

FAMIS Transaction Portal

The FAMIS Transaction Portal is a new application that will allow both Excel uploads and direct entry of Financial Accounting Transactions. Currently, only Budgets, Receipts, Disbursements, Encumbrances, Journal Entries and Bank Transfers are allowed through the Portal.

Access to the Portal will be automatic based on a user's existing FAMIS Security profile. Users with update access to screens 10, 11, 12, 13, 14 and 16 will have the FAMIS Transaction Portal available on their SSO Menu. We are also working on a programming change that will allow FAMIS Security Administrators to grant Inquiry access to the portal to users that do not make these entries but may need to have viewing access.

Transaction Upload Template

The Excel template is available on the FAMIS website:

https://assets.system.tamus.edu/files/famis/xls/FA_TransactionImportTemplate.xlsx

This template is very specific to the application; do not change the column headings, the order of the columns or delete/add any columns. These changes may cause the file to not load correctly.

Columns in the template are:

A. TranCode

Transaction Codes available for Financial Accounting are:

- **Budgets (Screen 10)**
 - 020 Original Budgets & Original Budget Corrections
 - 021 Revised Budgets (General)
 - 022 Budget Transfers
 - 027 Begin Year Budget Forward
- **Receipts (Screen 12)**
 - 030 Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)
 - 031 Investment Earnings
 - 032 Gifts
 - 033 Miscellaneous Receipts
 - 034 Cashiers – Vault Entries
- **Disbursements (Screen 13)**
 - 043 Miscellaneous Disbursements
 - 044 Cashiers – Vault Entries
 - 045 Miscellaneous Cash Disbursements (Travel Advance, Work Funds)
- **Encumbrances (Screen 11)**
 - 054 Requisition
 - 055 Purchase Order
 - 057 Encumbrance Begin Year Carry Forward
 - 058 Regular Encumbrance
- **Journal Entries (Screen 14)**
 - 060 Real Journal Entries
 - 061 JE for IDTs
 - 062 JE for Cash Sales/Payments on Receivables (overrides freeze)
 - 06A JE for Concur Purchasing Card Entries
 - 06C JE for Concur Travel Card Entries
- **Bank Transfers - (Screen 16)**
 - 090 Bank transfer

B. Date

The date that will be associated with the transaction in FAMIS; this can be different than the batch date.

C. Primary Account

6-digit SL, GL, or Bank for this transaction

Required for all transactions, this will be the Debit account on the entry

D. Primary SA

For SLs, 5-digit support account; if there is no support account, enter '00000'

For GLs, enter '00000'

For Banks, leave blank

Required for all transactions except Bank Transfers, this will be the Debit SA on the entry

E. Primary Subcode

for SLs, 4-digit Expense, Revenue or Budget Pool

For GLs, 4 digit Account Control

For Banks, leave blank

Required for all transactions except Bank Transfers, this will be the Debit subcode on the entry

F. Bank

Full 6-digit bank (B#####) for this transaction; this may be different than the bank entered on the Document (Batch) header

G. Offset Account

6-digit SL, GL, or Bank for this transaction

Only required for Bank transfers, Journal entries and 022 budget entries, this will be the Credit account on the entry

H. Offset SA

For SLs, 5-digit support account; if there is no support account, enter '00000'

For GLs, enter '00000'

For Banks, leave blank

Only required for Journal entries and 022 budget entries this will be the Credit SA on the entry

I. Offset Subcode

For SLs, 4-digit Expense, Revenue or Budget Pool

For GLs, 4 digit Account Control

For Banks, leave blank

Only required for Journal entries and 022 budget entries this will be the Credit subcode on the entry

J. Description

The description to be recorded for this transaction, limited to 35 characters. If more than 35 characters are entered, this field will be truncated during the upload process.

K. Amount

The amount for this transaction, limited to two digits after the decimal point. If more than two digits are entered, the upload will fail.

L. DR/CR/PFN

- **DR/CR** Indicates whether the transaction is to be posted as a Debit/Credit
Not used with 022, 06x or 090 transaction coded
 - Revenue Budgets (020, 021, 027) – Blank entry will default to 'C'
'C' increases revenue budgets, 'D' reduces revenue budgets
 - Expense Budgets(020, 021, 027) – Blank entry will default to 'D'
'D' increases expense budgets, 'C' reduces expense budgets
 - Receipts (03X) – Blank entry will default to 'C'
'C' increases revenue, 'D' reduces revenue
 - Disbursements (04X) – Blank entry will default to 'D'
'D' increases expenses, 'C' reduces expenses
 - Encumbrances (05X) – Blank entry will default to 'D'
'D' increases encumbrance, 'C' reduces encumbrance
- **PFN** indicates liquidation of an encumbrance on the transaction (**P**artial, **F**inal or **N**one)
(Only used when an encumbrance subcode is entered)

M. Reverse

Only valid for 022 Budget entries , 'Y' is the only valid value.

When used, the Primary Account/SA/Subcode becomes the Credit account and the Offset Account/SA/Subcode becomes the Debit account.

N. Ref1

Alphanumeric field (up to 7 characters), required for Encumbrances and encumbrance liquidations. When increasing, decreasing, or liquidating an encumbrances, this must be a valid PO or encumbrance number that exists in FAMIS

O. Ref2

Alphanumeric field (up to 7 characters), FAMIS assigned references are typically added to Ref2. Can filter on this reference on some transaction screens in FAMIS

P. Ref3

Alphanumeric field (up to 7 characters)

Q. Ref4

Alphanumeric field (up to 7 characters), departmental references are typically added to Ref2. Can filter on this reference on some transaction screens in FAMIS

R. Card/Vendor

Alphanumeric field (up to 11 characters), can be a UIN or Vendor number associated with the transaction

S. Cash Transfer Flag

Only valid for 022 Budget entries , 'Y' allows for GL transfer when the two accounts are mapped to different GLs. Will default to 'Y' for 022 transactions if left blank.

T. Override Budget Flag

A 'Y' in this field will post the transaction regardless of available budget.

