# Budget Preparation User Manual

Version 7.00 January 2016

FAMIS Services The Texas A&M University System

## Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Budget Preparation section of the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Accounts Receivable, Purchasing, Sponsored Research, and Fixed Assets. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to Budget Preparation functions. All associated screens, processing information, and field descriptions are included in this manual. The required fields are designated by a diamond symbol ( $\blacklozenge$ ). Data entry information (Help) can be accessed on some screen fields with the use of the **PF2** key or by typing an asterisk (\*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to understand the budget process, prepare a budget, and enter budget information into the FAMIS system.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464 or copy the page with the error, note the correction or suggestion, and email to <a href="#">FAMISHelp@tamus.edu</a> or send it to one of the following addresses:

College Station based:	FAMIS Services The Texas A&M University System 1144 TAMU College Station, TX 77843-1144
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## **Section II**

## **Budget Preparation Concepts**

The Budget Preparation Module of FAMIS has been designed to facilitate the creation and presentation of The Texas A&M University System's budget. This module is different from the previously developed modules of FAMIS in that it serves primarily as a developmental tool to collect, analyze, and store future financial information. The stored information becomes the basis of the TAMUS Members' original detailed budgets that are fed into financial accounting at the beginning of the next fiscal year. Data in the Budget Preparation Module, for the most part, can be created, modified, and/or deleted without an audit trail. Only the budget plans submitted for management review are prohibited from having changes made to them.

### **Audit Trails**

Audit trails are performed on budgets, transfers, and allocations at several predefined times during the budget cycle so that they can be viewed online and so that reports reflecting the status of the budget at these critical times can be reproduced. The predefined audit trail indicators are called "approval types." Audit trailed account budgets can be requested on reports by specifying the desired approval type in OPTION6 of the report request(s). The valid approval types (OPTION6) are as follows:

- **Board** (B) Indicates the budgets, transfers, and allocations as of the time they were submitted to the Board of Regents for approval.
- <u>Current</u> (C) Indicates the current submitted budgets, transfers, and allocations. "Current" is the default if no approval type or OPTION6 is specified.
- **Done** (D) Indicates the final status of the budgets, transfers, and allocations for the fiscal year. This approval type is set at the same time as the "F" approval type.
- Feed(F)Indicates that the budgets, transfers, and allocations were actually fed to<br/>accounting in the new fiscal year. This approval type will not be set for<br/>Members who do not use FAMIS as their primary accounting system.

### **Budget Amounts**

Budgets are entered in whole dollars only. Cents cannot be entered or displayed.

### **Action Line Fiscal Year**

Since budgets are prepared in one fiscal year for the next fiscal year, the default value of the **Action Line Fiscal Year is automatically set to the next fiscal year on all Budget Module screens during the Budget Preparation cycle**. During other times of the year, the default works like other non-Budget Module screens.

The default value of the Budget Module screens' Action Line Fiscal Year is determined as follows (for purposes of this discussion, the "current fiscal year" is the fiscal year that defaults when you first sign on to FAMIS):

- If the Active Fiscal Year has been changed to a year other than the current fiscal year via <u>Screen 882</u>, the default Fiscal Year will be the year you specified on <u>Screen 882</u>.
- If the Active Fiscal Year is the current year, the default Fiscal Year will be the current fiscal year UNLESS the future fiscal year has been created for the budget cycle. If the future fiscal year has been established, the Action Line Fiscal Year will default to the NEXT fiscal year (current fiscal year + 1).

		Current	Next Fiscal Year	Active Fiscal Year	Default
#	Current Date	<b>Fiscal Year</b>	Created?	Changed on 882?	Fiscal Year
1	October 2002	2003	NO	NO/2003	2003
2	June 2003	2003	YES	NO/2003	2004
3	October 2002	2003	NO	YES/2000	2000
4	October 2002	2003	YES	YES/2000	2000

- 1. Since FY2004 hasn't yet been created, the default Fiscal Year will be 2003
- 2. Since FY2004 has been created, the default Fiscal Year will be 2004
- 3. Since FY2000 isn't the "current fiscal year", the default Fiscal Year will be 2000
- 4. Since FY2000 isn't the "current fiscal year", the default Fiscal Year will be 2000

It should be noted that changes made to the Action Line Fiscal Year on the Budget Module screens are NOT carried from one screen to another like they are in the other FAMIS screens. The Action Line Fiscal Year will always be reset to its default value when entering any Budget Module Screen. Upon leaving a Budget Module for a non-Budget Module screen, the Action Line Fiscal Year will be changed to its previous non-Budget Module screen Action Line Fiscal Year value (this will always be the current fiscal year unless a specific fiscal year has previously been entered on a non-Budget Module screen having an Action Line Fiscal Year field – e.g. Screen 18, Screen 19, etc.).

### **Overview of the Major Steps in Budget Preparation**

- FAMIS Opens the New Fiscal Year FAMIS creates the new fiscal year for each campus.
- Budget Patterns Established The System Budget Pattern is created by SAGO and entered on Campus 00. Member and Department Patterns are created by each of the System Members.
- Accounts Rolled to New Year in FAMIS FAMIS rolls the accounts to the new fiscal year.

#### BPP Opens the Prep Budget for Entry of New Year Pay Actions

BPP copies the Active Budget database (the highest iteration number of each PIN) to the Prep Budget Database.

#### • BPP Loads Initial Salary to FAMIS

BPP creates a file from the Prep Budget database of salary information to be fed to FAMIS.

#### Budget Entry

System Members make the entries in FAMIS to prepare the budget for the new fiscal year.

#### • System Locks and Prints Board Budget Book

SAGO locks each System Member, creates the Board version of the budget and publishes the Budget Book to present to the Board.

#### • System Unlocks

SAGO unlocks the Budget for System Members who wish to copy and adjust the Board submitted budgets prior to loading to FAMIS accounting.

#### • BPP Final Salary Loads to Accounting

System Members may choose to have an updated BPP *salary load* to FAMIS.

#### • FAMIS Budget Data Load to Accounting

FAMIS loads the adjusted FAMIS budget from the Budget Module to Accounting.

### Security

Even though the budget fiscal year is the current year plus one, the current fiscal year security access controls the Budget Preparation screens. Therefore, people entering budgets need update access to only the current fiscal year. During budget preparation, update access to the next fiscal year is necessary only for positions that establish new accounts and/or maintain account flags, including those controlling support account access.

It is highly recommended that departmental personnel not be allowed to create new support accounts in the new fiscal year (budget fiscal year) since each person would need update FY access to future years, which can be very dangerous.

Several new types of entity security have been added to FAMIS to control a user's access to the Budget Preparation Module. They are as follows:

### **BUDGET**

This entity controls the majority of the inquiry and update screens in the Budget Preparation Module. It works the same as the existing entity security that controls Financial Accounting (ACCT), but was created so that a user could have different access privileges to an account for budget preparation than for basic accounting. This entity currently controls all Budget Preparation screens except the Lock screens and the Member and System Pattern definition screens.

### LEVEL1

This entity controls the sub-department lock screen (<u>Screen 571</u>). Security can be specified at specific sub-departments or at any organizational ownership of the sub-departments. For example, LEVEL1 can be set for an entire College, which will include all sub-departments within the College.

### LEVEL2

This entity controls the department lock screen (<u>Screen 572</u>). Security can be specified at specific departments or at any higher organizational ownership of the departments. For example, LEVEL2 can be set for an entire College, which will include all departments and sub-departments within the College. Sub-departments are assumed to be wild carded for this entity.

#### LEVEL6

This entity controls the Member pattern definition screen (<u>Screen 556</u>) and Member lock screen (<u>Screen 576</u>).

### LEVEL7

This entity controls the System pattern definition screen (<u>Screen 557</u>) and System lock screen (<u>Screen 577</u>).

The Budget Preparation Module also uses element security to control the entry and update of two fields on the Budget Attribute screens (<u>Screen 584/Screen 594</u>). Element #7 must be set to "A" for those individuals who have been authorized to set the "FEED ACCT" and "NO FEED" fields. Departmental people should NOT be given this access.

The following menu shows the list of screens that pertain to budget patterns in FAMIS. The menu is M58.

M58 Budget Preparation Menu 11/04/				
Screen: Account:				
* Pattern Maintenance *	* SL Accounts *			
552 Dept Budget Pattern Maint	583 Assign/Remove Pattern by Dept			
556 Member Budget Pattern Maint	584 SL Budget Account Attributes			
557 System Budget Pattern Maint	589 SL New Budget Entry			
<pre>* Transfers / Allocations*</pre>	* SA Accounts *			
560 GL to GL Transfers	594 SA Budget Account Attributes			
561 GL to SL Transfrs / Allocs	599 SA New Budget Entry			
562 SL to SL Allocations				
563 SL to GL Transfrs / Allocs	* Locks *			
	571 Lock/Unlock by Sub-Department			
<pre>* Inquiry Screens *</pre>	572 Lock/Unlock by Department			
540 Version Inquiry	576 Lock/Unlock by Member			
541 Transfer/Allocation Listing	577 Lock/Unlock by System			
542 Pattern Inquiry				
543 Budget Account Inquiry				
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Hmenu Help EHelp				

### **Checklist Tips**

This checklist is divided into three phases with a quick reference guide before each section.



Arrows point to an action to be taken **by the user**.

Diamonds point to actions taken by FAMIS but requested and recorded by the user.

The purpose of the lock and unlock function is to control entry and modification to account budgets. This feature is necessary during the budget process to ensure that submitted budgets are not modified during or after the budget review process unless the account is specifically authorized for change. Locks/Unlocks can be set based upon account ownership at four levels: Sub-department, Department, Member, and System. However, locks for specific accounts can be overridden if a lock has not been set by a higher level authority.

If additions or updates need to be made after a higher level lock has been implemented, the lower level entity needs to contact the higher level authority to make any additions or updates to the overrides. Accounts can be locked that have no budget submitted. Budget transfer and allocation intentions entered on <u>Screen 560</u> through <u>Screen 563</u> will not be locked. They should not be changed once the TAMUS System lock has been set, however.

Locks may be set, overridden, and/or removed at any level until a higher level lock has been set. If a lock is set at a higher level, the lower levels can only view or delete the overrides. The ability to add or update overrides passes to the higher level that locked the accounts. The lower levels will still have the ability to view and delete the overrides at their level, but they will not be able to add or update overrides.

Overrides can be entered that allow specific accounts to change their budgets until a specific date and time even though the rest of the accounts owned by the locking entity cannot be changed. If no default date and time are set for the account override to expire, the override will automatically expire in three business days at 5:30 pm. **Overrides cannot be set for longer than seven calendar days**.

Account overrides can be deleted on the override pop-up by the Lock/Unlock screen that first added the override or by any lower level Lock/Unlock screen that displays the original override. Overrides set at lower levels cannot be changed at a higher level until the higher level has been locked. Once a lock is placed at an upper level, neither additional account overrides nor existing override modifications can be made at its lower levels. The lower levels can only delete existing overrides.

Edits exist on <u>Screen 583</u>, <u>Screen 584</u>, and <u>Screen 594</u> to prevent the patterns and submitted version from being changed if the account is locked. Edits also exist on <u>Screen 589/Screen 599</u> to prevent a version from being changed if it has been assigned a non-current approval type.

The status of each account's official budget will be marked as "official" at certain key times during the budget cycle. This process will examine the accounts to determine their last submitted versions. If a submitted version is found for the account, its submitted version will be marked with an "approval type."

Valid approval types are:

- **B** = **Board budget**. This is the budget as presented to the Board of Regents for approval.
- **C** = **Current**. This is the most current budget version available.
- **D** = **Done budget** Board adjusted. This is the final budget at the end of the budget cycle.
- F = Feed budget. This is the budget, with departmental/payroll or other changes, as fed into the accounting system at the beginning of the budget year. This could be the same as the Board budget.

Currently, Locks/Unlocks are maintained for Members only at the System level by the System Office of Budgets and Accounting.

Eventually, lock screens will be provided at the college, division, and executive level.

### **Security Changes to Control Access**

A series of security programs can also be run to restrict campus-wide update access to the Budget Module. These programs can be used to remove update access for everyone while the budget is being reviewed by the Member Budget Office.

## Since these programs change FAMIS Security, they must be requested from your Member's FAMIS Security Administrator.

#### The available programs are as follows:

- 1. **XXSETSE1 Selects** security records for users whose security needs to be modified and writes them to a file. The program options are as follows:
  - CC campus code
  - SYSTEM (FRS, FFX, SPR, etc.)
  - ENTITY security entity (BUDGET, ACCT, ASSET, etc.)
  - ACCESS (A, I, D, or \* for all)
- 2. **XXSETSE2 Changes** the security records selected by XXSETSE1 to have the desired new access. The program options are as follows:
  - CC campus code
  - SYSTEM (FRS, FFX, SPR, etc.)
  - ENTITY security entity (BUDGET, ACCT, ASSET, etc.)
  - OLD-ACCESS (A, I, D, or \* for all) must be the same as specified in XXSETSE1
  - NEW-ACCESS (A, I, D, or \* for all) all records will be modified to have this new access type
  - UPDATE (Y or N)

- 3. **XXSETSE3 Restores** the original access back to the user's security record ONLY IF it matches the original file pulled by XXSETSE1. The program options are:
  - CC campus code
  - SYSTEM (FRS, FFX, SPR, etc.)
  - ENTITY security entity (BUDGET, ACCT, ASSET, etc.)
  - ORIG-ACCESS (A, I, D, or \* for all)
  - UPDATE (Y or N)

#### Here is an example of how the process could work:

1. The Member Security Administrator sends a note to FAMISHELP requesting that XXSETSE1 and XXSETSE2 be run to temporarily change all users' update access to inquiry. The requested parameters would be as follows:

#### XXSETSE1:

- CC campus code
- SYSTEM FRS
- ENTITY BUDGET
- ACCESS A

#### XXSETSE2:

- CC campus code
- SYSTEM FRS
- ENTITY BUDGET
- OLD-ACCESS A
- NEW-ACCESS
- UPDATE Y
- 2. The Member Security Administrator would then go into security and manually give "update" budget entry to the limited number of individuals who need to continue to update the Budget Module.
- 3. When it is time to turn the budget access back on, the following might be requested:

#### XXSETSE3:

- CC campus code
- SYSTEM FRS
- ENTITY BUDGET
- ORIG-ACCESS A
- UPDATE Y

Each person's BUDGET access will be restored to its original state unless manual changes were made after XXSETSE2 was run. Those will NOT be restored.

The purpose of <u>Screen 571</u> is to allow sub-departments to lock budget recommendations for its accounts. Until the Department, Member Budget Office, or the System Office of Budgets and Accounting has set a higher level lock, the sub-department lock can be removed. A sub-department lock can be overridden for specific accounts by pressing the override account key (*PF11*). If the Unlock feature is used, all accounts in the sub-department will be unlocked and the account override information will be deleted.

#### A special entity security (LEVEL1) controls this screen.

571 Lock/Unlock by Sub-Department	06/18/12 10:00
FAMIS SERVICES	FY 2012 CC 01
Screen: Dept: INRE_ SubDept: FAMIS Fiscal Year: 2004	
Lock (Y/N): Y	
—	
Lock Date: 03/11/2004	
Locked by: Kxxxx2 BARROW, BART B	
Secure Submitted Version: Completed 06/18/2012	
Secure Submitted Version. Compreted 00/10/2012	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF1	
Hmenu Help EHelp	Ovrds

### Screen 571 – Lock/Unlock by Sub-Department

### **Basic Steps**

- Enter the department and sub-department. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information, as desired and press <ENTER>.

### Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

#### Action Line

Dept:	5 characters <b>Pelp</b> Identify the department whose accounts will be locked.
SubDept:	5 characters <b>? Help</b> Identify the sub-department whose accounts will be locked.
Fiscal Year:	4 digits Indicate the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.

<u>Screen Information</u> Lock (Y/N):	1 character Identify whether or not all accounts belonging to the Action Line owner are to be locked. Y = Lock all accounts belonging to the Action Line owner N = Unlock all accounts belonging to the Action Line owner. If set to "N" after once being set to "Y," all overrides will be removed
Lock Date:	8 digits Date lock was set by the owner on the Action Line.
Locked by:	8 characters/digits FAMIS User Id and name of the person setting the lock.
Secure Submitted Version:	18 characters/digits Status of the lock and date the budget version was completed. A version sequence number is assigned to the affected accounts' budget versions through a batch process that runs after 5:30 P.M. on a daily basis. In Process = indicates that the budget versions have not yet had their sequence numbers assigned Completed = indicates that the budget versions have had their sequence numbers assigned
<u>Additional Functions</u> PF KEYS	See the Appendix for an explanation of the standard PF keys.

PF11	Overrides
Ovrds	Allows for the entry and display of account overrides. Entry is only allowed if lock = Y.

### PF11 – Account Override Pop-Up (Panel 1)

+		ock Overrides for a	SubDept _ INDE	EAMIS	+
	-	nt Date: 06/18/12 !	•	Panel	: 01 More >>
F Account	End Date	End Time Exp	Desc	Level	
***	End of Ov	errides list ***			
	PF3PF EHelp Ex	4PF5PF6PF it			PF11PF12 Right Reset



+	Budget Lock Overrides for SubDept - INRE-FAMIS Current Date: 06/18/12 Time: 10:00:35 Panel: 02
F Account	End Date End Time Added Dt User ID Modify Dt User ID
 	End of Overrides list ***
Enter-PF1PF2-	PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 EHelp Exit Left Right Reset

PF12 Reset Reset

Refreshes the screen as if no processing has been performed.

### **Pop-Up Field Descriptions**

→ Panel 1		
F:	1 character Indicate the desired action: Blank = No Action A = Add record D = Delete record P = Position (not always available) U = Update record	
Account:	11 digits The SL/SA account and the subcode of the account receiving the override.	
End Date:	8 digits Identifies the date the override expires. End time is also used. Date and time must be greater than or equal to current date. Default is three business days from current date. End Date cannot be more than seven calendar days from the current date.	
End Time:	6 digits/characters Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 A.M. and 5:30 P.M. (default is 5:30 P.M.).	
Exp:	1 character Indicates whether the override has expired.	
Desc:	18 characters Lists the account title.	

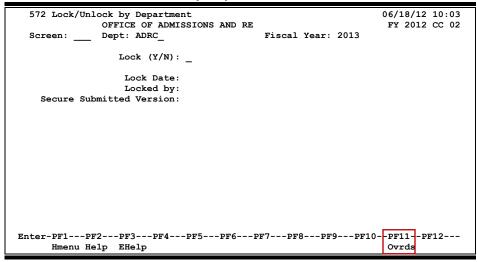
### Screen 571 – Lock/Unlock by Sub-Department (cont'd)

Entering: Level:	8 characters Identifies the level setting the account override.
Attribute:	11 characters Identifies the value of the level setting the account.
→ Panel 2 Added Dt:	8 digits Date the account override was created.
User ld:	8 characters/digits FAMIS User Id of the person creating the override.
Modify Dt:	8 digits Date the account override was last modified.
User ld:	8 characters/digits FAMIS User Id of the person last modifying the override.

The purpose of <u>Screen 572</u> is to allow departments to lock budget recommendations for all of its accounts, including those in its sub-departments. Until the Member Budget Office or the System Office of Budgets and Accounting has set a higher level lock, the department lock can be removed. A department lock can be overridden for specific accounts by pressing the override account key (*PF11*). Unlike the Member level lock screen, setting a department lock does NOT force the removal of non-expired overrides set at a lower level (in this case, the sub-department). If the Unlock feature is used, all accounts in the department will be unlocked and all of their overrides will be deleted except for those that were established by the sub-department.



#### Screen 572 – Lock/Unlock by Department



### **Basic Steps**

- Enter the department. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

### Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

#### Action Line

- Dept:5 characters? HelpIdentify the department whose accounts will be locked.
- Fiscal Year: 4 digits
   Identify the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.

<u>Screen Information</u> Lock (Y/N):	<ul> <li>1 character</li> <li>Indicate whether or not all accounts belonging to the Action Line owner are to be locked.</li> <li>Y = Lock all accounts belonging to the Action Line owner.</li> <li>N = Unlock all accounts belonging to the Action Line owner. If set to "N" after once being set to "Y," all overridden account records entered at the department level will be deleted. Overrides set at the sub-department level will be left unchanged.</li> </ul>
Lock Date:	8 digits Date lock was set by the Action Line owner.
Locked by:	8 characters/digits FAMIS User Id of the person setting the lock.
Secure Submitted Version:	<ul> <li>18 characters/digits</li> <li>Status of the lock and date the budget version</li> <li>was completed. A version sequence number is assigned to the affected accounts' budget versions through a batch process that runs after 5:30 P.M. on a daily basis.</li> <li>In Process = indicates that the budget versions have not yet had their sequence numbers assigned</li> <li>Completed = indicates that the budget versions have had their sequence numbers assigned</li> </ul>
Additional Functions	

### **Additional Functions**

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF11 Ovrds	<b>Overrides</b> Allows for the entry and display of account overrides.
	Entry is only allowed if Lock=Y.

PF11 – Account Override Pop-Up (Panel 1)			
+	+		
	Budget Lock Overrides for Dept - ADRC		
	Current Date: 06/18/12 Time: 10:03:08 Panel: 01 More >> Entering		
F Account	End Date End Time Exp Desc Level Attribute		
***	* End of Overrides list ***		
Hmenu Help	EHelp Exit Left Right Reset		

\_\_\_\_\_

......

+-----

\_\_\_\_

F Account End Date End Time Added Dt User ID Modify Dt User I	<< More	Budget Lock Overrides for Dept - ADRC Current Date: 06/18/12 Time: 10:09:43 Panel: 02
*** End of Overrides list ***	F Account	End Date End Time Added Dt User ID Modify Dt User ID
*** End of Overrides list ***		
*** End of Overrides list ***		
	*:	*** End of Overrides list ***
		*** End of Overrides list *** F2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp Exit Left Right R		

### PF11 – Account Override Pop-Up (Panel 2)

Refreshes the screen as if no processing has been performed.

Reset

→ Panel 1		
F:	1 characterIndicate the desired action.Blank =No ActionA =Add a new line to the patternU =Update/change a line of the patternD =Delete a line from the patternP =Position (scroll) to an override account	
Account:	2 fields of 6 digits, 5 digits The SL/SA account and the subcode of the account receiving the override.	
End Date:	8 digits Identifies date the override expires. End time is also used. Date and time must be greater than or equal to current date. The default is three business days from the current date. <b>End Date cannot be more than seven calendar days</b> <b>from the current date.</b>	
End Time:	6 digits/characters Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 am and 5:30 P.M. (default is 5:30 P.M.).	
Exp:	1 character Indicates whether the override has expired.	
Description:	18 characters Lists the account title.	

### Screen 572 – Lock/Unlock by Department (cont'd)

Entering: Level:	8 characters Identifies the level setting the account override.
Attribute:	11 characters Identifies the value of the level setting the account.
→ Panel 2 Added Dt:	8 digits Date the account override was created.
User Id:	8 characters/digits FAMIS User Id of the person creating the override.
Modify Dt:	8 digits Date the account override was last modified.
User ld:	8 characters/digits FAMIS User Id of the person last modifying the override.

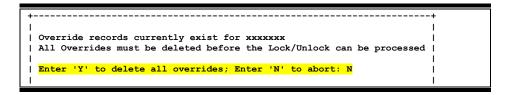
The purpose of <u>Screen 576</u> is to allow TAMUS Members to lock budget recommendations for its accounts. Until the TAMUS System Office of Budgets and Accounting has set a lock on the Member's campus code, the TAMUS Member lock can be removed. A TAMUS Member lock can be overridden for specific accounts by pressing the override account key (**PF11**). If the Unlock feature is used, all accounts in the TAMUS Member will be unlocked and the account override information will be deleted.

A special entity security (LEVEL6) controls this screen.

576 Lock/Unlock by Member		06/18/12 10:04
TEXAS A&M UNIVERSITY		FY 2012 CC 02
Screen:	Fiscal Year: 2013	
Lock (Y/N): _		
Lock Date:		
Locked by:		
Secure Submitted Version:		
Enter-PF1PF2PF3PF4PF5PF6	DE7DE9DE0DE1	
Hmenu Help EHelp		Ovrds

### Screen 576 – Lock/Unlock by Member

The following pop-up occurs when a TAMUS Member lock is attempted and it has unexpired account overrides:



All overrides can be removed by typing "Y" and pressing <ENTER>. If you wish to view the existing overrides before deleting them, type "N" and press <ENTER>. Then press **PF11** from the main screen.

### **Basic Steps**

- Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

### Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

### Action Line

ALLION LINE		
Fiscal Year:	4 digits Indicate the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.	
<u>Screen Information</u> Lock (Y/N):	1 character Identify whether or not all accounts belonging to the Action Line owner are to be. Y = Lock all accounts belonging to the Action Line owner N = Unlock all accounts belonging to the Action Line owner If set to "N" after once being set to "Y," all overridden accounts will be removed.	
Lock Date:	8 digits Date lock was set by the Action Line owner.	
Locked by:	8 characters/digits FAMIS User Id of the person setting the lock.	
Secure Submitted Version:	<ul> <li>18 characters/digits</li> <li>Status of the lock and date the budget version was completed. A version sequence number is assigned to the affected accounts' budget versions through a batch process that runs after 5:30 P.M. on a daily basis.</li> <li>In Process = indicates that the budget versions have not yet had their sequence numbers assigned</li> <li>Completed = indicates that the budget versions have had their sequence numbers assigned</li> </ul>	
<u>Additional Functions</u> PF KEYS	See the Appendix for an explanation of the standard PF keys.	
PF11 (Ovrds)	Overrides	

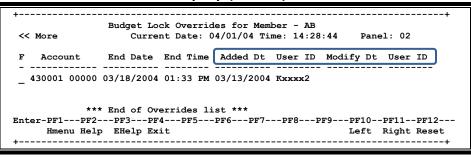
 Ovrds
 Allows for the entry and display of account overrides.

 Entry is only allowed if Lock=Y.



	nd Date	End Time Ex	p Desc		tering Attribute
420001 00000 02					
_ 430001 00000 03/	/18/2004	01:33 PM Y	TESTING ACCOUNT F	0 SubDept	ADRC-Blank
		errides list		_	
Enter-PF1PF2H	PF3PF4	4PF5PF	6PF7PF8PF9	PF10P	F11PF12
Hmenu Help H	EHelp Exi	it		Left R	Right Reset

#### PF11 – Account Override Pop-Up (Panel 2)



PF12 Reset **Reset** Refreshes the screen as if no processing has been performed.

### **Pop-Up Field Descriptions**

→ Panel 1		
	1 character	
	Indicate desired action.	
	Blank = No Action	
	A = Add record	
	D = Delete record	
	P = Position (not always available)	
	U = Update record	
Account:	11 digits	
	The SL/SA account and the subcode of the account receiving the override.	
End Date:	8 digits Identifies the date the override expires. End time is also used. Date and time must be greater than or equal to current date. The default is three business days from the current date.	
Description:	18 characters Lists the account title.	
Entering: Level:	8 characters Identifies the level setting the account override.	

End Time:	6 digits/characters Identifies the time the override expires. End date is also used. Date and time must be greater than or equal to current date. Time must be between 12:01 A.M. and 5:30 P.M. (default is 5:30 P.M.).
Exp:	1 character Indicates whether the override has expired.
Attribute:	11 characters Identifies the value of the level setting the account.
VI- Panel 2 Added Dt:	8 digits Date the account override was created.
User ld:	8 characters/digits FAMIS User Id of the person creating the override.
Modify Dt:	8 digits Date the account override was last modified.
User ld:	8 characters/digits FAMIS User Id of the person last modifying the override.

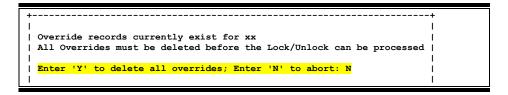
The purpose of <u>Screen 577</u> is to allow the TAMUS System Office of Budgets and Accounting to lock budget recommendations for all or selected TAMUS System Members. This screen exists for update only on the FAMIS Master Campus (CC=00). A TAMUS System lock cannot be set for a TAMUS Member if existing account overrides set at a lower level (Sub-department, Department or Member, for example) are not deleted. The account overrides can be deleted on this screen or at any level equal to or above the level that originally established the account override. The TAMUS System Member lock can be removed for selected Members. Specific accounts belonging to TAMUS System Members cannot be overridden on this screen, unlike the other lock screens. If a TAMUS Member needs to make changes to any of its accounts' budgets, the TAMUS Member's campus must first be unlocked on this System Lock/Unlock screen. The TAMUS Member can then enter specific account overrides on the Member Lock/Unlock Screen (Screen 576).

#### A special entity security (LEVEL7) controls this screen.

#### 577 Lock/Unlock by System 08/16/12 11:05 FY 2012 CC 02 Fiscal Year: 2013 Screen: Secure Secured Lock Mbr Name Lock Dt User Id Submit Ver Date 01 SYSTEM & GENERAL OFFICES 02 TEXAS A&M UNIVERSITY 03 TAMUS HSC (DO NOT USE) 04 TARLETON STATE UNIVERSITY 05 PRAIRIE VIEW A&M UNIVERSITY 06 TEXAS AGRILIFE RESEARCH 08/10/2012 EISJ01P IN PROCESS Y 07 TEXAS AGRILIFE EXTENSION SER 08/15/2012 EISJ01P IN PROCESS 08 TEXAS ENGINEERING EXPERIMENT 09 TEXAS ENGINEERING EXTENSION 10 TEXAS A&M UNIVERSITY AT GALV 11 TEXAS FOREST SERVICE 12 TEXAS TRANSPORTATION INSTITU 14 TEXAS WILDLIFE DAMAGE MGMT S 15 TAMU - CORPUS CHRISTI \*\* Press <ENTER> to View more records \*\* Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---Hmenu Help EHelp

#### Screen 577 – Lock/Unlock by System

The following pop-up appears when the TAMUS System attempts to lock a TAMUS Member that has unexpired account overrides:



All overrides for the selected TAMUS Member can be removed by typing "Y" and pressing <ENTER>. If you wish to view the existing overrides before deleting them, you must go to <u>Screen 576</u> (Member Lock/Unlock for the specified Member).

### **Basic Steps**

- Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

### Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

Action Line ◆ Fiscal Year:	4 digits Indicate the budget fiscal year to be locked or unlocked. Default is the current fiscal year plus one.
<u>Screen Information</u> Lock:	1 character Identify whether or not all accounts belonging to the detail line's Member are to be locked. Y = Lock all accounts belonging to the TAMUS Member N = Unlock all accounts belonging to the TAMUS Member
Mbr:	2 digits Campus code identifying the detail line TAMUS Member.
Name:	34 characters Name of the TAMUS Member on the detail line.
Lock Dt:	8 digits Date lock was set by TAMUS.
User ld:	8 characters/digits FAMIS User Id of the person setting the TAMUS Member lock.
Secure Submitted Version:	<ul> <li>18 characters/digits</li> <li>Status of the lock and date the budget version was completed.</li> <li>A version sequence number is assigned to the affected accounts' budget versions through a batch process that runs after 5:30 P.M. on a daily basis.</li> <li>In Process = indicates that the budget versions have not yet had their sequence numbers assigned</li> <li>Completed = indicates that the budget versions have had their sequence numbers assigned</li> </ul>
Secured Date:	8 digits Date the submitted budget version was completed.
Additional Functions	

PF KEYS

See the Appendix for an explanation of the standard PF keys.

## **Section III**

**Budget Checklist - Phase I** 

These are the FAMIS recommendations on how to proceed through your budget process.

### Phase 1

CK #	STEP	
#1	YU800 Run for All Members (Budgets are Locked at this time)	*
#2	Create/View System Pattern	→
#3	FAMIS Security Changes	→
#4	Review New Year ABR Rules	→
#5	Establish Member Patterns	→
#6	Establish Member ROLLUP patterns for reporting purposes	→
#7	Establish Department ROLLUP patterns for reporting purposes	→
#8	Column Defaults and PRODCARDS	→

Budgets are Unlocked once Approved by the System Budget Office.

### YU800 (Run for All Members)

### This is run for all Members – No Request Necessary

Must be run before any budget processing can begin for the new year.

In coordination with System Office of Budgets and Accounting and BPP, FAMIS opens the new fiscal year and copies required tables into the next fiscal year – leaving the current year pointing to old year. This generally takes place in the spring and is dependent on the time frame that is established for Budget Preparation process. Before the Budget Process can begin, the new fiscal year must be opened in FAMIS. There are also required tables that must be present in the new year.

### FBYU800

This program creates FRS control records and tables for the fiscal year, sets the Campus Allow Flags to "N" (<u>Screen 842</u>), and executes the following additional programs to roll forward tables necessary for budgeting:

#### Done with **OPTION=BUDGET**

FBYU801 ·	<ul> <li>rolls forward COA structure for GLs and SLs</li> </ul>
FBYU803 ·	<ul> <li>rolls forward Global Subcode Edit records</li> </ul>
FBYU804 ·	<ul> <li>rolls forward the ABR table</li> </ul>
FBYU805 ·	- rolls forward GL subcode code description table
FBYU806 ·	<ul> <li>rolls forward SL subcode code description table</li> </ul>

#### Any changes to the new fiscal year tables can begin at this time.

Changes may be system offices mandated changes, user-defined changes, or TAMUS-defined Object Code deletes. Changes to these tables (and FFX class codes) must be updated in both old and new year after this is run.

