



USAS/FAMIS Reconciliation

2024 USAS Workshop

TERESA EDWARDS

CONTROLLER

TEXAS A&M UNIVERSITY SYSTEM

Overview

- ❖ Definitions
- ❖ System Regulations
- ❖ Member Procedures
 - TAMU
 - AgriLife Extension Service
- ❖ USAS to FAMIS Reconciliations
- ❖ Audit Findings
- ❖ Closing Comments



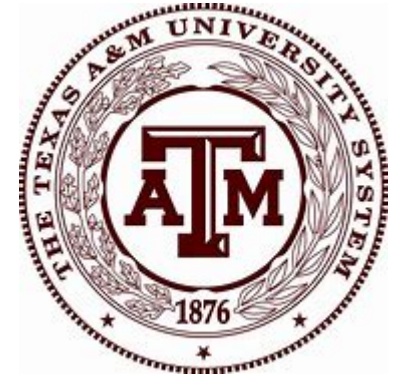


Define Reconciliation

- Action of reconciling
- Reconciling between two parties
- Words of reconciliation
- Making two groups friendly again after an argument
- Making two truths equal
- Finding reconciling items between two numbers

System Regulations

- 21.01.02 Receipt, Custody and Deposit of Revenues
 - 7.2 Generally, there are four incompatible duties or responsibilities that are examined for segregation of duties: authorization, custody, record-keeping and reconciliation. In an ideal system, different employees must perform these four duties
- 21.01.01 Financial Accounting and Reporting
 - 3. USAS Reporting Requirements
 - 5.2 AFR Requirements match GAAP
 - 7. ABEST Recon required



System Regulations, cont.

- 21.01.03 Disbursement of Funds
 - 5.5.2 timely reconciliation of checks, payments and electronic funds transfers paid
- 15.04 Sponsored Research Services
 - 3.2 (g) Institutional reporting responsibilities with assistance from SRS in providing information to Research Enterprise members for reconciliation and use in institutional reporting...for
 - the Annual Financial Report,
 - Texas Higher Education Coordinating Board,
 - Legislative Budget Board,
 - National Science Foundation





Definition of Timely

- Each member defines timely in their procedures or processes
- Time between 2 reporting periods, 30 days
- Time related to Aging of Outstanding Items
 - 30 days,
 - 30-60 days and
 - over 90 days

TAMU Standard Admin. Procedures



- 21.01.01.M0.01 Accounting Procedures for Departmental Fiscal Record Keeping
 - Fiscal record keeping at Texas A&M University is predominantly conducted in a decentralized manner
 - These records shall be reconciled/verified regularly, and any discrepancies should be resolved as soon as possible
 - This process provides assurance fiscal resources are monitored and maintained in accordance with rules, regulations, policies, and procedures; transactions are processed correctly; and expenses and/or encumbrances do not exceed budget allocations

TAMU Standard Admin. Procedures, cont.

- Reconciliation/Verification Timing:
 - Reconciliations/Verifications should be prepared within 30 calendar days of FAMIS month end closing
 - Extensions can be granted when appropriate
 - A supervisor should approve any extensions of up to 30 days beyond the original 30 days
 - Outstanding items, including any unusual or unidentified items should be resolved within 90 days of the end of the month the transaction occurred in
 - Any items older than 90 days should be brought to a **supervisor's attention**
 - Account reconciliations/verifications are to be reviewed within 30 calendar days of the reconciliation/verification completion

Member Procedures and Operations

- Review reconciliation workpapers
- Sign off on the reconciliations timely
- Ensure outstanding items are researched timely
- These procedures will be audited



Various Types of USAS to FAMIS Reconciliations

- ❖ USAS/FAMIS **Cash** Reconciliation
 - Monthly
- ❖ USAS/FAMIS **Benefit Expense** Reconciliation
 - Quarterly or Annually
- ❖ Any **other** Reconciliations completed by members
 - Program Code/Strategy Analysis
 - ABEST/FAMIS/USAS-Kyle



Understanding the Comparable Data Elements

- In USAS, we are given a Method of Finance by the GAA
 - Post budget entries Appn 10711, Fund 0001
 - Some increase budget and cash-General Revenue
 - Some increase only budget-Fund 02xx-Statutory Tuition, Available Univ. Fund, etc.
- In FAMIS, we post Cash and Revenue Entries
 - GR, Bank 14001
 - Cash entry and Revenue is posted in one GL/SL
 - The Budget is distributed to various departmental SLs
 - The bank connects the cash in and cash out