U. Encumbrance Subcode

The subcode to be used to liquidate an existing encumbrance

V. Cost Ref1

Alphanumeric field (up to 7 characters), used for additional tracking. Cost refs may be different between the primary account and the credit (offset) account

W. Cost Ref2

Alphanumeric field (up to 7 characters), used for additional tracking. Cost refs may be different between the primary account and the credit (offset) account

X. Cost Ref3

Alphanumeric field (up to 7 characters), used for additional tracking. Cost refs may be different between the primary account and the credit (offset) account

Y. Cr Cost Ref1

Alphanumeric field (up to 7 characters), used for additional tracking. Cost refs may be different between the primary account and the credit (offset) account

Z. Cr Cost Ref2

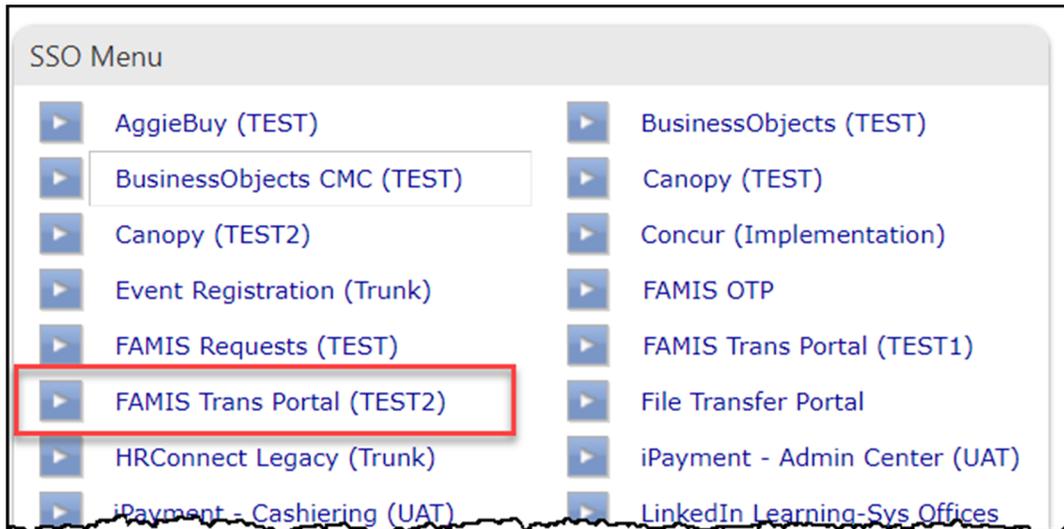
Alphanumeric field (up to 7 characters), used for additional tracking. Cost refs may be different between the primary account and the credit (offset) account

AA. Cr Cost Ref3

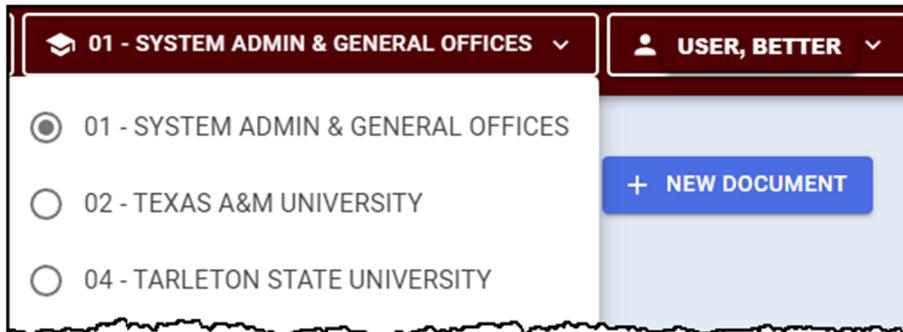
Alphanumeric field (up to 7 characters), used for additional tracking. Cost refs may be different between the primary account and the credit (offset) account

FAMIS Transaction Portal Navigation

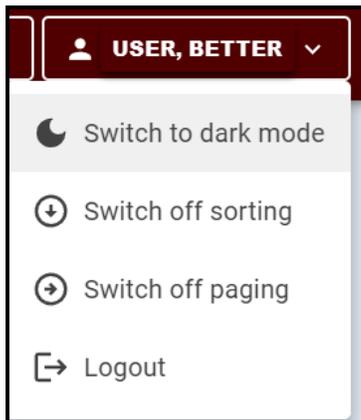
To access the FAMIS transaction Portal, select the FAMIS Trans Portal from the SSO Menu:



When the Portal opens, member access will be based on the user's default security record in FAMIS. Selecting the member list will display all of the members where the user may upload files.



Selecting the dropdown list on the user's name will display a list of options available to the user:



- Switching off sorting and paging will allow for better use of keyboard navigation and screen readers for accessibility

These selections will be saved to the user's profile until they are changed.

On the header, there is a Notifications button; this button provides real-time notifications as documents are processed.

FAMIS Transaction Portal Documents

Upon login, the Portal will display the Document Screen. The default display will be only the user's documents; to view documents for other users, remove the check by the 'Only My Documents' label. There will be four tabs for that display documents by status:

1. Incomplete
 - a. Pending – documents that have not been submitted to FAMIS.
 - b. Posted Incomplete – documents that have been submitted to FAMIS.
 - c. Running –only displays while a document is posting to FAMIS. Typically should only be there briefly but may display longer for documents that contain large numbers of transactions.
2. Posted – documents that have posted to FAMIS
 - a. Posted Complete – documents where all transactions have posted to FAMIS
 - b. .Posted Incomplete/Expired – documents where some transaction failed and may not have been cleared on the same calendar day.
3. Canceled – documents that have been canceled without posting to FAMIS
 - a. Canceled – documents that have been canceled by a user
 - b. Expired – documents that were not posted within the calendar day
4. Archived – older documents that expired or fully posted and are no longer able to be posted

Transaction Portal | NOTIFICATIONS | 07 - TX A&M AGRILIFE EXTENSION SRVC | USER, BETTER