The SPR, FFX, AR, and Purchasing control records are not updated until the YEAREND or ALLTABLES option is run. TAMRF, the Master Campus, and the non-FAMIS campuses are the only Parts that use the ALLTABLES option.

### **Create/View System Pattern**

View System Pattern on Master Campus (CC=00)		
	DATE	
View System Pattern		

The System Office of Budgets and Accounting creates the System Pattern on the Master Campus (CC=00). Members must familiarize themselves with the System Pattern in order to create their Member Patterns correctly.

In order to do comparative budget analysis on accounts, it is important to keep the category number consistent from one fiscal year to another.

- If a category is broken out into more than one category in the new fiscal year, it is recommended that the prior category number be used for one of the new split categories in the new fiscal year's pattern.
- If a category is not being used in the new fiscal year, it is recommended that the prior year's category number be included with a description indicating that it is no longer used. This will ensure that all amounts in the prior year's budget appear in the comparative columns.
- Categories with no dollar activity will be zero suppressed on the budget reports.

## What are Budget Patterns?

Budget Patterns are used to group individual object codes (or ranges) into budget categories that will be used to track current and past year account activity in order to develop the new fiscal year budget. The three levels of budget patterns are briefly explained below:

#### System Pattern Level

The System Pattern level defines the minimum revenue and expenditure budget categories that each Member must use to budget its accounts so that budget requirements can be adequately reported by TAMUS to the Board of Regents.

#### Member Pattern Level

TAMUS Members often want and need to break down their budgets into more budget categories than those required by the TAMU System. To satisfy this need, each Member must define at least one Member Revenue Pattern and one Member Expense Pattern for each ABR. These patterns contain the minimum budget category groupings that will be required to budget any account belonging to that Member.

#### **Departmental Pattern Level**

Departments often want to break down their budgets and track their revenues/expenditures in more detail than what is required by their Member and the TAMU System. Department Revenue and Expense Patterns can be defined for this purpose.

## **Pattern Maintenance Guidelines**

- Patterns can be created from scratch or copied from an existing pattern or ABR rule by using the **PF11** (COPY) function. Patterns can be copied from any existing ABR rule or any Department, Member, or System Pattern, regardless of campus or security restrictions. To copy, logon to the new FY and copy from the old FY.
- If a category is broken out into more than one category in the new fiscal year, it is recommended that the prior year category number be used for one of the new split categories in the new fiscal year's pattern. If a category is not being used in the new fiscal year, it is recommended that the prior year's category number be included with a description indicating that it is no longer used. This will ensure that all amounts in the prior year's budget appear in the comparative columns. Categories with no dollar activity will be zero suppressed on the budget reports.
- In order to do comparative budget analysis on accounts, it is important to keep the category number consistent from one fiscal year to another.
- It is recommended that both the category and display order fields be incremented by five so that room will be available to add or display new categories between existing categories, if the need arises.
- For completeness, it is recommended that every possible object code be defined in a pattern.

The following two charts represent a sample of the budget categories that might be defined in revenue and expense pattern definitions at the TAMU System level, a Member level, and finally, a department level:

#### SAMPLE REVENUE BUDGET PATTERNS

Example of A Department Pattern	Example of A Member Pattern	System Pattern
	State Appropriations	State Appropriations
	Federal Appropriations	Federal Appropriations
	HEAF	HE Assistance Fund (HEAF)
		Available University Funds (AUF)
	Tuition	Tuition & Fees
		Remissions and Waivers
Gifts Contracts & Grants	Gifts Contracts & Grants Indirect Cost Revenue	Contracts, Grants and Gifts
Sales & Service	Sales & Service	Sales & Service
Endowments	Investment & Interest Endowments, Inc.	Investment & Interest
Miscellaneous	Miscellaneous	Miscellaneous

#### SAMPLE EXPENSE BUDGET PATTERNS

Example of A Department Pattern	-	Example of A Member Pattern	_	System Pattern
Salaries - Faculty		Salaries - Faculty	$\overline{\mathbf{k}}$	
Salaries - Non Faculty		Salaries - Non Faculty		
Unalloc Sal - Teaching		Unalloc Sal - Teaching	$\rightarrow$	Salaries
Unalloc Sal - Non-Fac		Unalloc Sal - Non-Fac		
Unalloc Teach - Merit		Unalloc Teach - Merit	7//	
Unalloc Non Fac - Merit		- Unalloc Non-Fac - Merit		
Sal - Summer Teach				
Wages		[	Г	[
College Work Study		Wages		Wages
Longevity		Longevity	]	Benefits
Benefits		Benefits		
Utilities	]	Utilities	]	Utilities
Scholarships & Grants	]	Scholarships & Grants	]	Scholarships & Fellowships
Travel	]	Travel		Operations &
Supplies		Operations &		Maintenance
Telecommunications		Maintenance (O&M)		1
Fees & Services				
Maintenance & Repairs	1//			
Other	}			L
Capital	]	Capital	}	
	]	-	]	Debt Service

The purpose of <u>Screen 557</u> is to define the TAMU System Revenue and Expense Budget Patterns. The System Pattern Level defines the minimum revenue and expenditure budget categories and their associated object code ranges that each Member must use to budget its accounts so that budget requirements can be adequately reported by TAMUS to the Board of Regents.

- Each budget category (defined by multiple, possibly disjoint, object code ranges) in the lower-level patterns must map to only one System Pattern budget category.
- System patterns cannot be assigned as an account's revenue or expense pattern.
- Only one System Revenue and System Expense pattern can be defined for the TAMUS.

The TAMU System Patterns are defined by the TAMU System Office of Budgets and Accounting on the FAMIS master campus (CC=00). These patterns can be seen from any Member's screens but can only be created or modified on the master campus. System patterns must be established before any Member's patterns can be created. All lower level patterns created by a Member or its departments will be edited against the System pattern to ensure consistency.

Care must be taken to ensure that the System patterns are defined correctly before the budgeting process begins.

Changes to the System patterns could seriously impact every institution's and agency's patterns and previously established budgets. There is currently no process to review and document rollup inconsistencies due to these errors.

A System pattern can be modified without limitation only until it has been used as a rollup by another pattern. Once a Member pattern has used the System pattern as a rollup:

- Only the category display order or description can be changed.
- Additional categories can be added to the pattern.
- New subcode ranges can be added to existing or new categories.

Any other changes or additions are prohibited. To change a pattern's object code range(s), Member patterns using the System pattern as a rollup must be deleted.

#### A special entity security (LEVEL7) controls this screen.

5	57 S	ystem	Budge	et Pattern	Maint				06/18/12 09:10
									FY 2012 CC 02
S	cree	n:	_ R/E	E Patter	n Name: T	AMUSEXP13 F	Y: 201	3	
			De	scription:	FY 2013	TAMUS EXPEN	DITURE	PATTERN	
				Sort:	с				<mark>Delete: N</mark>
									Page: 2
F	Cat	Low	High	Disp		Desc	riptio	n	
_	7	1410	1416						
_	_7	1420	1504						
_	_7	1506	1509						
	7	1704	1704						
_		1706	1709						
_	10			10	Wages				
_	10	1700	1703						
_	10	1705	1705						
	10	1710	1799						
_	10	1930	1944						
	15			15	Benefits				
_	15	1800	1800						
	15	1900	1929						
_						entries **			
Ent	er-Pl	F1I	PF2	-PF3PF4	PF5	PF6PF7	-PF8	-PF9P	F10PF11PF12
	H	nenu l	Help	EHelp	Valid	Bkwd	Frwd	Print	CPatt

There are three conditions that will cause a pattern and its contents to be deleted.

- 1. A "Y" is entered in the *Delete* field.
- 2. An existing pattern is copied over.

The following confirmation screen will appear as a safety feature in both instances to keep unintentional deletes from occurring:

	DELETE CONFIRMATIONDELETE CONFIRMATION	+
		I
Th	is budget pattern currently contains entries.	I
Pl	ease confirm DELETE to copy over the entire pattern.	I
		I
<b>T 1</b>	pe 'DELETE' to confirm:	1

3. All categories are removed from an existing pattern.

When this happens, the following pop-up will appear:

#### Delete Pop-Up – When deleting all lines of a Pattern

+DELETE CONFIRMATION	+
	I
All entries have been deleted from this budget pa	attern.
Please confirm the deletion of this entire patter	rn.
	I
Type 'DELETE' to confirm:	1
+	+

## **Basic Steps**

- Enter the pattern type and the pattern name. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- To create a new pattern, enter the pattern description and sort order. Press <ENTER>.
- Enter any other information as desired and press <ENTER>.

## Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

Action Line ◆ R/E:	1 character Indicate the pattern type. R = Revenue E = Expense (default)
Pattern Name:	10 characters/digits <b>? Help</b> Identify the particular pattern to be created or modified.
♦ FY:	4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.
Screen Information ◆ Description:	40 characters Enter the full name of the pattern being added or view/modify the current description.
Sort:	1 character Pelp Indicate the order of the display. S = Subcode C = Category F = Feed Object (556 only) D = Display This field defaults to the value input by a user when pattern was created.
Delete:	1 character Indicate whether the pattern should be deleted/erased. Type "Y" to delete the pattern.
Page:	2 digits Shows the page number of the display.
◆ F:	1 character <b>PF2 Help</b> Indicate which of the following you wish to do. A = Add a new line to the pattern U = Update/change a line of the pattern D = Delete a line from the pattern. P = Position (not always available)

◆ Cat:	2 digits Indicate the number associated with the category – ties description to subcodes, etc. It is recommended that this number be in five digit increments. <b>This number should be consistent with prior year(s)' category number(s).</b>
Low:	4 digits <b>PF2 Help</b> Identifies the lower boundary of object code ranges to be included for a particular category of the pattern. <b>Not permitted if Disp and Description are</b> <b>entered.</b>
High:	4 digits <b>PF2 Help</b> Indicates the upper boundary of object code ranges to be tracked for a particular category of the pattern. <b>Not permitted if Disp and Description are</b> <b>entered.</b>
Disp:	2 digits Help Indicates order in which the category should appear when the budget is entered or displayed. Not allowed if Low or High fields are entered. It is recommended that this number be in 5 digit increments.
Description:	20 characters Displays a short description of the pattern category. Both upper and lower case letters are allowed. This is not allowed if Low or High fields are entered.
Additional Functions	
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5	Validate
Valid	Validates the pattern against its rollup pattern.
PF9	Print
Print	Download a report using Entire Connection.
PF11 CPatt	<b>Copy Pattern</b> Copies an existing ABR or Pattern from any valid campus/fiscal year to the Action Line pattern.

#### PF11 (COPY) Pop-Up

+BUDGET PATTERN COPY	-+
I	I
1	1
Copy From Campus: AM	I
1	1
ABR Rule: ABR Fiscal Year: 1998	I
	1
/ ** OR **	I
I	I
Level: Pattern: FY: 1999 Dept:	1
	Ι

## ZSS Screen 4

→ Verify FAMIS Security for Employees (ZSS Screen 4)		
	DATE	
Verify Employees' Security		

Verify employees' security (on ZSS <u>Screen 4</u>) for the fields that control the following:

- 1) System fiscal year access
- 2) Entity access
- 3) Element access
- 4) Screen access

Identify all persons needing access to the Budget Module, detailing the screens and type of screen access needed. Send the appropriate authorization forms to your Member's security administrator.

Update access in the new fiscal year is needed only for persons establishing new accounts and/or maintaining account flags in the new fiscal year.

## **ABR Rules**

→ Review ABR rules in new Fiscal Year		
	DATE	
Review ABR Rules		

Review the new year ABR rules to make sure that they represent the pools you will need in the new year. The ABRs should correspond to the FAMIS budget patterns that will be created during budget preparation.

(See Review FAMIS Account Attributes in Section IV.)

All changes to an account's ABR rule must be made prior to beginning the budget process.

## Screen 556

→ Set up Member Patterns (Screen 556)	
	DATE
Set up Member Patterns	

Member patterns are set up on Screen 556.

Set up at least one pattern for each ABR rule with budgeted accounts that will feed to financial accounting.

These Budget Patterns must be approved by System Office of Budgets and Accounting.

• Review the new year ABR rules to make sure that they represent the pools you will need in the new year. The ABRs should correspond to the FAMIS budget patterns that will be created during budget preparation

Enter an asterisk (\*) in the last position of the description column for all "salary" categories.

This asterisk (\*) is used by the automated salary reallocation.

• A pattern may also be established for ABR 000—a generic ABR to be used for accounts with the "NO Feed" or "NO Budget" flags set to "Y" on <u>Screen 584</u> and <u>Screen 594</u>. This ABR 000 will eliminate the need for creating patterns for accounts that will not feed regardless of their true ABR rule.

The purpose of <u>Screen 556</u> is to define Member Revenue and/or Expense Budget Patterns. The Member Budget Patterns allow TAMUS Members to define and budget their revenues and expenses at a more detailed level than what is required by the TAMU System.

- Each budget category (defined by multiple, possibly disjoint, object code ranges) in the Member pattern must map into only one budget category at the next highest level—in this case, the System Level.
- Only Department or Member patterns can be used to define an account's revenue or expense categories. These patterns will define the categories used in creating the accounts' new budgets and track past years' budgets and revenues/expenditures.
- Multiple Member Revenue and Expense Patterns can be defined for a fiscal year. For example, a TAMUS Member must create a different Member Expense pattern for each of its ABRs, as well as one for ABR rule "000."
- An account can only be assigned patterns that match the account's ABR rule, unless the account's "NO Feed" or "NO Budget" flags are set to "Y." If these flags are "Y," the pattern's ABR rule can be either the account's ABR rule or ABR 000. Watch for error messages when creating new patterns by using the copy function. If an error exists on any of the header lines or the detail lines, the pattern will not be created.
- When a pattern is linked to an account, the account's past transactions can be shown grouped according to the categories defined by the pattern. Future budgets can be created based on these category groupings. Categories may include more than one object code range.

Update access to this screen should be restricted to only one or two people in either the Business or Budget Offices. These patterns must be established before any department patterns or account budgets can be created. All department patterns for the Member will be edited against the respective System pattern to ensure consistency.

A representative "feed" object code must be defined for each category in the Member patterns:

- The feed subcode should be a subcode within the pool, but not the actual pool subcode unless the pool has an LBB code associated with it. This is because the feed subcode is used in the preparation of the LAR and must be associated with an LBB code. Pools do not always have LBB codes associated with them.
- The feed subcode is not required for Members using an accounting system other than FAMIS as their primary accounting system.
- The feed subcodes will be used to determine the pool at which the category budget will be posted when the initial budget transactions are fed into FAMIS at the beginning of the next fiscal year.
- The pool subcodes should always be included in the subcode ranges so that all prior year dollar activity against them will be included.

**NOTE:** An **asterisk (\*)** must be at the **end of all budgeted salary** description lines. It must appear in the **last position** on the line.

Use the space bar on your keyboard to advance to the end of the line--not the arrow key. These asterisks (\*) are used by FBAU672 (Budget Reallocation) when loading the salaries from Goldplate.

	0	
556 Member Budget Pattern 1	Maint	06/18/12 09:06
		FY 2012 CC 02
Screen: R/E: E Pattern	Name: TAMUEXP1 FY: 2013	
	TAMU EXPENSE - ABR 001	ABR: 001
Sort: (	C System Rollup: TAMUSEXP13	 Delete: N
		Page: 1
F Cat Low High Feed Disp	Description	
4 1410 8	Salaries Faculty	
<u> </u>	-	
4 1281 1281		
4 1310 1314		
4 1410 1410		
4 1420 1504		· · · · · · · · · · · · · · · · · · ·
4 1506 1509		
4 1704 1704		
^ ^ ^		· · · · · · · · · · · · · · · · · · ·
4 1706 1709		
	Sal Non-Faculty	*
5 1001 1199		<b>_</b>
5 1215 1280		
5 1282 1309		
** Press ENTER to vie	ew more entries **	
Enter-PF1PF2PF3PF4-	-PF5PF6PF7PF8PF9P	F10PF11PF12
Hmenu Help EHelp	Valid Bkwd Frwd Print V	Roll CPatt

Screen 556 – Member Budget Pattern Maintenance

Care must be taken to ensure that the System patterns are defined correctly before the budgeting process begins.

Changes to the Member patterns could seriously impact every department pattern and previously established budgets. There is currently no process to review and document rollup inconsistencies due to these errors.

A pattern can be modified without limitation until it has been assigned to an account having a saved version or it is the roll-up pattern for a Department pattern. (A pattern can be deleted by typing "Y" in the **Delete** field as long as the pattern has not been assigned.)

Once one of the above conditions has been met:

- Only the category display order, description, or feed object code can be changed.
- Additional categories can be added to the pattern.
- New subcode ranges can be added using existing or new categories.

Once the Board approves the budget, you can still add detail to member patterns. For example: a campus decides to break out GATs and GANTs. The Board version is not affected because of zero suppress. FAMIS Services can run XXBXPA, which changes the subcode ranges, making the desired subcodes available to be in a separate category. The second step is for you to go online and add the category.

Any other changes or additions are prohibited. To change a pattern's object code range(s), the saved budget version must be removed from all accounts using the pattern. This must be accomplished individually on the Budget Account Attribute screens (<u>Screen 584/Screen 594</u>). Also, the Department patterns using the Member pattern as a rollup must be deleted. This is accomplished individually on the Department Pattern Maintenance screen (<u>Screen 552</u>).

#### A special entity security (LEVEL6) controls this screen.

To view the Budget Book reports (FDAR670/FDAR671) at the member category level, it is necessary to create **two generic member patterns** – one revenue and one expense, and they must both be assigned ABR "000" and named "ROLLUP."

For example, to create a rollup expense pattern, copy any one of your expense patterns to the name "ROLLUP", delete the subcode low/high lines, and add any categories that are used in your other expense patterns. To utilize these rollup patterns, simply request ROLLUP=Y with reports FDAR670 or FDAR671. See the following example.

		-	
556 Member Budg	et Pattern	Maint	06/18/12 09:11
			FY 2012 CC 02
Screen: R/H	: E Pattern	Name: ROLLUP FY: 2013	
De	scription:	EXPENSE ROLLUP	ABR: 000
	Sort:	C System Rollup: TAMUSEXP13	Delete: N
			Page: 1
F Cat Low High	Feed Disp	Description	-
4	1410 8	Salaries-Faculty	*
5	1510 5	Salaries-Non Faculty	*
6	1325 10	GAR & GANT	
7	1005 20	Unall Sal-Faculty	
		Unall Merit-Faculty	
8		Summer Teaching	
- <u>1</u> 0	1005 25	Unall Sal-Non Faculty	
- 11		Unall Merit-Non Faculty	
_ <u>12</u>	1415 11	GAT & GAL	
14	1610 40	Longevity Pay	
- <sub>15</sub>		Wages	
18	- 1800 50	Fringe Benefits	
		Utilities	
** Press	ENTER to vi	ew more entries **	
Enter-PF1PF2	-PF3PF4-	PF5PF6PF7PF8PF9P	PF10PF11PF12
		Valid Bkwd Frwd Print V	

#### Screen 556 – Member Budget Pattern Maintenance (ROLLUP)

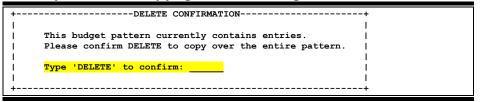
Users with inquiry only access can use the *Sort* field options to change the sort order.

There are three conditions that will cause a pattern and its contents to be deleted.

- 1. "Y" is entered in the *Delete* field.
- 2. Copy over an existing pattern.

The following confirmation screen will appear as a safety feature in both instances to keep unintentional deletes from occurring:

PF11 Cpatt – When copying over an existing Pattern or Delete = Y



3. All categories are removed from an existing pattern.

When this happens, the following pop-up will appear:

# Delete Pop-Up – When deleting all lines of a Pattern +-----DELETE CONFIRMATION-----+ | | All entries have been deleted from this budget pattern. | Please confirm the deletion of this entire pattern. | Type 'DELETE' to confirm: | | | | | | | | | | | | | | | | | | | | | | | |

## **Basic Steps**

- Enter the pattern type and the pattern name. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- To create a new pattern, enter the pattern description, sort order, and Member rollup pattern name. Press <ENTER>.
- Enter any other information as desired and press <ENTER>.

## Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

Action Line	
♦ R/E:	1 character
	Indicate the pattern type.
	R = Revenue
	E = Expense (default)
Pattern Name:	10 characters/digits <b>? Help</b> Indicate the particular pattern to be created or modified.

Screen Information ◆ FY:	4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.
• Description:	40 characters Enter the full name of the pattern being added or updated.
• ABR:	3 digits Identify the ABR Rule that applies to the specified pattern.
Sort:	1 character Pelp Indicate the order of the display. This field defaults to the last value input by a user. S = Subcode C = Category F = Feed Object (556 only) D = Display
• System Rollup:	10 characters/digits <b>? Help</b> Indicate the System pattern to which the Action Line pattern rolls and will be edited against.
Delete:	1 character Indicate whether the pattern should be deleted/erased. Type "Y" to delete the pattern. A pattern can only be deleted if the pattern has not been assigned.
Page:	2 digits Represents the page number of the display.
◆ F:	1 character Pelp Indicate the desired action. A = Add record D = Delete record P = Position (not always available) U = Update record
◆ Cat:	2 digits Indicate the number associated with the category – ties description to subcodes, etc. It is recommended this number be set in 5 digit increments. <b>This</b> <b>number should be consistent with prior year(s)' category number(s).</b>
Low:	4 digits <b>? Help</b> Enter the lower boundary of object code ranges to be included for a particular category of the pattern. <b>Not permitted if Disp and Description are entered.</b>
High:	4 digits <b>? Help</b> Indicate the upper boundary of object code ranges to be tracked for a particular category of the pattern. <b>Not permitted if Disp and Description are</b> <b>entered.</b>

Feed:	4 digits <b>? Help</b> Identify a representative object code to which the category dollars should map when the approved budget is fed into accounting (FAMIS) for the next fiscal year. It is required and allowed only for the description line of the category. It is not permitted if Low or High fields are entered. This is not required for Members whose primary accounting system is not FAMIS. This subcode must be valid and must have an LBB code associated with in on the 806 Subcode Maintenance Screen.
Disp:	2 digits Indicate the order in which the category should appear when the budget is entered or displayed. <b>Not allowed if Low or High fields are entered.</b> It is recommended this number be in 5 digit increments.
Description:	20 characters Enter a short description of the pattern category. Both upper and lower case letters are allowed. This is not allowed if Low or High fields are entered.
Additional Functions	
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5	Validate
Valid	Validates the pattern against its rollup pattern.
PF9	Print
Print	Download data using Entire Connection.
PF10	View Rollup
VRoll	View the rollup pattern detail.
PF11	Copy Pattern
CPatt	Copies an existing ABR or Pattern from any valid campus/fiscal year to the
	Action Line pattern.
PF11 (COPY) Pop-Up	

#### PF11 (COPY) Pop-Up

+BUDGET PATTERN COPY	+
I	1
1	1
Copy From Campus: AM	I
1	1
ABR Rule: ABR Fiscal Year: 1998	1
	1
/ ** OR **	!
   Level: Pattern: FY: 1999 Dept:	1
Level Factern FI: 1999 Dept:	1
' +	+
	-

## Member Rollup Patterns (Optional)

Member ROLLUP Patterns (Option)	nal)
	DATE
Member ROLLUP Patterns (Optional)	

Establish member ROLLUP patterns for reporting purposes.

Create a generic Member expense pattern and a generic Member revenue pattern with names of "ROLLUP" so that the detailed budget can be summarized for your agency.

Both patterns should be linked to ABR "000."

Make sure to enter an asterisk (\*) in the last position of the description column for all "salary" categories. The asterisk is used by the automated salary reallocation.

These patterns will be used to create the Budget Book reports, FDAR670, and FDAR671.

- The "ROLLUP" expense pattern can be created by copying one of your existing expense patterns to the name "ROLLUP," deleting the subcode low/high lines, and adding any missing categories that are used in your other non-copied expense patterns.
- The "ROLLUP" revenue pattern can be created the same way, starting with an existing revenue pattern. *See the "Member Budget Pattern Maintenance Screen" section for a sample of a "ROLLUP" pattern.*

## **Department Patterns (Optional)**

➔ Department ROLLUP Patterns (Opposite Content of the second	otional)
	DATE
Department ROLLUP Patterns (Optional)	

Establish Department patterns on <u>Screen 552</u> where desired.

Department patterns will assume the ABR rule of the Member pattern to which the department pattern rolls.

Make sure to enter an asterisk (\*) in the last position of the description column for all "salary" categories. The asterisk is used by the automated salary reallocation.

In order to do comparative budget analysis on accounts, it is important to keep the Department and Member category numbers consistent from one fiscal year to another.

- If a category is broken out into more than one category in the new fiscal year, it is recommended that the prior category number be used for one of the new split categories in the new fiscal year's pattern.
- If a category is not being used in the new fiscal year, it is recommended that the prior year's category number be included with a description indicating that it is no longer used. This will ensure that all amounts in the prior year's budget appear in the comparative columns.
- Categories with no dollar activity will be zero suppressed on the budget reports.

The purpose of <u>Screen 552</u> is to define Department Revenue and/or Expense Budget Patterns. Department Budget Patterns allow departments to define and budget their revenues and expenses at a more detailed level than what is required by their Member and the TAMUS System. The goal of budget pattern is to provide a mechanism that will allow budgets to be entered at the lowest level of detail needed by the department, which rolls up to meet the needs of both the Member and the TAMUS System.

- Each budget category (defined by multiple, possibly disjoint, object code ranges) in the department pattern must map into only one budget category at the next highest level, in this case, the Member Level.
- Only Department or Member patterns can be used to define an account's revenue or expense categories. These patterns will define the categories used in creating the accounts' new budgets and track past years' budgets and revenues/expenditures.
- Multiple Revenue and Expense Patterns can be defined for a department/subdepartment for a fiscal year at the Department Level.
- When a pattern is linked to an account, the account's past transactions can be shown grouped according to the categories defined by the pattern. Future budgets can be created based on these category groupings.

Department patterns can be created and named the same by multiple department/subdepartments within an institution or agency. The person viewing, creating, or modifying a department pattern must have budget security access for the specified department/subdepartment combination. However, once created, a pattern can be assigned to any account, regardless of the account's department/sub-department values. Additionally, the person assigning the pattern is not required to have budget security access to the department/subdepartment associated with the pattern. For example, a pattern named "EXPENSE" for Dept/SDept "ACCT" can be assigned to an account whose primary department is "BIOL" by a person having only budget update access to "BIOL." The Dept/SDept is used only to control inquiry and update access to the pattern, but not its association with an account.

Care must be taken to ensure that the Department patterns are defined correctly before the budgeting process begins.

A pattern can be modified without limitation until it has been assigned to an account having a saved version. Once a budget version using the pattern has been assigned to an account:

- Only the category display order, description, or feed object code can be changed.
- Additional categories can be added to the pattern.
- New subcode ranges can be added using existing or new categories.

Any other changes or additions are prohibited. To change a pattern's object code range(s), the saved budget version must be removed from all accounts using the pattern. This must be accomplished individually on the Budget Account Attributes screens (<u>Screen 584/Screen 594</u>).

A special entity security (BUDGET) controls this screen.

**NOTE:** An **asterisk (\*)** must be at the **end of all budgeted salary** description lines. It must appear in the **last position** on the line.

Use the space bar on your keyboard to advance to the end of the line--not the arrow key. These asterisks (\*) are used by FBAU672 (Budget Reallocation) when loading the salaries from Goldplate.

552 Dept Budget Pattern Ma		
	FY 2004 CC 07	
	Name: SCSCEXP000 FY: 2004 Dept/SDept: SCSC	
Description:	SCSC EXPENSE PATTERN ABR000 FY04 ABR: 000	
Sort: 0	C Member Rollup: EXP_ABR000 Delete: N	
	Page: 1	
F Cat Low High Disp	Description	
5 2	Salaries - Non Faculty 🛛 🗛 \star	
<u> </u>	-	
<u> </u>		
<u> </u>		
5 1421 1699		
5 1801 1802		
8 1	Salaries - Faculty Equivalent	
<u> </u>		
- <u>-</u> <u>8</u> <u>1310</u> <u>1310</u> <u>-</u> -		
6 1310 1310 ·		
- <u>-</u> <u>8 1420 1420</u> <u>-</u> -		
<u> </u>		
	ow more entries **	
** Press ENTER to view more entries ** Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11-+PF12		
Hmenu Help EHelp	Valid Bkwd Frwd Print VRoll CPatt	
nmenu neip EHeip	Valla – BRWG FIWG PFINT VROLL CPatt	

#### Screen 552 – Department Budget Pattern Maintenance

There are three conditions that will cause a pattern and its contents to be deleted.

- 1. "Y" is entered in the *Delete* field.
- 2. An existing pattern is copied over.

The following confirmation screen will appear as a safety feature in both instances to keep unintentional deletions from occurring:

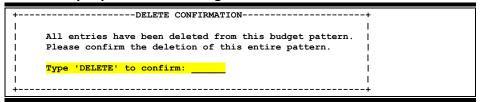
PF11 Cpatt – When copying over an existing Pattern or Delete = "Y"

+DELETE CONFIRMATION	+
l	I
This budget pattern currently contains entries.	I
Please confirm DELETE to copy over the entire patter	m.
	I
Type 'DELETE' to confirm:	I
	1
+	+

3. All categories are removed from an existing pattern.

When this happens, the following pop-up will appear:

Delete Pop-Up – When deleting all lines of a Pattern



## **Basic Steps**

- Enter the pattern type, the pattern name, and the department/sub-department. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- To create a new pattern, enter the pattern description, sort order, and Member rollup pattern name. Press <ENTER>.
- Enter any other information as desired and press <ENTER>.

<b>Field Descriptions</b> ( <b>+</b> = Required; Help = Field Help using PF2, ?, or *)		
Action Line ◆ R/E:	1 character Indicate the pattern type. R = Revenue E = Expense (default)	
Pattern Name:	10 characters/digits <b>? Help</b> Identify the pattern to be created or modified.	
♦ FY:	4 digits Indicate the fiscal year of the budget pattern. Default is the current fiscal year plus one.	
Dept/SDept:	2 fields (5 characters each) <b>? Help</b> Enter the department/sub-department to which the pattern belongs.	
Screen Information ◆ Description:	40 characters Enter the full name of the pattern being added or updated.	
ABR:	3 digits Default from ABR of Member rollup pattern.	
Sort:	1 character <b>? Help</b> Indicate the order of the display. S = Subcode C = Category F = Feed Object (556 only) D = Display This field defaults to the last value input by a user.	
Member Rollup:	10 characters/digits <b>? Help</b> Identify the Member pattern to which the Action Line pattern rolls and will be edited against.	
Delete:	1 character Indicate that the pattern should be deleted/erased. Type "Y" to delete the pattern.	
Page:	2 digits Shows the page number of the display.	
◆ F:	1 character Pelp Indicate the desired action. A = Add a new line to the pattern U = Update/change a line of the pattern D = Delete a line from the pattern P = Position (not always available)	

•	Cat:	2 digits Identify the number associated with the category – ties description to subcodes, etc. It is recommended this number be set in 5 digit increments. <b>This number should be consistent with prior year(s)' category number(s).</b>
	Low:	4 digits <b>? Help</b> Enter the lower boundary of object code ranges to be included for a particular category of the pattern. <b>Not permitted if Disp and Description are entered</b> .
	High:	4 digits <b>? Help</b> Indicate the upper boundary of object code ranges to be tracked for a particular category of the pattern. <b>Not permitted if Disp and Description are</b> <b>entered</b> .
	Disp:	2 digits Indicate the order in which the category should appear when the budget is entered or displayed. <b>Not allowed if Low or High fields are entered</b> . It is recommended this number be in 5 digit increments.
	Description:	20 characters Enter a short description of the pattern category. Both upper and lower case letters are allowed. This is not allowed if Low or High fields are entered.
<u>Ad</u>	<u>ditional Functions</u> PF KEYS	See the Appendix for an explanation of the standard PF keys.
	PF5 Valid	Validate Validates the pattern against its rollup pattern.
	PF9 Print	<b>Print</b> Download a report using Entire Connection.
	PF10 VRoll	<b>View Rollup</b> Views the rollup pattern detail.
	PF11 CPatt	<b>Copy Pattern</b> Copies an existing ABR or Pattern from any valid campus/fiscal year to the Action Line pattern.

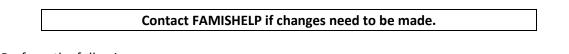
### PF11 (COPY) Pop-Up

+BUDGET PATTERN COPY	+
Copy From Campus:	I
	I
ABR Rule: ABR Fiscal Year: 1998	I
	I
** OR **	I
	I
Level: _ Pattern: FY: 1999 Dept:	I
+	+

## **Column Defaults and Prodcards**

Review/Update Column Defaults and Prodcards				
	DATE			
Column Defaults and Prodcards Reviewed/Updated				

Column defaults and prodcards that are used for the Budget Module need to be reviewed and updated. Specifically, review the column defaults for FDAR589 and the options for the FBAU672 reallocator program.