TEXAS S062
LINK TO: _____

UNIFORM STATEWIDE ACCOUNTING SYSTEM
APPROPRIATION RECORD INQUIRY

05/17/24 09:26 AM
PROD

AGY: 711 APPN YEAR: 24 APPN #: 10711 EDUCATIONAL AND GENERAL STATE SUPPORT
APPR FUND: 0001 FUND: _____ COMP SRCE/GRP: _____ LBB/COMP OBJ: _____
PRG CD: _____ LVL: _____ ORG CD: _____ LVL: _____
INQ TYPE: CB INQ YEAR: 24 INQ MONTH: 03 NET CASH ACT: 208,176,979.11-
REM CASH BASIS BUDG: 112,418,047.89 APPN CASH AVAIL: 112,418,047.89
REM ACCR BASIS BUDG: 112,418,047.89 APPN ACCR CSH AVAIL: 112,418,047.89
REM ENC BASIS BUDG: 112,418,047.89 APPN ENC CASH AVAIL: 112,418,047.89
BT TITLE AMOUNT BT TITLE AMOUNT
01 APPN ORIG BDGT 333,756,396.00
03 APPN TRNFRS OUT 13,161,369.00
15 CASH EXPEND 207,209,313.52
16 CASH RSRVD - PR 967,665.59
17 ACCRUED EXPEND .00
18 ENC OUTSTAND .00

018 GL 6 Digit List

05/17/24 09:28

E&G STATE SUPPORT AY2024

FY 2024 CC 02

Screen: Account: B14001 Fiscal Year: 2024

Thru Month: 3_ March

Department:

Resp Person:

Flags: D F

Account Control	Description	YTD Begin Balance	Current Month March	YTD Thru March
1100	CASH		2320763.29-	113677338.47
4000	RECEIPTS			333757106.82-
5000	DISBURSEMENTS		2320763.29	220079768.35

TAMU State Bank Reconciliation Process



- Use Excel to reconcile, each sheet represents a month
- Copy balances and outstanding items from the Prior Month tab
- Log into USAS, use the 62 or 67 Appropriation Agency Detail Inquiry screens
 - Insert the agency, appropriation and fund and strategy
- Extract USAS details by running SIRS Appropriation report
 - Run for the AGY, AY, FY, FM, BT, Fund and Appn Num
 - Convert to Excel spreadsheet

TAMU State Bank Reconciliation Process

- Extract FAMIS details by running Business Objects Financial/Recons folder
 - Click on Bank Actual Report for FY and Fiscal Month
 - Run for the Fiscal Year, Member ID, Bank, FM, Tcode Note equal to '098'
 - Convert to Excel spreadsheet
 - Sort by Batch Reference
- Sort the files in various ways and begin matching and highlighting in yellow
- Compare any unhighlighted items and place on outstanding item list



	BEGINNING BALANCE	Deposits	Withdrawals	ENDING BALANCE
USAS APPROPRIATION-FUND BALANCE	116,118,822.25		(3,700,774.36)	112,418,047.89
FAMIS BANK BALANCE: 02-B14001	115,998,101.76		(2,320,763.29)	113,677,338.47
FAMIS BANK BALANCE: 02-B14006	0.00			0.00
USAS/FAMIS DIFFERENCE	120,720.49	0.00	(1,380,011.07)	(1,259,290.58)
Outstanding Items				
USAS BT16 Reserved Payroll OS	33,360,243.33		(32,392,577.74)	967,665.59
USAS PCTs OS	(1,874,858.91)		1,874,858.91	0.00
FAMIS Payroll OS	(32,302,568.86)		32,302,568.86	0.00
FAMIS AP Disbursements OS	(120,720.49)		121,255.49	535.00
FAMIS PCTs OS	817,184.44		(526,094.45)	291,089.99
Deposits Clearing Withdrawals			-	
Difference	0.00	0.00	0.00	0.00

