analyst who can over analyze anything... including lunch

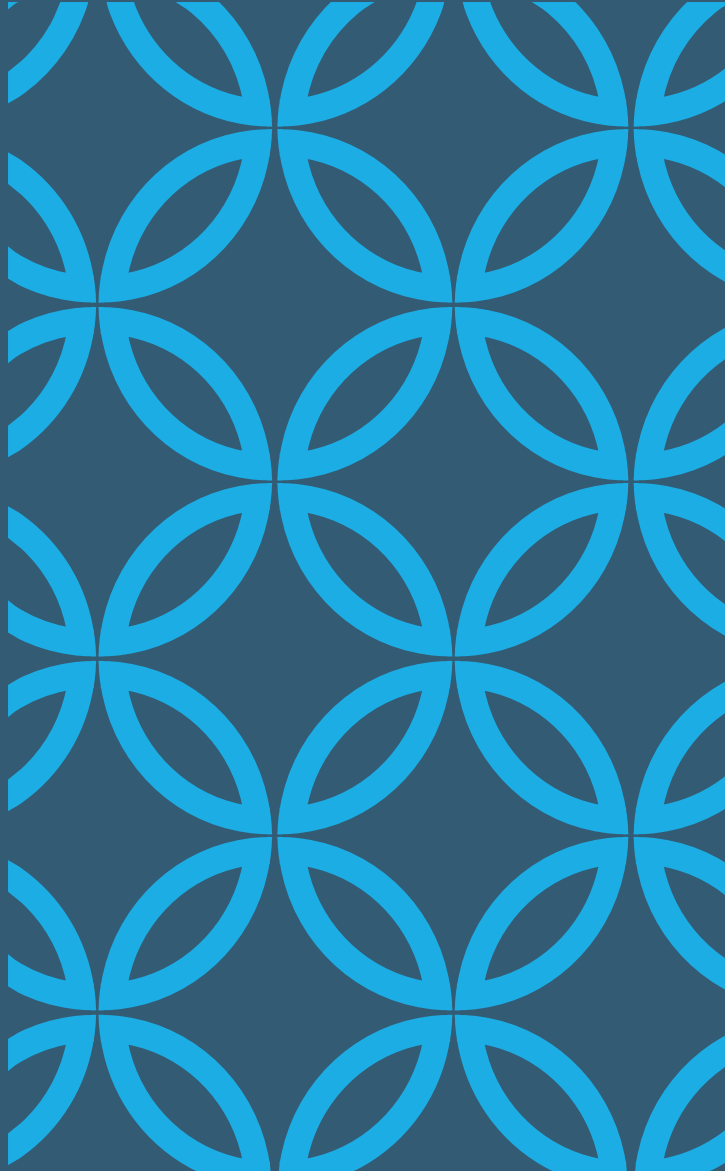


# RELAX... OUR GOALS FOR TODAY

- We will begin with the basics and provide additional information
- We all have worked with USAS and FAMIS in different ways
- We will start out with how the Systems are setup
- What are the important tables
- What do we need for our Method of Finance or Budgets?
- Why are our accounting systems so complex...they are accomplishing many different processes for us
- Ever feel like we are so automated we have lost sight of the purpose?
- Today, we are going to try and untangle and demystify our processes







# USAS

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**Selena Meyers**  
**Financial Analyst**



Texas Comptroller of Public Accounts

# USAS TOPICS OF DISCUSSION

- ◇ Security
- ◇ Navigation
- ◇ Profile Screens

# CREATE YOUR PASSWORD

## Mainframe Password Requirements

- Passwords must be exactly eight characters in length.
- Passwords must include each of the following:
  - one upper case letter
  - one lower case letter
  - one number
  - one special character, such as : < + | ! - % \_ ? = # @
- Users must change their passwords at least once every 90 days.
- Users are limited to one password change per day, not including a Comptroller Help Desk or [agency security coordinator](#) password reset.
- Passwords should not be repeated. Users may not repeat any of the last 24 passwords.
- Accounts will be disabled after three failed password attempts. The user must contact his or her security coordinator to reactivate the user ID and password.