Perform the following:

- Check the column defaults for FDAR589 (prodcard).
- Check the prodcard for the FBAU672 reallocator program.
- Establish the new fiscal year "Column Default" table on Screen 856.
- Check for changes to the "Version Create" table.
- Notify FAMISHELP of whether the prodcard for FDAR589 and the "Column Default" table on <u>Screen 856</u> are to be the same or different.

There are several optional control tables defined in the Budget Module that can be used to provide additional functionality and customization based upon each System Member's individual preference. After reading about the tables and deciding on the best option for your Member, a user representative should send Change / Enhancement via the FAMIS Site - it.tamus.edu/famis requesting that the appropriate tables be established on <u>Screen 856</u>.

#### All of the control tables are maintained by the FAMIS Services staff.

The available Budget Control Tables are as follows:

- 1. Pattern Default
- 2. Column Default
- 3. Version Create
- 4. Negative BBA

## **Pattern Default**

#### Screen 856 – Budget Generic Table

	856 Buc	lget Ger	eric Tab	le									06/18/	12		
	Screen:		Campus Co	d: **	Tal	Ы	le Type	e: 1	PATTE	RN	DEFAU	LT			CC 0	2
	Func															
	Code		Key					Da	ata							
		**YYYY 102000 182003 192001 			N 2 2 		0=ERROF	R 1=	=USE		ONLY	1 2=PC	)PUP			
	-													-		
Eı			***** PF31 o EHelp	******** PF4PF										-P	F12	-

This table controls whether a pattern can be selected from the New Budget Entry screens (<u>Screen 589/Screen 599</u>). If a pattern is already set for an account, this table will not be used. The following are the values that each Member can select:

0 Pattern **cannot** be selected from <u>Screen 589/Screen 599</u>. An error will be received if the pattern has not been previously assigned. Patterns must be set online by either the SL Budget Account Attribute screen (<u>Screen 584</u>) or the Assign/Remove Pattern by Department screen (<u>Screen 583</u>) or can be set in batch by FBAU583. If no table exists, this option will be the default.

- 1 Automatically default a pattern if only one pattern is available that matches the account's ABR. If no pattern exists or more than one pattern is possible, an error will be received on <u>Screen 589/599</u>. Patterns must then be set online by either the SL Budget Account Attribute Screen (<u>Screen 584</u>) or the Assign/Remove Pattern by Department Screen (<u>Screen 583</u>) or can be set in batch by FBAU583.
- 2 Automatically default a pattern if only one pattern is available that matches the account's ABR. If more than one pattern is possible, a pop-up screen will be provided from which the user can select the account's pattern.

## **Column Default**

956 B	Budget Generic Table	06/18/12 10:07
800 B	duget Generic Table	CC 02
Scree	en: Campus Cd: **	Table Type: COLUMN DEFAULT_
_		
Func		
Code	Key	Data
_	!!FY STOP -START_	AYYYYMMAYYYYMMAYYYYMMAYYYYMM (TYPE,YR,FM)
_	011999 999999-100000	A199812N199813A199713A199613
_	012000 999999-100000	B200013D199913A199913A199813
	012001 999999-100000	A200113F200113A200013A199913
_	012002 999999-100000	A200113N200113A200013A199913
-	012003 999999-100000	D200213A200213A200113A200013
_	012005 999999-100000	D200413A200413A200313A200213
_	012006 999999-100000	D200513A200505A200413A200313
-	012011 999999-100000	A201113A201013A200913A200813
-	012012 999999-100000	A201213A201113A201013A200913
-	012013 999999-100000	A201313A201213A201113A201013
-	022000 999999-100000	B199913A199913A199813A199713
_	022000 999999 100000	BI99915RI99915RI99015R199715
	*** Pr	ess enter for more entries ***
Entor D	= =	PF5PF6PF7PF8PF9PF10PF11PF12
		PESPE0PE/PE0PE9PE10PE11PE12
н	imenu Help EHelp	

#### Screen 856 – Budget Generic Table

The Column Default table provides the capability for a Member to default the four display columns when a new budget version is created for an account. These defaults can vary by account ranges. For example, the default columns for E&G/F&G accounts can be different than for Auxiliary accounts.

The following information must be provided to use this table:

CC	Campus code	
FY	Fiscal Year	
Account1	Stop account range	
Account2	Start account range	

Data type	Туре	e of (	data to be displayed in the column:
	А	=	Actuals (default)
	В	=	Board approved (approval type/OPTION6)
	С	=	Actuals + Encumbrances
	D	=	Done – Board adjusted (approval type/OPTION6)
	F	=	Fed (approval type/OPTION6)
	Ν	=	Original Budget (No carry Frwd)
	0	=	Original Budget (W/ carry Frwd)
	R	=	Revised Budget
	V	=	New Version
FY	Fisca	al Ye	ar
MM	Fisca	al M	onth
Blank	No c	displa	ау

**<u>Column n</u>** (1 to 4 columns can be defined for account range):

A sample request might look something like this:

For all accounts (100000-999999), the column defaults for our campus should be: D 1999 N 1999 02 A 1998 13 N 1998 13

NOTE: The PRODCARD for FDAR589 should also be updated. This is accomplished by sending a Change Enhancement request to FAMIS Help.

## **Version Create**

856 Bi	ıdaet Gei	neric Table	06/18/12	10:08
				CC 02
Screer	n:	Campus Cd: **	Table Type: VERSION CREATE	
Func				
Code		Кеу	Data	
	! ! FY	STOP -START	VERSION COL	
_	032000	699999-10000 <u>0</u>	HSC****** 1	
-	032001	699999-100000	HSC***** 1	
-	041999	699999-100000	TSU1***** 1	
_	042000	699999-100000	TARLETON** 1	
_	042002	699999-100000	TARLETON** 1	
_	042003	699999-100000	TARLETON** 1	
_	042004	699999-100000	TARLETON** 1	
_	042005	699999-100000	TARLETON** 1	
_	042006	699999-100000	TARLETON** 1	
_	042007	699999-100000	TARLETON** 1	
_	042008	699999-100000	TARLETON** 1	
		*** Pr	cess enter for more entries ***	
nter-PH	F1PF2-	PF3PF4	-PF5PF6PF7PF8PF9PF10PF11PI	12
Hn	nenu Help	e EHelp		

Screen 856 – Budget Generic Table

The Version Create table is used online and by the batch program FBAU586 to automatically copy account history data from a Member specified column and create a new budget version using the copied data as the new budget column. The salary dollars supplied from BPP are automatically overlaid in the new budget column. This feature might be used by Members whose new year budgets for a range of accounts follow a predictable pattern from a prior year's history.

# This feature cannot be used unless the "COLUMN DEFAULT" table has been defined for the specified account ranges.

The following must be provided to use this feature:

CC	Campus code
FY	Fiscal Year
Account1	Stop account range
Account2	Start account range
Version Mask	10 characters that should match the new version being created
	in order to invoke the new version create feature. Wildcards (*)
	can be specified to indicate the values of the version name
	characters that do not matter.
Column	Number of column to be copied (columns are defined in the
	"COLUMN DEFAULT" table).

If used, the "Version Create" is invoked on-line when a new version for an account is entered on <u>Screen 589/599</u>. If the account number falls within the version create account range and the version name matches the mask of the Member defined version name, the new budget column is populated with the appropriate column data/salary information. The version is not automatically saved or submitted until the user presses the Submit **PF11** key.

A sample request might look something like this:

For all account ranges (100000-999999), automatically create a budget version from column 2 data whenever a new version name begins with "AUTO\*\*\*\*\*\*'

Versions can be automatically created in batch by requesting the program FBAU586. *See the Budget Module Reports/Processes for a description of the parameters that must be submitted.* 

## **Negative BBA**

Screen 8	856 –	Budget	Generic	Table
----------	-------	--------	---------	-------

856 Budget Generic Table	06/18/12 09:41 CC 02
Screen: Campus Cd: **	Table Type: NEGATIVE BBA
Func	
Code Key	Data
	123456789 LIST ALL LEDGERS IN BYTE 1-9_ 345
	****** End of data **********************************
Enter-PF1PF2PF3PF4P Hmenu Help EHelp	PF5PF6PF7PF8PF9PF10PF11PF12

The Negative BBA table is used when a Member wishes to prevent budget versions from being submitted for one or more ledgers whenever the budget version results in a negative SL Ending Balance.

To use this feature, provide FAMIS Services with the ledger number(s) that should be controlled. Any or all ledgers, from 1 to 9 can be selected. They may be listed in any order.

# **Section IV**

# **Budget Checklist – Phase 2**

## Budget Preparation Quick Reference – Phase 2

#### Phase 2

#1	Copy FAMIS Accounts to New FY	→
#2	FAMIS Account Map Code Changes	→
#3	Review FAMIS Account Attributes	→
#4	Budget Attribute Roll Forward	→
#5	Reset Budget Flags and Feed Flag	<b>→</b>
#6	Account Changes from Prior Years.	→
#7	Assign Member Patterns to Accounts	→
#8	Copy BPP Salary Amounts into FAMIS Budget Module	→
#9	Auto Create New Budgets - Optional	→
#10	Budget Worksheets - Optional	→
#11	Budget Entry	→
#12	Enter Transfers and Allocations	→
#13	Request Budget Reports	→
#14	System Locks and Reviews Member Budgets	*
#15	Secure and Print the TAMUS Board Budget Book	*

Note: In Checklist #14, the System Budgets Office locks each Member as they complete these steps. When all Members are locked and reviewed, the TAMUS Board Budget Book can then be created.

## YU001

Request YU001 (Run by request – including CC09 and CC18	)
	DATE

Request YU001 to copy the new fiscal year accounts (Banks, GLs, SLs, and SAs).

The YU001 will increment the fiscal year in the state banks (both the default and alternate banks) on the accounts.

The YU001 will set the "Allow Attributes" flag to "Y" on <u>Screen 842</u>.

- This job can be run for given ranges of accounts and can be run as many times as necessary.
- All runs of YU001 will default to "Replace Option" equals "N." The "N" option (no replace) will copy any new accounts created in the current/old fiscal year into the new fiscal year.
- The "Replace Option" can be requested equal to "Y." HOWEVER, any changes made online to accounts in the new fiscal year may be overwritten when using the Replace Option "Y." Map code, ABR, SA create enable flag, default bank, budget sort, and SA revenue and expense budget transaction flags will NOT be replaced after the initial run of YU001 when using Replace Option "Y." The SA revenue and expense actual transaction flags WILL be updated when using Replace Option "Y."

## FAMIS Account Map Code Review

➔ Review Account Map Codes	
	DATE
Review Map Codes	

Make all necessary changes to new fiscal year map codes on <u>Screen 6</u>.

Element security #9 must be set by your FAMIS security administrator for any UserId that needs to make map code changes.

Map codes are not allowed to be changed on <u>Screen 6</u> unless the following are true:

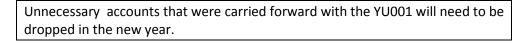
- There is a zero balance in the account.
- There are no SL allocations that have been marked with a "B," "D," or "F" in the Budget Module.
- There are no Member or System locks on the account.

Any accounting needed to reflect the GL changes between the old year and the new year will need to be done manually by the Accounting Office at year end.

## FBAR562 (GL) and FBAR540 (SL) (Option=2)

→ Request Attribute Reports	
	DATE
Request attribute reports and review flags	

Request that the attribute reports (FBAR562 and FBAR540 (Option=2)) be run in the new fiscal year.



• Review the following flags:

ABR Freeze flag Delete flag GEB SA Create Enable SA Expense and Revenue budget transaction flags

Flag changes can be made online in the new fiscal year by using Screen 2 & 43 for GLs, Screens 6 & 44 for SLs, and Screens 51 & 54 for SAs.

• Establish any necessary new accounts in the new year.

If renumbering the chart of accounts, **contact FAMIS Services** for assistance in copying attributes from old account to new account number.

# SL (6 Digit) Budget Account Attributes

The purpose of <u>Screen 584</u> is to define and display budget account attributes and assign budget patterns and other related information to each account that will be budgeted (or not budgeted) in the formal budget process.

Prior to beginning the new budget year, the new FAMIS fiscal year will be opened for attributeonly access, and all accounts not flagged as deleted will be copied from the current year into the next fiscal year/new budget year through a batch process. **Each university and agency should review these accounts and delete any that should not exist in the next fiscal year**.

Frozen accounts can be valid budgeted accounts. This accommodates "budget only dummy accounts." Accounts whose "Budget Sort" field (<u>Screen 8</u>) matches these dummy accounts are not budgeted individually but are combined and represented in the budget presented in the dummy account. The budget sort field should only be used on accounts that have no payroll, are not automatically fed with a budget, and are not individually presented to the Board (AL-RSCH model).

A review should be made of the "SA Create Enable" flag (<u>Screen 6</u>) and the "SA Transaction Budget Expense/Revenue" flags (<u>Screen 6</u>). These flags, in addition to "SA Transaction Budget Module Expense/Revenue" flags, control the support account's ability to have revenue, expense, or both types of budgets. These flags will control whether the budget attributes must be assigned on the SL Budget Account Attribute Screen (<u>Screen 584</u>) or the SA Budget Account Attribute Screen (<u>Screen 594</u>).

The Revenue and Expense patterns for a budget account can only be set at the SL. All support accounts belonging to an SL must use the patterns assigned to the SL. The Chart of Accounts setup (Screen 802) determines whether an account is allowed to have revenues, expenses, or both. Therefore, revenue or expense patterns can only be assigned if the Chart of Accounts allows the pattern types. The value of the account's "SA Transaction Budget Expense/Revenue" flags (Screen 6) in conjunction with the "SA Transaction Budget Module Expense/Revenue" flags (Screen 584) control the support account's capability of having revenue, expense, or both types of budgets.

The value of the SL account's "SA Create Enable" flag (<u>Screen 6</u>) determines whether the budget must be entered and submitted at the SL or the SA level. If the flag is set to "Y," the budgets must be entered on <u>Screen 599</u>; if the flag is set to "N," the budgets must be entered on <u>Screen 599</u>; if the flag is set to "N," the budgets must be entered on <u>Screen 589</u>. The values of the SA Transaction Budget flags control both the range of support accounts that can be used and whether expense or revenue budgets are allowed.

You can set the SA Budget Module Transaction flags to values different from the FA Budget flags. For example, to budget at the base SA 00000 only, set the SA Budget Module flags to "N", and set the FA Budget flags to "B."

When the SA Create Enable flag is "Y", the SA Transaction Budget Module (<u>Screen 584</u>) or the FA Budget flags (<u>Screen 6</u>) are used. If the SA Transaction Budget Module flags are non-blank, their values are used. If they are blank, the SA Transaction FA Budget flags are used. The SA Transaction Budget Module flags can be set to a value different from the SA Transaction FA Budget flags only when a FA Budget flag is a "B."

Based on the values of an account's SA Create Enable flag and the SA Transaction flags, the following chart defines the rules that are used to determine the appropriate Budget Module screen, support account range(s), and allowable budget types for entering an account's budget:

SA	SA	SA		Entry		
Enable	Revenue	Expense		SL Base or	SA Entry	SA Entry
Flag	Budget	Budget	Screen	SA 00000	(00000–99999)	(00001–99999)
N, A	Ν	Ν	589	R,E		
Y	Ν	Ν	599	R,E		
Y	Ν	Y	599	R		E
Y	Y	N	599	E		R
Y	Y	Y	599			R,E
Y	Ν	В	599	R	E	
Y	В	N	599	E	R	
Y	В	В	599		R,E	
Y	В	Y	599		R	E
Y	Y	В	599		E	R

**Note**: It is very important to take care with flag changes on accounts once the Budget process has begun. These changes can cause orphaned budget items to occur.

Approved account budgets will be selectively fed into FAMIS by using Member specified account ranges. GEB accounts will not have their budgets automatically fed into financial accounting at the beginning of the budget fiscal year.

The "NO Budget" flag can be set to indicate that the owner of the account is not required or planning to submit a budget for the account. This flag, if set consistently throughout the campus, can be used as a tool to identify those accounts that have not been budgeted. The program FDAR584 produces several reports whose purpose it is to identify the budget status of selected accounts. One option identifies accounts with the "NO Budget" flag set. Another option identifies accounts whose "NO Budget" flags are either blank or set to "N."

The "NO Feed" field should be used to flag accounts that are budgeted but should not have their budgets automatically fed to FAMIS at the beginning of the new budget year. This field, as well as the "Feed Acct" field, has a FAMIS element security added to it to prevent unauthorized entry.

To change the pattern for an account, you must blank out the submitted version. This will unprotect the pattern field so that you can change it.

If an account is "locked," the submitted version cannot be removed or replaced without first removing or overriding the lock (See Lock Function). It is possible that the "SA Create Enable" flags or "SA Transaction Budget" flags may be changed during or after the budget cycle, making the budget versions not in compliance with the account budget entry rules. When this happens, data entered will need to be handled on an exception basis.

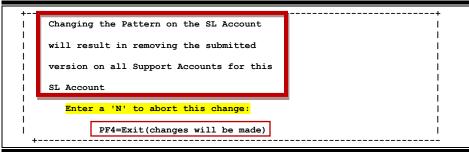
#### A special entity security (BUDGET) controls this screen.

	0		
584 SL (6 Digit) Budget Accour			06/18/12 09:24
LABORATO	RY FEES - FALI	L & SPRING SE	FY 2012 CC 02
Screen: Account: 101000	Fiscal Y	<b>[ear: 2013</b>	
SA CreateSA Tran	nsactions	Previous CC F	Y SL SA
Enable: Y Budget	FA FA	Account	
Module Bu	udget Actual		
Expense: N	N N		
Revenue: N	N N		
M/D Pattern Dept	SDept ABR	Lock Flag: N	
Revenue M TAMUREV1	001 s	Submit Ver:	
Expense		Feed Acct:	
		NO Feed: NO	Budget:
Dept SDept Exec Div Coll	Mail Cd	=	- =
Owner: REV UN AD	C6000		
Budget Group: GI	EB: Re	sp Person: CRAME	R, CHARLES C
ABR Rule: 001 Map (	Cd: 10100	Old Acct: 71474	
AFR Fund Group: 10 Fund Grou	ıp: FG	Sub Fund:	
Function: 35 Sub Fur	nc:	Aux Cd:	
Enter-PF1PF2PF3PF4PF!			'10PF11PF12
Hmenu Help EHelp	· ··· ···	Sal	
· · · · · · · · · · · · · · · · · · ·			

Screen 584 – SL (6 Digit) Budget Account Attributes

If a budget pattern name is changed on an account, the following pop-up window will be displayed with a warning that changing the pattern on the SL account will result in the "submitted versions" being wiped out on all Support Accounts for the SL account.

Screen 584 – SL (6 Digit) Budget Account Attributes Pop-Up Window



### **Basic Steps**

- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Add additional information, as desired, and press <ENTER>.

# Field Descriptions ( + = Required; Help = Field Help using PF2, ?, or \*)

Action Line ◆ Account:	6 digi Enter		budget account.
Fiscal Year:	4 digi Ident plus o	ify tl	ne fiscal year of the budget pattern. Default is the current fiscal year
<u>Screen Information</u> SA Create Enable:	1 cha	ract	er
	Y	=	Allows creation of Support Account for the SL account. Budget
	N	=	must be established on the SA New Budget Entry Screen (599) Default: Does not allow creation of Support Accounts. Budget must
			be established on the SL New Budget Entry Screen (589)
	A	=	Support accounts will be created automatically. Budget must be established on the SL New Budget Entry Screen (599)
SA TRANSACTIONS:			
Budget Module:	1 cha	ro ct	~
Expense:	Blank		er indicates expense budget must follow the "FA Budget Expense"
	Diam	. –	rules.
	Y	=	indicates expense budget must be posted to non-base support accounts
	Ν	=	indicates expense budget may not be posted to the support accounts
	В	=	indicates expense budget may be posted at either the base or the support accounts
Revenue:	1 cha	ract	er
	Blank		indicates revenue budget must follow the "FA Budget Revenue" rules
	Y	=	indicates revenue budget must be posted to the non-base support accounts
	Ν	=	indicates revenue budget may not be posted to the support accounts
	В	=	indicates revenue budget may be posted at either the base or the support accounts
FA Dudant			
FA Budget: Expense:	1 cha	ract	ar
LAPEIISE.	Y	=	indicates expense budget must be posted to the non-base support
			accounts
	Ν	=	indicates expense budget may not be posted to the support accounts
	В	=	indicates expense budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module Expense Transaction flag

Revenue:	1 cha	aracte	ar
nevenue.	Ŷ	=	indicates revenue budget may be posted to the non-base support
			accounts
	Ν	=	indicates revenue budget may not be posted to the support
	В	=	accounts indicates revenue budget may be posted at either the base or the
	Б	-	support accounts, depending on the value of the SA Budget Module
			Revenue Transaction flag
FA Actual: Expense:	1 cha	aracte	ar
Expense.	Y	=	indicates expense actuals must be posted to the non-base support
			accounts
	Ν	=	indicates expense actuals may not be posted to the support
	-		accounts
	В	=	indicates expense actuals may be posted at either the base or the support accounts
			support accounts
Revenue:	1 cha	aracte	er
	Y	=	indicates revenue actuals must be posted to the non-base support
			accounts
	Ν	=	indicates revenue actuals may not be posted to the support accounts
	В	=	indicates revenue actuals may be posted at either the base or the
			support accounts
Previous Account: CC:	2 dig	itc	
	-		ode where the account previously resided. Default is the home
	camp	-	
		_	
FY:	4 dig		provide fiscal year when the account had a different account
	num		previous fiscal year when the account had a different account
SL:	6 dig		
			he previous SL account number associated with the Action Line
			Used only when an account existed in a previous year under a account number.
	unic	i ciit i	
SA:	5 dig	its	
			he previous support account associated with the Action Line account.
	Used num	-	when an account existed in a previous year under a different account
	num	501.	
Revenue:			
M/D:			er <mark>? Help</mark>
			pattern level.
	M D	=	Member Department
	U	-	Department

Pattern:	10 characters/digits <b>? Help</b> Indicate the particular pattern that is displayed and attached to the account.
Dept:	5 characters <b>? Help</b> Identify the department to which the pattern belongs. Used only by the department level.
SDept:	5 characters <b>? Help</b> Identify the sub-department to which the pattern belongs. Used only by the department level.
ABR:	3 digits Identifies the ABR rule that applies.
Expense: M/D:	1 character <b>? Help</b> Indicate the pattern level. M = Member D = Department
Pattern:	10 characters/digits <b>? Help</b> Identify the particular pattern that is displayed and attached to the account.
Dept:	5 characters <b>? Help</b> Identify the department to which the pattern belongs. Used only by the department level.
SDept:	5 characters <b>? Help</b> Include the sub-department to which the pattern belongs. Used only by the department level.
ABR:	3 digits Identifies the ABR rule that applies.
Lock Flag:	1 character Indicates the account's submitted version has been locked.
Submit Ver:	10 characters/digits <b>Pelp</b> Identify the name of the budget version that has been submitted for the account. The version can only be removed on this screen. Use <b><i>PF11</i></b> from <u>Screen 589/599</u> to submit/store the version name for an account.
Feed Acct:	11 digits Indicates where the account's budget should feed when the budget is posted into FAMIS's financial accounting at the beginning of the budget fiscal year. <b>This is used only by those Members who have the need to renumber an</b> <b>account after the budget process has been completed.</b>

NO Feed:	1 character <b>PF2 Help</b> Y = indicates budget is not to be fed to the accounting system N = indicates budget is to be fed to the accounting system Blank = indicates budget is not to be fed to the accounting system
NO Budget:	1 character Indicate whether a budget is intended to be submitted for the account. Y = Budget is NOT required or allowed N = Budget is required Blank = Budget is expected (default)
Owner:	
Dept:	5 characters <b>PF2 Help</b> Designates department responsible for the account.
SDept:	5 characters <b>PF2 Help</b> Shows a sub-grouping for departments using the account.
Exec:	2 characters Executive level office responsible for the account.
Div:	2 characters <b>PF2 Help</b> Designates division using the account.
Coll:	2 characters <b>PF2 Help</b> College responsible for the account.
Mail Cd:	5 characters/digits <b>PF2 Help</b> Code for the location or address of responsible person; Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.
Budget Group:	6 digits <b>PF2 Help</b> Called Budget Sort on Screen 6. Used as a dummy grouping by AL-RSCH to indicate that the account is budgeted in summary with other accounts having the same Budget Group/Budget Sort.
GEB:	1 character Instruction for generating expense budget (Values: Y, N)
Resp Person:	20 characters <b>PF2 Help</b> Identifies the person responsible for the account.
ABR Rule:	3 digits <b>PF2 Help</b> Shows the automatic budget reallocation (ABR) rule that the account follows.
Map Cd:	5 digits <b>PF2 Help</b> Displays the GL account ID, second to sixth digits, indirectly updated by SL transactions.

Old Acct:	15 digits <b>PF2 Help</b> Previous account number used either at initial FAMIS conversion or later FAMIS account reorganization. This can also be an account number used in a non- FAMIS accounting system.
AFR Fund Group:	2 digits AFR Fund Group for the account.
Fund Group:	2 characters <b>PF2 Help</b> Fund Group for the account.
SubFund:	2 characters <b>PF2 Help</b> Sub-grouping for Fund Group.
Function:	2 digits <b>PF2 Help</b> Current fund expenditures purpose.
SubFunc:	2 characters <b>PF2 Help</b> Sub-grouping for the Function code.
Aux Cd:	3 characters <b>PF2 Help</b> Grouping for auxiliary accounts.
Additional Functions PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF8 Sal	Salary Displays salary dollars associated with the Action Line account for the current year payroll as provided by BPP. The dollars are summarized by subcode. The dollars represent budgeted positions only and do not include graduate or teaching assistant positions. If the SA Create flag is "Y" and the SA Transaction flags are "N" and "N", salary amounts from all support accounts are summarized and added to the base account. These dollars will automatically be distributed to the appropriate categories when a new budget version is created. These numbers are used for a point of reference and can be changed on the budget entry screens.

FAMIS Subcd:

4 digits

FAMIS subcode having current year salary related requirements.

#### Salary Amount:

13 digits Shows the salary dollars for the current year payroll provided by BPP.

# SA (11 Digit) Budget Account Attributes

The purpose of <u>Screen 594</u> is to define and display budget account attributes and assign budget patterns and other related information to each account that will be budgeted (or not budgeted) in the formal budget process.

Prior to beginning the new budget year, the new FAMIS fiscal year will be opened for attribute only access and all accounts not flagged as deleted will be copied from the prior year into the next fiscal year/new budget year through a batch process. **Each university and agency should review these accounts and delete any that should not exist in the next fiscal year.** 

Frozen accounts can be valid budgeted accounts. This accommodates "budget only dummy accounts." Accounts whose "Budget Sort" field (<u>Screen 8</u>) matches these dummy accounts are not individually budgeted, but their budget numbers are combined and represented in the budget presented in the dummy account. The budget sort field should only be used on accounts that have no payroll, are not automatically fed with a budget, and are not individually presented to the Board.

A review should be made of the "SA Create Enable" flag (<u>Screen 6</u>) and the "SA Transaction Budget Expense/Revenue" flags (<u>Screen 6</u>). These flags, in addition to "SA Transaction Budget Module Expense/Revenue" flags, control the support account's ability to have revenue, expense, or both types of budgets. These flags will control whether the budget attributes must be assigned on the SL Budget Account Attribute Screen (<u>Screen 584</u>) or the SA Budget Account Attribute Screen (<u>Screen 594</u>).

The Revenue and Expense patterns for a budget account can only be set at the SL. All support accounts belonging to an SL must use the patterns assigned to the SL. The Chart of Accounts setup (Screen 802) determines whether an account is allowed to have revenues, expenses, or both. Therefore, revenue or expense patterns can only be assigned if the Chart of Accounts allows the pattern types. The value of the account's "SA Transaction Budget Expense/Revenue" flags (Screen 6) in conjunction with the "SA Transaction Budget Module Expense/Revenue" flags (Screen 584) control the support account's capability of having revenue, expense, or both types of budgets.

The value of the SL account's "SA Create Enable" flag (<u>Screen 6</u>) determines whether the budget must be entered and submitted at the SL or the SA level. If the flag is set to "Y" the budgets must be entered on <u>Screen 599</u>; if the flag is set to "N", the budgets must be entered on <u>Screen 599</u>; if the flag is set to "N", the budgets must be entered on <u>Screen 589</u>. The values of the SA Transaction Budget flags control both the range of support accounts that can be used and whether expense or revenue budgets are allowed.

When the SA Create Enable flag is "Y," the SA Transaction Budget Module flags (<u>Screen 584</u>) or the FA Budget flags (<u>Screen 6</u>) are used. If the SA Transaction Budget Module flags are nonblank, their values are used. If they are blank, the SA Transaction FA Budget flags are used. The SA Transaction Budget Module flags can be set to a value different from the SA Transaction FA Budget flags only when a FA Budget flag is a "B."

Based on the values of an account's SA Create Enable flag and the SA Transaction flags, the following chart defines the rules that are used to determine the appropriate Budget Module screen, support account range(s), and allowable budget types for entering an account's budget:

SA	SA	SA		Entry		
Enable	Revenue	Expense		SL Base or	SA Entry	SA Entry
Flag	Budget	Budget	Screen	SA 00000	(00000–99999)	(00001–99999)
Ν, Α	Ν	N	589	R,E		
Y	N	N	599	R,E		
Y	N	Y	599	R		E
Y	Y	N	599	E		R
Y	Y	Y	599			R,E
Y	N	В	599	R	E	
Y	В	N	599	E	R	
Y	В	В	599		R,E	
Y	В	Y	599		R	E
Y	Y	В	599		E	R

Approved account budgets will be selectively fed into FAMIS by using Member specified account ranges. GEB accounts will not have their budgets automatically fed into financial accounting at the beginning of the budget fiscal year.

The "NO Budget" flag can be set to indicate that the owner of the account is not required or planning to submit a budget for the account. This flag, if set consistently throughout the campus, can be used as a tool to identify those accounts that have not been budgeted. The program FDAR584 produces several reports whose purpose it is to identify the budget status of selected accounts. One option identifies accounts with the "NO Budget" flag set. Another option identifies accounts whose "NO Budget" flags are either blank or set to "N."

The "NO Feed" field should be used to flag accounts that are budgeted, but should not have their budgets automatically fed to FAMIS at the beginning of the new budget year. This field, as well as the *Feed Acct* field, has a FAMIS element security added to it to prevent unauthorized entry.

If an account is "locked," the submitted version cannot be removed or replaced without first removing or overriding the lock (See Lock Function). It is possible that the "SA Create Enable" flags or "SA Transaction Budget" flags may be changed during or after the budget cycle, making the budget versions not fit the account budget entry rules. When this happens, the data entered will need to be handled on an exception basis.

When the base support account (00000) is specified, all support accounts having BPP salary data associated with them can be seen by continuing to press **PF8** (Sal). To discontinue paging through the salary dollars, press **PF4** (Exit).

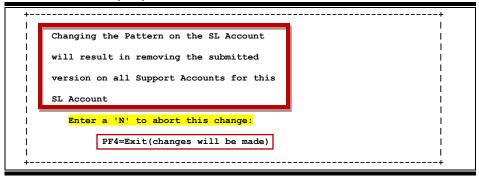
#### A special entity security (BUDGET) controls this screen.

Screen 594 – SA (11 Dig	) Budget Account Attributes
-------------------------	-----------------------------

594 SA (11 Digit) Bu	udget Account Att:	ributes			06/18/12	09:26
	HORTICULTURE M	ISCELLANE	OUS		FY 2012	2 CC 02
Screen: Account	t: 271030 <mark>00000</mark>	Fiscal Ye	ear: 2013			
SA Create	SA Transactio	ons	Previous	CC FY	SL	SA
Enable: Y	Budget FA	FA	Account			
	Module Budget	Actual				
Expense	e: N N	N				
Revenue	e:NN	N				
M/D Patter	n Dept SDept	ABR L	ock Flag:	N		
Revenue M TAMUREV			bmit Ver:			
Expense M TAMUEXP	1 <u> </u>	001 F	eed Acct:			
			NO Feed:		idget:	
Dept SDept Exe	ec Div Coll Mail (	Cd		-		
	A CD AG C213					
Budget Group:	GEB:	Res	p Person:	DAVIS, 1	TIM D	
ABR Rule: 001	Map Cd: 27	103	Old Acct:			
AFR Fund Group: 23	Fund Group: DS		Sub Fund: SM			
Function: 35 Sub Func: Aux Cd:						
Enter-PF1PF2PF3	PF4PF5PF	6PF7	-PF8PF9	9PF10-	PF11E	F12
Hmenu Help EHe	lp		Sal			

If a budget pattern name is changed, the following pop-up window will be displayed.

#### Screen 594 - Pop-Up Window



### **Basic Steps**

- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Add additional information as desired, and press <ENTER>.

### **Field Descriptions** ( **+** = Required; **Help** = Field Help using PF2, ?, or \*)

#### Action Line

Account:

11 digits Enter the budget account.