USAS Reserved Payroll BT16 OS										
Cur Doc No	Effective Date	Tran Code	Rev Ind	Bal Type	APPN Num	APPD Fund	Fund	Compt Obj	PCA	Amount
50026680	20240327	246		16	10711	0001	0001	7008	30996	42,054.76
50026680	20240327	246		16	10711	0001	0001	7008	37010	539,302.43
50026680	20240327	246		16	10711	0001	0001	7008	37014	69,345.90
50026680	20240327	246		16	10711	0001	0001	7009	30221	640.22
50026680	20240327	246		16	10711	0001	0001	7009	30996	7,167.08
50026680	20240327	246		16	10711	0001	0001	7009	37010	5,723.01
50026680	20240327	246		16	10711	0001	0001	7010	37010	46,881.42
50026680	20240327	246		16	10711	0001	0001	7010	37011	3,335.04
50026680	20240327	246		16	10711	0001	0001	7010	37014	48,389.65
50026680	20240327	246		16	10711	0001	0001	7010	37016	3,182.73
50026680	20240327	246		16	10711	0001	0001	7014	37010	88,204.21
50026680	20240327	246		16	10711	0001	0001	7014	37011	2,576.54
50026680	20240327	246		16	10711	0001	0001	7014	37014	441.00
50026680	20240327	246		16	10711	0001	0001	7031	37014	4.41
										967,665.59

FAMIS AP Disbursements OS													
Year - Tr	Fiscal M	Account	SubCode	Comp Cod	Offset Ac	Offset St	Transac	Transaction Desc	Batch Dat	Batch Ref	Ref2	Bank	Bank Actuals
2024	07	011126	2210	-	XXXXXX	XXXX	040	NEG TRS	20240313	MDPJ35	9400923	14001	535.00
FAMIS PCTs OS													
Year - Tr	Fiscal M	Account	SubCode	Comp Cod	Offset Ac	Offset St	Transac	Transaction Desc	Batch Dat	Batch Ref	Ref2	Bank	Bank Actuals
2024	07	134340	1510	7010	XXXXXX	XXXX	044	PCT - M37824 - RICHARDSON	20240321	7106RH	CTAHDZ9	14001	(6,828.47)
2024	07	144013	1740	7014	XXXXXX	XXXX	044	PCT - M159434 - ELEY	20240326	7364 K	CTAHDZ9	14001	264.00
2024	07	144013	1745	7014	XXXXXX	XXXX	044	PCT - M159434 - ELEY	20240326	7364 K	CTAHDZ9	14001	(66.00)
2024	07	131504	1510	7010	XXXXXX	XXXX	044	PCT - M171951 - RAMIREZ	20240325	7364 K	CTAHDZ9	14001	(1,607.14)
2024	07	132004	1410	7008	XXXXXX	XXXX	044	PCT - E08769 - KEYSER	20240325	7364 K	CTAHEC1	14001	5,305.99
2024	07	132004	1410	7008	XXXXXX	XXXX	044	PCT - E08769 - KEYSER	20240325	7364 K	CTAHEC4	14001	5,305.99
2024	07	132004	1410	7008	XXXXXX	XXXX	044	PCT - E08769 - KEYSER	20240325	7364 K	CTAHEC9	14001	5,305.99
2024	07	132004	1410	7008	XXXXXX	XXXX	044	PCT - E08769 - KEYSER	20240325	7364 K	CTAHECY	14001	5,305.99
2024	07	132004	1410	7008	XXXXXX	XXXX	044	PCT - E08769 - KEYSER	20240325	7364 K	CTAHEDA	14001	5,305.99
2024	07	144013	1740	7014	XXXXXX	XXXX	044	PCT - M153444 - HERNANDEZ	20240326	7364 K	CTAHEHE	14001	(438.75)
2024	07	144013	1740	7014	XXXXXX	XXXX	044	PCT - M100080228 - DOMINIQUE	20240326	7364 K	CTAHEHC	14001	(365.62)
2024	07	130065	1410	7008	XXXXXX	XXXX	044	PCT - A129968 - SCHUETT	20240325	7106RH	CTAHELE	14001	5,041.80
2024	07	133008	1410	7008	XXXXXX	XXXX	044	PCT - M39203 - HOWARD	20240326	7364 K	CTAHEOF	14001	747.14
													291,089.99

Ag Extension Converted to Cadency to Reconcile **State** and Local Banks

- Ag Extension completing their conversion to Cadency from TREC, same software company TrinTech
- Various rules within the software help automate the matching of transactions and provide the list of outstanding items
- For TREC Ag Extension was nearly 90% automatch...working on updating their rules in Cadency



Ag Extension's **State** Bank Monthly Reconciliation Process

- USAS Support is attached
 - Attach PDF screenshot of **Screen 62** in USAS for the month
- FAMIS Support is attached
 - Attach PDF screenshot of **Screen 18** in FAMIS for the month
- Automatching Report is attached
 - Attach PDF of Automatching report from TRecs for the month
- Validate Balances are correct
 - FAMIS Screen 18 claim on cash and USAS appropriation cash available should tie to amounts shown in reconciling General screen

Ag Extension's **State** Bank Monthly Reconciliation Process, cont.