Documents - 07 | + NEW DOCUMENT

10 **Expiring** Documents expiring in the next 24 hours | 2 **Partially Posted** Documents that have partially been posted to FAMIS | 1 **Invalid** Documents that have invalid elements and need attention

INCOMPLETE | POSTED | CANCELED

Status: [v] From: [] To: [] CLEAR | Only My Documents [] Search: []

Errors	Doc Type	Status	Batch Ref	Batch Date	Submission Date	Batch Description	Bank	Amount	Options
	Financial	Posted Incomplete	TESY01	06/13/2024		test	B08082	0.00	≡
	Financial	Posted Incomplete	BUD001	06/12/2024	06/12/2024	Budgets	B08082	0.00	≡
	Financial	Pending	JEN001	06/10/2024		test journal entries	B08082	0.00	≡
	Financial	Pending	BTR002	05/28/2024	06/03/2024	Bank Transfers -05.28.24	B08082	0.00	≡
	Financial	Pending	BTR001	05/28/2024		Bank Transfers 0524	B08082	0.00	≡

Rows per page: 10 | 1-5 of 5 | < > >>

FAMIS Transaction Portal (cont'd)

Additionally, there are three filters available:

1. Status – can filter on a specific status of documents. The status codes available change dependent on which tab the user is on (Incomplete, Posted, Canceled or Archived.
2. From – a starting date to display all documents created from this date forward
3. To – an ending date to display all documents created from this date and before
4. From and To Filters may be combined to see documents from a specific date range

I

Uploading a file into the FAMIS Transaction Portal

Selecting the '+New Document button will bring up the New Document Upload (Batch) Entry screen:

The screenshot shows the 'New Document Upload' form. At the top, there is a file upload area with a file named '07_Budget 052824.xlsx' and an 'OPEN FILE PICKER' button. Below this are several input fields: 'Document Type' (Financial), 'Bank' (B08082), 'Membership' (TX A&M AGRILIFE EXTENSIC), 'Batch Reference' (BUD001), 'Batch Date' (5/28/2024), 'Batch Description' (Budget entries), 'Transaction Count' (11), and 'Total Amount' (10568). There is also an 'Override Budget?' checkbox and 'CANCEL' and 'CREATE' buttons at the bottom.

- Drag and drop the file or select the 'Open File Picker Button' and select the file.
If a file type other than Excel (.xlsx) is selected, an error will be returned.
- Enter valid Bank
Format: B#####
- Enter Batch Ref
Format: AAA##### or AAAA##
- Date will default to today's date; may be changed to be a different date
Format: mm/dd/yyyy
- Enter a Batch description
35 character max
- Enter transaction count and total
Optional, but can help validate entries in FAMIS

When all fields have been filled in, select the 'Create' button

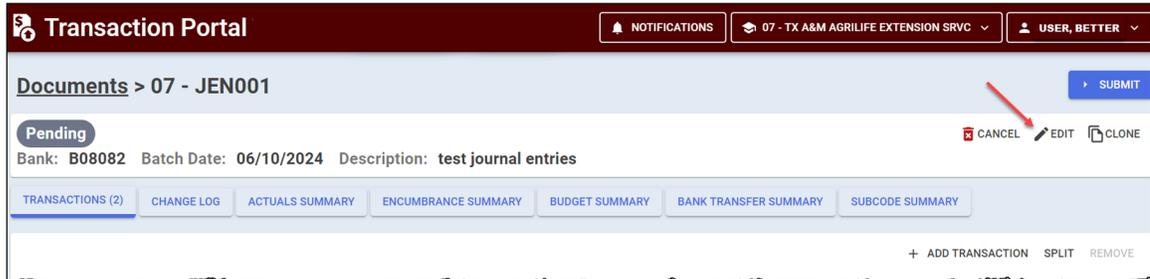
The document information along with the transactions from the Excel file will now be displayed. At this point, the document is in 'Pending' status. And the status of the individual transactions is 'Unsubmitted'.

There are some basic validations that are completed in the Portal; if any of these validations fail, there will be a warning message displayed at the top and a red warning triangle will be displayed.

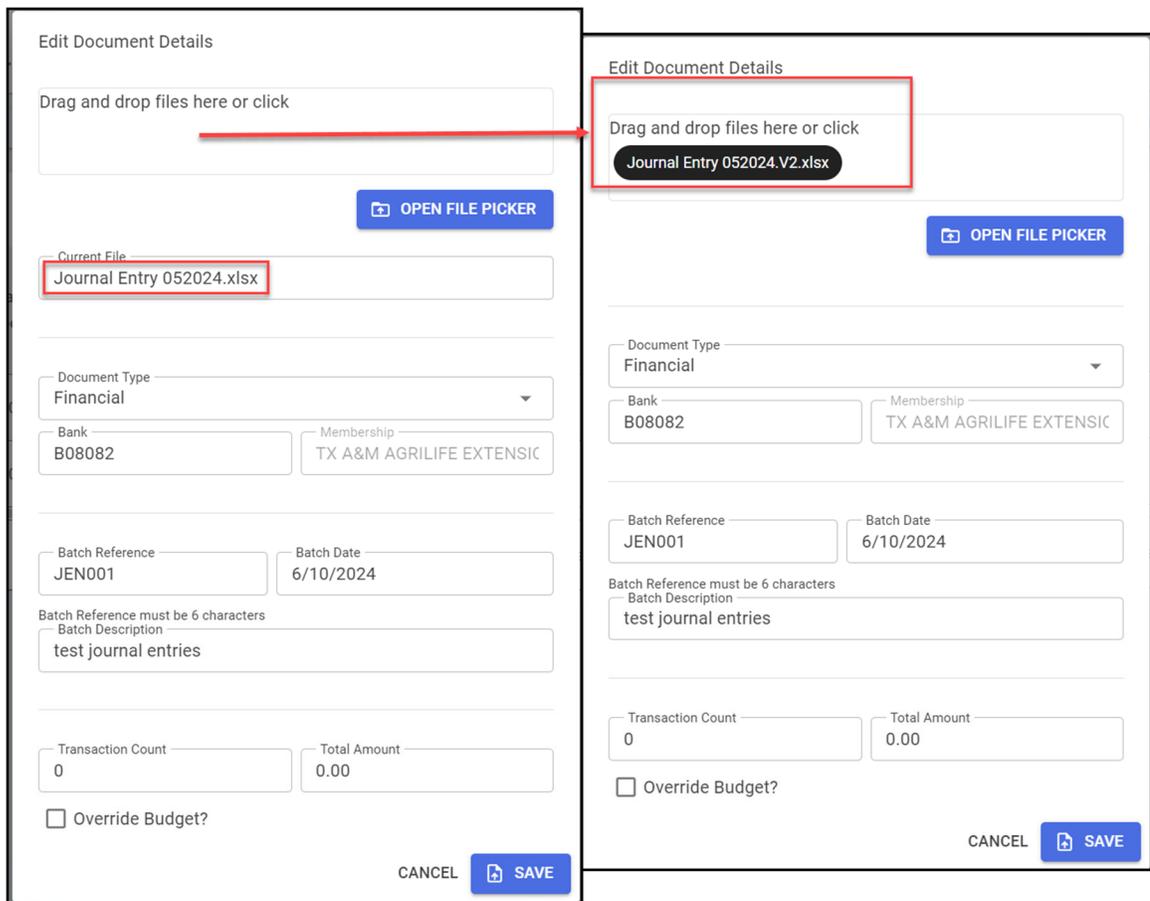
FAMIS Transaction Portal (cont'd)