• Fiscal Year:	4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.				
<u>Screen Information</u> SA Create Enable:	1 cha Y N A	eracto = = =	er Allows creation of Support Account for the SL account. <b>Budget</b> <b>must be established on the SA New Budget Entry Screen (599)</b> Default: Does not allow creation of Support Accounts. <b>Budget must</b> <b>be established on the SL New Budget Entry Screen (589)</b> Support accounts will be created automatically. <b>Budget must be</b> <b>established on the SL New Budget Entry Screen (599)</b>		
SA TRANSACTIONS:					
Budget Module:					
Expense:	1 cha Blanl		-		
	DIdili	( –	indicates expense budget must follow the "FA Budget Expense" rules.		
	Y	=	indicates expense budget must be posted to non-base support accounts		
	Ν	=	indicates expense budget may not be posted to the support accounts		
	В	=	indicates expense budget may be posted at either the base or the support accounts		
Revenue:	1 cha	ract	er		
	Blanl	<b>&lt;</b> =	indicates revenue budget must follow the "FA Budget Revenue" rules		
	Y	=	indicates revenue budget must be posted to the non-base support accounts		
	Ν	=	indicates revenue budget may not be posted to the support accounts		
	В	=	indicates revenue budget may be posted at either the base or the support accounts		
FA Budget:					
Expense:	1 cha	ract	er		
	Y	=	indicates expense budget must be posted to the non-base support accounts		
	Ν	=	indicates expense budget may not be posted to the support accounts		
	В	=	indicates expense budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module Expense Transaction flag		

Revenue:	1 cha	iracte	
Revenue.	Y	=	indicates revenue budget may be posted to the non-base support
			accounts
	Ν	=	indicates revenue budget may not be posted to the support
	P		accounts
	В	=	indicates revenue budget may be posted at either the base or the support accounts, depending on the value of the SA Budget Module
			Revenue Transaction flag
FA Actual:			C C
Expense:	1 cha		-
	Y	=	indicates expense actuals must be posted to the non-base support accounts
	Ν	=	indicates expense actuals may not be posted to the support accounts
	В	=	indicates expense actuals may be posted at either the base or the support accounts
Revenue:	1 cha	racte	er
	Y	=	indicates revenue actuals must be posted to the non-base support accounts
	Ν	=	indicates revenue actuals may not be posted to the support accounts
	В	=	indicates revenue actuals may be posted at either the base or the
			support accounts
Previous Account:			
CC:	2 digi	its	
	Camp camp		ode where the account previously resided. Default is the home
FY:	4 digi	its	
	-		a previous fiscal year when the account had a different account
	numł	ber.	
SL:	6 digi	its	
			the previous SL account number associated with the Action Line
			Used only when an account existed in a previous year under a account number.
SA:	5 digi	its	
	-		the previous support account associated with the Action Line
			Used only when an account existed in a previous year under a account number.
Revenue:			
M/D:	1 cha	iracte	er <mark>? Help</mark>
, =.			pattern level:
	М	=	Member
	D	=	Department

Pattern:	10 characters/digits Indicates the particular pattern, which is displayed and attached to the account.		
Dept:	5 characters <b>? Help</b> Identifies department to which the pattern belongs. Used only by the department level.		
SDept:	5 characters <b>PF2 Help</b> Identifies sub-department to which the pattern belongs. Used only by the department level.		
ABR:	3 digits Identifies the ABR rule that applies.		
Expense:			
M/D:	1 character <b>? Help</b> Indicates pattern level: M = Member D = Department		
Pattern:	10 characters/digits Indicates the particular pattern, which is displayed and attached to the account.		
Dept:	5 characters <b>? Help</b> Identifies department to which the pattern belongs. Used only by the department level.		
SDept:	5 characters <b>PF2 Help</b> Identifies sub-department to which the pattern belongs. Used only by the department level.		
ABR:	3 digits Identifies the ABR rule that applies.		
Lock Flag:	1 character Indicates the account's submitted version has been locked.		
Submit Ver:	10 characters/digits <b>PF2 Help</b> Indicates the name of the budget version that has been submitted for the account. The version can only be removed on this screen. Use <b>PF11</b> from <u>Screen 589/599</u> to submit/store the version name for an account.		
Feed Acct:	11 digits Indicates where the account's budget should feed when the budget is posted into FAMIS's financial accounting at the beginning of the budget fiscal year. <b>This is used only by those Members who have the need to renumber an</b> <b>account after the budget process has been completed.</b>		

NC	D Feed:	1 character <b>PF2 Help</b> Y = indicates budget is not to be fed to the accounting system N = indicates budget is to be fed to the accounting system Blank = indicates budget is not to be fed to the accounting system
NC	D Budget:	1 character Indicates whether a budget is intended to be submitted for the account. N = Budget is required Blank = Budget is expected (default) Y = Budget is NOT required or allowed
Owner	••	
	ept:	4 characters <b>PF2 Help</b> Designates department responsible for the account.
SD	Dept:	4 characters <b>PF2 Help</b> Designates a sub-grouping for departments using the account.
Ex	ec:	2 characters Executive level office responsible for the account.
Di	<b>v</b> :	2 characters <b>PF2 Help</b> Designates division using the account.
Co	oll:	2 characters <b>PF2 Help</b> College responsible for the account.
M	ail Cd:	5 characters/digits <b>PF2 Help</b> Code for the location or address of responsible person; Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.
Bu	ıdget Group:	6 digits <b>PF2 Help</b> Called Budget Sort on <u>Screen 6</u> . Used as a dummy grouping by AL-RSCH to indicate the account is budgeted in summary with other accounts having the same Budget Group/Budget Sort.
GE	EB:	1 character Instruction for generating expense budget (Values: Y, N).
Re	esp Person:	20 characters <b>PF2 Help</b> Identification of the person responsible for the account.
AE	3R Rule:	3 digits <b>PF2 Help</b> Indicates the automatic budget reallocation (ABR) rule that the account follows.
М	ap Cd:	5 digits <b>PF2 Help</b> GL account ID, second to sixth digits, indirectly updated by SL transactions.

Old Acct:	15 digits <b>PF2 Help</b> Previous account number used either at initial FAMIS conversion or later FAMIS account reorganization. This can also be an account number used in a non- FAMIS accounting system.
AFR Fund Group:	2 digits AFR Fund Group for the account.
Fund Group:	2 characters <b>PF2 Help</b> Fund Group for the account.
SubFund:	2 characters <b>PF2 Help</b> Sub-grouping for Fund Group.
Function:	2 digits <b>PF2 Help</b> Current fund expenditures purpose.
Sub Func:	2 characters <b>PF2 Help</b> Sub-grouping for the Function code.
Aux Cd:	3 characters <b>PF2 Help</b> Grouping for auxiliary accounts.
dditional Function	S

#### Additional Functions

PF KEYSSee the Appendix for an explanation of the standard PF keys.PF8 (Sal)SalarySalDisplays salary dollars associated with the Action Line account for the current<br/>year payroll as provided by BPP. The dollars are summarized by subcode. The

year payroll as provided by BPP. The dollars are summarized by subcode. The dollars represent budgeted positions only and do not include graduate or teaching assistant positions. If the SA Create flag is "Y" and the SA Transaction flags are "N" and "N," salary amounts from all support accounts are summarized and added to the base account. These dollars will automatically be distributed to the appropriate categories when a new budget version is created. These numbers are used for a point of reference and can be changed on the budget entry screens.

When the base support account (00000) is specified, all support accounts having BPP salary data associated with them can be seen by continuing to press *PF8* (Sal). To discontinue paging through the salary dollars, press *PF4* (Exit).

+Salary I	Information	+
-		I.
SUPPORT ACC	T: 00000	I.
I		I.
FAMIS	Salary	I.
Subcd	Amount	I.
1210	35,000.00	I
1315	98,000.00	I
1		I.
End of Da	ita	I I
Press <pf< td=""><td>74&gt; to Exit</td><td>I</td></pf<>	74> to Exit	I
Press <pf8></pf8>	▶ for next SA	I.
+		+

FAMIS Subcd:	4 digits FAMIS subcode having current year salary related requirements.
Salary Amount:	13 digits Shows the salary dollars for the current year payroll provided by BPP.

# Pattern Inquiry

<u>Screen 542</u> allows you to view the budget version detail for a specified budget pattern. This detail includes account numbers, budget versions associated with each account, when the versions were modified, and the name of the person who made the modifications. After entering the type of pattern (revenue or expense) you wish to view, you may type a question mark (?) in the next field to access a pop-up window that will give you a list of budget patterns from which to choose.

Versions are selected based on their version status. The following represent the version statuses that can be used:

- 1 Saved Versions Versions saved at one time or another for the account.
- C Current Submitted Version Versions currently submitted for the account.

#### No entity security controls this screen.

#### Screen 542 – Pattern Inquiry

				/					
542	2 Patter	rn Inqu	ıiry					04/09/13 15:22	
								FY 2013 CC 02	
Sci	ceen:	Rev	/Exp: E Pa	ttern: M TAM	<b>UEXP1</b>			Fiscal Year: 2013	
	Vers	sion St	tatus: 1		-			_	
			Version	Saved Ver	rsion r	nodi	ified on		
Sel	Accou	int	Name	Date	Time	2	Userid	Name	
	120001	00000	FEED001	07/09/2012	06:07	PM	K702FA		
-	120001	00000	FEED016	08/14/2012	07:18	PM	FBYU408		
-	120001	00000	LOAD00003	05/17/2012	12:00	PM	FBAU598		
-	120002	00000	BD1	07/27/2012	03:47	PM	PATM02P	DREW, DORY D	
-	120002	00000	FEED001	07/09/2012	06:07	PM	FNSP589U		
-	120002	00000	FEED006	07/16/2012	06:09	PM	FNSP589U		
-	120002	00000	FEED007	07/17/2012	06:05	PM	FNSP589U		
-	120002	00000	FEED010	07/20/2012	06:12	PM	FNSP589U		
-	120002	00000	FEED011	07/27/2012	02:44	PM	PATM02P	DREW, DORY D	
-	120002	00000	FEED018	08/14/2012	07:18	PM	FBYU408		
-								CROWN, CARLA C	
-			FEED001						
-			Entries -						
Enter							F8PF9	-PF10PF11PF12	
		Help			'				
	imena	nerp	шетр						_

### **Basic Steps**

- Designate whether you wish to view a revenue (R) or expense (E) budget pattern, and enter the pattern type (M or D), the pattern name, and the fiscal year (do NOT change the fiscal year unless you are NOT inquiring on next year's budget).
- A version status can be indicated in the *Version Status* field to specify whether a saved or submitted version is to be displayed. The default displays saved versions.
- Press <ENTER>.

# Field Descriptions ( <- = Required; Help = Field Help using PF2, ?, or \*)

Action Line		
• Rev/Exp:	1 character <b>? Help</b> Indicate the pattern type.	
	R = Revenue	
	E = Expense	
Pattern:	4 fields1 character, 10 characters/digits, 5 characters, 5 characters <b>? Help</b> Identify the type of pattern (M or D), and enter the pattern name to be displayed.	
Fiscal Year:	4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.	
Version Status:	1 character/digit	
	Enter the status of the budget pattern selected. 1 = Saved Versions	
	C = Current Submitted Versions	
Screen Information		
Sel:	1 character	
	Type an "X" in this field and press <enter> to select the account and transfer to the appropriate budget entry/display screen.</enter>	
Account:	11 digits	
	Identifies the budget account.	
Version Name:	10 characters/digits	
	Shows the name of the budget version.	
Saved Version Modified Date:	on: 8 digits	
butc.	Indicates date the budget pattern for the account was modified.	
Time:	6 digits/characters	
	Shows time the budget pattern for the account was modified.	
Userid:	8 characters/digits	
	Displays userid of the person who modified the budget pattern for the account.	
Name:	18 characters	
	Identifies the name of the person who made the modification to the account's budget pattern.	
Additional Functions		
PF KEYS	See the Appendix for an explanation of the standard PF keys.	

<u>Screen 543</u> allows the user to list accounts in the budget module. The screen will list both SLs and SAs. It will display account descriptions and their ABRs, as well as the patterns attached to the accounts. The screen allows the user to panel to the right to see various account and budget flags.

No entity security controls this screen.

	<b>e</b> 17	-	
543 Budget Ac	count Inquiry		06/18/12 09:27
			FY 2012 CC 02
Screen:	Account: 101000 00000 Fiscal	Year: 2013	
		10011 1010	
	Account Title/	Budget P	attern
F Account	Submitted Version ABF	-	
101000-00000	LABORATORY FEES - FALL & 001	REV	
-	LOAD000004	EXP	
101001	LABORATORY FEES - SUMMER 001	REV M TAMUREV1	001
		EXP	
101002	STATE MINIMUM TUITION-FA 001	REV M TAMUREV1	001
_ 101002		EXP	001
101002-00000	STATE MINIMUM TUITION-FA 001		
_ 101002-00000	LOAD000004		
		EXP	
_ 101003	STATE MINIMUM TUITION-FA 001		001
		EXP	
_ 101003-00000	STATE MINIMUM TUITION-FA 001	REV M TAMUREV1	001
	LOAD00004	EXP	
** Mo	ore Entries - <enter> to Cont</enter>	inue **	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12			
Hmenu Hel		Lef	
	L - L		

Screen 543 – Budget Account Inquiry (Panel 2)

543 Budget Account Inquiry	06/18/12 09:28 FY 2012 CC 02
Screen: Account: 101000 00000	
F Account Dept SDept D F SA	NB NF
_ 101000-00000 REV N N Y	
_ 101001 REV N N Y	
_ 101002 REV N N Y	
_ 101002-00000 REV N N Y	
_101003 REV N N Y	
_ 101003-00000 REV NNY	
Enter-PF1PF2PF3PF4PF5 Hmenu Help EHelp	PF6PF7PF8PF9PF10PF11PF12 Left Right

## **Basic Steps**

- Enter the starting account number. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Type "X" in the *F* field to select the account you wish to view. This action will advance you to <u>Screen 584</u>, where the attribute detail for the selected account number is displayed.

## **Field Descriptions** ( = Required; Help = Field Help using PF2, ?, or \*)

#### Action Line

Account:	11 digits Enter the account number to be displayed.
• Fiscal Year:	4 digits Identify the fiscal year of the budget information to be displayed. Default is the current fiscal year plus one.

#### Screen Information → Panel 1

→ Panel 1				
F:	1 character Type an "X" in this field to transfer to <u>Screen 584/594</u> to view attribute information for the selected account number.			
Account:	11 digits Displays the account number.			
Account Title/ Submitted Version:	24 characters Shows the title of the account and the name of the budget version that has been submitted for the account.			
ABR:	3 digits Indicates the automatic budget reallocation (ABR) rule that the account follows.			
Budget Pattern:				
Тур:	3 characters Type of data to be displayed in the column. REV = Revenue EXP = Expense			
M/D	1 character Indicates pattern level. M = Member D = Department			

# Screen 543 – Budget Account Inquiry (cont'd)

Name:	10 characters/digits Displays the budget pattern name associated with the account.
Dept:	4 characters Identifies the department for the budget pattern when budgeting at the department level.
SDept:	4 characters Identifies the subdepartment for the pattern when budgeting at the subdepartment level.
ABR:	3 digits Indicates the automatic budget reallocation (ABR) rule that the pattern follows.
→ Panel 2	
Dept:	4 characters Identifies the department on the account.
SDept:	4 characters Identifies the subdepartment on the account.
D:	1 character Displays whether or not ("Y" or "N") the submitted version has been deleted.
F:	1 character Indicates whether or not ("Y" or "N") the submitted version has been frozen.
SA:	1 character Identifies whether or not ("Y" or "N") the submitted version has support accounts enabled.
NB:	1 character Displays whether or not ("Y" or "N") the no budget flag has been set.
NF:	1 character Shows whether or not ("Y" or "N") the no feed flag has been set.

#### Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
---------	--

# FBAU596 (Optional)

→ Request FBAU596	
	DATE
Request FBAU596	

The FBAU596 can be requested to roll forward accounts' budget attributes from the previous budget year to the new budget year.

This may be run with TYPRUN = NOUPDATE to create a report of the previous years' budget fields.

The following fields (<u>Screen 584</u> and <u>Screen 594</u>) will be rolled from the previous budget year:

No Budget Flag Previous Accounts SA Budget Module Transaction Flags NO Feed Flag Feed Account

#### **Replace Option:**

- **N** The default for the "Replace Option." The "N" option (no replace) will roll only those accounts not having a budget attribute record (no pattern set, no payroll information loaded, etc.).
- Y You can request that the "Replace Option" be set to "Y."

If set to "Y," any changes made to these fields for an account in the new fiscal year may be overwritten when using the "Y" option.

If run after FBAU582, you must use the Replace Option = Y.

## **Reset Flags**

<ul> <li>Reset Flags</li> <li>NO Budget Flag</li> <li>NO Feed Flag</li> <li>SA Budget Module Transaction Flags</li> </ul>	
	DATE
Reset Budget and Feed Flags	

#### Assign before requesting reports.

This allows accounts to be budgeted more restrictively in the Budget Module than when they are used operationally in accounting.

When the Budget SA Flags are blank on <u>Screen 584</u>, FAMIS uses the values of the SA Budget transaction flags on <u>Screen 6</u> for the Budget Module.

#### Example of when to change the flags:

- You use support accounts and <u>Screen 6</u> SA Budget flags are set to "B" (both).
- You want to budget at the Base SA "00000" only.

#### **Required Action:**

• Change the SA Budget Module flags to "N".

### Process to change these flags:

#### <u>Batch</u>

- Request job FBAU581 to have the "NO Budget" and/or "NO Feed" flags set in batch.
- Request job **FBAU582** to have the "SA Budget Module Transaction" flags set in batch.

#### <u>Online</u>

- Manually set the "NO Budget" flag and/or "No Feed" flag on appropriate accounts using <u>Screen 584</u> and <u>Screen 594</u>.
- Manually set the SA Budget Module transaction flags on appropriate accounts using <u>Screen 584</u>.

# FBAU585

Run FBAU585	
	DATE
Request FBAU585 and provide spreadsheet	

#### Assign before budgeting or requesting reports

To assist with budgeting accounts that have had their account numbers changed within the past four years, FAMIS Services has a program (FBAU585) that will load the prior year account numbers on the budget attribute record.

- To have this program run, email famishelp@tamus.edu. You will need to provide a spreadsheet of new account number, old account number, and affected years.
- Prior year accounts assigned in the previous budget year will be rolled to the new year and do not need to be reloaded. Any additional prior year accounts can be set from the Budget Account Attribute screens (<u>Screen 584</u> and <u>Screen 594</u>).

## FBAR580 and FBAU583

Assign Member Patterns to Accounts			
	DATE		
Request FBAR580 (list all accounts with or			
without patterns)			
Request FBAU583 (assign patterns to			
accounts)			

A pattern can be assigned to an account only if it has the same ABR rule as the pattern. However, a special pattern with an ABR 000 can be assigned to any account regardless of the account's ABR if the account's "NO Feed" or "NO Budget" flags on <u>Screen 584</u> and <u>Screen 594</u> are set to "Y."

• FBAR580

Can be requested to list all accounts with or without assigned patterns.

• FBAU583

Request that FBAU583 be run to assign patterns to accounts. FBAU583 must be run once for each pattern created.

Use caution with the Replace Option=Y — it will overlay any previously assigned pattern.

• Online

Patterns can be assigned to accounts on a department-by-department basis by using <u>Screen 583</u> or can be assigned individually to an account by using the Budget Account Attribute screen (<u>Screen 584</u>).

Based on the Member's "Pattern Default" table, an account not having an assigned pattern can also have one assigned from <u>Screen 589</u> and <u>Screen 599</u>. (See the Budget Control Tables section of the Budget User Manual for more detail.) The pattern assigned must be a Member or Department pattern.

# Assign/Remove Pattern by Department

Budget patterns are assigned to accounts. There are four ways to accomplish this task. You may choose one way or a combination of the following:

- 1. Use Screen 583 and assign by department
- 2. Use Screen 584 and assign by account
- 3. <u>Screen 589/599</u> and assign by default
- 4. In batch by FBAU583

<u>Screen 583</u> provides departments/sub-departments with the ability to assign or remove patterns for all or selected accounts belonging to the department or department/sub-department combination. Using this screen alleviates the necessity of individually setting each account's patterns on the SL Budget Attribute Screen (<u>Screen 584</u>).

A starting account number can be specified on the Action Line to position to a specific account range within a department.

It is important to note that **this starting account is not used by the "All"** PF key functions. The "Assign All" PF key assigns the Action Line patterns to **every** account allowed to budget revenue or expense belonging to the department/sub-department.

Regardless of the starting account number, the "Remove All" PF key removes the requested patterns from every account belonging to the department. The "All" PF keys are not permitted for TAMUS Members not using FAMIS as their primary accounting system. The "Scrn" PF key functions perform the pattern assignment or removal for only the accounts listed on the current screen.

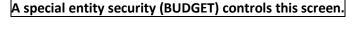
The patterns specified below the Action Line are only used by the "Assign" PF keys (**PF7** and **PF8**). They are not used by the "Remove" PF keys (**PF10** and **PF11**). The "Remove" PF keys remove revenue and expense patterns for accounts in the department or department/sub-department entered in the pop-up window.

+	·+
You have requested a procedure that will remove	1
the pattern(s) assigned to ALL Accounts.	i
	i
If a Submitted Version exists for an account,	: ·
it will also be removed if either the Revenue	-
or Expense Pattern(s) change.	-
Of Expense Factern(s) change.	-
	!
Please enter a 'Y' beside the type of pattern(s)	
you wish to remove.	I
	I
Reset Revenue Pattern(s): N	I
	1
Reset Expense Pattern(s): N	1
	1
PF4 = Exit	1
+	-+
	-

Patterns for individual accounts can also be assigned and removed using this screen. To use this function, position to the specific account by using the *Acct* field. By entering a "U" in the Function (F) column, the specific patterns can be added, modified, or deleted.

If a department or department /sub-department has been locked by any of the Lock screens, none of the department/sub-department accounts can have their pattern changed. This rule applies to **all** accounts in the department or department/sub-department, except those accounts whose locks are currently overridden.

Screen security and budget access security control who may inquire and update the budget patterns on accounts belonging to a department or department/sub-department. If "All" is set to "Y" in the *All* field, the user must have update access to the department and wildcard security access for the sub-department. The "All = Y" option cannot be used if a value is entered in the "SubDept" field.



F8299 SubDept is not allowed when ALL is set to Y				
583 Assign/Remove Pattern by Departmer	nt 06/18/12 09:17			
BUSINESS COMPUTING SERVICE	FY 2012 CC 01			
Screen: Dept: INRE_ <mark>SubDept: FAMIS</mark>	All: Y Acct: Fiscal Yr: 2013			
Assign Rev	v Pattern:			
Assign Exp	• Pattern:			
Acct Budget Pattern				
	ABR Account Title/Responsible Person			
Enter-PF1PF2PF3PF4PF5PF6	-PF7PF8PF9PF10PF11-PF12			
Hmenu Help EHelp	AScrn AAll RScrn RAll			

#### Screen 583 – Assign/Remove Pattern by Department

Screen 583 – Assign/Remove Pattern by Department

	583 Assign/Remove Pattern by Department 06/18/12 09:19							
			BUSI	INESS COM	PUTING S	ERVICE	E FY 2012 CC 01	
5	Screen:	1	Dept	t: INRE	SubDept:		All: Y Acct: Fiscal Yr: 2013	
				_	Ass	ign Re	ev Pattern:	
						-	xp Pattern:	
	Acct			Budget				
F							t ABR Account Title/Responsible Person	
r	/ ADK	тур	M/ D	Name	Dept	зрерс	t ABK Account fitte/Responsible Ferson	
-								
	121060		_				GR - BUSINESS COMPUTING SERVICES	
			м	SOEXP003			_ 003 MCKNIGHT, MIKE M	
	215130	REV	_				BUSINESS COMPUTING SERVICES	
	003	EXP	м	SOEXP003			003 MCKNIGHT, MIKE M	
	215510	REV		-			AUF-BPP SYSTEM	
	003	EXP	м	SOEXP003			- 003 MCKNIGHT, MIKE M	
	215520	REV					AUF-ENTERPRISE SOFTWARE INIT	
	003		м	SOEXP003			003 MCKNIGHT, MIKE M	
	215530			501m 005			AUF-FAMIS SERVICES	
			=					
	003		м	SOEXP003			_ 003 STRZETER, SONYA S	
	215580		_				INFORMATION TECHNOLOGY	
	003	EXP	м	SOEXP003			_ 003 CARSON JR, COLTON	
		** ]	More	e Entries	- <ente< td=""><td>R&gt; to (</td><td>Continue **</td><td></td></ente<>	R> to (	Continue **	
Ent	ter-PF1-	PF	2	-PF3PF	4PF5-	PF6	PF7PF8PF9PF10PF11PF12	
	Hmer	nu He	lp	EHelp			AScrn AAll RScrn RAll	

### **Basic Steps**

- Enter the department (minimum) and sub-department, all, starting account number. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter other information as desired and press <ENTER>.

# **Field Descriptions** ( = Required; Help = Field Help using PF2, ?, or \*)

Action Line				
♦ Dept:	5 characters <b>? Help</b> Identify the department owning the accounts whose patterns are being affected.			
SubDept:	5 characters <b>? Help</b> Indicate the sub-department of the entered department owning the accounts whose patterns are being affected. <b>Cannot be specified if "All" = "Y."</b>			
All:	1 character Indicate whether all accounts belonging to the entered department should be selected, ignoring their sub-departments.			
Acct:	6 digits Identify the starting account number to be selected. If left blank, will start at the first account for the department/subdepartment.			
• Fiscal Yr:	4 digits Indicate the budget fiscal year. Default is the current FY, plus one.			
Screen Information				
Assign Rev Pattern	<ul> <li>4 fields - 1 character, 10 characters/digits, 5 characters, 5 characters ? Help</li> <li>Identify the revenue pattern level, followed by the pattern name that may be</li> <li>assigned to the selected accounts. If a department level pattern, minimally a</li> <li>department must be specified. Values for pattern level are as follows:</li> <li>M = Member</li> <li>D = Department</li> </ul>			
Assign Exp Pattern:	4 fields - 1 character, 10 characters/digits, 5 characters, 5 characters ? Help Indicate the expense pattern level, followed by the pattern name that may be assigned to the selected accounts. If a department level pattern, minimally a department must be specified. M = Member D = Department			

# Screen 583 – Assign/Remove Pattern by Department (cont'd)

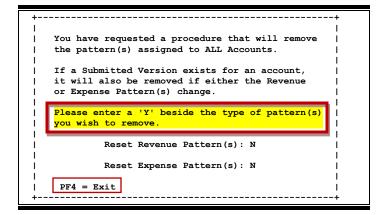
Budget Pattern: F:	1 character Indicate the function to be performed. U = Update/change a line of the pattern D = Delete the revenue pattern, expense pattern, or both, based on pop-up.
Acct/ABR:	6 digits/3 digits Identifies the account number and ABR rule for the displayed detail line.
Тур:	3 characters Shows the pattern type (REV and/or EXP) for each detail line.
M/D:	1 character <b>? Help</b> Identify the pattern level assigned to the detail line account. M = Member D = Department
Name:	10 characters/digits Identify the pattern name assigned to the detail line account.
Dept:	5 characters Indicate the department associated with the pattern name where the level "M/D" equals "D."
SDept:	5 characters <b>? Help</b> Identify the sub-department associated with the pattern name where the level "M/D" equals "D."
ABR:	3 digits Shows the ABR rule for the account.
Account Title/ Responsible Person:	2 fields (35 characters each) Identifies the name of the detail line account and the account's responsible person.
<u>Additional Functions</u> PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF7 AScrn	Assign Pattern Assign the patterns specified on the Assign Pattern lines to all the accounts displayed on the current screen.
PF8 AAII	Assign All Assigns the patterns specified on the Assign Pattern lines to all the accounts (always 100000-999999) belonging to the Department/Sub-department specified on the Action Line, regardless of the account specified on the Action Line. The account specified on the Action Line is not a starting point for this assignment. If an account is locked, the pattern will not be changed.

RScrn

**PF10** 

#### **Remove Pattern**

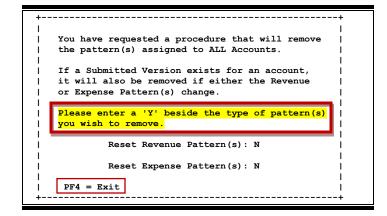
Removes either the revenue or expense patterns, or both, for all accounts displayed on the current screen, based on value from the pop-up screen.



#### **PF11** RAII

#### Remove All

Removes the revenue patterns, expense patterns, or both for all accounts (always 100000-999999) belonging to the department/sub-departments specified on the Action Line based on value from the pop up screen, regardless of the account specified on the Action Line. The account specified on the Action Line is not a starting point for this assignment.



## **Copy BPP Salary Amounts**

FBAU584 – done by Campus Code		
	DATE	
Load FBAU584		

The **FBAU584** makes the BPP salary amounts available to the FAMIS Budget Module.

Before the first run, you must request that BPP load the Prep Budget from Active Budget if you have not already done so.

Once BPP has done the initial load into Prep Budget, you must do one of the following:

- Enter current fiscal year pay actions into the Active Budget only (with a later reload/replacement of Active to Prep).
   OR
- Enter the pay actions into BOTH Active and Prep Budgets (with no reload/replacement of Active to Prep necessary).

For subsequent runs of the FBAU584, you will need to reload the BPP Active Budget into Prep Budget if you have chosen option (1) above and want to reflect the updated salary numbers in the FAMIS budget.

BPP creates a file (only on Tuesdays and Thursdays) of all Members' salary information from the Prep Budget database. This file is used to copy salary information into the FAMIS Budget Module, but it does not update the salary dollars on existing versions. This is done by the FBAU672.

Upon Member request, FAMIS Production Services will run FBAU584 to copy the salary information from Prep Budget into the FAMIS Budget Module. This copy will only pick up the most recent Tuesday or Thursday BPP-produced file.

#### **BPP and the Prep Budget**

BPP initiates the budget preparation process for the new fiscal year when they load the Active Budget database (the highest iteration number of each PIN) to the Prep Budget Database. This load from the Active Budget is done by workstation and can be prepared separately by campuses and system office. Most Members request that this be done before their workstations begin entering summer faculty appointments.

If a Member is planning to change its Chart of Accounts for the new year, this should have already been communicated to both BPP and FAMIS Services. Automated programs may be available to assist with this process.

BPP can build the initial salary recommendation file with either (1) an across the board increase (mandated by the legislature or federal law) or (2) no increase (for years that only have merit increases). This initial salary recommendation file is copied into the FAMIS Budget Module and becomes the starting point for the new fiscal year's salary budget.

#### Enter BPP New Year Pay Actions Into Prep Budget

There is a *timing difference* between the generation of the budget in FAMIS and the finalization of the employees' new fiscal year salaries. Final employee salary recommendations may not be complete for all System Members when the budget is presented to the Board of Regents for approval.

The salary budget process chosen by each Member depends on the philosophy and procedures at each particular institution or agency. Generally, those institutions with a larger percentage of their total budget committed to employee salaries prepare their salary recommendations and budget presentations to the Board of Regents simultaneously. Other Members choose to wait to finalize employees' salaries until closer to the beginning of the new fiscal year in order to reduce their workload (due to corrections and adjustments caused by employee turnover, promotions, etc.).

#### **Entry of Recommended Salaries**

Prior to the start of the new fiscal year, Member budget offices complete the input of recommended salaries in the Prep Budget. Once they are finished, BPP builds a file of the recommended salary adjustments that will be effective with the start of the new fiscal year, September 1. This data is then loaded into the Active Budget.

For even numbered calendar years (generally the State Legislature is not meeting), the total budget appropriated from state funds is already known. Therefore, the entire Prep Budget process can begin earlier and usually starts in February.

For odd numbered calendar years, the State Legislature is in session between January and May. With luck, they will have an appropriation bill out when the session ends. Consequently, work on the new fiscal year's budget (to start September 1) usually does not start until April, when some sense of the contents of the appropriations are known.

#### **BPP Forms**

Two general forms are available to Members to use in collecting and verifying new salary recommendations. The Form 800 and 800C report positions sequenced by ADLOC. All salary sources are reflected for each position. The Form 900 reports positions sequenced by source account. Positions with multiple sources are reported multiple times, but totals only reflect the portion of the salary attributed to that source account.

#### BPP Request for Access to Prep Budget Database

Once a Member is ready to begin data entry into the Prep Budget, a request for update access to the Prep Budget should be made to the BPP Operations Center. This request should include the name and Logon ID of each employee who will be entering the new salary recommendations into the Prep Budget.

# FBAU586 (Optional)

Run FBAU586		
	DATE	
Run FBAU586		

If you are using the Budget Upload process, you do NOT need to run this program.

• Before running this program, the "Version Create" and "Column Default" tables must have been established on <u>Screen 856</u>. You must submit a FAMIS Change/Enhancement request form to have FAMIS Help establish the **Column Default** and **Version Create** tables for the new Budget Year **before you request this program**.

The version name cannot begin with "FEED" or "LOAD." If you choose to run this *optional* program, it is typically run only once, and it is recommended to use OPTION2=SUBMIT in the parameters.

You must run FBAU584 *before* FBAU586. If you forget to do this, you must run FBAU584/FBAU672 to update salaries.