- Validate Difference is Zero
 - In reconciliation General screen, balance difference should be zero
- Reconcile Unmatched Items
 - Using the standard verbiage sheets, add appropriate reconciler notes to any unmatched/outstanding items before submitting the reconciliation for review (*matching / account review process should be completed daily, this is a final check before monthly recon is submitted*)
 - Add attachments if required
 - Coordinate with appropriate contact for outstanding items as needed



Reconciliations



07-B13116 - AY23 General Revenue



Reconciliation: 07-B13116 - AY23 General Revenue



Completed by Donna Alexander on 12/27/2023 08:45:09 AM



Updated by Donna Alexander on 12/27/2023 08:45:09 AM

'Approved Date' changed from 'null' to '12/27/2023'.

'Current Status' changed from 'Reconciler Reviewed' to 'Approver Verified'.

'Master Recon' changed from 'null' to 'Reconciliation for 07-B13116 - AY23 General Revenue as of 08/31/2023'.



Updated by Donna Alexander on 12/27/2023 08:45:09 AM

Validate all Reconcilers Steps are Complete checked as complete.



Updated by Donna Alexander on 12/27/2023 08:45:09 AM

Verify Recon and Close Period checked as complete.



Forwarded to Approver - Donna Alexander by Christy Journey on 12/21/2023 02:37:58 PM

Carry this comment forward to future workflow generated reconciliations = No



Updated by Christy Journey on 12/21/2023 02:37:57 PM

'Current Status' changed from 'Recon sent back, updates processed' to 'Reconciler Reviewed'.

'Master Recon' changed from 'null' to 'Reconciliation for 07-B13116 - AY23 General Revenue as of 08/31/2023'.

Candency Standard Verbiage

- Ag Extension defines standard 'verbiage', to help the reconciler communicate the outstanding items to the banking/receivable team
- This verbiage is key for Ag Extension-they have various reports built to provide to various levels of the organization to show
 - Aging of reconciling items
 - Trends of types of outstanding transactions
 - Dates completed, reviewed and approved
- Important to define how to use Ref 2 in FAMIS
- See table for some examples



Standard Verbiage	Meaning	Expect Attachment?	Suggested Correction	Reference 2 to Use on Entry
Amounts do not match	Transaction(s) amount(s) in USAS does not match the amount(s) in FAMIS	Yes - USAS and FAMIS screen shot	Reverse original FAMIS entry and make a new FAMIS entry using the correct amount.	Same as original entry
Duplicate Entry	The entry was made more than once using the same support documentation	Yes - screen shot(s)	Reverse entry	Same as original entry
In FAMIS not in USAS	A transaction(s) was found in FAMIS but could not be located in USAS	No	Reverse entry in FAMIS	Same as original entry
In USAS not in FAMIS	A transaction(s) was found in USAS but could not be located in FAMIS	Yes - USAS screen shot	Make entry in FAMIS	Will need new reference; please place this number after "Resolved" in the "Processor Notes" field in Trecs after entry
Mismatch	An item was previously mismatched in TRecs.	Yes, the evidence of the mismatch	An email with additional information and a suggested correction will be sent to Processing Department referencing the linked items.	Will be detailed in the email sent to the Processing Department.



Various Methods Work

- Common elements: understanding the connections
- How many members reconcile semi-manually?
- How many members reconcile using a software?
 - Cadency
 - TREC
 - Other Software solutions?