# CREATE YOUR PASSWORD

- Passwords will be revoked for non-activity if the user does not sign on at least once every **45 days**; the user must contact his or her security coordinator to reset the password
- Accounts will be disabled after 180 days of non-activity; the user must contact his or her security coordinator to reactivate the user ID and password

**Note:** Users may have different passwords for various Comptroller systems and Web applications.

These requirements apply to any password changes or reset requests starting **Nov. 23, 2015**, to all systems and applications which authenticate with a mainframe password:

- Mainframe systems (HRIS, SPA, SPRS, TINS, USAS, and USPS)
- [Annual Financial Report Web Applications](#)
- FMX restricted areas
- FTP Reports
- State Agency Payment Search

If you have questions, contact your [agency security coordinator](#)

# USAS SECURITY SCREENS-96A

```
TEXAS S96A                UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/19/24 03:47 PM
LINK TO: _____      SECURITY PROFILE                          PROD

ACTION:  N  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY:  710 USER ID: SMEY462  USER CLASS: 79  NAME: MEYERS, SELENA
ACCESS:  U  (SEARCH BY: A = AGENCY  U = USER ID)
ACCOUNTING TRANS: 2                BATCH EDIT MODE: 2
RELEASE FLAG: 0                DISBURSEMENT METHOD: 2
AGY GROUP: _____                WORK HOUR: 0000 2400
RANGE 1: 014 014                WORK DAY: A
RANGE 2: 798 798                PRINTER ID: _____
SECURITY AGENCY: 710            DEFAULT
SECURITY ORG: _____            ACTION CODE AGENCY: _____
SECURITY ORG: _____            ACTION CODE: _____
PRIOR MO POST IND: Y                INTEREST CONTROL: Y
PRIOR YR POST IND: Y                WARRANT PFX IND: N (0,2,3,7,9,N)
FUND OVERRIDE: _____            CONFIDENTIAL IND: B (P=PAYR T=TORT B=BOTH)
BATCH TYPES:  _ _ _ _ _ ($=SYS.GEN. %=ALL,#=ALL BUT 4, 6, 7)

                                STATUS CODE: A
EFF START DATE: 08112023  EFF END DATE: _____  LAST PROC DATE: 02282024
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP  F3-END  F4-INTERRUPT  F6-PROCESS  F8-SECURITY
```

# USAS SECURITY SCREENS-96B

TEXAS S96B UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/24 03:49 PM  
LINK TO: \_\_\_\_\_ SECURITY PROFILE PROD

ACTION: R (C=CHANGE, D=DELETE, N=NEXT, R=RECALL, U=UPDATE)

AGENCY: 710 USER ID: SMEY462 USER CLASS: 79 NAME: MEYERS, SELENA

ACCESS: U (SEARCH BY: A = AGENCY U = USER ID)