The user now has two options:

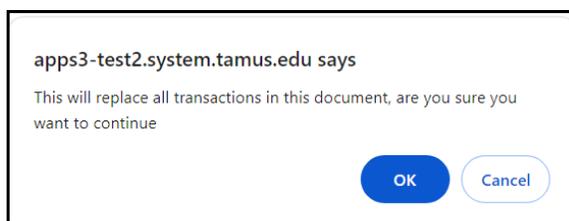
1. Correct the file and then upload it again. This is done by clicking the 'Edit' button on the Document line:



This will bring up the Document entry screen. On this screen, the original uploaded file is indicated. Drag and drop or pick the new file to be uploaded:



Clicking 'Save' will bring up a message: "This will replace all transactions in this document, are you sure you want to continue". Click 'OK' to continue.



FAMIS Transaction Portal (cont'd)

The transactions have now been replaced with the those on the new file and the validation errors are no longer shown, and the document can now be submitted to FAMIS for processing.

Transaction Portal | NOTIFICATIONS | 07 - TX A&M AGRILIFE EXTENSION SRVC | USER, BETTER

Documents > 07 - JEN001 [SUBMIT]

Pending [CANCEL] [EDIT] [CLONE]

Bank: B08082 Batch Date: 06/10/2024 Description: test journal entries

TRANSACTIONS (2) | CHANGE LOG | ACTUALS SUMMARY | ENCUMBRANCE SUMMARY | BUDGET SUMMARY | BANK TRANSFER SUMMARY | SUBCODE SUMMARY

+ ADD TRANSACTION | SPLIT | REMOVE

ID	Status	Type	Tran Code	Date	Primary Account	Primary SA	Primary SubCode	Bank	Offset Account	Offset SA	Offs Subr
1	Unsubmitted	journalentry	060	06/10/2024	470131	00000	6440		470131	00001	6440
2	Unsubmitted	journalentry	060	06/10/2024	470451	00001	6440		470451	00000	6400

Rows per page: 10 | 1-2 of 2

2. Edit these transaction online in the Portal before submitting to FAMIS for processing.

Transaction Portal | NOTIFICATIONS | 07 - TX A&M AGRILIFE EXTENSION SRVC | USER, BETTER

Documents - 07 - Test01 [SUBMIT]

Pending [CANCEL] [EDIT] [CLONE]

Bank: B08082 Batch Date: 05/28/2024 Description: Testing

Some transaction items are invalid and must be fixed before document can be posted.

TRANSACTIONS (4) | CHANGE LOG | ACTUALS SUMMARY | ENCUMBRANCE SUMMARY | BUDGET SUMMARY | BANK TRANSFER SUMMARY | SUBCODE SUMMARY

+ ADD TRANSACTION | SPLIT | REMOVE

ID	Status	Type	Tran Code	Date	Primary Account	Primary SA	Primary SubCode	Bank	Offset Account	Offset SA	Offs Subr
1	Unsubmitted	journalentry	062	05/28/2024	214100	60325	5232	B08082	210411	62000	5232
2	Unsubmitted	journalentry	060	05/28/2024	000101	00000	1600	B08082	210411	62000	5232
3	Unsubmitted	journalentry	060	05/28/2024	029700		2500	B08082	233100	60117	0297
4	Unsubmitted	journalentry	060	05/28/2024	029800	00000	1610	B08082	233100	60151	5650

Rows per page: 10 | 1-4 of 4

Hovering over the red warning will display the error message:

1	Unsubmitted	journalentry	062
	TranCode must be one of 062, 063, 064, 065, 066, 067, 068, 06A, 06C DR/CR/PFN must be one of F, P, N and is required Encumbrance Subcode is required		

FAMIS Transaction Portal (cont'd)

Selecting one of the lines will display the transaction along with the warnings. The entry may be edited and then saved to resolve the errors.