**FBAU586** may be run to create an **initial budget version** for a range of accounts. This **initial version** will be based on prior year dollar information from either the Budget Module or FAMIS accounting. Examples of the types of figures that can be used include the following: Board Approved Budget, Done Budget, Revised Budget, Actuals, etc. (See Chapter VIII Budget Control Tables in this manual for a full list of types.)

The Column Default record and the Version Create record provide FAMIS with the information to get the dollar figures for this initial version. The **Column Default** record indicates what information you want to see in the comparison columns on <u>Screen</u> <u>589/Screen 589</u>. The **Version Create** record provides a version name and a column number that refers to a specific column in the Column Default record. The dollar figures from the specified column will be used in the initial version, and the salary dollars will be updated from the current BPP Prep. **You must run FBAU584 at least once to obtain these figures before requesting FBAU586.** 

If we receive multiple requests for this program, FAMIS Help will usually contact you about what you are trying to accomplish before we process the request, in case we need to take extra steps before it can be re-run. While it is possible to request this program using OPTION2=SAVE, this is not typical, and we may contact you to find out what you want to accomplish.

# **Budget Worksheets (Optional)**

→ Request FDAR589 (Optional)	
	DATE
Request FDAR589	

Request FDAR589 to print budget worksheets with a blank "New Budget Entry" column.

Distribute these worksheets for use in preparing account budgets for entry into FAMIS. FDAR589 may be sorted to ease distribution – by department, for example.

- Option "letters":
  - A = all accounts eligible for budgeting
  - B = all accounts with a submit version

#### • Option "numbers":

- 1 = listing of accounts
- 2 = budget report for selection accounts
- 3 = adjustment form where *current submit version* will be displayed next to blank adjustment column for selected accounts
- 4 = empty budget form (entry column displayed with 4 comparative columns; current submit version WILL NOT be displayed)

Most initial budget sheets are run using Option "A3." Subsequent sheets would probably be printed using Option "B3."

# Screen 589 (SL) and Screen 599 (SA)

Enter and submit budgets	
	DATE
Enter and submit budgets	

Enter and submit budgets using <u>Screen 589</u> (SL) and <u>Screen 599</u> (SA).

**FBAU584** may need to be requested on a regular basis to update BPP salary information in FAMIS.

- Remember that the "new" salary amount will not be automatically updated for budget versions you have already submitted.
- You will either need to update manually by pressing *PF5* on <u>Screen 589/Screen 599</u> or request **FBAU672** (Payroll to FAMIS Budget Update/Reallocation).
- If you choose to run the **FBAU672**, review the prodcard.

Note: Budget Entry may be completed manually using the 3270 Screens, or via the Budget Upload process. Please review Section VII of this manual for details.

## **Budget Entry Function**

Account budgets are entered on <u>Screen 589</u> (SL New Budget Entry) and <u>Screen 599</u> (SA New Budget Entry). The Revenue and Expense patterns for a budget account can only be set at the SL. All support accounts belonging to an SL must use the patterns assigned to the SL. The Chart of Accounts setup (<u>Screen 802</u>) determines whether an account is allowed to have revenues, expenses, or both. Therefore, revenue or expense patterns can only be assigned if the Chart of Accounts allows the pattern types. The value of the account's "SA Transaction Budget Expense/Revenue" flags (<u>Screen 6</u>) in conjunction with the "SA Transaction Budget Module Expense/Revenue" flags (<u>Screen 584</u>) control the support account's capability of having revenue, expense, or both types of budgets.

The value of the SL account's "SA Create Enable" flag (<u>Screen 6</u>) determines whether the budget must be entered and submitted at the SL or the SA level. If the flag is set to "Y," the budgets must be entered on <u>Screen 599</u>; if the flag is set to "N," the budgets must be entered on <u>Screen 599</u>; if the flag is set to "N," the budgets must be entered on <u>Screen 589</u>. The values of the SA Transaction Budget flags control both the range of support accounts that can be used and whether expense or revenue budgets are allowed.

When the SA Create Enable flag is "Y," the SA Transaction Budget Module (<u>Screen 584</u>) or the FA Budget flags (<u>Screen 6</u>) are used. If the SA Transaction Budget Module flags are non-blank, their values are used. If they are blank, the SA Transaction FA Budget flags are used. The SA Transaction Budget Module flags can be set to a value different from the SA Transaction FA Budget flags only when a FA Budget flag is a "B."

Based on the values of an account's SA Create Enable flag and the SA Transaction flags, the following chart defines the rules that are used to determine the appropriate Budget Module screen, support account range(s), and allowable budget types for entering an account's budget:

SA	SA	SA		Entry		
Enable	Revenue	Expense		SL Base or	SA Entry	SA Entry
Flag	Budget	Budget	Screen	SA 00000	(00000–99999)	(00001–99999)
Ν, Α	Ν	Ν	589	R,E		
Y	Ν	Ν	599	R,E		
Y	Ν	Y	599	R		E
Y	Y	Ν	599	E		R
Y	Y	Y	599			R,E
Y	Ν	В	599	R	E	
Y	В	Ν	599	E	R	
Y	В	В	599		R,E	
Y	В	Y	599		R	E
Y	Y	В	599		E	R

If an account is required to be budgeted at the support account level ("SA Create Enable" flag = "Y" on <u>Screen 6</u>), the SL Budget Entry <u>Screen 589</u> will summarize the SL's support accounts having submitted versions.

### Budget Entry Function (cont'd)

It is possible that the "SA Create Enable" flags or "SA Transaction Budget" flags may be changed during or after the budget cycle, making the budget versions not in compliance with the account budget entry rules. When this happens, the data entered will need to be handled on an exception basis.

Each Member can define what will happen when a user attempts to access an account that has not had its budget pattern(s) set. See the Pattern Default Table description in the Budget Control Tables section for more information on this topic.

Multiple budget versions can be created and saved for an account. Any of these versions can be "submitted" as an official account budget. Submitted versions cannot be changed when the campus is locked or if they have been secured with an approval type.

## SL (6 Digit) New Budget Entry

The main purpose of <u>Screen 589</u> is to enter and/or display SL account budgets for the categories defined by the assigned expense and revenue patterns. Budgets can be entered on <u>Screen 589</u> only for accounts whose "SA Create Enable" flag = "N" or = "A" on <u>Screen 6</u>. All SL amounts for the budget can be entered and/or displayed, including Beginning Balance, Revenue Budget, SL Allocations, Available Balance, Expense Budget, and Ending Balance. The screen also displays up to four columns of dollar data. This data is displayed for comparative purposes to help the owner of the account create the account's new year expense and revenue budget. It should be noted that not all dollars will be shown if their subcodes have not been included in a category of the pattern attached to the account. This screen is useful because it allows users to view last year's budget plus actuals for multiple years, all on one screen.

If a GL account is entered on the Action Line, the screen will summarize the budget activity of all the mapped SLs/SAs that have **SUBMITTED** budget versions. The screen will display the summarized Beginning Balance, Revenue Budget, Transfers In, Transfers Out, Available Balance, Expense Budget, and Ending Balance for the GL. Previous accounts associated with an SL/SA via <u>Screen 584/Screen 594</u> are not used when displaying GL activity.

The source of the four dollar display columns will vary depending on the values of the **Type**, **FY/MO**, and **Version** fields over the respective columns. When a Budget version is created, the columns will default to the values set in the Column Default table (See Budget Control Tables). If the Column Default table has not been established, the columns will default to the prior four years' YTD actual activity. These columns can be modified by typing over the defaulted fields. However, this is only allowed for users with update access to the account. The version will be saved whenever the column headers are changed. If the user replies "NO" to the save prompt, the column headers will not be changed. The budget version on the Action Line can also be used in the display columns.

An "Account" line has been provided on the column headers to indicate the account providing the prior year activity. For example, if you have changed your chart of accounts in the past and have populated the previous year account numbers on <u>Screen 584/594</u>, this account will be indicated in the "Acct" column header. If you have NOT populated the previous year account numbers on <u>Screen 584/594</u>, the account numbers listed in the column headers will be the same account (SL/SA) you are budgeting with ONE exception.

For accounts flagged as "SA Create Enable" = "Y" with the SA Budget Expense and Revenue Transactions both flagged as "N" (indicating you must budget the account on <u>Screen 599</u> at the base using the "00000" support account, but may expense at non-base support accounts based on the SA Transaction Actual flags), the account number displayed in the column header will be the SL account with blanks in the support account.

The dollars displayed in the columns will be the sum of the SA activity for these accounts. This will allow you to see the SA combined activity for budgeting purposes.

Each Member can define what will happen when a user attempts to access an account that has not had its budget pattern(s) set. See the Pattern Default Table description in the Budget Control Tables section for more information on this topic.

Multiple budget "versions" for an account can be created, saved, or "submitted as the official budget recommendation" on this screen. Additionally, versions will be flagged with approval types of "Board," "Fed," and "Done." **Budget versions with names beginning with the letters "FEED" cannot be created online, only modified.** 

GL/SL reports will only show budgeted expenses and revenues in the "New Budget" column for SLs/SAs that have **SUBMITTED** versions. If budget versions have been saved and not submitted, the dollars entered will not be shown.

TAMUS Members not using FAMIS as their primary accounting system will be prohibited from entering a GL on the Action Line on this screen.

An account "Version Create" option is available online (and in batch) that will automatically copy account history data from a Member specified column to the new budget column and overlay its salary dollars with the BPP supplied salary dollars. This feature might be used by Members whose new year budgets for a range of accounts follow a predictable pattern from a prior year's history. See the Budget Control Table section for more detailed information on the Version Create table.

If used, the account "Version Create" is invoked when a new version for an account is entered on <u>Screen 589</u> or <u>Screen 599</u>. If the account number falls within the version create account range and the version name begins with a Member defined version name prefix, the new budget column is populated with the appropriate column data/salary information. **The version is not automatically saved or submitted until the user presses the Submit (PF11) key**.

Versions can be automatically created in batch by requesting the program FBAU586. You must specify an account range, the new version name, and whether you want the created version to be saved or, preferably, submitted. The "Version Create" table must be defined in order for the batch program to be run. The Column Default table should also be defined to run the batch program.

The response time for this screen will be slower than that of the normal FAMIS screens, especially when the Action Line is changed or when column headers are modified. This can be attributed to the amount of processing that occurs when the columnar data is initially computed. Informational pop-ups with an escape option are displayed when <u>Screen 589</u> is being used to sum the activity of all the SAs belonging to an SL and also when the screen is being used to display the GL summary.

Typing "N" in the *Calc Col* field and pressing <ENTER> will speed up data entry. This option allows someone to make entries from numbers provided by someone else, without having to view the past year activity columns.

#### Action Line Processing

To create a new version, go to <u>Screen 589</u> and type the name of the new Budget Version. Press <ENTER>. The default columns will be displayed. If the Action Line is changed before the current budget version changes are saved, the user will be prompted to perform a "save" before transferring to another screen or accessing a different budget version.

#### **Dollars**

All amounts will be entered and displayed as whole dollars and will be represented as positive numbers when they are in their "normal" state. For example, revenues will be displayed as positive numbers (opposite the way they are displayed on normal FAMIS inquiry screens).

#### Salary Categories

At the beginning of the budget preparation cycle, current year salary obligations will be loaded from BPP to FAMIS as informational salary data by the FBAU584 program. These salary amounts, as shown on the <u>Screen 584/594</u> "Sal" pop-up, are summed by category and displayed in the new budget column whenever a new budget version is created. These figures can be changed on <u>Screen 589/599</u>. If the salary related information is re-loaded from BPP (by running FBAU584), existing versions will not be affected by the more recent BPP file. If an account is flagged with "SA Enable" = "Y" and the SA Revenue Transaction and SA Expense Transaction Allow flags are both "N," the salary related information for all the SL's support accounts will be summed and displayed at the "00000" (base) SA.

#### **Submission**

If a version has not been previously saved and it is submitted (PF11) as a recommendation, it will be automatically saved and submitted. Before a previously submitted version is replaced with a new version, a pop-up will appear, verifying that the version should be submitted on top of the previously submitted version.

#### <u>Locks</u>

When accessing an account/account version that is currently locked or secured with an approval type, a warning message will be displayed saying the account is locked and no further submissions will be allowed. Submitted versions that have been secured with an approval type can never be modified. If changes need to be made to one of these versions, the account and campus must be unlocked, the version must be copied to a new name, changed, and resubmitted, and the account must then be re-locked.

#### Summarize SA Budgets

When accessing an account budgeted at the SA from the SL screen, a summary of all the support accounts' submitted budgets will appear. This is a very resource intensive process, so a warning message is given to ensure that the user needs and wants to see the summarized numbers. The response time on this type of access is expected to be less than optimal. The following is the warning message given to the user:

+	+
This SL must be budgeted at the Support Account.	I
Enter 'S' to view summed SA or 'Y' for 599.	I
	I
Y/N/S: S	1
+	+

A special entity security (BUDGET) controls this screen.

			, , ,		
589 SL (6 Digit		-			6/18/12 09:37
VI	ET MED - TEACH	IING HOSPIT			FY 2012 CC 02
Screen: Ad	ct: 144013	Bud Vers	ion:	FY: 2013	Calc Col: Y
Inquiry Onl	Ly-Support Acc	count Summary		D	elete Ver:
Pat: REV -		-	EXP - M TAMU	EXP1	
Туре	<b>:</b>	D Done	A Actuals	A Actuals	A Actuals
CC/FY/M		02 2012 13	02 2011 13	02 2010 13	02 2009 13
	: Budget	FEED008			
Category Acc			144013	144013	144013
SL Begin Balance					
Allocations		-			
Alloc In	14938019	13038019			
	14938019	13038019			
Alloc Out					
Total Allocation					
Total Available	14938019	13038019			
Expenses		_			
Sal Non-Faculty	6813833	3	6680408	6523914	6423046
Salaries Facul					
GAR/GANT		-			
GAT/GAL		-			
Enter-PF1PF2			PF7PF8	PF9PF10	PF11PF12
Hmenu Help			Bkwd Frwd		Submt
imienu Herp	THETP	Sar Copy	Drwa FIWa	ETTHC	Subiic

Screen 589 – SL (6 Digit) New Budget Entry (Page 1)

Press *PF8* to scroll through the pages available. Displayed on the last page will be "Total Expense" and the "SL Ending Balance" amounts.

Total Expense	14938019		13415074	13899991	13117253	
SL Ending Balance		13038019	-13415074	-13899991	-13117253	

## **Basic Steps**

- Type in the account number and budget version. **Do NOT change the fiscal year unless** you are NOT working on next year's budget. Press <ENTER>.
- Enter additional information as desired. Press <ENTER>.
- Press **PF7** or **PF8** to scroll through the information displayed.

### **Field Descriptions** (**♦** = Required; Help = Field Help using PF2, ?, or \*)

#### Action Line

Acct:

6 digits Identify the budget account.

**Bud** Version:

10 characters/digits ? Help

Type the name of the budget version, or select one from the pop-up screen if available. After making a selection, a budget version approval type pop-up window will appear to allow you to select a version.

#### **Budget Version Selection Pop-Up**

Acct: 271030		Year: 2004 Art Version:	Approval	Туре: С
	Version	CURRENT ve	rsion mod	dified on
Sel Account	Name	Date	Time	Userid
_ 271030	1	07/18/2003	10:39 AM	KxxxxG
	** Er	d of Data **		

#### PF 7 – Pattern

+		+
		1
Account: 271030	) Version: 1	!
	Revenue Pattern-	
	Revenue Pattern-	1
M/D	Name Dept	SDept
I		
Revenue		1
Expense M	SAGOEXP03	1
		1
PF4 = Exit		1
+		+

#### **Budget Version Approval Type**

+Ap	proval Type Selection	F
I		I
Choose a B	udget Version Approval Type	I
I		I
Sel	Description	I
		I
· _	Approved	I
· _	oard Adjusted	I
·	FAMIS Acct	I
_ Curren	t Version	I
I		I
I		I
+		F

♦ FY:	4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.
Calc Col:	1 character Designate whether the columns should be populated with previous year activity. Type "N" to help speed up data entry if seeing the comparative activity isn't needed. The default for this field is "N" for Non-FAMIS Members.
Delete Ver:	1 character Designates whether the previously saved budget version should be deleted.
Screen Information	
Pat:	20 characters/digits
	Identifies the budget pattern you are working with (revenue and/or expense).
• Type:	1 character <b>PF2 Help</b> Type of data to be displayed in the column:A=Actuals (default)B=Board approved (approval type/OPTION6)C=Actuals + EncumbrancesD=Done - Board adjusted (approval type/OPTION6)F=Fed (approval type/OPTION6)N=Original Budget(No Carry Frwd)O=Original Budget(W/ Carry Frwd)R=Revised BudgetV=Blank=No display

### Screen 589 – SL (6 Digit) New Budget Entry (cont'd)

CC/FY/MM:	2 digits/4 digits/2 digits Campus code, fiscal year, and month from which column's data is to be retrieved.
Ver:	10 characters/digits Name of the budget version to be displayed. Required if TYPE = V.
Acct:	10 digits Indicates the account number used to display the columns of budget amounts for the categories.
Category:	17 characters Name of the category to be budgeted.
dditional Euncti	

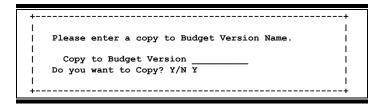
#### Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 (Sal ) Sal	<b>Salary</b> "Salary" - updates the salary line with the latest salary amount fed from BPP Prep Budget.

PF6 (Copy) Copy

#### Сору

If the cursor is placed at the top of this screen, this PF key will copy the version on the Action Line to another version name.



If the cursor is in the prior year area of the screen, press this key to copy data from the column where the cursor is positioned into the new year budget column. "||||||" marks the column being copied.

+		+
I	11111111	I
1	Do you want to copy from the marked column to	1
1	the Budget Version?	1
1		I I
I	Y/N Y	I
+		+

## Screen 589 – SL (6 Digit) New Budget Entry (cont'd)

PF9	Print
Print	Download a report using Entire Connection.
PF11 Submt	Submit This PF key is used to both save and submit the current budget version. If the version has not been saved, it will perform the save function.

## SA (11 Digit) New Budget Entry

The main purpose of <u>Screen 599</u> is to enter and/or display SA account budgets for the categories defined by the expense and revenue patterns assigned to the SL accounts. Budgets must be entered on <u>Screen 599</u> for accounts whose "SA Create Enable" flag = "Y" on <u>Screen 6</u>. All SA amounts for the budget can be entered and/or displayed, including Beginning Balance, Revenue Budget, SA Allocations, Available Balance, Expense Budget, and Ending Balance. The screen also displays up to four columns of dollar data. This data is displayed for comparative purposes to help the owner of the account create the account's new year expense and revenue budget. It should be noted that not all dollars will be shown if their subcodes have not been included in a category of the pattern attached to the account. This screen is useful because it allows users to view last year's budget and actuals for multiple years on a single screen.

The source of the four dollar display columns will vary depending on the value of the *Type*, *FY/MO*, and *Version* fields over the respective columns. When a Budget version is created, the columns will default to the values set in the Column Default table (See Budget Control Tables). If the Column Default table has not been established, the columns will default to the prior four years' YTD actual activity. These columns can be modified by typing over the defaulted fields. However, this is only allowed for users having update access to the account. The version will be saved whenever the column headers are changed. It the user replies "NO" to the save prompt, the column headers will not be changed. The budget version on the Action Line can also be used in the display columns.

An "Account" line has been provided on the column headers to indicate the account providing the prior year activity. For example, if you have changed your chart of accounts in the past and have populated the previous year account numbers on <u>Screen 584/594</u>, this account will be indicated in the "Acct" column header. If you have NOT populated the previous year account numbers on <u>Screen 584/594</u>, the account numbers listed in the column headers will be the same account (SL/SA) you are budgeting with ONE exception.

For accounts flagged as "SA Create Enable" = "Y" with the SA Budget Expense and Revenue Transactions both flagged as "N" (indicating you must budget the account on <u>Screen 599</u> at the base using the "00000" support account, but may expense at non-base support accounts based on the SA Transaction Actual flags), the account number displayed in the column header will be the SL account with blanks in the support account. The dollars displayed in the columns will be the sum of the SA activity for these accounts (as shown on <u>Screen 19</u>). This will allow you to see the SA combined activity for budgeting purposes.

Each Member can define what will happen when a user attempts to access an account that has not had its budget pattern(s) set. See the **Pattern Default Table** description in the Budget Control Tables section for more information on this topic.

Multiple budget "versions" for an account can be created, saved, or "submitted as the official budget recommendation" on this screen. Additionally, versions will be flagged with approval types of "Board," "Fed," and "Done." **Budget versions with names beginning with the letters "FEED" cannot be created online, only modified.** 

Reports will only show budgeted expenses and revenues in the "New Budget" column for SLs/SAs that have **SUBMITTED** versions. If budget versions have been saved and not submitted, the dollars entered will not be shown.

An account "Version Create" option is available on-line (and in batch) that will automatically copy account history data from a Member specified column to the new budget column and overlay its salary dollars with the BPP supplied salary dollars. This feature might be used by Members whose new year budgets for a range of accounts follow a predictable pattern from a prior year's history. See the Budget Control Table section for more detailed information on the Version Create table.

If used, the account "Version Create" is invoked when a new version for an account is entered on <u>Screen 589</u> or <u>Screen 599</u>. If the account number falls within the version create account range and the version name begins with a Member defined version name prefix, the new budget column is populated with the appropriate column data/salary information. The version is not automatically saved or submitted until the user presses the Submit (PF11) key.

Versions can be automatically created in batch by requesting the program FBAU586. You must specify an account range, the new version name, and whether you want the created version to be saved or submitted. The "Version Create" table must be defined in order for the batch program to be run. The Column Default table should also be defined to run the batch program.

The response time for this screen will be slower than that of the normal FAMIS screens, especially when the Action Line is changed or when column headers are modified. This can be attributed to the amount of processing that occurs when the columnar data is initially computed. Informational Pop-ups with an escape option are displayed when <u>Screen 589</u> is being used to sum the activity of all the SAs belonging to an SL and when the screen is being used to display the GL summary.

Typing "N" in the *Calc Col* field and pressing <ENTER> will speed up data entry. This option allows someone to make entries from numbers provided by someone else without having to view the past year's activity columns.

#### Action Line Processing

To create a new version, go to <u>Screen 599</u> and type the name of the new Budget Version. Press <ENTER>. The default columns will be displayed. If the Action Line is changed before the current budget version changes are saved, the user will be prompted to perform a "save" before transferring to another screen or accessing a different budget version.

+NEW BUDGET SAVE+	
New Year budget has changed.	
Do you want to SAVE?	
Y/N Y	
li i	
++	

#### **Dollars**

All amounts will be entered and displayed as whole dollars and will be represented as positive numbers when they are in their "normal" state. For example, revenues will be displayed as positive numbers (opposite the way they are displayed on normal FAMIS inquiry screens).

#### **Salary Categories**

At the beginning of the budget preparation cycle, current year salary obligations, including associated salary counts, will be loaded from BPP to FAMIS as informational salary data by the FBAU584 program. These salary amounts, as shown on the <u>Screen 584/594</u> "Sal" pop-up, are summed by category and displayed in the new budget column whenever a new budget version is created. These figures can be changed on <u>Screen 589/599</u>. If the salary related information is re-loaded from BPP, existing versions will not be affected by the more recent BPP file. If an account is flagged with "SA Enable" = "Y" and the SA Revenue Transaction and SA Expense Transaction Allow flags are both "N," the salary related information for all the SL's support accounts will be summed and displayed at the "00000" (base) SA.

#### Submission

If a version has not been previously saved and is submitted (PF11) as a recommendation, it will be automatically saved and submitted. Before a previously submitted version is replaced with a new version, a pop-up will appear verifying that the version should be submitted on top of the previously submitted version.

#### <u>Locks</u>

When accessing an account/account version that is currently locked or secured with an approval type, a warning message will be displayed saying the account is locked and no further submissions will be allowed. Submitted versions that have been secured with an approval type can never be modified. If changes need to be made to one of these versions, the account and campus must be unlocked, the version must be copied to a new name, changed, and resubmitted and the account must then be re-locked.

#### Summarize SA Budgets

When accessing an account budgeted at the SA level from the SL screen, a summarization of all the support accounts' submitted budgets will appear. This is a very resource intensive process, so a warning message is given to ensure that the user needs and wants to see the summarized numbers. The response time on this type of access is expected to be less than optimal. The following is the warning message given to the user:

+		+
I		I
I	This SL must be budgeted at the Support Account.	I
I	Enter 'Y' to view summed SA submitted versions.	1
Ι		1
Ι	Y/N N	I
Ι		I
Ι		I
+		+

#### A special entity security (BUDGET) controls this screen.

Screen 599 – SA (11 Digit) New Budget Entry (Page 1	igit) New Budget Entry (Page 1)	A (11 Digit)	Screen 599 -
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599 SA (11 Digit	) New Budget MED - TEACH	-			6/18/12 09:48 FY 2012 CC 02
		000 Bud Vers	ion·1		Calc Col: Y
Inquiry Only		ooo Daa Verb.			elete Ver:
Pat: REV -			EXP - M TAMU		erete ver.
		-	A Actuals		A Actuals
Type:		D Done			
CC/FY/MM:			02 2011 13	02 2010 13	02 2009 13
Ver:					
Category Acct:	FY 2013	14401300000	144013	144013	144013
SL Begin Balance					
Allocations					
Alloc In	14938019	13038019			
Alloc Out					
Total Allocation	14938019	13038019			
Total Available	14938019	13038019			
	14936019	12020019			
Expenses					
Sal Non-Faculty		6721606	6680408	6523914	6423046
Salaries Faculty					
GAR/GANT					
GAT/GAL					
Enter-PF1PF2	PF3PF4	PF5PF6	PF7PF8	PF9PF101	PF11PF12
Hmenu Help			Bkwd Frwd		Submt

Press *PF8* to scroll through the pages available. Displayed on the last page will be "Total Expense" and the "SL Ending Balance" amounts.

Total Expense14938019		13415074	13899991	13117253	
SL Ending Balance	13038019	-13415074	-13899991	-13117253	

### **Basic Steps**

- Type in the account number and budget version. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter additional information as desired. Press <ENTER>.
- Press **PF7** or **PF8** to scroll through the information displayed.

## Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

#### <u>Action Line</u>

Acct:

11 digits Identify the budget account. Bud Version:

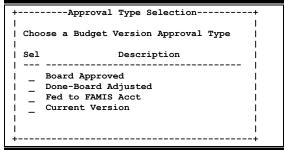
10 characters/digits ? Help

Enter the name of the budget version or select one from the pop-up window if available.

#### **Budget Version Selection Pop-Up**

+	VERSION SELECT	ION	+
1			I
Acct: 271030	Fiscal Year: 20	04 Approval Type:	C I
1	Start Vers	ion: 1	I
1	Version CURRE	NT version modified	on
Sel Account	Name Date	e Time Useri	id I
			1
_ 271030	1 07/18/2	2003 10:39 AM Kxxxx0	G
1			I
1			I
	** End of Da	ta **	I
PF4 = Exit PF7	= Patt		I
+			+

#### **Budget Version Approval Type**



#### PF7 – Pattern



 FY: 4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.
 Calc Col: 1 character Designate whether the columns should be populated with the previous year's activity. Type "N" to help speed up data entry if seeing the past year's activity isn't needed. The default for this field is "N" for Non-FAMIS Members.
 Delete Ver: 1 character Designates whether the previously saved budget version should be deleted.

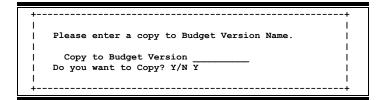
<u>Screen Information</u> Pat:	20 characters/digits Identifies the budget pattern you are working with (revenue and/or expense).
• Type:	1 character? HelpIndicate the type of data to be displayed in the column:A=Actuals (default)B=Board (approval type/OPTION6)C=D=Done - Board adjusted (approval type/OPTION6)F=Fed (approval type/OPTION6)N=Original Budget(No carry Frwd)O=Original Budget(W/ carry Frwd)R=Revised BudgetV=New VersionBlank=No display
CC/FY/MM:	2 digits/4 digits/2digits Campus code, fiscal year, and month from which column's data is to be retrieved.
Ver:	10 characters/digits <b>? Help</b> Name of the budget version to be displayed. Required if TYPE = V.
Category:	17 characters Name of the category to be budgeted.
Acct:	11 digits Indicates the account number used to display the columns of budget amounts for the categories.
Additional Functions	
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 Sal	<b>Salary</b> Updates the salary line with the latest salary amount fed from BPP prep. Budget.
	++         Salary dollars updated.     Press ENTER to continue.

------

PF6 Copy

#### Сору

If the cursor is placed at the top of this screen, this PF key will copy the version in the Action Line.



If the cursor is in the prior year area of the screen, pressing this key will copy data from the column where the cursor is positioned into the new year budget column. '|||||||' marks the column being copied.



PF9	Print
Print	Download a report using Entire Connection.
PF11	Submit
Submt	This PF key is used to both save and submit the current budget version. If the
	version has not been saved, it will perform the save function.

## Version Inquiry

The purpose of <u>Screen 540</u> is to display all the budget versions created for an account by version status. A starting version can be specified.

Versions are selected based on their version status. The following represents the version statuses that can be used:

- 1 Saved Versions All versions saved for a given account
- B Board Approved Version Version approved by the TAMUS Board of Regents
- C Current Submitted Version Version currently submitted for the account
- D Done Board Adjusted Version Budget at feed time. Final budget for the budget fiscal year
- F Feed to FAMIS Version Budget fed to FAMIS at the beginning of the budget fiscal year

#### No entity security controls this screen.

#### Screen 540 – Version Inquiry

540	) Version Inqu	uiry				06/18/12 09:53
						FY 2012 CC 02
Sci	reen: Aco	ct: 271040 0	00000 Fiscal	L Year: 2	013 Appro	val Type: C
	Start Versio	on:				
			CURRENT Ve			
Sel	Account	Name	Date	Time	Userid	Name
_	271040 00000					•
_	271050 00000	CCW1	05/17/2012	05:02 PM	KXXXUN	WILSON, WILMA W
	271060 00000	DM2	05/17/2012	08:53 AM	VXXX02P	MCCREARY, MELINDA M
_	271120 00000	KC1	05/18/2012	12:19 PM	CXXX02P	CURRIC, COLLIN C
-	271150 00000	KRH1	05/16/2012	09:21 AM	HXXX02P	HOUSE, HELEN H
-	271160 00000	LOAD00003	05/17/2012	12:00 PM	FBAU598	
-	271170 00000	RLS1	05/16/2012	04:31 PM	NXXX02P	SAMUELS, SULLY S
-	271220 00000	MB1				HEARST, HARRY H
-	271250 00000					HEARST, HARRY H
-	271260 00000					minior, miniti n
-	271270 00000					
-						CDEEN CENA C
_					KAXADG	GREEN, GENA G
			<enter> to (</enter>			
Enter			-PF5PF6		F8PF9	-PF10PF11PF12
	Hmenu Help	EHelp		Patt		

## **Basic Steps**

- Enter the account number and version status. **Do NOT change the fiscal year unless you** are **NOT working on next year's budget.** Press <ENTER>.
- Add any additional information as desired and press <ENTER>.

## Field Descriptions ( <= Required; Help = Field Help using PF2, ?, or \*)

Action Line Acct:	11 digits Enter the budget account.
• Fiscal Year:	4 digits Identify the fiscal year of the budget pattern. Default is the current fiscal year plus one.
Approval Type:	1 character/digit PHelp Status of the versions being searched. 1 = Saved Version (default) B = Board Approved Version F = Feed to FAMIS Version D = Done – Board Adjusted Version C = Current Submitted Version
Start Version:	10 characters/digits Name of the starting budget version.
Screen Information	
Sel:	1 character
	Type an "X" in this field to select an item displayed on the screen.
Account:	11 digits Account having a budget version matching the criteria specified on the Action Line.
Version Name:	10 characters/digits Budget version assigned to the account listed in the detail line.
" " version	modified on (Approval Type determines version status displayed: Saved,
_	Board, Current, Done, or Feed)
Date:	8 digits
	Date version was saved.
Time:	6 characters/digits
	Time version was saved.
Userid:	8 characters/digits
	UserID of person who saved the version.
Namo	19 characters
Name:	18 characters
	Name of the person saving the budget version.

#### **Additional Functions**

PF7

Patt

**PF KEYS** See the Appendix for an explanation of the standard PF keys.

#### Pattern

Position cursor over any line in detail display area and use **PF7**. A pop-up window with that account's revenue and expense pattern will be displayed. Press **PF4** to exit the pop-up window.

+					+
Account: 2	71160	00000 Ve	rsion: 3	LOAD00000	3 j
1					I
1		Revenue	Patter	n	
1	M/D	Name	Dept	SDept	1
Ì					i
Revenue	м	TAMUREV2			Ì
Expense	м	TAMUEXP1			I
I					I
PF4 = Ex	it				I
+					+

## **Transfers and Allocations**

Enter Transfers and Allocations	
	DATE
Enter Transfers and Allocations	

Fiscal offices and other users, depending on each Member's preference, should enter the GL transfers and the different types of allocations so the transfer/allocation dollar amounts are available for departments to use in preparing their budgets.