D01	<u>0</u>	D02	<u>0</u>	D03	<u>0</u>	D04	<u>2</u>	D05	<u>0</u>	D06	<u>0</u>	D08	<u>0</u>	D09	<u>0</u>	D10	<u>0</u>	D11	<u>0</u>	D12	<u>0</u>
D13	<u>0</u>	D14	<u>0</u>	D15	<u>0</u>	D16	<u>0</u>	D17	<u>0</u>	D18	<u>0</u>	D19	<u>0</u>	D20	<u>0</u>	D21	<u>0</u>	D22	<u>0</u>	D23	<u>1</u>
D24	<u>0</u>	D25	<u>0</u>	D26	<u>0</u>	D27	<u>0</u>	D28	<u>0</u>	D29	<u>0</u>	D30	<u>0</u>	D31	<u>0</u>	D32	<u>0</u>	D33	<u>0</u>	D34	<u>0</u>
D35	<u>0</u>	D36	<u>0</u>	D37	<u>0</u>	D38	<u>0</u>	D40	<u>0</u>	D42	<u>0</u>	D44	<u>0</u>	D45	<u>0</u>	D46	<u>0</u>	D47	<u>0</u>	XXX	
D48	<u>0</u>	D49	<u>0</u>	D51	<u>0</u>	D52	<u>0</u>	D53	<u>0</u>	D54	<u>0</u>	D61	<u>0</u>	D62	<u>0</u>	D63	<u>0</u>	D64	<u>0</u>	D66	<u>0</u>
D71	<u>0</u>	D80	<u>0</u>	D98	<u>0</u>	XXX		XXX		XXX		XXX		XXX		XXX		020	<u>0</u>	20B	<u>0</u>
022	<u>0</u>	024	<u>0</u>	025	<u>0</u>	026	<u>2</u>	027	<u>0</u>	28A	<u>0</u>	28B	<u>0</u>	28C	<u>0</u>	029	<u>0</u>	030	<u>0</u>	30B	<u>0</u>
031	<u>0</u>	033	<u>0</u>	33A	<u>0</u>	33B	<u>0</u>	034	<u>0</u>	035	<u>0</u>	036	<u>0</u>	037	<u>0</u>	038	<u>0</u>	039	<u>0</u>	041	<u>0</u>
XXX		044	<u>0</u>	045	<u>0</u>	057	<u>0</u>	058	<u>0</u>	061	<u>0</u>	062	<u>0</u>	063	<u>0</u>	064	<u>0</u>	065	<u>0</u>	066	<u>0</u>
067	<u>0</u>	068	<u>0</u>	069	<u>0</u>	XXX		XXX		XXX		XXX		XXX		XXX		077	<u>0</u>	078	<u>0</u>
079	<u>0</u>	080	<u>0</u>	081	<u>0</u>	082	<u>0</u>	XXX		084	<u>0</u>	085	<u>0</u>	086	<u>0</u>	088	<u>0</u>	089	<u>0</u>	090	<u>0</u>
091	<u>0</u>	092	<u>0</u>	093	<u>0</u>	094	<u>0</u>	095	<u>0</u>	096	<u>0</u>	097	<u>0</u>	XXX		XXX		XXX		XXX	
515	<u>2</u>	519	<u>2</u>	540	<u>0</u>	550	<u>1</u>	XXX		XXX		XXX		XXX		XXX		XXX		XXX	

EFF START DATE: 08112023 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 02282024  
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-END F4-INTERRUPT F6-PROCESS F7-SECURITY



# CHOOSE THE USAS APPLICATION '1'

```
VTAM/Switch 6.7      Application Selection      User: SMEY462  Term: TCP51179
====> _____

Select one of the following applications to start a new session

  1 USAS (P)  USAS PRODUCTION  ACTIVE  19 SPRS (C)  SPRS CONVERSION  CHECKING
  2 USAS (T)  USAS TRAINING  CHECKING  20 SPRS (P)  SPRS PRODUCTION  ACTIVE
  3 USAS (S)  USAS AGY SETUP  CHECKING  21 SPA (TEST) SPA USER TEST  CHECKING
  4 SPA (P)   SPA PRODUCTION  ACTIVE  22 USAS (C)  USAS CONVERSION  CHECKING
  5 SPA (T)   SPA TRAINING  CHECKING  23 TINS (C)  TINS AGY SETUP  CHECKING
  6 USPS (P)  USPS PRODUCTION  ACTIVE  24 N/A-24    CHECKING
  7 N/A-7     CHECKING  25 N/A-25    CHECKING
  8 USPS (S)  USPS CONVERSION  CHECKING  26 SFS (L)   DEPLOYMENTS  CHECKING
  9 TINS (P)  TINS PROD  ACTIVE  27 SFS (K)   PARALLEL  CHECKING
 10 HRIS (P)  HRIS PRODUCTION  ACTIVE
 11 FACTS    FACTS PROD  ACTIVE
 12 N/A-12   CHECKING
 13 TSO      TSO ON PROD  CHECKING
 14 N/A-14   CHECKING
 15 CICS     CICS CPA  ACTIVE
 16 USAS (A)  USAS ACCEPTANCE  CHECKING
 17 HRIS (A)  HRIS ACCEPTANCE  CHECKING
 18 USAS (F)  FINANCIAL REPORT  CHECKING

PF1-HELP  PF3-END  PF7-BACKWARD  PF8-FORWARD  PA1-ROTATE
```



# USAS NAVIGATION

TEXAS S002 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/24 03:07 PM  
NEWS DISPLAY PROD

TO ACCESS THE NEWS/HELP SCREEN, LINK TO THE 90 SCREEN AND TYPE KEYWORD 'NEWS'  
PRESS ENTER TO RECALL, THEN ENTER ACTION 'N' TO SCROLL FORWARD.