The image displays two side-by-side screenshots of the FAMIS Transaction Portal, illustrating the process of editing a transaction to resolve an error. Both screenshots show a transaction with the following details:

- Transaction:** Encumbrance Subcode is required; (Warning)
- Tran. Code:** 060 (Left) / 062 (Right)
- Type:** journalentry
- TranCode must be one of:** 062, 063, 064, 065, 066, 067, 068, 06A, 06C
- Batch Date:** 5/28/2024
- Bank:** B08082
- Amount:** 15.00
- Primary Account:** 000101
- Primary SA:** 00000
- Primary Subcode:** 1600
- Offset Account:** 210411
- Offset SA:** 62000
- Offset Subcode:** 5232
- Description:** DEC-EVT CC FEESR
- Enc. Subcode:** DR/CR/PFN (Left) / N (Right)
- Reverse?:** (Checkbox)
- Card/Vendor:** (Field)
- Cash Transfer Flag:** (Field)
- Override Budget Flag:** (Field)
- Ref 1:** (Field)
- Ref 2:** EVT4005
- Ref 3:** (Field)
- Ref 4:** FY23DEC
- Cost Ref 1:** (Field)
- Cost Ref 2:** (Field)
- Cost Ref 3:** (Field)
- Cr Cost Ref 1:** (Field)
- Cr Cost Ref 2:** (Field)
- Cr Cost Ref 3:** (Field)
- Buttons:** CANCEL, SAVE

Blue arrows indicate the changes made between the two screenshots:

- An arrow points from the **Tran. Code** field (060) in the left screenshot to the **Tran. Code** field (062) in the right screenshot.
- An arrow points from the **Enc. Subcode** field (DR/CR/PFN) in the left screenshot to the **Enc. Subcode** field (N) in the right screenshot.

Clicking 'Save' will save the changes to the transactions.

FAMIS Transaction Portal (cont'd)

If there are no errors or the error have been corrected, no warning triangle(s) will be displayed.

The screenshot displays the 'Transaction Portal' interface. At the top, there are navigation elements: 'NOTIFICATIONS', '07 - TX A&M AGRILIFE EXTENSION SRVC', and 'USER, BETTER'. The main header shows 'Documents - 07 - BUD001' with a 'SUBMIT' button. Below this, the document status is 'Pending', and there are 'CANCEL', 'EDIT', and 'CLONE' options. The document details include 'Bank: B08082', 'Batch Date: 05/30/2024', and 'Description: Budgets 05/30'. A series of tabs are visible: 'TRANSACTIONS (11)', 'CHANGE LOG', 'ACTUALS SUMMARY', 'ENCUMBRANCE SUMMARY', 'BUDGET SUMMARY', 'BANK TRANSFER SUMMARY', and 'SUBCODE SUMMARY'. The 'TRANSACTIONS (11)' tab is active, showing a table with 11 rows of transactions. Each row has a checkbox, an ID, a status of 'Unsubmitted', a type of 'budget', a transaction code, a date of '05/28/2024', and various account numbers. At the bottom right of the table, there is a pagination control showing 'Rows per page: 10' and '1-10 of 11'.

<input checked="" type="checkbox"/>	ID	Status	Type	Tran Code	Date	Primary Account	Primary SA	Primary SubCode	Bank	Offset Account	Offset SA	Offsu Subc
<input type="checkbox"/>	1	Unsubmitted	budget	022	05/28/2024	255355	00000	1000	B08082	210410	00000	1000
<input type="checkbox"/>	2	Unsubmitted	budget	021	05/28/2024	198137	49990	1000	B08082			
<input type="checkbox"/>	3	Unsubmitted	budget	021	05/28/2024	198137	49990	0001	B08082			
<input type="checkbox"/>	4	Unsubmitted	budget	021	05/28/2024	198155	49999	1000	B08082			
<input type="checkbox"/>	5	Unsubmitted	budget	021	05/28/2024	198155	49999	0001	B08082			
<input type="checkbox"/>	6	Unsubmitted	budget	021	05/28/2024	198255	49999	1000	B08082			
<input type="checkbox"/>	7	Unsubmitted	budget	021	05/28/2024	198255	49999	0001	B08082			
<input type="checkbox"/>	8	Unsubmitted	budget	021	05/28/2024	198256	49999	1000	B08082			
<input type="checkbox"/>	9	Unsubmitted	budget	021	05/28/2024	198256	49999	0001	B08082			
<input type="checkbox"/>	10	Unsubmitted	budget	021	05/28/2024	198145	49999	1000	B08082			

At this point, the Document status is 'Pending' and the status for the transactions is 'Unsubmitted'.

Also note that the default page setting is 10 rows; since this document has 11 transactions, there are multiple pages. The page setting may be changed to 25, 50 or 100 by clicking the arrow and selecting from the dropdown list.

By clicking the 'Submit' button, the document will be submitted to FAMIS for processing. Once FAMIS completes processing, clicking on the Notifications button will show the notifications from the processing

The screenshot shows the 'NOTIFICATIONS' panel. It contains a list of notifications for various batches. The first notification is highlighted with a red box: 'Batch BUD001: Batch Processed with 11 transactions, 9 posted and 10428.00 amount - PostedIncomplete (5/30/2024 10:38:15 AM -05:00)'. Other notifications include 'Batch SGBT01', 'Batch BTR001', 'Batch BUD001', and 'Batch Test01', all with similar processing details.

FAMIS Transaction Portal (cont'd)

The Document status is now 'Posted Incomplete' and the status for the transactions is 'Posted' for 9 transactions and 'Rejected' for 2 transactions. Clicking twice on the status column will sort the Colum to bring the rejected transaction to the top.

Transaction Portal | NOTIFICATIONS | 07 - TX A&M AGRILIFE EXTENSION SRVC | USER, BETTER

Documents - 07 - BUD001 [SUBMIT]

Posted Incomplete [EDIT] [CLONE]

Bank: B08082 Batch Date: 05/30/2024 Description: Budgets 05/30

Some transaction items are invalid and must be fixed before document can be posted.