Repeat steps 10-12 until budget is completed and submitted to SAGO.

Be sure to refer to the Transfer and Allocation Upload Section of this manual when completing this page.

## Transfers and Allocations

GL transfers and SL allocations are entered on Budget Module screens to identify fund balance transfers and allocations. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. If appropriately flagged, FAMIS will automatically post these fund transfers, due to's, due from's, and budget transfers at budget feed time.

The account transferring/allocating the funds is entered on the Action Line of the Transfer and Allocation screens. The transfers/allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS, but they can reside on any Member's campus. The person allocating the funds does not have to have access to the receiving accounts. All allocations and transfers must be positive.

There are four types of transfers and allocations that can be made. They are as follows:

- GL to GL
- GL to SL
- SL to SL
- SL to GL

The transfer/allocation screens provide a "GL Feed" flag that is used to determine whether FAMIS will automatically create and feed the transfer into accounting at budget feed time. This flag details the type of transaction(s) that will be created and is specified on each detail line of the screens. The "GL Feed" flag values are as follows:

- N = No GL accounting entries will be created by FAMIS and posted when the budget is fed into accounting.
- Y = Fund balance transfers will be posted when the budget is fed into accounting. This is only valid for same campus transfers.
- D = Due to/Due from transactions will be created and posted when the new year's budget is fed into accounting. This is only valid for same campus transfers.

Depending on the feed flag, allocations "from or to" an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the "from" account (GL/mapped GL) is different from the "to" account (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only <u>Screen 560</u> that were indirectly implied by entries made on the transfer/allocation screens (<u>Screen 561</u> or <u>Screen 563</u>) or the allocation only <u>Screen 562</u>.

The following table outlines the transactions that will be created and posted for the different types of GL transfers:

	Action Line (from acct)	Detail Line (to acct)		Action Line (from acct)		Detail Line (to acct)			
			Feed	TC	DR	CR	TC	DR	CR
Same Campus –	58xy	48xy	Y	060	58xy				48xy
Mandatory			D	060	58xy	29xy	06x	19xy	48xy
Same campus –	59xy	49xy	Y	060	59xy				49xy
Non-Mandatory			D	060	59xy	29xy	06x	19xy	49xy
Different campus –	5301	43cc	N						
Mandatory									
Different campus –	57cc	47cc	N						
Non-Mandatory									
Where:									
Y=normally zero exce	pt for ledger 7								
X=offset ledger									
Cc=offset campus coo	de								

The ability to batch load the transfer/allocations into the Budget Module may be provided in the future. This feature would be used only by Members not using FAMIS as their primary accounting system.

## GL to GL Transfers

<u>Screen 560</u> is used to budget the transfer of funds between GLs. The account transferring the funds is entered on the Action Line. The transfers must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS, but they can reside on any Member's campus. The person allocating the funds does not need access to the receiving accounts. All allocations and transfers must be positive.

All budget transfers will initially be marked with an approval type of "C" for "Current." Once the budget is submitted to the Board of Regents for approval, the transfers will also be marked with an approval type of "B" for "Board." If changes or additional transfers are later made, the resultant transfers will be marked as "Current" and the transfers at the time of board submission will remain behind the scenes audit trailed with an approval type of "B." Transfers that are fed to accounting will be audit trailed with an approval type of "F" and transfers existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of "D" for "Done." The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations "from or to" an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the "from" account (GL/mapped GL) is different from the "to" account' (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on this screen that were indirectly implied by entries made on the transfer/allocation screens (561 or 563) or the allocation only screen (562).

Unless changed by the user, GL Feed will default to "Y."

Transfer/allocation entries can be viewed on Screen 541.

#### A special entity security (BUDGET) controls this screen.

#### Screen 560 – GL to GL Transfers

560	) GL to G	L Transfer	S			06/18/	12 09:29
			ED & GEN	INCOME-TU	ITION	FY 20	12 CC 02
Scr	een:	From Ac	ct: 010100	Fisc	al Year: 2	2013	
	Defa	ault GL Fe	ed:Y	Default Ma	ndatory:	_	
F	!	ro		GL			
	CC GL A	cct	Amount	Feed Mand		Description	
_							
_			······				
_							
-							
-			······				
_			· · · · · · · · · · · · · · · · · · ·				
-			·····				
-	<u> </u>						
-			** Fn	d of data	**		
Enter	-PF1PI	F2PF3				PF9PF10PF11-	-PF12
Lincer		elp EHelp					
	Interna inte	erb wuerb					

### **Basic Steps**

- Enter the account number to be transferred from. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

## Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

<u>Act</u> ♦	<u>tion Line</u> From Acct:	6 digits Enter the GL account from which the transfer is being made.
•	Fiscal Year:	4 digits Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.
	Default GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting (default) D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
	Default Mandatory:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <enter>. N = transfer is not mandatory (default) Y = transfer is mandatory</enter>
<u>Scr</u> ♦	r <u>een Information</u> F:	1 character? HelpIndicate the action to be taken.Blank =No ActionA =Add recordD =Delete recordP =Position (not always available)U =Update record
то: ◆	CC:	2 digits <b>? Help</b> Enter the campus receiving GL account transfer. Default is the home campus.

## Screen 560 – GL to GL Transfers (cont'd)

• GL Acct:	10 digits Indicate the GL account and the account control of the fund addition or due to/due from.
Amount:	13 digits Identify the amount being transferred to the account.
GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
Mand:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value after pressing <enter>. N = transfer is not mandatory (default) Y = transfer is mandatory</enter>
Description:	24 characters Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. If left blank, a default description will be used.
Additional Functions	

**PF KEYS** See the Appendix for an explanation of the standard PF keys.

## GL to SL Transfers/Allocations

<u>Screen 561</u> is used to indicate for budget purposes the transfer/allocation of funds from one GL to one or more SLs/SAs. The account transferring/allocating the funds is entered on the Action Line. The transfers/allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS on the same campus as the allocating account. The person allocating the funds does not have to have access to the receiving accounts. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. All allocations and transfers must be positive.

SL allocations are not included in any GL ending fund balance calculations. It is assumed these allocations are reflected in the expense budget for the account.

All budget transfers/allocations will initially be marked with an approval type of "C" for "Current." Once the budget is submitted to the Board of Regents for approval, the transfers/allocations will also be marked with an approval type of "B" for "Board." If changes or additional transfers/allocations are later made, the resultant transfers/allocations will be marked as "Current," and the transfers/allocations at the time of board submission will remain behind the scenes audit trailed with an approval type of "B." Transfers/allocations that are fed to accounting will be audit trailed with an approval type of "F," and transfers/allocations existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of "D" for "Done." The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations "from or to" an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the "from" account (GL/mapped GL) is different from the "to" account' (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only screen (<u>Screen 560</u>) that were indirectly implied by entries made on the transfer/allocation screens (<u>Screen 561</u> or <u>Screen 563</u>) or the allocation only screen (<u>Screen 562</u>).

If the SA Create Enable flag is "N" for either the "From Acct" or the "To Acct", its support account field must be left blank (00000 will not be accepted).

Transfer/allocation entries can be viewed on Screen 541.

#### A special entity security (BUDGET) controls this screen.

561 GL to SL Transfrs / Allocs		06/18/12 09:30
FD & CF	N INCOME-TUITION	FY 2012 CC 02
Screen: From Acct: 010100	Fiscal Year:	
Default GL Feed: Y	Default Mandatory:	-
FTO	GL	
CC SL Acct Amount	Feed Mand	Description
		· · · · · · · · · · · · · · · · · · ·
		· · · · · · · · · · · · · · · · · · ·
		· · · · · · · · · · · · · · · · · · ·
		·········
		· · · · · · · · · · · · · · · · · · ·
		· · · · · · · · · · · · · · · · · · ·
		· · · · · · · · · · · · · · · · · · ·
	 nd of data **	
Enter-PF1PF2PF3PF4PF5-		PF9PF10PF11PF12
Hmenu Help EHelp		
ment help hielp		

### **Basic Steps**

- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

## **GL to SL Transfer/Allocation**

When the receiving SL/SA maps to the same GL as the Action Line GL:

- A positive SL/SA allocation will be stored for the receiving SL/SA
- GL feed must be set to "N"

When the receiving SL/SA maps to a different GL than the Action Line GL:

- A GL transfer from the Action Line GL to the receiving account's mapped GL will be stored
- A positive SL/SA allocation will be stored for the receiving SL/SA
- GL feed flag will determine if a fund balance or due to/due from transaction will be created at budget feed time.

## Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

Action Line ◆ From Acct:	6 digits Enter the GL account from which the transfer is being made.
Fiscal Year:	4 digits Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.
Default GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
Default Mandatory:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value. N (or blank) = transfer not mandatory (default) Y = transfer is mandatory
Screen Information ◆ F:	1 character <b>? Help</b> Indicate the desired action. Blank = No Action A = Add record D = Delete record P = Position (not always available) U = Update record
<i>TO:</i> ♦ CC:	2 characters/digits <b>PF2 Help</b> Indicate the campus receiving SL account allocation. Default is the home campus.
• SL Acct:	11 digits Enter the SL and SA account of the fund addition or due to/due from.
Amount:	9 digits Identify the amount being assessed to/from the account.

GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
Mand:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value. N (or blank) = transfer not mandatory (default) Y = transfer is mandatory
Description:	24 characters Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. If left blank, a default description will be used.
Additional Functions	

PF KEYS

See the Appendix for an explanation of the standard PF keys.

## SL to SL Allocations

<u>Screen 562</u> is used to indicate for budget purposes the allocation of funds from an SL/SA to one or more SLs/SAs. The account allocating the funds is entered on the Action Line. The allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS on the same Member campus as the allocating account. The person allocating the funds does not have to have access to the receiving accounts. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. All allocations and transfers must be positive.

SL allocations are not included in any GL ending fund balance calculations. It is assumed these allocations are reflected in the expense budget for the account.

All budget transfers/allocations will initially be marked with an approval type of "C" for "Current." Once the budget is submitted to the Board of Regents for approval, the transfers/allocations will also be marked with an approval type of "B" for "Board." If changes or additional transfers/allocations are later made, the resultant transfers/allocations will be marked as "Current," and the transfers/allocations at the time of board submission will remain behind the scenes audit trailed with an approval type of "B." Transfers/allocations that are fed to accounting will be audit trailed with an approval type of "F," and transfers/allocations existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of "D" for "Done." The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations "from or to" an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the "from" account (GL/mapped GL) is different from the "to" account' (GL/mapped GL).

Caution must be taken to avoid entering GL transfers on the transfers only screen (<u>Screen 560</u>) that were indirectly implied by entries made on the transfer/allocation screens (<u>Screen 561 or Screen 563</u>) or the allocation only screen (562).

If the SA Create Enable flag is "N" for either the "From Acct" or the "To Acct", its support account field must be left blank (00000 will not be accepted).

Transfer/allocation entries can be viewed on Screen 541.

#### A special entity security (BUDGET) controls this screen.

Screen 562 – SL to SL Allocations

562 SL to SL Allocations 06/18	3/12 09:30
CLIENT SERVICES FY 2	2012 CC 02
Screen: From Acct: 144013 14000 Fiscal Year: 2013	
Default GL Feed: Y Default Mandatory:	
FTO GL	
CC SL Acct Amount Feed Mand Description	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11	DE1 2
	FE12
Hmenu Help EHelp	

### **Basic Steps**

- Enter the account number and other pertinent information. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

## **GL to SL Allocation**

When the receiving SL/SA maps to the same GL as the GL mapped to the Action Line's SL/SA:

- A positive SL/SA allocation will be stored for the receiving SL/SA
- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed must be set to "N"

When the receiving SL/SA maps to a different GL than the GL mapped to the Action Line's SL/SA:

- A GL transfer from the Action Line's SL/SA mapped GL to the receiving account's mapped GL will be stored
- A positive SL/SA allocation will be stored for the receiving SL/SA
- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed flag will determine if a fund balance or due to/due from transaction will be created at budget feed time

## Field Descriptions ( + = Required; Help = Field Help using PF2, ?, or \*)

Action Line ◆ From Acct:	11 digits Indicate the SL/SA account allocating the money to the receiving SL/SA account.
Fiscal Year:	4 digits Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.
Default GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
Default Mandatory:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value. N (or blank) = transfer not mandatory (default) Y = transfer is mandatory
Screen Information ◆ F:	1 character Pelp Indicate the desired action: Blank = No Action A = Add record D = Delete record P = Position (not always available) U = Update record
<i>TO:</i> ♦ CC:	2 characters/digits <b>PF2 Help</b> Indicate the campus receiving SL account allocation. Default is the home campus.
SL Acct:	11 digits Enter the SL/SA account receiving the allocation.
Amount:	9 digits Identify the amount being transferred to/from the account.

## Screen 562 – SL to SL Allocations (cont'd)

GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
Mand:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value. N (or blank) = transfer not mandatory (default) Y = transfer is mandatory
Description:	24 characters Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. If left blank, a default description will be used.
Additional Functions	

PF KEYS

See the Appendix for an explanation of the standard PF keys.

## SL to GL Transfers/Allocations

<u>Screen 563</u> is used to indicate for budget purposes the transfer/allocation of funds from one SL/SA to one or more GLs. The account transferring/allocating the funds is entered on the Action Line. The transfers/allocations must be initiated by someone having budget authority over the account on the Action Line. The receiving accounts must exist in FAMIS on the same Member campus as the allocating account. The person allocating the funds does not have to have access to the receiving accounts. These transfers support the expenditure budget and provide information to support the front schedules of the Budget Book. All allocations and transfers must be positive.

SL allocations are not included in any GL ending fund balance calculations. It is assumed these allocations are reflected in the expense budget for the account.

All budget transfers/allocations will initially be marked with an approval type of "C" for "Current." Once the budget is submitted to the Board of Regents for approval, the transfers/allocations will also be marked with an approval type of "B" for "Board." If changes or additional transfers/allocations are later made, the resultant transfers/allocations will be marked as "Current," and the transfers/allocations at the time of board submission will remain behind the scenes audit trailed with an approval type of "B." Transfers/allocations that are fed to accounting will be audit trailed with an approval type of "F," and transfers/allocations existing when the budget module is closed for the fiscal year will be audit trailed with an approval type of "D" for "Done." The audit-trailed transfers can be seen on selected screens by indicating the appropriate approval type on the screen. They can be seen on reports by specifying the approval type as OPTION6 on the report request.

Depending on the feed flag, allocations "from or to" an SL will indirectly trigger a GL journal entry to be created at the time the budget is loaded into financial accounting. This will occur whenever the "from" account (GL/mapped GL) is different from the "to" account' (GL/mapped GL).

# Caution must be taken to avoid entering GL transfers on the transfers only screen (Screen 560) that were indirectly implied by entries made on the transfer/allocation screens (<u>Screen 561</u> or <u>Screen 563</u>) or the allocation only screen (<u>Screen 562</u>).

If the SA Create Enable flag is "N" for either the "From Acct" or the "To Acct", its support account field must be left blank (00000 will not be accepted).

Transfer/allocation entries can be viewed on Screen 541.

#### A special entity security (BUDGET) controls this screen.

Screen 563 – SL to GL Transfers / Allocations

563 SL to GL Transfrs / Allocs 06/18/12 09	: 32
LABORATORY FEES - FALL & SPRIN FY 2012 CC	02
Screen: From Acct: 101000 00000 Fiscal Year: 2013	-
Default GL Feed: Y Default Mandatory: _	
FTO GL	
CC GL Acct Amount Feed Mand Description	
_ 02 011180100000.00 Y FY13 E&G REVENUES-LAB FEES	_
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
** End of data **	-
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12	
Hmenu Help EHelp	

### **Basic Steps**

- Enter the account number. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- Enter any additional information as desired and press <ENTER>.

## **GL to SL Transfer/Allocation**

When the receiving GL is the same as the GL mapped to the Action Line's SL/SA:

- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed must be set to "N"

When the receiving GL is different from the GL mapped to the Action Line's SL/SA:

- A GL transfer from the Action Line's SL/SA mapped GL to the receiving GL account will be stored
- A negative SL/SA allocation will be stored for the Action Line SL/SA
- GL feed flag will determine if a fund balance or due to/due from transaction will be created at budget feed time.

## Field Descriptions ( <= Required; Help = Field Help using PF2, ?, or \*)

Action Line			
From Acct:	11 digits Enter the SL/SA account allocating the money to the receiving GL account.		
Fiscal Year:	4 digits Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.		
Default GL Feed:	<ul> <li>1 character Phelp</li> <li>Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year.</li> <li>N = no accounting entries will be automated</li> <li>Y = fund balance transfers will be fed when the budget is fed to financial accounting</li> <li>D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</li> </ul>		
Default Mandatory:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value. N (or blank) = transfer not mandatory (default) Y = transfer is mandatory		
<u>Screen Information</u> ◆ F:	1 character Pelp Indicate the desired action. Blank = No Action A = Add record D = Delete record P = Position (not always available) U = Update record		
<i>TO:</i> ♦ CC:	2 characters/digits <b>PF2 Help</b> Enter the campus receiving the GL account transfer. Default is home campus.		
• GL Acct:	10 digits Identify the GL account (required) and the account control of the fund addition.		
Amount:	9 digits Indicate the amount being transferred to/from the account.		

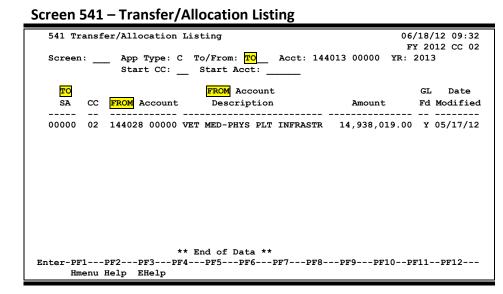
GL Feed:	<pre>1 character ? Help Flag indicating how the transfer will be booked and whether it will be automated when the initial feed to financial accounting is performed at the beginning of the budget year. If not specified, the Action Line Default GL Feed will be used. N = no accounting entries will be automated Y = fund balance transfers will be fed when the budget is fed to financial accounting D = Due to/Due from transactions will be fed when the budget is fed to financial accounting</pre>
Mand:	1 character Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the Action Line default value. N (or blank) = transfer not mandatory (default) Y = transfer is mandatory
Description:	24 characters Description that will be used on the budget transaction if and when it feeds to financial accounting at the beginning of the budget fiscal year. If left blank, a default description will be used.
Additional Functions	

PF KEYS

See the Appendix for an explanation of the standard PF keys.

The purpose of <u>Screen 541</u> is to allow account owners to view intended budget transfers and allocations for their accounts. These transfers and allocations are the ones entered via <u>Screen 560</u>, <u>Screen 561</u>, <u>Screen 562</u>, and <u>Screen 563</u> by the account owner of the "from" account.

#### A special entity security (BUDGET) controls this screen.



### **Basic Steps**

- Enter the approval type, To/From indicator, account number, fiscal year, start Campus Code, and start account in the fields provided. Do NOT change the fiscal year unless you are NOT working on next year's budget. Press <ENTER>.
- The field titles will change depending on what you enter in the *To/From* field.

### Field Descriptions ( = Required; Help = Field Help using PF2, ?, or \*)

#### Action Line

• App Type:

1 character ? Help

Specify the point in time for which the transfers/allocations should be displayed.

- B = Board Submission
- C = Current (default)
- D = Done Board adjusted end of budget cycle
- F = Fed to accounting

## Screen 541 – Transfer/Allocation Listing (cont'd)

•	To/From:	4 characters Indicate whether the transfers/allocations shown should be coming to or from the specified accounts. Enter "FROM" or "TO" (default).
•	Acct:	11 digits Enter the GL or SL or SL/SA giving/receiving account being allocated/transferred money.
•	Year:	4 digits Identify the fiscal year of the budget transfer. Default is the current fiscal year plus one.
	Start CC:	2 characters/digits <b>? Help</b> Campus code used with "Start Acct" to begin displaying the transferring/allocating detail lines. Defaults to current campus code.
	Start Acct:	6 digits GL or SL belonging to the "Start CC" to begin displaying the GL, SL, or SL/SA account transferring/allocating money to the Action Line account.
<u>Scı</u>	r <u>een Information</u> (To/From) SA:	5 digits The GL or SL or SL/SA account and subcode of the account giving or receiving the money. Title will match entry in <b>To/From</b> field.
	CC:	2 characters/digits Campus code which transferred or allocated funds.
	(To/From) Account:	11 digits The GL or SL or SL/SA account and subcode of the account giving or receiving the money to the Action Line account. <b>Title will change depending on what</b> was entered in the <i>To/From</i> field.
	(To/From) Account Description:	25 characters Displays a description of the account. Title will change depending on what was entered in the To/From: field.

GL Fd:	Flag indicating how the transfer will be booked and whether it will automated when the initial feed to financial accounting is performe beginning of the budget year. N = no accounting entries will be automated		iting how the transfer will be booked and whether it will be d when the initial feed to financial accounting is performed at the of the budget year. no accounting entries will be automated fund balance transfers will be fed when the budget is fed to financial
	D	=	Due to/Due from transactions will be fed when the budget is fed to financial accounting
Date Modified:	6 digits Date the transfer/allocation intention was entered by the transferring/allocating account owner.		
<u>Additional Functions</u> PF KEYS	See th	ne Ap	opendix for an explanation of the standard PF keys.

## **Budget Report Requests**

→ Request Budget Reports	
	DATE
Submit Budget Report Requests	

Request appropriate Budget Module reports when needed from the FAMIS website (http://www.tamus.edu/offices/famis/). You may also click on the Manuals icon to view the Budget Reports Manual for more detailed information about the reports..

**FBAU584/FBAU672** may need to be requested on a regular basis to update BPP salary information in FAMIS

- Request budget reports through the FAMIS web site: <u>http://www.tamus.edu/offices/famis/</u>
- Click on http://www.tamus.edu/offices/famis/usermanuals/ to access the Budget Reports Manual for additional information about the reports.

## System Locks

System Locks	
	DATE
System Locks	

The System Office of Budgets and Accounting will lock and review each Member's budget after coordinating with the Member.

## **Board Budget Book**

Print the TAMUS Board Budget Book		
	DATE	
Print the book		

The System Office of Budgets and Accounting will secure and print the TAMUS Board Budget Book for presentation to the Board.

At this time, the current budgets, transfers, and allocations will be marked with an approval type of "B" for "Board Approved."

# **Section V**

# **Budget Procedures Checklist – Phase 3**

## Budget Preparation Quick Reference – Phase 3

#### Phase 3

#1	Unlock Member Budgets	*
#2	BPP Final Salary Load (Optional)	→
#3	BPP Salary Load to Accounting	→
#4	Budget Module Data Load	*

## System Unlock

System Unlock	
	DATE
System Unlock	

To begin phase 3, the System Office will unlock the budget for final adjustments, per request, that may need to be entered prior to the loading of the budget in FAMIS.

The System Office of Budgets and Accounting will unlock the Budget Module for Members who wish to copy and adjust the Board submitted budgets. This action is in preparation for the loading of the adjusted budget to FAMIS accounting.

## Final Salary Load (Optional)

➔ Final Salary Load (Optional)		
	DATE	
Final Salary Load		

**FBAU672** may be run in "what if" (non-update) or update mode. The **FBAU672** prodcard should be reviewed again before this request.

Prior to feeding the budget to FAMIS accounting, a Member may request that an updated BPP salary load be made to the FAMIS Budget Module. Members choosing to do this would then adjust their budgets' salary categories to match the current BPP Prep Budget.

The adjustments can be done manually on <u>Screen 589/599</u> by putting the old version in the Action Line field and pressing <Enter>. Once the old version appears, press **PF6** (Copy) and enter a new version name when prompted.

The new version name, along with its copied budget, will be returned on the Action Line. You can now manually make changes and press *PF11* to submit the new version.

These changes can also be made in batch by requesting **FBAU584** followed by the Budget Reallocator (**FBAU672**).

## Salary Load to Accounting

Salary Load to Accounting	
	DATE
Salary load to accounting	

At a date to be determined, usually in mid-August, BPP "shuts-down" the Prep Budget Database from any further updates. At this time, BPP generates the initial salary encumbrance feed to FAMIS accounting for the new fiscal year.

Any further new fiscal year updates need to be held and processed after the Prep Budget data has been loaded to the Active Budget in BPP.

## **Budget Load**

FAMIS Budget Load	
	DATE
FAMIS Budget Load	

The adjusted FAMIS budget from the Budget Module is loaded to FAMIS accounting. At this time, the current budgets, transfers, and allocations will be marked with an approval type of "D" for "Done – Board Adjusted."

The current budgets, transfers, and allocations that are fed to accounting will also be marked with an approval type of "F" for "Fed to Accounting."

# **Section VI**

**Budget FAQs** 

## BPP and FAMIS (Active, Prep, Budget Module and Accounting)

- Q: Once active moves to Prep, do I need to make updates in BPP Prep, Active, or both? Do account changes need to be made in FAMIS in the current year, new year, or both?
- A: BPP moves the Active Budget to Prep in preparation for the new FY. In accounting, FAMIS rolls the accounts from the old FY to the new FY. When working with accounts during this time, special care needs to be taken to ensure that changes are made in the correct places and year(s) in both BPP and FAMIS. Part of the decision process depends on whether the "new" accounts will be used in the current FY or just in the new FY. Hence, once Active goes to Prep you will need to either:
  - Update both BPP databases (Active and Prep) as well as FAMIS accounting (possibly in two FY's).
     OR
  - Update Prep and FAMIS for the new FY accounts needed only in the new year.

# **Q:** How often is a new version of the Prep Budget available to load into the Budget Module?

A: A schedule is usually defined at the beginning of the budget cycle. Typically, the Prep Budget is loaded to FAMIS (**GOLDPL52**) no more than two times a week on predefined days. Towards the end of the cycle, it may be loaded daily for a period of approximately two weeks. It is only loaded upon user request, however.

Once the Prep Budget is locked and rolled to active, a final Prep Budget extract should be made (**GOLDPL52**). No additional Prep Budget extracts need to be run from this point on. The FBAU584/FBAU672, however, can still be run by request. This will cover Members who have not run it since Prep was locked or the case where a salaried account has been added to the Budget Module since the last run of FBAU584/FBAU672.

## Salary Dollar Budget Load to FAMIS

- **Q:** What programs can be run to update the salaries in the Budget Module?
- A: GOLDPL52 run only on specified days of the week FBAU584 (BPP to FAMIS budget salary feed) FBAU672 (Budget Reallocator)

# **Q:** Should FBAU584 (Salary Update Program) and FBAU672 (Budget Reallocator) be run immediately prior to loading the budget into accounting?

A: Yes, if you have entered new pay actions in BPP Prep Budget since the initial load or have added new salaried accounts to the Budget Module, you will want to run the FBAU584 to copy the most recent Prep figures to FAMIS. You will also want to run the reallocation program (FDAU672) so that the salary budget matches the current salary encumbrances. If the reallocator is not run, the salary category budget will not net to zero when the salary encumbrances are loaded.

#### Q: How can I update the salary \$\$ for budget versions?

A: The important thing to remember is that the FBAU584 (BPP to FAMIS budget salary feed) loads the new salary dollars into a "table" which is used to display salary amounts on <u>Screen 584</u> (SL) or <u>Screen 594</u> (SA). Existing Budget Versions will NOT be automatically updated to reflect the new salary amounts.

To make your Budget Versions reflect the new amount, you must do one of the following:

- update each Version manually on <u>Screen 589</u> (SL) or <u>Screen 599</u> (SA);
   OR
- update each Version by pressing *PF5*=SAL on <u>Screen 589</u> (SL) or <u>Screen 599</u> (SA), which will automatically place new salary dollars into the proper category;
   OR
- request the FBAU672 (Salary Reallocator). This can be done with several different options, depending on whether you want to maintain bottom-line on the account.
   FAMISHELP can assist with the prodcard setup for any member who wishes to choose this option.
- **Q:** When the FBAU584, FBAU672, and FDAR589 ran, the BPP salaries did not appear. How do I get the Submitted Version Column to include salaries from BPP?
- **A:** If the FBAU672 is run with UPDATE=NO, your salary dollars do not show up on the accounts. Be sure to follow up with the UPDATE=YES.

### **Budget Patterns**

#### **Q:** Do Member/ Dept Budget Patterns roll from a previous year?

A: No, Budget Patterns do not roll forward. On <u>Screen 556</u>, you can use **PF11** to copy a Pattern. Be careful if you copy, as there may be changes from one year to the next and, therefore, just copying last year's pattern will not be sufficient. Basically, you can copy last year's Member Pattern and modify it to match this year's System Pattern OR copy this year's System Pattern and modify it.

To help you with the "copy and modify" process, **PF10** (View Roll Up) allows you to check the System Pattern while you are making the changes to last year's copied Member Pattern. Another suggestion would be to print off both this year's System Pattern and last year's Member Pattern to review before beginning the copy process.

## **Q:** Does a Pattern have to be assigned to an account (Via FBAU583 or <u>Screen 583</u>) PRIOR to creating a Budget Version on <u>Screen 589/599</u>?

- A: This depends on the value of your "PATTERN DEFAULT" control table (<u>Screen 856</u>) setting.
  - If no entry exists or the **value is "0"**, the Pattern must be assigned to the account prior to creating a Budget Version on <u>Screen 589/599</u>.
  - If the **value is a "1,"** a Pattern is not assigned to the account AND there is only one Pattern whose ABR matches the account's ABR rule, the pattern will automatically be assigned when the user SUBMITS the Budget Version.
  - If the **value is a "2,"** a pattern is not assigned to the account AND only one Pattern matches the account's ABR, that Pattern will automatically be assigned when the version is SUBMITTED. If more than one pattern exists for the account's ABR, a pop up will display the available patterns. The user can choose a pattern and it will be assigned to the account when the user SUBMITS the Budget Version.

## **Q:** Should the Department Pattern be created and attached to the Departmental Accounts *before or after* the Member Pattern is assigned in batch?

A: Patterns should be assigned to the accounts via <u>Screen 583</u> AFTER the patterns have been batch assigned. (Departments should not have update access to <u>Screen 584</u>.) Running the batch Member pattern assignment after the department pattern assignment would wipe out the department patterns if REPLACE=Y is used as an option. It is best to wait until the patterns are assigned at the Member level before making any changes/overrides. The departmental pattern, however, can be created anytime after the Member pattern has been created and reviewed.

#### **Q:** Can one ABR have two or more Member Patterns?

A: Yes, multiple patterns can be established for an ABR.

# **Q:** Can a Member Pattern be changed or added after the budgets are marked with a "B" for Board Approved?

A: Once the Board approves the budget, you can still add additional lines to the member pattern as long as the subcodes are not already included in another category of the pattern. The Board version is not affected because it will zero suppress any categories with zero dollars, i.e. new categories. Any other changes or additions to an existing pattern are prohibited.

A new pattern can also be created to replace the old pattern on the account. Before changing the pattern on an account, the submitted version will have to be removed. If <u>Screen 583</u> is used to assign the new pattern, it will automatically remove the submitted version (it will display a pop-up window asking if you want the submitted version removed).

#### Q: Can I change category descriptions within a Pattern?

A: Changing the text associated with a Category is allowed -- even if the Pattern has been used to budget an account. You need to make sure that the description appropriately describes the subcodes in the category. For example, changing "unallocated salaries - faculty/faculty equivalent" to "merit contingency - faculty/faculty equivalent" in the Category description is fine. Remember to type an asterisk (\*) in the last column of your salary categories.

Changing the Salary Categories in the System Pattern can cause problems with FBAU584.

- Q: Can I add additional categories that contain subcodes not already included in any of the existing categories on the Pattern? Can I do this if the Pattern has been assigned to accounts and if some of the accounts are already budgeted?
- A: Patterns assigned to accounts and budgeted accounts can be modified as follows:
  - Category display order, description, or feed object code can be changed
  - Additional categories can be added to the Pattern
  - New subcode ranges can be added using existing or new categories as long as they do not include any subcodes in existing ranges.
- **Q:** Can we reassign the subcodes on a Pattern that has submitted budgets?
- A: You must contact the System Office of Budgets and Accounting (SOBA) for this. SOBA will contact FAMIS if they approve of the requested changes. If allowed, the change requires a two step process:
  - FAMIS has a program (XXBXPA) that changes the pattern subcode ranges making the desired subcodes available to be in a separate category. For this, email <u>famishelp@tamus.edu</u> the subcodes that you want changed and list the low and high of the new lines.
  - 2) After FAMIS changes the subcode ranges, you can add the category online.

- **Q:** Can I update the Pattern on an account that does not have a Submitted Version?
- A: Yes.
- **Q:** Can I change the Pattern even if there is a Submitted Version? I have an account with a Submitted Version whose Budget Pattern field on <u>Screen 584</u> cannot be updated.
- A: You may change the budget pattern after a version has been submitted on accounts. The procedures are as follows:
  - First, on <u>Screen 584</u> space out the submitted version for all accounts assigned to the pattern this allows update in the pattern fields.
  - Change the budget pattern on <u>Screen 552/Screen 556</u>.
  - Reenter the budget figures on <u>Screen 589/Screen 599</u> for the previously submitted accounts.
  - Lastly, if you budget at the Support Account level, re-do the budget for every support account belonging to this account.
- Q: I need to add a new line to the Pattern and change some object codes that are already assigned to an existing line. One account has been budgeted using the Pattern. Is there a way to remove the account from pointing to this Pattern so that I can change the Pattern?
- A: You cannot modify a pattern that has any accounts assigned to it. Therefore, the pattern must be removed from all associated accounts as follows:
  - Remove the pattern from those budgeted accounts associated with the pattern -- <u>Screen 584/Screen 594</u>.
  - Remove the budget pattern from all non-budgeted accounts assigned to this pattern <u>Screen 583</u> or FBAU583.
  - Modify the pattern as desired on <u>Screen 552/Screen 556</u>.
  - Reassign the accounts to the revised pattern.