\*\*\*\*\*

MAY/JUNE ON-LINE AVAILABILITY SCHEDULE P. 34-35

REIMBURSEMENT DOCUMENTS (UPDATED FOR DOC TYPE 5) P. 55-56

EMAIL SUPER-SECURITY DELETES TO USAS.MAINTENANCE@CPA.TEXAS.GOV P. 91-92  
OBTAIN SSD FORM (73-310) FROM FMX>>FORMS

F3-END

PRESS (ENTER) TO CONTINUE

# WHERE TO NEXT?

TEXAS S010

UNIFORM STATEWIDE ACCOUNTING SYSTEM

05/17/24 12:36 PM

LINK TO: \_\_\_\_\_

MAIN MENU

PROD

ENTER SELECTION: \_

C	COST ALLOCATION PROFILE
D	DATA ENTRY OF FINANCIAL TRANSACTIONS
F	FIXED ASSET SUBSYSTEM
G	GRANT/PROJECT SUBSYSTEM
O	ONLINE FINANCIAL INQUIRY
P	PROFILE MAINTENANCE FOR CORE SYSTEM
Q	AUXILIARY PROFILE MAINTENANCE
R	REPORTING
S	SYSTEM MANAGEMENT
T	DOCUMENT TRACKING
W	PAYMENT PROCESSING
Z	SIGN OFF

F1-HELP F3-END F4-INTERRUPT

# CHOOSE 0 - ONLINE INQUIRY

```
TEXAS  S014          UNIFORM STATEWIDE ACCOUNTING SYSTEM  05/17/24 03:10 PM
LINK TO:  _____ FINANCIAL INQUIRY MENU                PROD

ENTER SCREEN ID:  ____

61  AGENCY BUDGET RECORD          (AB)          66  GRANT RECORD          (GP)
62  APPROPRIATION RECORD         (AP)
59  APPROPRIATION SUMMARY        (AP)          68  CONTRACT RECORD      (CF)
67  APPROPRIATION AGENCY DETAIL (AF)
46  CASH EXPENDITURES BY MONTH  (GL)          69  AGENCY/FUND RECORD   (AF)
47  CASH REVENUES BY MONTH      (GL)          58  AGENCY/FUND SUMMARY   (AF)
49A REVENUE OR EXPENDITURE      (GL)
80  PROJECT RECORD              (PJ)
63  CASH CONTROL RECORD         (CC)          84  ACCOUNTING EVENT RECORD (AE)
57  CASH CONTROL SUMMARY        (CC)          85  VENDOR TRANSACTIONS   (AE)
64  DOCUMENT RECORD            (DF)          86  DOCUMENT TRANSACTIONS (AE)
56  GENERAL LEDGER SUMMARY      (GL)          88  ACCOUNTING EVENT INQUIRY (AE)
65  GENERAL LEDGER RECORD       (GL)

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

# CHOOSE P

```
TEXAS S011          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/17/24 03:13 PM
LINK TO:  _____ CORE PROFILE MAINTENANCE MENU          PROD
      ENTER SCREEN ID: _____
-----ORGANIZATION CLASSIFICATION-----
D12  AGENCY GROUP
D02  AGENCY
25   AGENCY CONTROL
D03  ORGANIZATION CODE
24   INDEX CODE
-----GENERAL LEDGER CLASSIFICATION--
D13  GAAP GL ACCOUNT CATEGORY
D14  GAAP GL ACCOUNT CLASS
D31  GENERAL LEDGER ACCOUNT
D32  AGENCY GENERAL LEDGER ACCOUNT
D29  DEBT/INVESTMENT
-----PROGRAM CLASSIFICATION-----
D04  PROGRAM CODE
26   PROGRAM COST ACCOUNT
D19  PCA GROUP
---OBJECT CLASSIFICATION---
D08  GAAP SOURCE/OBJECT
D01  LBB OBJECT
D09  COMPTROLLER SOURCE/GRP
D10  COMPTROLLER OBJECT
D11  AGENCY OBJECT
D25  AGENCY OBJECT GROUP
D16  GAAP CATEGORY
-----FUND CLASSIFICATION-----
D20  GAAP FUND GROUP
D21  GAAP FUND TYPE
D22  APPROPRIATED FUND
D23  FUND
D24  GAAP FUND PROFILE
-----APPROPRIATION-----
D15  APPROPRIATION GROUP
20   APPROPRIATION NUMBER
20B  APPN AFRTC/COBJ
```

# CHOOSE S