TRANSACTIONS (11) | CHANGE LOG | ACTUALS SUMMARY | ENCUMBRANCE SUMMARY | BUDGET SUMMARY | BANK TRANSFER SUMMARY | SUBCODE SUMMARY

ID	Status	Type	Tran Code	Date	Primary Account	Primary SA	Primary SubCode	Bank	Offset Account	Offset SA	Offset Subcode
2	Rejected	budget	021	05/28/2024	198137	49990	1000	B08082			
3	Rejected	budget	021	05/28/2024	198137	49990	0001	B08082			
1	Posted	budget	022	05/28/2024	255355	00000	1000	B08082	210410	00000	1000
4	Posted	budget	021	05/28/2024	198155	49999	1000	B08082			
5	Posted	budget	021	05/28/2024	198155	49999	0001	B08082			
6	Posted	budget	021	05/28/2024	198255	49999	1000	B08082			

The user can now look at the batch in FAMIS/Canopy to see the transactions that successfully posted:

Canopy | The Texas A&M University System | ABX Test2 Version | Campus: 07 (Tx A&M Agrilife Extension Srvc) | Fiscal Year: 2024 | Set CCIFY | SSD Menu | SSD Logout

Payroll | FFX | FRS | Routing | System

Main Menu > FRS > Batch > Batch Transactions

Batch Search | Batch Transactions

Batch Type: FA - Financial Accounting | Ref: BUD001 | Date: 05/30/2024

[Submit]

BATCH TRANSACTIONS (TOTAL ITEMS: 12)

Subcode	TC	Ref2	Ref4	Description	Encumbrance	Amount	Batch Date	Batch Ref	D Or C	Offset	Details
0001	021	F470540	F470539	RIFLE	\$0.00	(\$28.00)	05/30/2024	BUD001	C		Details
0001	021	F470540	F470539	4-H	\$0.00	(\$26.00)	05/30/2024	BUD001	C		Details
1000	022	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	(\$10,000.00)	05/30/2024	BUD001	C	255355-1000	Details
1000	022	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	\$10,000.00	05/30/2024	BUD001	D	210410-1000	Details
5920	060	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	\$10,000.00	05/30/2024	BUD001	D	025500-4920	Details
4920	060	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	(\$10,000.00)	05/30/2024	BUD001	C	021000-5920	Details
1000	021	F470540	F470539	MASTER NATURALIST	\$0.00	\$132.00	05/30/2024	BUD001	D		Details
1000	021	F470540	F470539	4-H	\$0.00	\$26.00	05/30/2024	BUD001	D		Details
0001	021	F470540	F470539	MASTER NATURALIST	\$0.00	(\$132.00)	05/30/2024	BUD001	C		Details
1000	021	F470540	F470539	RIFLE SCHOLARSHIP	\$0.00	\$28.00	05/30/2024	BUD001	D		Details
0001	021	F470540	F470539	RIFLE SCHOLARSHIP	\$0.00	(\$28.00)	05/30/2024	BUD001	C		Details
1000	021	F470540	F470539	RIFLE	\$0.00	\$28.00	05/30/2024	BUD001	D		Details

prev 1 next Page: 1 of 1 Go Page size: 12 Change (Showing page 1 of 1, items 1-12) **Total Items: 12**

Although there were 9 transactions show as posted in the Portal, in FAMIS, there are 12 transactions that actually posted, the 3 additional transactions are due to:

1. The budget transfer (TC 022) impacted two accounts, so each account is listed as a transaction.
2. Since the 'Cash Transfer Flag' was set to 'Y' on the budget transfer (TC 022), and the two SL's map to different GL accounts, a journal entry is automatically generated by FAMIS to post the move between the GL's. If the mapped GL's had been the same, no journal entry would have been created.

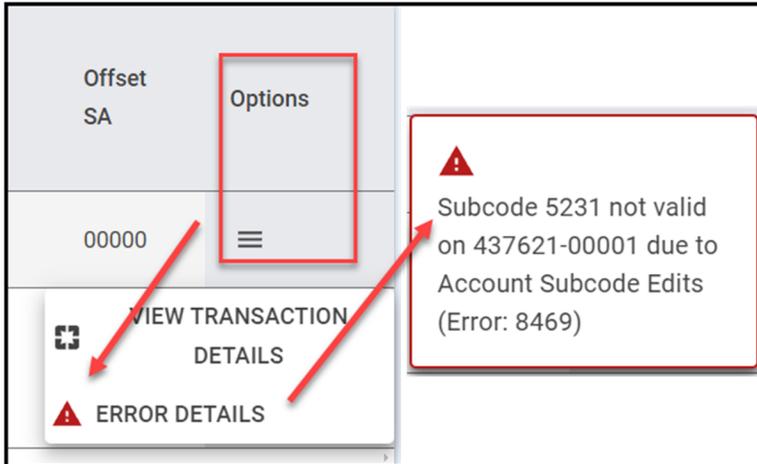
FAMIS Transaction Portal (cont'd)

For each of the transactions in 'Rejected' status, there are two ways to see the errors:

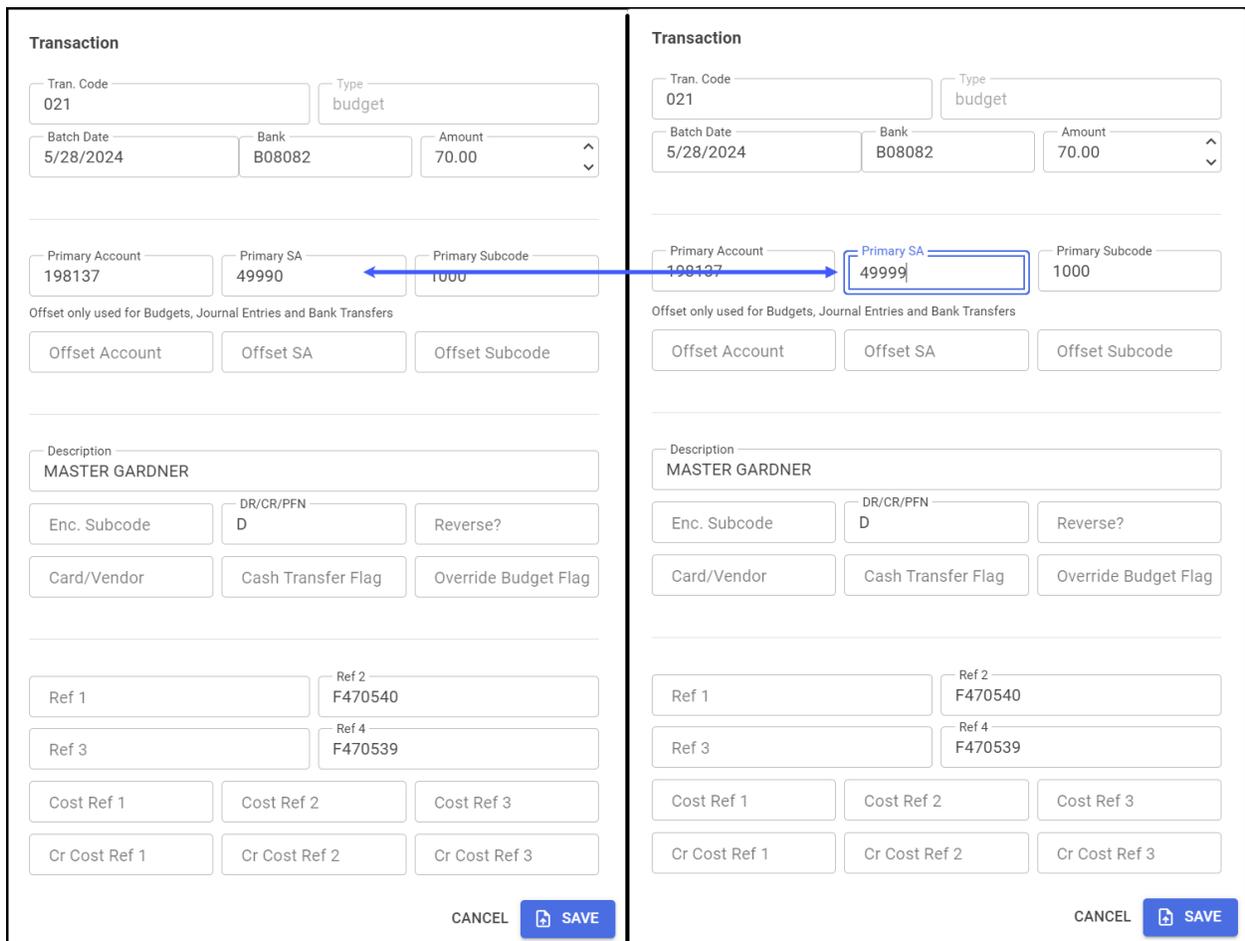
1. Hover over the warning triangle:



2. Clicking on the 'Hamburger' under options, and then electing the Error Details



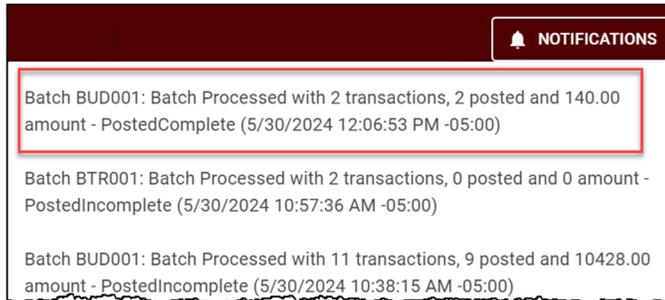
As long as it is the same calendar day, the current document is still available for posting into FAMIS, selecting each transaction will allow it to be edited:



Two side-by-side screenshots of the transaction edit form. The left screenshot shows the form with the "Primary SA" field set to "49990". The right screenshot shows the form with the "Primary SA" field set to "49999". A blue arrow points from the "49990" field in the left screenshot to the "49999" field in the right screenshot, indicating the change. Both screenshots show the same form fields: Transaction (Tran. Code, Type, Batch Date, Bank, Amount), Primary Account, Primary SA, Primary Subcode, Offset Account, Offset SA, Offset Subcode, Description, Enc. Subcode, DR/CR/PFN, Reverse?, Card/Vendor, Cash Transfer Flag, Override Budget Flag, Ref 1, Ref 2, Ref 3, Ref 4, Cost Ref 1, Cost Ref 2, Cost Ref 3, Cr Cost Ref 1, Cr Cost Ref 2, Cr Cost Ref 3, and buttons for CANCEL and SAVE.

FAMIS Transaction Portal (cont'd)

Once the edits have been entered, clicking the 'Save' button will save the transaction. Clicking the 'Submit' button on more time will send the corrected transactions to FAMIS again. Once FAMIS completes processing, clicking on the Notifications button will show the notifications from the processing.



The Document status is now 'Posted Complete' and the status for the transactions is 'Posted' for all 11 transactions.

Transaction Portal | NOTIFICATIONS | 07 - TX A&M AGRILIFE EXTENSION SRVC | USER, BETTER

Documents - 07 - BUD001 | SUBMIT

Posted Complete | CLONE

Bank: B08082 Batch Date: 05/30/2024 Description: Budgets 05/30

TRANSACTIONS (11) | CHANGE LOG | ACTUALS SUMMARY | ENCUMBRANCE SUMMARY | BUDGET SUMMARY | BANK TRANSFER SUMMARY | SUBCODE SUMMARY

+ ADD TRANSACTION | SPLIT | REMOVE

✓	ID	Status	Type	Tran Code	Date	Primary Account	Primary SA	Primary SubCode	Bank	Offset Account	Offset SA	Offset Subcode
	1	Posted	budget	022	05/28/2024	255355	00000	1000	B08082	210410	00000	1000
	2	Posted	budget	021	05/28/2024	198137	49999	1000	B08082			
	3	Posted	budget	021	05/28/2024	198137	49999	0001	B08082			
	4	Posted	budget	021	05/28/2024	198155	49999	1000	B08082			
	5	Posted	budget	021	05/28/2024	198155	49999	0001	B08082			
	6	Posted	budget	021	05/28/2024	198255	49999	1000	B08082			
	7	Posted	budget	021	05/28/2024	198255	49999	0001	B08082			
	8	Posted	budget	021	05/28/2024	198256	49999	1000	B08082			
	9	Posted	budget	021	05/28/2024	198256	49999	0001	B08082			
	10	Posted	budget	021	05/28/2024	198145	49999	1000	B08082			