### **Account Deletions**

- **Q:** Why did Support Accounts flagged for deletion roll forward?
- A: Support accounts are rolled into the new year when the year-end flag on the base SL is set to "P." If the SL is flagged for project accounting, we automatically roll forward all SAs -- even if they are flagged for deletion.

All SAs that have activity on project accounts must be kept from year to year in order for the project year to date calculations to be correct. If all of the SAs had activity in prior years, you will need to undelete them in the new year so that their project balances can be rolled forward at year end.

- Q: Several accounts that were budgeted after the Board ('B') Budget was submitted were deleted. Is there a way to add the accounts back so that reports will reflect the previously budgeted accounts? Is there anything that keeps budgeted accounts from being deleted?
- A: Prior to February 2001, it was possible to drop (physically delete) accounts that had been budgeted in the Budget Module. The only way to add the accounts back was to get approval from the System Budgets and Accounting Office to make this change. They would then request that FAMIS Services re-open the fiscal year in question so that the accounts could be added. Depending on the type of account, you would need to provide all the account attribute information that is needed for <u>Screen 2</u>, <u>Screen 4</u>, <u>Screen 6</u>, <u>Screen 8</u>, <u>Screen 9</u>, <u>Screen 50</u>, and/or <u>Screen 51</u>. Once added, the year would need to be re-closed by FAMIS Services. Changes like this are discouraged except in extenuating circumstances.

#### Q: How do I drop an account that has had Budget Module activity for the year?

A: Starting February 2001, an account with Board (B), Done (D), or Fed (F) budget activity is no longer allowed to be dropped. The account can be flagged for delete to prevent it from rolling into the next year. (Prior to February 2001, it was possible to drop an account that had been budgeted in the budget module without any warning.)

An account that has submitted budget entry versions that are not marked with a "B", "D", or "F", can be dropped by performing the following steps:

- Change the delete flag to "N" (it had to be set to "Y" to attempt the drop)
- Remove the submitted versions using <u>Screen 584</u> or <u>Screen 594</u>
- Change the delete flag to "Y"
- Change the drop flag to "Y"

If budget information exists for an account but no versions are submitted or marked with a B, D, or F, a pop-up window will appear on the Flag maintenance screens (<u>Screen 43</u>, <u>Screen 44</u>) indicating the type of budget entries that were found and asking if the budget information should be deleted. Entering a "Y" in the pop-up will delete the budget information and then drop the account.

## **Budget Versions**

- **Q:** Can I produce a report that shows Member Pattern categories by account for ALL accounts including a grand total?
- A: FDAR670 and FDAR671 produce reports that show member pattern categories by account for ALL accounts.

Before running these reports, both a "Rollup" revenue and expense member pattern must be set up on <u>Screen 556</u> using ABR 000. The "Rollup" patterns should contain the category, display and description fields. Do not fill in the low/high ranges or feed codes. \*\*Key Part\*\* Ensure the category code is consistent across all other patterns. In other words, if Salaries - Faculty is category 05 for "Member1" (linked to ABR 001) then category of 05 for all of the other member patterns should also be Salaries - Faculty.

**Warning:** The "Rollup" pattern must contain EVERY category that is used in your patterns. If one is omitted, you will receive the error "Rollup index not found /sort BSN key Exx BA account xxxxx-."

Reports FDAR670 and FDAR671 are available with the option: ROLLUP=Y (yes). This will print your budget book reports using your member rollup pattern instead of the system budget pattern. To take advantage of this new option, you must have a member revenue pattern named "ROLLUP" and a member expense pattern named "ROLLUP." These two ROLLUP patterns must include ALL category codes that are used in the other budget patterns.

See"'Member Budget Pattern Maintenance" section of the **Budget Preparation User's** Manual.

#### **Q:** What is ABR000 and how is it used?

A: A budget pattern may be established for ABR000 – a generic ABR to be used for accounts with the "NO Feed" or "NO Budget" flags set to "Y" on <u>Screen 584</u> and <u>Screen 594</u>. This ABR000 will eliminate the need for creating patterns for accounts that will not feed regardless of their true ABR rule. It is also used on the "Rollup" Member patterns.

See "Member Budget Pattern Maintenance" section of the **Budget Preparation User's Manual**.

- **Q:** Is there a report that will show accounts that have a Saved Budget Version but do NOT have a Submitted Version?
- A: FBAU587 will do this.
- Q: We have several accounts with "FEED002" as the Submitted Version on the FDAU673 Report. However, when I look at <u>Screen 589</u> or <u>Screen 599</u>, "FEED001" is the Submitted Version and I cannot bring up the "FEED002" Version (It says you cannot use a version name beginning with FEED). Can you explain this?
- A: The FDAU672 was probably run with UPDATE=NO. The report is showing you the versions that WOULD be created in an update mode. Since there was no updating, they do not actually exist and you cannot see them online. You must request the FDAU672 again with UPDATE=YES.

#### Q: How can I work with my budget after it has Board approval?

A: Once the "Board" budgets are final and the budget module is available for revisions, you have the ability to re-open your budget and make changes. If you want to make changes, you must call SOBA (979) 458-6114 and have your budget "unlocked."

If a budget version is marked with a "B" (Board Approved), it may not be modified. You must first copy the version to a new name using the **PF6** COPY key on <u>Screen 589/Screen</u> 599. A popup window will prompt you for the "COPY TO" name; press <ENTER> and the new budget version name will appear on the Action Line. At this point, you may press Submit (PF11) to save/submit this new version. Any budgetary changes for an account must be made to this NEW version name.

If you have made changes to BPP prep budget, you may request FBAU584 to load the new Salary amounts from prep budget to the FAMIS budget module table. This process WILL NOT update your budget versions. If you want to propagate these changes into each account's current budget version, you may do this in one of three ways.

- Enter the changes manually on <u>Screen 589/Screen 599</u>
   OR
- Press *PF5* "Sal" on <u>Screen 589/Screen 599</u> to update the salary categories with the most recent salary dollars
   OR
- Request the FBAU672/673 salary reallocator. This program may be run with "update" or "noupdate" ('what-if' report). A prodcard must be supplied to guide the program in reallocating the categories.

After you unlock the campuses, the transfer and allocation screens will be available. All reports should now be requested with OPTION6: "C" for current budget and "B" for board approved budget.

## **Q:** How do I make changes in the Budget Module after versions have been submitted to the Board?

- A: 1) First, verify that your campus is not locked at either the System or Member Level (<u>Screen 577/Screen 576</u>). If it is locked, contact your budget officer.
  - 2) Go to <u>Screen 589/Screen 599</u> and enter the account and version name. If the version of the account that you wish to change already exists and was previously submitted to the Board, you will be prompted by a message asking you to select either the Board Approved Version or the Current Version.
    - a. Select the one you want to change. If you select "Board Approved," you will get the message: "Inquiry Only Budget Version Locked and Secured."
    - b. Press **PF6** (Copy). Pressing this PF key will prompt you for a new version name and will copy the old version to it. When the copy is finished, the new version name will be on the Action Line of <u>Screen 589/599</u>.
    - c. You can then make your changes and press *PF11* (SUBMT) to submit them.

#### **Q:** Why don't the transfers show up on the FDAR670 Report?

A: If all your transfers are within your campus and within the same ledger, then all the transfers net to zero and, therefore, you will not see dollars. However, if you have entered your debt service transfer to SAGO, that will show up.

#### **Q:** Explain the Budget Codes.

**A**:

- **C** = **Current** indicates the current submitted budgets, transfers and allocations.
  - **B** = **Board** indicates the budgets, transfers and allocations as of the time they were submitted to the Board of Regents for approval.
  - D = Done indicates the final status of the budgets, transfers and allocations for the fiscal year. This approval type is set at the same time as the F code.
  - F = Feed to FAMIS indicates that the budgets, transfers and allocations were actually fed to accounting in the new fiscal year. This approval type will not be set for Members who do not use FAMIS as their primary accounting system.

*See"'Budget Preparation Overview – Audit Trails" section of the* **Budget Preparation User's Manual**.

# **Q:** I received the following error messages from Program FBYU408. How do I correct them?

- *"Feed Obj is invalid for ABR Rule 001."* Update the feed object code on your member pattern to match a subcode in your ABR.
  - "*Non Numeric Support Account-Changed to Zeros.*" This is an informational message. No action on your part is required.

- **Q:** I notice that the manual says "Transfers/Allocations Must Be Initiated by Someone Having Budget Authority Over The Account." Does this mean the Account Manager?
- A: If you have been given entity security for Budget and update access for the account as well as screen access, you should be able to make the entries.
- Q: I want to automatically CREATE this year's Budget Versions using last year's Budget Module numbers, excluding the salary dollars which should come from this year's Prep Budget. How do I go about this?
- A: FBAU586 creates a new version based on one of your columns on <u>Screen 589</u>. Then, it changes the payroll categories to match the amounts last loaded from BPP. Therefore, all categories except those fed from BPP can be copied from last year's budget, while still keeping your payroll dollars current. Things to know:
  - FBAU584 (prep budget load) must run prior to requesting FBAU586.
  - The "version create" and "column default" budget tables must be set for the fiscal year for your Member prior to running FBAU586. When selecting the column to copy, most people choose the column containing last year's "Done" or "Fed" budget. The FBAU586 "OPTION" parameter must match or be a subset of the "version create" table prefix.
  - FBAU586 will only look at accounts without a submitted version. If it is rerun, it will only pick up new accounts.

### **Budget Reports**

- **Q:** I need the FDAR589 Report to show the current salaries in the New Budget Column with all the other categories blank. I want the other columns to be the same as the Column Default Table.
- **A:** The A3 option will do that and also have a blank column where adjustments can be made. Option A4 will not include the salary amounts.
- **Q:** No revenue is showing for Functional & General on our FDAR670 Report, but the FDAR671 reports a non-zero revenue amount. All of the accounts in Functional & General have submitted budgets. What could be wrong?
- A: The FDAR670 report account range probably is not the same as the FDAR671 account range. Therefore, it would not pick up all the revenue in the Functional & General range.

#### **Q:** How do the budget reports handle zero \$\$ accounts?

A: Most Budget Reports will not print account information for zero dollar amounts – however, this may not be the case for all of the reports.

You may suppress the accounts from printing by removing the submitted version from the accounts and putting the "NOT Budgeted" flag on.

- **Q:** How can I print a report showing my Submitted Versions with new salary dollars, but not update the versions at this time? How can I load them later?
- A: Updated salaries will automatically print on the FDAR589 budget sheet by running B3 adjustment option. BUT, nothing is saved in the database. If you want to save or submit the versions with the new salary dollars, request FBAU586 (updates only accounts having no current submitted versions) or FBAU672 (reallocator).

### **Budget Load to Accounting**

- **Q:** Do we have a deadline for completing our work in the FAMIS Budget Module once the Board Version is submitted, locked, and sealed with a "B"?
- A: The only deadline is when you want to open the new year in accounting and feed the budget into it.
- **Q:** Does a FBAU584 (Feed from BPP to FAMIS) need to occur prior to the Prep Budget being locked?
- A: Closing Prep will not preclude you from feeding the Prep info into FAMIS, so no, you don't have to run the feed prior to closing Prep.
- Q: We have made changes to the Prep Budget since the budget was Board submitted. We have not yet gone back to the Budget Module to make All of the adjustments (i.e. to put things back in balance from the salary adjustments that were made in Prep). Can we run a set of FAMIS budget reports once Prep is in to confirm the adjustments needed on transfers, allocations, etc.?
- A: Yes, you can continue to work in the FAMIS budget module and run reports after the budget is submitted to the Board of Regents. Once you have finished entering in Prep, request that FAMIS load Prep into the Budget Module (FBAU584) and run the reallocator (FDAU672) with UPDATE=NO. This can show you if any accounts need additional transfers/allocations.
- **Q:** The FBAR599 Error Report (Loading the Beginning Year Balances) indicates that the Support/SL Account was NOT found. What can I do about this?
- A: These accounts no longer exist in the new year, therefore they cannot be loaded to the non-existent accounts at this time. You may add them as valid accounts in the new year or, if you agree with the reject message and no longer need the accounts to be budgeted, consider them finished and ignore the error messages.

### **Create Projections for Next Year's Budget in Current Year**

Departments often wish to begin their New Year budget projections before the future year is open and ready for entry in FAMIS. This document outlines one method of using the FAMIS budget module to create New Year projections.

#### In the Current Year:

- 1. Request that your campus budget module be unlocked (from SOBA)
- 2. Request that your current submitted versions be blanked out (from FAMIS Services)
- 3. Create new budget versions (to reflect projections for next year's budget)
- 4. Save and submit your next year's budget version

You will be using the Current Year System budget pattern as you create your next year projections. There may be changes to the System pattern when it is officially entered into the New Year.

#### When the New Year is OPEN:

You may copy the current submitted versions (which will be your New Year projections) to the new year by using the Auto Create New Budget program FBAU586.

Since the FBAU586 can ONLY BE RUN ONCE, you want to plan this step carefully. The Version Create Table and the Column Default Table must be established. Also you will designate that you want to use the "Current Submitted Version" to create the New Year budget. See the Budget Manual for more detail and contact FAMISHELP if you have questions before you run this job.

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# **Section VII**

**Budget Upload Process** 

## Introduction

CANOPY offers the ability for users to electronically upload Budget spreadsheets for use by FAMIS programs and screens in the Budget process. Spreadsheets are created and uploaded via CANOPY. The files may then be previewed and submitted for processing. Once submitted, the files are posted into the FAMIS Budget Module via FBAU598 during nightly production.

Budget may be uploaded multiple times for the same accounts and/or different account ranges. Multiple files may be uploaded and submitted in one day. These files will be posted in the order they are uploaded.

Use of this feature may minimize data entry mistakes and ensure a timely loading of budget into FAMIS.

### **Basic Concepts**

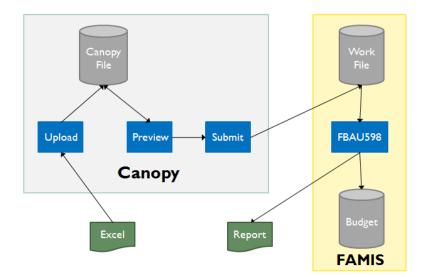
Budget Bulk Upload may be initiated only after creation of the Member Budget Patterns in FAMIS.

Within CANOPY, you access the process under the FRS tab: Prep Budget, Upload.

General Spreadsheet Requirements:

- Horizontal or Vertical Account Structure is possible
- Category codes must be provided, but can be hidden
- SL Account (6-digit account) must be in a column
- No less than 5 accounts may be loaded at one time no maximum
- Support Account (5-digit account) must be in the column following the SL
- Support Account may be left blank, contain "00000" or a valid Support Account number
- Only one loadable sheet per workbook

## **Upload Process Flow**



### **Horizontal Spreadsheet Option**

#### **Requirements:**

- Categories on one row in the spreadsheet
- Categories must be 3 characters
  - R Revenue, E –Expense followed by a 2-digit number
  - BEG Beginning Balance is allowed as a category
- Minimum of 5 categories per spreadsheet

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### **Vertical Spreadsheet Option**

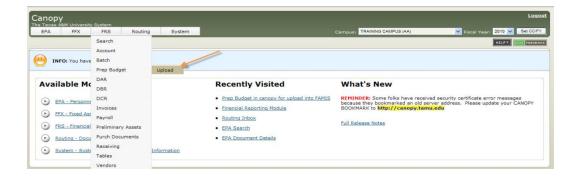
#### **Requirements:**

- Categories must be 3 characters
  - R Revenue, E –Expense followed by a 2-digit number
  - BEG Beginning Balance is allowed as a category
- Minimum of 5 accounts per spreadsheet upload

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### **Upload Steps**

- LOGON to CANOPY using your FAMIS ID
- Set your Campus and Fiscal Year the Fiscal Year will be the current year in FAMIS
- Click on FRS, Prep Budget, Upload



- Click the Upload Button and Browse for your file
- Click Upload Document once you have selected the file

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#### Budget Upload Process (cont'd)

The new file will then appear in the Upload list. Uploaded files can be Previewed and Submitted for processing, or they can be Deleted. Once files are submitted for processing, they can no longer be deleted.

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Select the sheet to be processed.

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- Choose the sheet in the workbook to be previewed
- Click *Continue*

Your preview will appear below the Upload section of the page. Verify that information appears as expected. You may change your view of the previewed information by expanding the page size if desired.

Upload Previe /		Worksheets: Chart of Accts v Continue		
		Prep Budget File (Vertical Amounts - sample)		
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100040	00000	R06	4,265,874	
00050	00000	R06	3,936,361	
00060	00000	R15	8,471,116	
100060	00000	BEG	6,125,800	
01100	00000	R25	9,414,164	
01100	00000	BEG	5,896,294	
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Once you have determined that the sheet is ready for processing, click the "Submit Document for FY 20xx" button. This will submit the file for processing and notify FAMIS Production Services via email to post the file.

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100060			R15		7,139,067	
100060			BEG		6,125,800	
101100			R25		9,772,703	
101100			BEG		5,896,294	
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The upload process may take a few moments. When you receive the "File transfer was successful" message, your file has been successfully uploaded for processing.

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# **Section VIII**

**Budget Transfer Upload** 

## Introduction

The development of this new process was undertaken to enhance the budget loading process. It has been designed to reduce data entry mistakes and provide a more efficient form of data entry.

CANOPY now offers the ability for users to:

- View and download a spreadsheet of previously entered Budget Transfer transactions
- Upload and submit a spreadsheet of Budget Transfer transactions -or-
- Copy all current Budget Transfer transactions from one year to another (once per fiscal year)

You can access these actions in Canopy by selecting FRS, then Budget.

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#### **Budget Download**

Use the Budget Transfer Search tab when you want to view transactions. After viewing, you can choose to download this information into a spreadsheet format. This spreadsheet will be in the same format that is required for uploading these transactions and can serve as a starting point for the upload process. Do not modify the format of the downloaded spreadsheet, this may cause errors with the upload.

#### **Budget Upload**

Use Budget Transfer Upload when you are ready for the transactions on your spreadsheet to be entered into the database. You may upload information multiple times. You can group your transactions across several different spreadsheets if this works for your budgeting style.

-OR-

#### **Budget Copy – Previous Year to New Year**

Use the Budget Transfer Copy when you want to initialize your Budget Transfer transactions to the same values as they were in a previous year. This is a one-click process and from this point these transactions can be modified by use of the Budget Transfer Upload process or by manual entry using FAMIS screen 560, 561, 562, and 563.

Use of these features may minimize data entry mistakes and ensure a timely loading of Budget Transfer transactions into FAMIS.

## **Basic Concepts**

The one-time copy of Budget Transfer transactions may be used only if no there is no existing entry of a Budget Transfer transaction in the year you are copying to. If any entry of Budget Transfers, manual or uploaded, has been made the copy function will not work. In this case create spreadsheet (either using the download option or manually) and then use the upload function. This option can be used only one time for each fiscal year.

- A download of Budget Transfer transactions may be done at any time and as many times as needed.
- Budget Transfer Uploads may be initiated only after a campus has been unlocked for Budget entry.
- Budget Transfer Uploads may be done multiple times.
- When a Budget Transfer Upload is submitted, the information is available immediately in both CANOPY and FAMIS.

Once Budget Transfer transactions have been created, they may be modified by additional uploads or by manual entry on FAMIS Screens 560, 561, 562, and 563.

When there is a match on the FROM ACCOUNT and the TO ACCOUNT, the information for that transaction is updated. If there is not a match, a new transaction is created.

To remove a transaction, you may upload a transaction with matching FROM ACCOUNT and TO ACCOUNT and zero dollars specified or you may remove it manually using FAMIS screens 560, 561, 562, or 563.

To download a Budget Transfer spreadsheet within CANOPY, under the FRS tab: Budget Transfer Search Tab, Prep Budget, Upload.

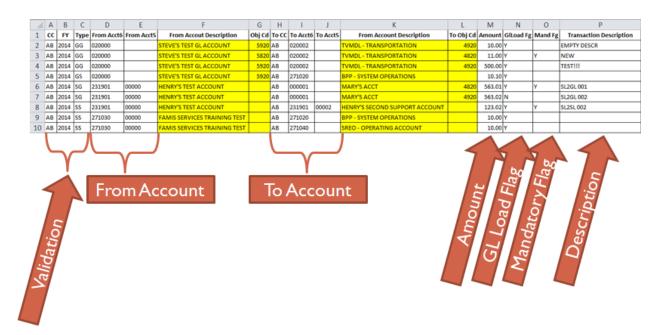
Object Codes (Account 4) are generated by upload process

## **Overview of the Steps Involved**

- Search for Budget Transfer tractions (Budget Transfer Search tab)
- Optional review information and do a one-time copy to the new year (Budget Transfer Copy tab)
- Download the account budget data into excel format (Budget Transfer Search tab)
- Manually update the data on spreadsheet. If you want to delete a transaction that already exists, include it in the spreadsheet and set the amount to zero.
- Upload the updated Excel spreadsheet, use the same format that was downloaded
- Submit the uploaded data for a real time update, no waiting for a post program

Note: You may simply use the downloaded spreadsheet for review. If you determine that you want to simply copy the previous year to the new year, you do not have to follow through with an upload. You may then choose to do the copy only.

# **Required Spreadsheet Format**



All columns are required and must be in the order presented here.

The columns are:

- FROM Campus Code two characters
- FROM Fiscal Year four numeric digits
- FROM Type GG GL to GL transfer
  - GS GL to SL transfer
  - SS SL to SL transfer
  - SG SL to GL transfer
- FROM Account 6 six numeric digits, SL or GL account
- FROM Account 5 blank or 5 numeric digits, Support Account
- FROM Account Description –
- FROM Object Code/Account Control
- TO Campus Code two characters
- TO Account 6 six numeric digits, SL or GL account
- TO Account 5 blank or 5 numeric digits, Support Account TO Account Description –
- TO Account Object Code/Account Control, four numeric digits
- Amount
- GL Load Flag
- Mandatory Flag
- Transaction Description

## **Budget Transfer Search**

- Go to the Budget Transfer Search Tab
- If you want to see all Budget Transfer transactions, just click the submit button without filling in the Account Number field.

	nopy Fexas A&M Unive		Campus	TRA	AINING CAMPUS	6 (AA) Fiscal Yea	r: 2015 ▼	Set CC/F	Y		<u>Logout</u>
EP	A FFX I	RS Routing System									
Main	Menu 🌣 FRS	ಿ <b>Budget</b> ಿ Budget Transfer Search								HELP 7	>>>> FEEDBACK
Buc	iget Prep Uploa	d Budget Transfer Upload	Budget	Transf	er Search	Budget Transfer Copy					
	Account Number Fiscal Year: 2015 To/From: O To I From AP Type: C - Currect										
				But	DGET TRANSFE	RS FOR 2015 (TOTAL ITEMS: 4)					
Туре	From Account	Description	Obj Cd	To CC	To Account	Description	Obj Cd	Amount	GlLoad	Mand Fg	Transaction Description
SS	411010	DDE-HUSE MATH PROBABILITY IN CLASS		AA	330003	DLW TEST ACCOUNT		\$200.00	-	. 9	MANUAL
SS	<u>411010</u>	DDE-HUSE MATH PROBABILITY IN CLASS		AA	<u>410005</u>	JK TEST ACCOUNT 5		\$300.00	Y		MANUAL
SS	<u>411010</u>	DDE-HUSE MATH PROBABILITY IN CLASS		AA	<u>411012</u>	DDE - HUSE MATH MODELING		\$100.00	Y		MANUAL ENTRY
SS	<u>411012</u>	DDE - HUSE MATH MODELING		AA	<u>411010</u>	DDE-HUSE MATH PROBABILITY IN CLASS		\$2,000.00	Y		NO BA RECORD
prev	1 next Pa	ge: 1 of 1 GO Page size: 4 Ch	ange		(Showing page	1 of 1, items 1-4) Total items: 4					

- To search for all transactions for a single account, enter the account in Account Number field, and select the kind of transfer by choosing the FROM or TO button and ,and choose the AP Type, Then Click the submit button. If you enter a partial account number, all accounts that match the mask will be returned.. Each search request
  - Returns all Budget Transfer records that match entered accounts.
  - Matched only on the account indicate ("From" or "To")
  - Results are a combination of transfer types (ie data from all four transfer screens <u>560</u>, <u>561</u>, <u>562</u>, and <u>563</u>)

Canopy The Texas A&M University System	Campus: TRAINING CAMPUS (AA)	Fiscal Year: 2015 Set CC/FY	<u>Logout</u>
EPA FFX FRS Routing System			
Main Menu © FRS © Budget © Budget Transfer	Search		HELP? PEEDBACK
Budget Prep Upload Budget Transfer Uploa	d Budget Transfer Search Budget Transfe	ссору	
Account Number: 411010 🔐 😭 Fiscal Yea		- Currect - Board Approved - Famis (Sent to) - Done	
Canopy, a Business Computing Services application. The Texas A&M University System Version: 05/19/2015 21:39:12 <u>Debug Info</u> Site Manage	ement Tor of Page	Theme: Neon Blue	Set Theme Turn Paging Off System - Site Map

• The search results may be downloaded into an Excel spreadsheet by clicking the report icon. The downloaded spreadsheet will be in same format as that needed to upload transactions

	nopy <sup>iexas A&amp;M (</sup>				Camı	pus:	TRAINING	CAMPUS (AA	)	Fiscal Year	2015 🗸	Set CC/F	Υ		<u>Logout</u>
EP	A FFX	FRS	Routing	System											
Main	Menu 🕆 F	RS © Bud	<b>lget</b> ⇔ Budge	et Transfe	r Search									HELP 7	>>>> FEEDBACK
Bud	Budget Prep Upload Budget Transfer Upload Budget Transfer Search Budget Transfer Copy														
	Account Number: 411010 💡 😭 Fiscal Year: 2015 🔍 To/From: O To 🖲 From AP Type: C - Currect 🔽 Submit														
	BUDGET TRANSFERS FOR 2015 (TOTAL ITEMS: 3)														
Туре	From Account	: D	escription			Obj Cd	To CC	To Account	Description		Obj Cd	Amount	GlLoad Fa	Mand Fg	Transaction Description
SS	<u>411010</u>		DE-HUSE MATI	H PROBABI	LITY IN		AA	<u>330003</u>	DLW TEST AC	COUNT		\$200.00	Y	-	MANUAL
SS	<u>411010</u>		DE-HUSE MATI ASS	H PROBABI	LITY IN		AA	410005	JK TEST ACCO	DUNT 5		\$300.00	Y		MANUAL ENTRY
SS	<u>411010</u>		DE-HUSE MATI ASS	H PROBABI	LITY IN		AA	<u>411012</u>	DDE - HUSE M MODELING	ИАТН		\$100.00	Y		MANUAL ENTRY
prev	1 next	Page: 1	of 1 G0	Page size:	3 Change		(Show	ing page 1 of	1, items 1-3) Tot	al items: 3					
		Computing	J Services applie tem	cation.				<u>Top of P</u>	age			Theme:	Neon Blue		Set Theme

#### Spreadsheet View:

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2	AA	201	15 3	SS	411010		DDE-HUSE MATH PROBABILITY IN CLASS		AA	330003		DLW TEST ACCOUNT		200.00	Y		MANUAL ENTRY			
3	AA	201	15 3	SS	411010		DDE-HUSE MATH PROBABILITY IN CLASS		AA	410005		JK TEST ACCOUNT 5		300.00	Y		MANUAL ENTRY			
4	AA	201	15 3	SS	411010		DDE-HUSE MATH PROBABILITY IN CLASS		AA	411012		DDE - HUSE MATH MODELING		100.00	Y		MANUAL ENTRY			
5																				
6																				
7																				
8 9																				
9																				

## **Budget Transfer Copy**

- Copy budget transfers from previous year forward to the next year.
- All "current" budget records will be copied with one click. The "current" records are identified as the ones marked with an approval type code of "C".
- This copy can be done one time only for each fiscal year.
- The copy will only work if there are no Budget Transfer records existing in the "To" fiscal year.
- Both the "From" account and "To" account must exist in the new fiscal year.
- A message will be returned giving the number of records copied (Message: 2505).
- To perform this copy, proceed to the Budget Transfer Copy tab and click the "Copy Forward" button.

Canopy The Texas A&M University System		Campus: TRAINING CAMP	US (AA)	Fiscal Year: 2015	Set CC/FY
EPA FFX FRS Ro	outing System				
Main Menu © FRS © Budget	t ⇔ Budget Transfer Cop	Ý			HELP? FEEDBACK
Budget Prep Upload Bi	udget Transfer Upload	Budget Transfer Search	Budget Transfer Copy		
	Current Fiso	al Year is set to 2015 and Tran	isfer Budget items will be co	pied to Fiscal Year 2016	
	NC	TE: This is a one time copy. Al	I current records will be cop	ied to next year.	
	NO r	ecords will be copied, if the nex	xt year already has budget t	ransfer records	
		Co	ppy Forward		

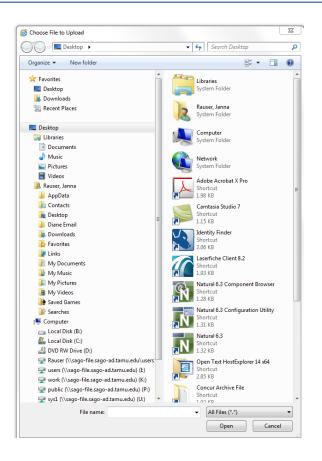
## **Budget Transfer Upload**

- Go to the Budget Transfer Upload tab and Click the Upload Button.
- Change/Check year Remember that the program will load "forward" one year, just like the FAMIS screens. Ex: 2015 to load 2016 budget transfers Click the UPLOAD button

Canopy The Texas A&M University System	Campus: TRAINING CAMPUS (AA)	Fiscal Year: 2015	et CC/FY
EPA FFX FRS Routing System			
Main Menu © FRS © Budget © Budget Transfer Uploa	d		HELP 7 SSSS FEEDBACK
Budget Prep Upload Budget Transfer Upload	Budget Transfer Search Budget Trans	fer Copy	
Load Budget Transfer Current Fiscal Year	s into FAMIS is set to 2015 and Uploaded Budget Transfer F	iles will be processed for Fiscal Year 201	5
	UPLCADED BUDGET TRANSEF	ER FILES	
			Refresh
Name Uploaded By	Uploaded	Submitted By	Submitted
	No records found to dis	play.	

To select the spreadsheet from your local site, click the Select button and a window will pop-up to navigate to the desired file. Double click on the file name and it will appear in the File Location box.

Canopy The Texas A&M University Sy		TRAINING CAMPUS (AA)	Fiscal Year: 2015 🗸 s	Set CC/FY
EPA FFX FRS	Routing System			
Main Menu 🌣 FRS 🌣 Bud	get ⇔ Budget Transfer Upload			HELP? FEEDBACK
Budget Prep Upload	Budget Transfer Upload Budget T	ransfer Search Budget Trans	er Copy	
	Current Fiscal Year is set to 20	15 and Uploaded Budget Transfer F	iles will be processed for Fiscal Year 201	5
		Uploaded Budget Transefi	R FILES	
				Refresh
Name	Uploaded By	Uploaded	Submitted By	Submitted
		No records found to dis	play.	
Upload				
File location: *NOTE: File r Upload Docu	Select Select			



Note that your spreadsheet file name cannot be longer than 50 characters.

Canopy The Texas A&M University System	Campus: TRAINING CAMPUS (AA	Fiscal Year:	2015 Set CC/FY	<u>Logout</u>
EPA FFX FRS Routing System				
Main Menu © FRS © Budget © Budget Transfer Uploa	d			HELP? FEEDBACK
ERROR: File name cannot be longer the 50 charact	ers.			
Budget Prep Upload Budget Transfer Upload	Budget Transfer Search Bud	get Transfer Copy		
Current Fiscal Year i	s set to 2015 and Unloaded Budget	Transfer Files will be processed for Fis	cal Year 2016	
	UPLOADED BUDGET	Transefer Files		
				Refresh
Name Uploaded By	Uploaded	Submitted By	Submitted	
	No records foun	d to display.		
Upload Upload new document: File location: *NOTE: File name must be less then 50 charac	acters.	$\backslash$		
Upload Document Cancel				

Select the spreadsheet from your local drive, the name should appear in the box.

Canopy The Texas A&M University Sys	tem	Campus: TRAINING CAMP	US (AA)	Fiscal Year: 2015 S	et CC/FY	<u>Logout</u>						
EPA FFX FRS	Routing System											
Main Menu ▷ FRS ▷ Budg	ain Menu © FRS © Budget Transfer Upload											
Budget Prep Upload	Budget Transfer Upload	Budget Transfer Search	Budget Transfer Copy									
	Current Fiscal Yea	r is set to 2015 and Uploaded E	Budget Transfer Files will be	processed for Fiscal Year 2010	i							
		Uploaded Bu	JDGET TRANSEFER FILES									
						Refresh						
Name	Uploaded By	Uploaded	Submitte	ed By	Submitted							
		No records	found to display.									
Upload												
NOTE: File na	fer Upload Spread Sprea	aracters.	_									

Click the Upload Document button.