```
TEXAS S018 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/24 03:18 PM
LINK TO: _____ SYSTEM MANAGEMENT MENU PROD
ENTER SCREEN ID: _____

-----TRANSACTION CODES-----
28A TRANS CODE DECISION PROFILE
28B TRANS CODE OPTIONS PROFILE
28C TRANS CODE DESCRIPTION PROFILE
D05 BALANCE TYPE PROFILE
-----SECURITY-----
96A SECURITY PROFILE MNT (SCREEN #1)
96B SECURITY PROFILE MNT (SCREEN #2)

D66 USER CLASS PROFILE
D67 USER CLASS LIST OF VALID T-CODES
-----ERROR CODES-----
D51 ERROR CODE PROFILE
-----TEMPORARY CONVERSION TABLES-----
D37 OTHER SYSTEM COST CENTER PROFILE D80 OTHER SYS COMP OBJCT PROFILE

-----DATE CONTROL-----
D61 CURRENT DATE PROFILE
D62 PAYROLL DATE PROFILE
-----OTHER-----
90 NEWS/HELP PROFILE
97 SYSTEM MANAGEMENT PROFILE
D98 PROMPT PAYMENT INTEREST RATE
D49 REMITTANCE MESSAGE PROFILE
D30 PURGE CRITERIA

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

# USAS T-CODES 28A, B, AND C

```

TEXAS S28A          UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/24 03:20 PM
LINK TO:          TRANSACTION CODE DECISION PROFILE          PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRAN CODE: 225 TITLE: ESTABLISH VOUCHERS PAYABLE
GENERAL LEDGER DR-1: 5501 CR-1: 1009 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOC D PDDT R SVDT I CDOC I RDOC MODI N AGCY R IDX PCA R COBJ R
ED IND: AOBJ RVRS PDT CI 1099 WARR INVC R VNUM I VNAM R VADD
RQDT DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT DI#
POST SEQ: 1 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 951 PYTC: FUTMY: N
GEN TC: GEN ACCR TC: GEN TC2: INTERFACE IND: 1 B
PAY LIQ TC: 380 BALTC: AFRTC: INTTC: 387
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: AGY GL:
FILE AP: + 17
POSTING AB: + 17
INDS: CC:
GP: + 17
PJ: + 17
CF: + 17 STATUS CODE: A
EFF START DATE: 09011994 EFF END DATE: LAST PROC DATE: 06212005
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F10-28B PROFILE F11-28C DESC