Rows per page: 10 | 1-10 of 11 | < >

FAMIS Transaction Portal (cont'd)

Going back into FAMIS/Canopy, and looking at the batch again, the user can see these additional transactions posted in FAMIS:

Canopy
The Texas A&M University System **ABX Test2 Version**

Payroll FFX FRS Routing System

Campus: 07 (Tx A&M Agrilife Extension Srvc) Fiscal Year: 2024 Set COPY

SSO Menu SSO Logout

Main Menu > FRS > Batch > Batch Transactions

Batch Search Batch Transactions HELP? Send Feedback

Batch Type: FA - Financial Accounting Ref: BUD001 Date: 05/30/2024

Submit

BATCH TRANSACTIONS (TOTAL ITEMS: 14)

Subcode	TC	Ref2	Ref4	Description	Encumbrance	Amount	Batch Date	Batch Ref	D Or C	Offset	
5920	060	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	\$10,000.00	05/30/2024	BUD001		025500-4920	Details
4920	060	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	(\$10,000.00)	05/30/2024	BUD001		021000-5920	Details
1000	022	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	(\$10,000.00)	05/30/2024	BUD001	C	255355-1000	Details
1000	022	F470563		4-H ROUNDUP 2024 ALLOCATION	\$0.00	\$10,000.00	05/30/2024	BUD001	D	210410-1000	Details
0001	021	F470540	F470539	RIFLE	\$0.00	(\$28.00)	05/30/2024	BUD001	C		Details
0001	021	F470540	F470539	4-H	\$0.00	(\$26.00)	05/30/2024	BUD001	C		Details
1000	021	F470540	F470539	MASTER NATURALIST	\$0.00	\$132.00	05/30/2024	BUD001	D		Details
1000	021	F470540	F470539	4-H	\$0.00	\$26.00	05/30/2024	BUD001	D		Details
0001	021	F470540	F470539	MASTER NATURALIST	\$0.00	(\$132.00)	05/30/2024	BUD001	C		Details
1000	021	F470540	F470539	RIFLE SCHOLARSHIP	\$0.00	\$28.00	05/30/2024	BUD001	D		Details
0001	021	F470540	F470539	RIFLE SCHOLARSHIP	\$0.00	(\$28.00)	05/30/2024	BUD001	C		Details
1000	021	F470540	F470539	RIFLE	\$0.00	\$28.00	05/30/2024	BUD001	D		Details
0001	021	F470540	F470539	MASTER GARDENER	\$0.00	(\$70.00)	05/30/2024	BUD001	C		Details
1000	021	F470540	F470539	MASTER GARDENER	\$0.00	\$70.00	05/30/2024	BUD001	D		Details

prev 1 next Page: 1 of 1 Go Page size: 14 Change (Showing page 1 of 1, items 1-14) **Total Items: 14**

With the two additional transactions, there are now 14 total displaying in Canopy for this batch.

Entering a transaction directly into the FAMIS Transaction Portal

Users also have the option of entering a transaction directly into a document on the app without creating an Excel file

Selecting the '+New Document' button will bring up the New Document Upload (Batch) Entry screen:

- Do not add a file to enter transactions directly
- Enter valid Bank
Format: B#####
- Enter Batch Ref
Format: AAA##### or AAAA##
- Date will default to today's date; may be changed to be a different date.
Format: mm/dd/yyyy
- Enter a Batch description
35 character max
- Enter transaction count and total
Optional, but can help validate entries in FAMIS

When all fields have been filled in, select the 'Create' button. A document with no transactions is now displayed.

FAMIS Transaction Portal (cont'd)

The user can now click the 'Add Transaction' button to bring up the transaction window and begin entering transactions.

Transaction Portal

Documents > 07 - BTR001

Pending

Bank: B08082 Batch Date: 05/28/2024

Tran. Code: 090 Type: banktransfer

Batch Date: 05/28/2024 Bank: B08082 Amount: 1381376.11

Primary Account: B08082 Primary SA: Primary Subcode: 5000

Offset Account: Offset Account must be in format A6 and is required

Description: Bank Transfers 5/20-5/24

Ref 1: Ref 2: BTR0524

Ref 3: Ref 4:

Cost Ref 1: Cost Ref 2: Cost Ref 3:

Cr Cost Ref 1: Cr Cost Ref 2: Cr Cost Ref 3:

CANCEL SAVE

Clicking 'Save' will allow the same pre-validations to be applied when transactions are entered directly into the portal as when transactions are uploaded through an Excel spreadsheet. Users can make corrections online and then click the 'Save' button to add the transaction to the document.

There is now one transaction for this document:

Transaction Portal

Documents > 07 - BTR001

Pending

Bank: B08082 Batch Date: 05/28/2024 Description: Bank Transfers 0524

Tran. Code: 090 Type: banktransfer

Batch Date: 05/28/2024 Bank: B08082 Amount: 1381376.11

Primary Account: B08082 Primary SA: Primary Subcode: 5000

Offset Account: Offset Account must be in format A6 and is required

Description: Bank Transfers 5/20-5/24

Ref 1: Ref 2: BTR0524

Ref 3: Ref 4:

Cost Ref 1: Cost Ref 2: Cost Ref 3:

Cr Cost Ref 1: Cr Cost Ref 2: Cr Cost Ref 3:

CANCEL SAVE

Errors	ID	Status	Type	Tran Code	Date	Primary Account	Primary SA	Primary SubCode	Bank	Offset Account	Offset SA	Options
	1	Unsubmitted	banktransfer	090	05/28/2024	B08082		5000	B08082	B08863		

Rows per page: 10 1-1 of 1

FAMIS Transaction Portal (cont'd)

Users may also add transactions directly into a document that has transactions that were uploaded with an Excel file by clicking the 'Add Transaction' button to bring up the transaction window and begin entering transactions.

*k:\fa\doc\interfac\FAMIS Transaction Portal.docx
As of 06/25/2024*