Reconcile by Benefit Expenses for Funds Listed on APS011

- Review each report
- Determine which amount is accurate
 - May need to record accrual entries in USAS, expect timing issues between FAMIS And USAS
- Once Benefits match within each system, then determine proportionality
 - Then post expenditure transfer vouchers in USAS to move expenses between funds
 - Post Screen 13 and 13C in FAMIS to ensure banks match

APS011 Benefit Expense Reconciliation

Reconciliation of USAS to FAMIS (see Benefit Recon for details)				
2.a. SS, State Employer Match - subcode 1920, cobj 7043		USAS	FAMIS Query	Reconciled
Instructions				
For FAMIS, use 81 screen with Bank Option 'Y'				
Banks begin with 1 & 03101=GR, 7=AUF 0047, 0=Local				
USAS Appn 91142 & Fund 0001, Appn 13004 & Fund 0047				
General Revenue			0.00	
APS11 Check		0.00		
GR - A/P USAS query APS11_CHECK, GLs 5501 & 5505	91142/0001	0.00	0.00	0.0000
AUF & SMF Accounts must be separated				
AUF Expenses per FAMIS (1920)			1,051,216.67	1,051,216.6700
AUF - USAS query APS11_CHECK, GL 5500, Fund 0047 (scr 49a)	13004/0047	1,051,216.67		
		1,051,216.67	1,051,216.67	1,051,216.6700
Total OASI, State Matching		1,051,216.67	1,051,216.67	1,051,216.6700

USAS-FMQuery Benefits Prop. By Fund Verification

Benefits Prop by Fund Verification

Agency:	710
FY:	2024
AY:	2023

Agency	FY	AY	Program Code	PCA	APPN Number	APPD Fund	Fund	Compt Obj	GL Acct	Activity for FY 2023:	Activity for FY 2024:	Cumulative Activity
710	2024	2023	3011	30116	13004	47	47	7041	5500	2,497,900.50	99,248.61	2,597,149.11
			3011	30116			47	7041	5501	99,248.61	(99,248.61)	-
			3011	30116			47	7041	9003	187,812.76	-	187,812.76
			3011	30116			47	7043	5500	973,502.17	77,714.50	1,051,216.67

FAMIS FBAR237-Business Objects Query

Benefit Expenses by Bank (State Fund *Appropriation Year: 2023*

Mbr ID	Comp Code	Bank	SubCode	SubCode Desc	Bank Desc	St Fund	Actual
01	7043	73001	1920	Fica Contributions (Oasi Matching)	Auf Sago Operations Ay2023	0047	1,051,216.67
		73001				Subtotal for B73001 - 7043	1,051,216.67
	7043					Year 2023 COBJ: 7043	1,051,216.67

Any other Reconciliations Completed?

- For the Annual Financial Report...only certain rows need to match FAMIS and USAS....hoping to see reductions to the USAS entries needed in the future
 - Right now need to balance
 - Cash in State Treasury must match AFR/FAMIS
 - Shared Cash...still a little confusing on what is changing
 - State/Federal Pass-throughs
 - Federal Revenue
 - Capital Asset and Accumulated Depreciation/Amortization
 - GR Entries...automated for 2024 AFR???
 - Comptroller's Office working through their new processes...more to come





FY 2024 Audit Reports- Internal Audit Team

- Texas Forest Service and TAMU-Transportation Services
 - Auditors selected a nonstatistical sample of
 - Eight bank and clearing account reconciliations to test timeliness and reasonableness of outstanding items for the month ended November 2022
 - Auditors reviewed the supporting documentation for each reconciliation for completeness, approval, agreement with supporting documentation, timeliness of preparation, and clearing of outstanding items
 - Account Reconciliations **Effective – No Observations**

2023 SEFA Audit Reports

State Auditor's Office

- Lamar University
 - Auditors selected a nonstatistical sample of
 - Misstated expenditures in relation to 5 ALNs due to timing differences between Lamar's Student Financial Aid system and its accounting system
 - Overstated expenditures and revenue related to the Nursing Faculty Loan Program (ALN 93.264) within the Certified SEFA by \$586,649 due to reporting the amount of federal funding received rather than the amount of new loans processed during fiscal year 2023
 - Audit Recommendations: Lamar should strengthen its SEFA preparation and review process to help ensure that it prepares its SEFA correctly, including reporting expenditures in the appropriate fiscal year and, correctly categorizing expenditures related to loan programs.



Closing Comments

- Repeat Selena and Kristina's discussion:
 - Accurate Setup in USAS and FAMIS is critical
- Reconciliations are important
- Timely and Accurately equally important
- Processes and Approvals Defined and Followed
- Audits will occur
- Any questions?