```

```

TEXAS S28B          UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/24 03:21 PM
LINK TO:          TRANS CODE OPTIONS PROFILE          PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRANS CODE: 225 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
ENTER APPROPRIATED FUNDS SEPARATED WITH EITHER "-" OR ", "
-----
ENTER FUND TYPES SEPARATED WITH EITHER "-" OR ", "
-----
COLUMNS 1234567890 1234567890 1234567890 1234567890 1234567890
USER 01 - 50: Y YYYYYYYY YY Y
CLASSES 51 - 99: Y Y Y Y
OBJECT 01 - 50: Y Y Y Y Y YY YYY
GROUPS 51 - 99:
ENTER COMPROLLER GL ACCOUNTS SEPARATED WITH EITHER "-" OR ", "
-----
VALID DOC TYPES 1: 1 2: 2 3: 9 4: T 5: 6: 7: 8: 9: 10:
VALID BATCH TYPES 1: 4 2: 7 3: 4: 5: 6: 7: 8: 9: 10:
("%" IN FIRST FIELD MEANS ALL TYPES) STATUS CODE: A
EFF START DATE: 09011994 EFF END DATE: LAST PROC DATE: 12182017
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F9-28A F11-28C

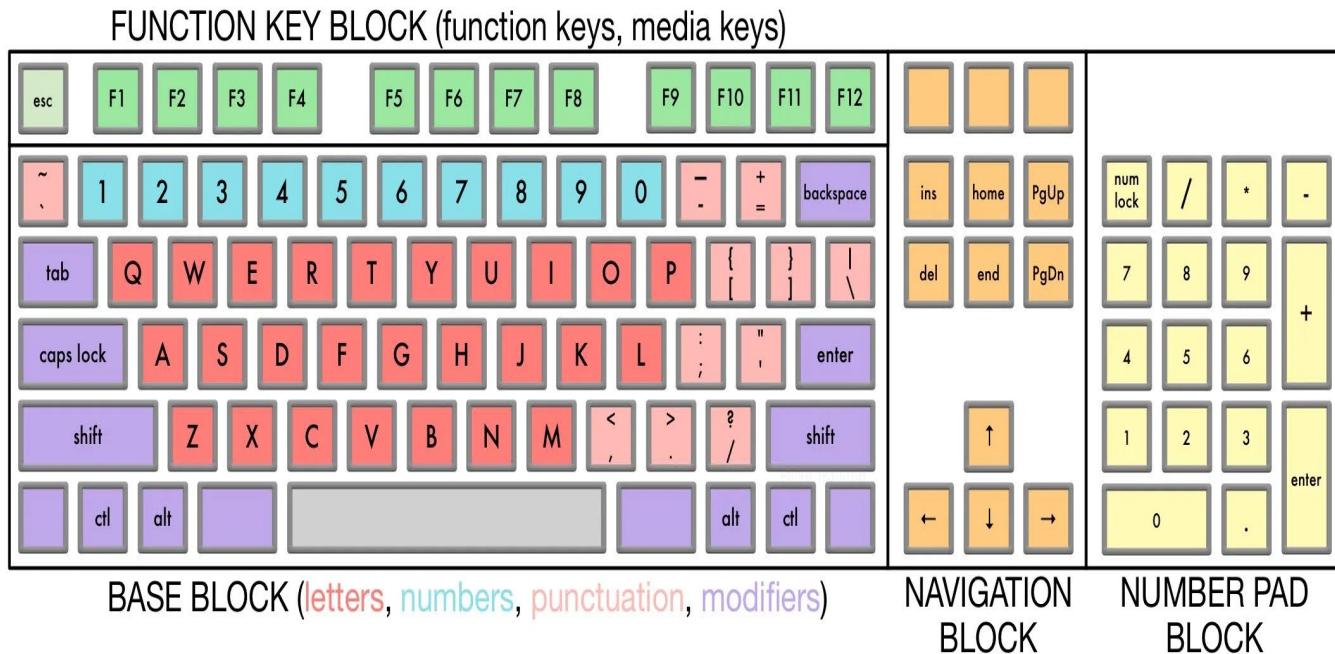
```

```

TEXAS S28C          UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/24 03:22 PM
LINK TO:          TRANS CODE DESCRIPTION PROFILE          PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRANS CODE: 225 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: ESTABLISH VOUCHERS PAYABLE FOR GOODS AND SERVICES
NOT ENCUMBERED. THE PAYMENT PROCESSING SYSTEM WILL
LIQUIDATE THIS TRANSACTION AND PRODUCE THE WARRANT
FOR THE VENDOR.
-----
EFF START DATE: 09011994 EFF END DATE: LAST PROC DATE: 09261997
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F9-28A F10-28B

```

# COMMANDS



◇ Home

◇ Tab

◇ Shift Tab

◇ Function Keys

▲ F1 – Help

▲ F3 – End

▲ F4 – Interrupt

▲ F6 – Process

▲ F7 – Backward

▲ F8 – Forward

▲ F9 – SOXX

▲ F10 – Recall

▲ F11 – Details

▲ F12 – Headers



# LET'S SIGN INTO USAS

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And View Some of the Screens