Your spreadsheet should now appear in the screen list with a message letting you know it uploaded successfully.

Canop The Texas At	<b>y</b> BM University System	Campus: TRA	INING CAMPUS (AA)	~	Fiscal Year: 2015 Set CC/FY	<u>Loqout</u>							
EPA F	FX FRS Routing System												
Main Menu	Main Menu © FRS © Budget © Budget Transfer Upload												
	INFO: New attachment(s) added successfully.												
Budget Pre	ep Upload Budget Transfer Upload	Budget Transf	er Search Budget	Transfer Copy									
	Current Fiscal Ye	ar is set to 2019 a	nd Uploaded Budget Tra	nsfer Files will be pro	cessed for Fiscal Year 2016								
		l	JPLOALED BUDGET TR/	ANSEFER FILES									
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	Name		Uploaded By	Uploaded	Submitted By	Submitted							
Preview	Budget Transfer Upload - errors 🛛 🔸	×	Rauser, Janna J	05/20/2015		0							
Upload				N									

Click preview to verify that the spreadsheet appears as expected and check for errors. If there are errors, correct your spreadsheet.

If you wish to reload the corrected spreadsheet using the same name, then you can remove the spreadsheet with error by clicking on the trashcan icon. Note: you will not be able to remove a spreadsheet if once it has been submitted.

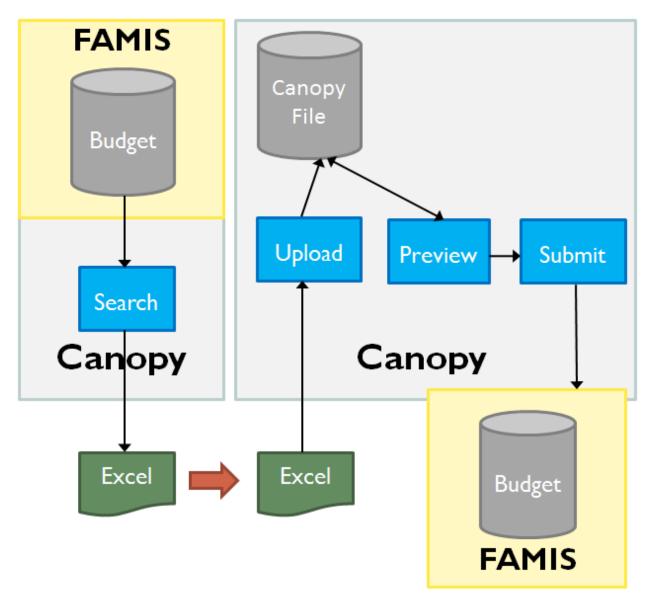
Canopy The Texas A&M University System	Campus: TR	AINING CAMPU	JS (AA) Fiscal Year: 2015 Set CC/F				Set CC/FY		Logo	out		
EPA FFX FRS Routing System												
Main Menu © FRS © Budget © Budget Transfer Uplo	ad							HE	LP 7 >>>> FEEDE	IACK		
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Current Fiscal Year	Current Fiscal Year is set to 2015 and Uploaded Budget Transfer Files will be processed for Fiscal Year 2016											
	1	Uploaded Bu	dget Trans	EFER FILES								
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Upload	BUDGET TRAN	ISFER FILE (BU	jdget Tran	SFER UPLOAD	- ERRORS							
							alt I					
Row Id Campus Code Fiscal Year Type	From Acct6	From Acct5	To CC	To Acct6	To Accts	a Amount	GILoad Fg		Transaction Description	~		
2 AA 2015 SS	411010		AA	330003		200.00	Y	M	ANUAL ENTRY			
	411010		AA	410005		300.00			IANUAL ENTRY			
	411010		AA	411012		100.00	Y		IANUAL ENTRY			
5 AA 2015 SS	411012 Change	1-1 - 1	AA	411010		2000.00	Y	N	IO BA RECORD	$\sim$		
prev 1 next Page: 1 of 1 Go Page size: 4	Change	(Showing pag	e 1 of 1, iten	ns 1-4) lota	al items: 4							
Bow 2 - Fiscal Year does not match 2016 flow 3 - Fiscal Year does not match 2016 flow 4 - Fiscal Year does not match 2016 Row 5 - Fiscal Year does not match 2016 Row 5 - Fiscal Year does not match 2016 Submit Document for FY 2016 (This may take a few set	econds, please	wait)			_/							

Once you have cleared all the Preview errors, click the Submit Document button.

	DDY				Campus: T	RAININ	IG CAMPUS	(AA)		<b>Fiscal Ye</b>	ar: 2015 🗸	Set CC/FY		Logo	but
EPA	FFX	FRS I	Routing Syst	em											
ain Me	enu 🕆 F	RS © Budg	et 🕫 Budget Tr	ansfer Upl	oad									HELP? >>>> FEEDE	BAC
Budget	t Prep U	Jpload	Budget Transfe	Upload	Budget Trar	isfer Si	earch	Budget Tr	ansfer Copy						
			Curre	nt Fiscal Ye	ar is set to 2015	and U	ploaded Bud	lget Transf	er Files will be	processed fo	r Fiscal Year 2	016			
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ow Id	Can	npus Code	Fiscal Year	Туре	From Acct6	En	om Acct5	To CC	To Acct6	To Acct5	Amount	GlLoad Fg	Mand Fg	Transaction Description	
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ow Id	AA AA AA AA		2016 2016 2016 2016	SS SS	411010 411010			AA AA AA AA	330003 410005		200.00 300.00	Fg Y Y		Description MANUAL ENTRY MANUAL ENTRY	

When a file is submitted, it is marked and can no longer be deleted. The statistics are available. If there were errors they will be noted.

Cano The Texas	<b>PY</b> A&M University Syst	em		Campus: TR	AINING	G CAMPUS (	(AA)		Fiscal Ye	ar: 2015 🗸	Set CC/FY		<u>Log</u>	out
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Upload													1	
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Row Id	Campus Code	Fiscal Year	Type F	From Acct6	Fro	m Acct5	To CC	To Acct6	To Acct5	Amount	GlLoad Fg	Mand Fg	Transaction Description	^
2	AA	2016		11010			AA	330003		200.00	Y		MANUAL ENTRY	
3	AA AA	2016 2016		11010 11010			AA AA	410005 411012		300.00 100.00	Y		MANUAL ENTRY MANUAL ENTRY	
5	AA	2016		11010			AA	411012		2000.00	Y		NO BA RECORD	
prev 1 ne				nange	(Sho	wing page 1	of 1, item	s 1-4) Tota	al items: 4					$\sim$
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**Budget Transfer Upload – Flow** 

# Budget Transfer Upload - Demo

	А	В	С	D	E	F	G	Н	1	J	К	L	М	N	0	Р
1	СС	FY	Туре	From Acct6	From Acct5	From Accout Description	Obj Cd	To CC	To Acct6	To Acct5	From Account Description	To Obj Cd	Amount	GILoad Fg	Mand Fg	Transaction Description
2	AB	2014	GG	020000		STEVE'S TEST GL ACCOUNT	5920	AB	020002		TVMDL - TRANSPORTATION	4920	10.00	Y		EMPTY DESCR
3	AB	2014	GG	020000		STEVE'S TEST GL ACCOUNT	5820	AB	020002		TVMDL - TRANSPORTATION	4820	11.00	Y	Y	NEW
4	AB	2014	GG	020000		STEVE'S TEST GL ACCOUNT	5920	AB	020002		TVMDL - TRANSPORTATION	4920	500.00	Y		TEST!!!
5	AB	2014	GS	020000		STEVE'S TEST GL ACCOUNT	5920	AB	271020		BPP - SYSTEM OPERATIONS		10.10	Y		
6	AB	2014	SG	231901	00000	HENRY'S TEST ACCOUNT		AB	000001		MARY'S ACCT	4820	563.01	Y	Y	SL2GL 001
7	AB	2014	SG	231901	00000	HENRY'S TEST ACCOUNT		AB	000001		MARY'S ACCT	4920	563.02	N		SL2GL 002
8	AB	2014	SS	231901	00000	HENRY'S TEST ACCOUNT		AB	231901	00002	HENRY'S SECOND SUPPORT ACCOUNT		123.02	Y	Y	SL2SL 002
9	AB	2014	SS	271030	00000	FAMIS SERVICES TRAINING TEST		AB	271020		BPP - SYSTEM OPERATIONS		10.00	Y		
10	AB	2014	SS	271030	00000	FAMIS SERVICES TRAINING TEST		AB	271040		SREO - OPERATING ACCOUNT		10.00	Y		

#### Step 1)

- Original Excel spreadsheet download
  - From Budget Transfer Search page

Step 2)

• Update Excel Spreadsheet

Canopy The Texas ASM	University System			Campus: TEST DEFAULT CAM	PUS2 (AB)	Fiscal Year: 2014	Set CC/FY	Logout
EPA FFX	FRS Buy A&M	Routing	System					
Main Menu © I	FRS © Budget © Budg	et Load					HELP7	>>>> FEEDBACK
Budget Prep	Budget Load	Budget Tran	sfer Sear	ch Budget Transfer Copy				-
		Current Fis	cal Year i	s set to 2014 and Uploaded Bud	ChangeY	ear and C	lick "Set CC/	FY"
				UPLOADED BUI	OGET LOAD FILES			
								Refresh
	Name			Uploaded By	Uploaded	Submitted By	Submitted	
Preview	MyBudgetLoadTest		X	Young, Henry C	12/10/2014			0
Upload								
Canopy, a Busines	s Comput	tion.		Top o	Page		Theme: Neon Blue 🗸	Set Theme
Vertice: 02/22	Click "Up	load"	to lo	oad local				Tum Paging Off stem - Site Map
	Excel spre	ead sh	eet	to Canopy				

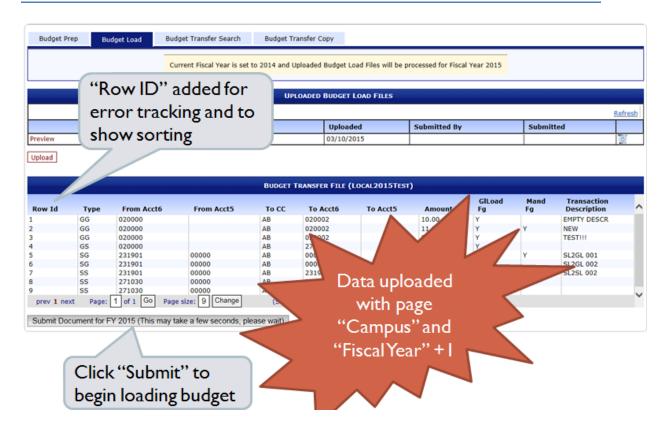
- Change/Check year Ex: 2014 to load 2015
  - Must be prior year (Think Load Forward)
- Click "Upload"

Canopy The Texas A&M University System	Campus: TEST DEFAULT CAMPUS2 (AB)	Fiscal Year: 2014 Set 0	Logout
EPA FFX FRS Buy A&M Routing System			
Main Menu © FRS © Budget © Budget Load			HELP?
Budget Prep Budget Load Budget Transfer Sea	arch Budget Transfer Copy		
Current Fiscal Year	is set to 2014 and Uploaded Budget Load Files will be	processed for Fiscal Year 2015	
	Click "Select" to get loo	cal	Refresh
Name           Preview         MyBudgetLoadTest         1	Excel spread sheet		Submitted
Upload	7		
File location: BudgetLoadDemoUpdated.xts Select "NOTE: File name must be less then 50 characted"	ers.		
Upload Document Cancel			
The Texas Aam University System	lpload Document" to to Canopy	Т	Neon Blue V Set Theme Turn Paging Off System - Site Map

• Select local file and upload

Canopy The Texas AdM University System	Camp	TEST DEFAULT CAMP	US2 (AB)	Fiscal Year: 2014 🗴 Set CO		Logout
EPA FFX FRS Buy A&M Routing System	em					
Main Menu © FRS © Budget © Budget Load					HELP?	1222 FEEDBACK
INFO: New attachment(s) added successfully.						
Budget Prep Budget Load Budget Transfer	Search	Budget Transfer Copy	1			
check file layou	It	UPLOADED BUDG	ET LOAD FILES			Refresh
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The Texas A&M University System						Cal Thoma
Version: 02/23/2015 10:59:42 Debug Info Site Management				Ine	time in the second seco	Set Theme Turn Paging Off

- File successfully uploaded to Canopy
  - Uses file name for upload name
- Preview file



- Preview should look similar to original Excel spreadsheet
- Click "Submit.." to load to budget file (Note years info)

	Budget P	_	udget Transfer Searc		t Transfer Copy	t Load Files will be	processed for Fi	scal Year 2015			
review         Local2015Test         Young, Henry C         Dolarize           Reveloped to Row ID.         Results are returned in separate grid.           Includes summary.           GG         Cload           Separate grid.           Includes summary.           GG         Cload         Mand         Trans.           GLoad         Mand         Trans.           GG         Cload         Mand         Trans.           GG			1	u	PLOADED BUDGE	T LOAD FILES					
Includes current of the separate grid.           Separate grid.           Includes summary.           GG 020000           SS 021901         O0000           SS 021901         SS 021901         SS 021901	review			Henry C	03/10	/2015	1		Submit		Refresh
SG         231900         00000         AB         000001         S63.02         N         SL2           SG         231901         00000         AB         000001         S63.01         Y         Y         SL2           SS         231901         00000         AB         231901         00002         123.02         Y         Y         SL2G           SS         271030         00000         AB         271020         10.00         Y         Y         SL2SL           prev 1 next         Page:         1 of 1         Go         Page size:         9         Change         (Showing page 1 of 1, items 1-5         Fotal items: 9	<sup>Row</sup> E	GG 20000	Row ID.	AB AB AB	ncludes	e grid. summa	10	Fg	Fg	Transaction Description	-s
	prev 1 ne	SG         231900           SG         231901           SS         231901           SS         231901           SS         271030           SS         271030	00000	AB AB AB AB AB	000001 000001 231901 271020 271040		563.02 563.01 123.02 10.00 10.00	Y Y Y	Y Y	SL2G.	
BUDGET HARSFEKS KESULTS V TOTAL RECORDS NUCESSFULLY LOADED, 1 LERKORED RECORDS. EFFOR Number Error Message		Error Number					CESSFULLY LOADED, 1	L ERRORED			

## **Budget Transfer Upload - Actions**

- Check if year is open for budget
- Check if budget is locked for campus
- DELETEs matching from accounts
  - Deletes block for each new from account
  - All transfer types(GG, GS, SS, and SG)
  - Similar to search results
- Stores data from uploaded Excel spreadsheet
  - Checks access and validates data

# **Budget Transfer for Excel Spreadsheets**

- Rules for the Excel spreadsheet
  - Accounts 6 characters
  - Support Account must be in separate column
  - Amount can contain dollar formats
    - Decimal punctuation is also allowed
  - Must match the downloaded Excel format

# Security – Assumptions

- Requires <u>Screen 560</u> "A" Access
  - Assumed most restrictive GL to GL transfer
  - Assumed limited/restrictive across parts
- Ignores <u>Screens 561</u>, <u>562</u>, and <u>563</u> access
- Must have access to from account (for upload)

# Section IX Budget Reports and Utilities

# **Update Programs**

- **FBAU581** Sets the "no-budget" and "no-feed" flags for a given account range.
- **FBAU582** Sets SA Budget module flags. Example: These flags may be set to "N" if you use support accounts, have the <u>Screen 6</u> SA Budget flags set to "B", and want to budget at Base SA "00000" only.
- **FBAU583** Assigns patterns to accounts. This must be run once for each pattern created.
- FBAU584 Loads BPP salary information into a table displayed on <u>Screen 584/594</u>. This process will not update any saved budget versions. Each saved version may be update manually on <u>Screen 589/599</u> using *PF5*, OR the FBAU672 automated salary reallocation may be run. Part 06 must request FBAR570 prior to this.
- **FBAU586** Initializes the new budget. May only be run once. Requires two budget tables: "column default" and "version create."
- **FBAU596** Rolls forward budget attributes. May use TYPRUN=NOUPDATE to see how your flags were set last year.
- **FBAU598** Loads budget from non-FAMIS parts.
- **FBAU672** Automated salary reallocation program. Uses a prodcard to update salaries in the current submitted budget version. **FBAU584** *must* be run first.

# Reports

- **FBAR599** Budget download file. May be loaded into Excel for Budget Data calculations. Two sorts may be specified, and these attributes will be included in the download file.
- **FDAR589** Budget Worksheet. See #17 above. May be sorted by up to four account attributes. Negative option.
- **FDAR661** Displays SL account category detail by member pattern. Revenues and Expenses are split on separate reports. OPTION2 allows for summary, detail, or both reports. Displays comparative year data.
- FDAR662Displays GL information, one account per line. The Column's shown are GL<br/>Account, Description, Beginning Balance, Revenues, Net Transfers, Net<br/>Allocations, Expenditures, and Ending Balance. May be sorted by up to four<br/>account attributes. Download available. Example: sorted by LEDGER-GL.

- **FDAR663** Displays SL information, one account per line. The Column's shown are SL/SA Account, Description, Beginning Balance, Revenues, Net Allocations, Expenditures, and Ending Balance. May be sorted by up to four account attributes. Download available. Negative Option. Zero Option. Example: sorted by LEDGER-SL.
- **FDAR664** Displays Transfers and Allocations as entered. May be sorted by up to four account attributes. Download available.
- **FDAR665** Displays Transfers and Allocations as entered, but also includes any "indirect" transfers that would be created. Example: SL to SL Allocation where both SL accounts map to a different GL. This would create an implied indirect transfer of fund balance between the two mapped GL's. May be sorted by up to four account attributes. Download available.
- **FDAR670** Budget Book Summary Page. Requires "submitted versions." The columns display Functional and General, Designated, Auxiliary, Restricted, Plant, and Total. Rows display system pattern revenue and expense categories, net service departments, retirement of indebtedness, other transfers, and Net Change in Fund Balance. May be sorted by up to two account attributes. Download available. Rollup available.
- **FDAR671** Budget Book Detail Report. Requires "submitted versions." Option = "\*" reports account category detail by system pattern, with totals by Functional & General, Designated, Designated Service Departments, Auxiliary, Restricted, and Plant Funds. May be sorted by up to three account attributes. Rollup available. Negative Option. Example: sorted by exec-level with SL/SLEND parameters and option = BLANK.

# FDAR589 – Subsidiary Ledger Budget Reports

This program produces reports with the following titles:

"All Budgetable Accounts" "Accounts with a Submitted Version" "Accounts without a Submitted Version" "Accounts with "No Budget Flag" = Y" "Accounts with "No Feed Flag" = Y"

This program can provide an account list report (one line per account) or it can be used to produce budget sheets (one page per account) from which departments can develop and submit their next year's budgets. The program can also be used to review, correct, and submit a revised budget version from a previously submitted budget version.

The OPTION parameter will work only with the range of accounts specified. It will then determine which accounts, within the specified range of accounts, will be included in the report. To avoid producing large reports that do not contain helpful information, you should carefully consider you choices for the account ranges and the OPTION parameter.

The OPTION Parameter consists of one Selection Criteria and one to four Report Selections. The Selection Criteria determines which accounts will be included and the Report Selection determines which reports will be produced. Generally, the OPTION parameter will only contain one Report Selection; occasionally it may contain 2 Report Selections, with one being an account list report and the other being a budget sheet or budget page report. It would be rare to have more than two Report Selections in the OPTION parameter.

If you want a report containing only the accounts that cannot be budgeted, use Selection Criteria=D. It should be run only with Report Selection=1 (one line per account), therefore OPTION=D1 is the only "D" report option that should be selected. The other Selection Criteria, A, B, or C, may be used with any of the Report Selection codes.

When using Report Selections 2, 3, or 4, you will need to provide information specifying the information you want to contain in the columns of the budget sheets. This information can be supplied by using a PRODCARD, or if the PRODCARD is blank, the program will use the information from the Column Default Table on Screen 856.

### **PRODCARD Format**

Both the PRODCARD and the Column Default Table use the following information. When setting up the PRODCARD, the month specified is the calendar month not the processing month.)

You may specify up to 4 records (for the four columns) in the PRODCARD:

Budget TYPE	(A1)
Blank column	(A1)
Fiscal Year	(N4)
Blank Column	(A1)
Processing Month	(N2) (usually 13)
Blank column	(A1)
Submitted Version	(A10) Optional, used only with BUDGET TYPE=V
Blank column	(A1)
Previous Campus	(A2) Optional

#### Valid Budget Types:

- A Actuals
- B Board Approved
- C Actuals + Encumbrances
- D Done Board Adjusted
- F Fed to FAMIS
- N Original Budget No carry forward
- O Original Budget with carry forward
- R Revised Budget
- V Version must also supply the version name only available in the PRODCARD, not in the Column Default Table.

These budget types can be used across successive years (usual practice):

Or they can be used across the same year:

## **Parameters**

CC FY SL SLEND OPTION	campus code of Member (required) fiscal year (required) start range for SL (optional, if blank defaults to 100000) end range for SL (optional, if blank defaults to 999999) is composed by selection criteria and report(s). Only one <u>selection criteria</u> may be used, but all, some, or one of the <u>reports</u> may be printed <b>(#PM-OPTION = Annn)</b>
	<ul> <li>Selection Criteria (Annnn):</li> <li>A all accounts which may be budgeted (default)</li> <li>B only accounts with a submitted version</li> <li>C accounts without a submitted version</li> <li>D accounts with 'No Budget' flag = Y</li> <li>E accounts with 'No Feed' flag = Y</li> </ul>
	<ul> <li>Report Selections (Annn):</li> <li>1 Listing of selected accounts (default), run with 'A', 'B', 'C', or 'D'</li> <li>2 Print budget page for selected accounts, one page per account, run with 'A', 'B', or 'C'</li> <li>3 Print budget page with extra blank column for adjustments (to modify existing budget), one page per account, usually run with selection 'B. This report will include a blank column for entering adjustments as well as a column showing the allocation figures for the submitted version.</li> <li>4 Print budget page with blank NEW BUDGET column (to create budget) displays historical (if any) data, one page per account, run with 'A' or 'C'</li> <li>Example:</li> <li>OPTION=B12 will print an account listing of accounts with a submitted version.</li> </ul>
OPTION 2	blank or FIRST – the current version will be the first column of budget information
OPTION 5	LAST – the current version will be the last column of budget information ' <b>NEGATIVE'</b> will give only the accounts with at least one negative category. Only valid with Option B2 or B3
OPTION 6	Approval types: B Board approved D Board adjusted, also known as the "Done" version F feed to FAMIS accounting C current
TYPE SORT1	used to give signature line with date when TYPE = 'S' first sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.

# Reports / Batch Processes (cont'd)

VALUE1	value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.
BREAK1	used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE1	used to specify whether a page break should occur when the value of the SORT1 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT2	second sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE2	value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.
Example:	
To Sort by Acco	ount – Option = ' '

Sort = ' Break1 = Account Newpage1 = "Y"

Example 1	Example 2
List all accounts without a	List all accounts without a submitted version and
submitted version	produce budget sheets for them with a signature line
CC=nn	CC=nn
FY=yyyy	FY=yyyy
SL=100000	SL=1000000
SLEND=6999999	SLEND=6999999
TYPE=	TYPE=S
OPTION=C1	OPTION=C12
OPTION2=	OPTION2=
OPTION5=	OPTION5=
OPTION6=C	OPTION6=C
SORT1=	SORT1=
VALUE1=	VALUE1=
BREAK1=	BREAK1=
NEWPAGE1=	NEWPAGE1=
SORT2=	SORT2=
VALUE2=	VALUE2=
BREAK2=	BREAK2=
NEWPAGE2=	NEWPAGE2=
SORT3=	SORT3=
VALUE3=	VALUE3=
BREAK3=	BREAK3=
NEWPAGE3=	NEWPAGE3=
SORT4=	SORT4=
VALUE4=	VALUE4=
BREAK4=	BREAK4=
NEWPAGE4=	NEWPAGE4=

Examples of Parameters that may be submitted:

FDAR589 FY 1999 CC 21 Sorted By EXEC-LEVEL AA		Budget W		&M - COMMERCE dger Budget Re counts with a S		.on	03/11/ PAGE
Acct: 120010 20300 Desc: ART			PATTERN: REV - EXP -	M TAMU-CEXP			
		Version		N Orig Bud 1998 13		N Orig Bud 1997 13	
Category	Acct:	-		12001020300			
SL Begin Balance							
Allocations Alloc In Alloc Out Total Allocation							
Total Available							
Expense							
Salaries			472,906	471,988	348,436	468,410	532,680
Adjuncts			44,375	44,375		44,375	5
GAT							
GANT			13,250	13,250			
Term/Hazardous Duty Pay							
Wages			15,738	15 <b>,</b> 738	7,593	14,515	16,769
Benefits							
Operations and Maintenance				33,270	23,490	31,686	31,200
Utilities							
Scholarships and Fellowship:	S						
Debt Service Total Expense			579 <b>,</b> 539	578 <b>,</b> 621	379 <b>,</b> 519	558,986	5 580 <b>,</b> 650
SL Ending Balance			-579,539	-578,621	-379,519	-558,986	-580,650

#### Example: FDAR589 'Worksheet' version, SORT1=EXEC-LEVEL, OPTION=B3

12:24 3

	_						
		Budget	A Actuals 1998 2	-	A Actuals 1997 13	A Actuals 1996 13	
Category	Acct:			215070	110414	110414	
SL Begin Balance							
Allocations Alloc In Alloc Out Total Allocation							
Total Available							
Expense Salaries			109,393	218,788	205,461	130,41	
Longevity			600	1,200			
Wages				2,000	1,351	98-	
Benefits			18,895	50,120			
Travel			11,768	10,800	24,159	15,02	
Supplies & Materials			801	4,000	870	3,53	
Utilities							
Telecommunications			1,550	3,000	4,219	1,56	
Rentals & Leasing		. <u></u>					
Capital Outlay						7,05	
Total Expense			145 <b>,</b> 974	295,208	238,183	161,33	
			-145,974	-295,208	-238,183	-161,33	

#### Example: FDAR589 'New Budget' version, SORT1=DEPT, OPTION=C4

TEXAS A&M UNIVERSITY SYSTEM

Subsidiary Ledger Budget Report

Blank Budget Form for All Budgetable Accounts

FDAR589

FY 1999 CC 01

Sorted By DEPT AIAG

03/12/98 17:17

PAGE: 1

#### Example: FDAR589 'Listing' version, SORT1=EXEC-LEVEL, OPTION=D1

FDAR589 FY 1999 CC 21 TEXAS A&M - COMMERCE Subsidiary Ledger Budget Report

Listing of Accounts with 'No Budget Flag' = Y

03/18/98 15:01 PAGE: 1

Sorted By EXEC-LEVEL AA

SL account	SA account	Description	Responsible Person	Dept	No Budget Flag	Submitted Version	Print Date	Load Account
132800	20300	FIFTH YEAR ACCOUNTING SCHOLARSHIP	CARMICHAEL, BOBBY J	ACCT	Y			
140901	20300	MORAG HARRIS	HARRIS, MORAG B	GRAD	Y			
140902	20300	NICKIE SMITH-OPERATING	SMITH, NICKIE P	GRAD	Y			
140903	20300	FIFTH YEAR ACCOUNTING SCHOLARSHIP MORAG HARRIS NICKIE SMITH-OPERATING JERRY HUTTON-SUSAN MILLER-OPER SARAH SIENTY-OPERATING DOUGHTY - OPERATING MCANALLY-OPERATING 97 PROJECT 01 ASHLEY 97 PROJECT 01 ASHLEY 97 PROJECT 06 PRICE 97 PROJECT 06 PRICE 97 PROJECT 16 KOPACHENA 97 PROJECT 16 KOPACHENA 98 PROJECT 01 CASHION 98 PROJECT 02 KOPACHENA 98 PROJECT 03 HARRY FULLWOOD, ET AL 98 PROJECT 04 ARIZE 98 PROJECT 05 CHOURASIA	HUTTON, JERRY B	GRAD	Y			
140904	20300	SARAH SIENTY-OPERATING	SIENTY, SARAH F	GRAD	Y			
140905	20300	DOUGHTY - OPERATING	DOUGHTY, BENNY M	PHYS	Y			
140906	20300	MCANALLY-OPERATING	MCANALLY, MARIBETH L	COSCI	Y			
147001	20300	97 PROJECT 01 ASHLEY	SINGH, RAGHU N	GRAD	Y			
147003	20300	97 PROJECT 03 CRAWFORD	SINGH, RAGHU N	GRAD	Y			
147006	20300	97 PROJECT 06 PRICE	SINGH, RAGHU N	GRAD	Y			
147016	20300	97 PROJECT 16 KOPACHENA	SINGH, RAGHU N	GRAD	Y			
147030	20300	97 PROJECT 30 KERSEY	SINGH, RAGHU N	GRAD	Y			
148001	20300	98 PROJECT 01 CASHION	SINGH, RAGHU N	GRAD	Y			
148002	20300	98 PROJECT 02 KOPACHENA	SINGH, RAGHU N	GRAD	Y			
148003	20300	98 PROJECT 03 HARRY FULLWOOD, ET AL	SINGH, RAGHU N	GRAD	Y			
148004	20300	98 PROJECT 04 ARIZE	SINGH, RAGHU N	GRAD	Y			
148005	20300	98 PROJECT 05 CHOURASIA	SINGH, RAGHU N	GRAD	Y			
148006	20300	98 PROJECT 06 SUH	SINGH, RAGHU N	GRAD	Y			
148007	20300	98 PROJECT 07 DUGAN	SINGH, RAGHU N	GRAD	Y			
148008	20300	98 PROJECT 08 BOLIN	SINGH, RAGHU N	GRAD	Y			
148009	20300	98 PROJECT 09 ALLUMBAUGH	SINGH, RAGHU N	GRAD	Y			
148010	20300	98 PROJECT 10 CAMPION	SINGH, RAGHU N	GRAD	Y			
148011	20300	98 PROJECT 11 ENGLISH	SINGH, RAGHU N	GRAD	Y			
148012	20300	98 PROJECT 12 MUNDAY	SINGH, RAGHU N	GRAD	Y			
148013	20300	98 PROJECT 13 LEE	SINGH, RAGHU N	GRAD	Y			
148014	20300	98 PROJECT 14 LENCHNER	SINGH, RAGHU N	GRAD	Y			
148015	20300	98 PROJECT 15 MINTU-WIMSATT	SINGH, RAGHU N	GRAD	Y			
148016	20300	98 PROJECT 16 PARNELL	SINGH, RAGHU N	GRAD	Y			
148017	20300	98 PROJECT 17 ROBINSON	SINGH, RAGHU N	GRAD	Y			
148018	20300	98 PROJECT 18 SARANTAKES	SINGH, RAGHU N	GRAD	Y			
148019	20300	98 PROJECT 19 WALKER	SINGH, RAGHU N	GRAD	Y			
148020	20300	<ul> <li>98 PROJECT 03 HARRY FULLWOOD, ET AL</li> <li>98 PROJECT 04 ARIZE</li> <li>98 PROJECT 05 CHOURASIA</li> <li>98 PROJECT 06 SUH</li> <li>98 PROJECT 07 DUGAN</li> <li>98 PROJECT 07 DUGAN</li> <li>98 PROJECT 09 ALLUMBAUGH</li> <li>98 PROJECT 10 CAMPION</li> <li>98 PROJECT 11 ENGLISH</li> <li>98 PROJECT 12 MUNDAY</li> <li>98 PROJECT 14 LENCHNER</li> <li>98 PROJECT 15 MINTU-WIMSATT</li> <li>98 PROJECT 16 PARNELL</li> <li>98 PROJECT 17 ROBINSON</li> <li>98 PROJECT 18 SARANTAKES</li> <li>98 PROJECT 19 WALKER</li> <li>98 PROJECT 20 LEE</li> <li>98 PROJECT 21 BYRD</li> <li>98 PROJECT 22 ARIZE</li> <li>98 PROJECT 23 CHALOUPKA</li> </ul>	SINGH, RAGHU N	GRAD	Y			
148021	20300	98 PROJECT 21 BYRD	SINGH, RAGHU N	GRAD	Y			
148022	20300	98 PROJECT 22 ARIZE	SINGH, RAGHU N	GRAD	Y			
148023	20300	98 PROJECT 23 CHALOUPKA	SINGH, RAGHU N	GRAD	Y			

LEFT BLANK INTENTIONALLY

# FDAR661 – Subsidiary Ledger Budget Report

This program produces the following report types:

Pattern Summary Report Pattern Summary by Category Report Account Detail by Category Report

This program displays budgets in either Member or System pattern format. It will list each account's non-zero revenue and expense categories along with its associated budget dollars. A download of the account detail is also available. There are no sort options available on this report.

#### **Parameters**

CC	campus code of Member (required)					
FY	fiscal year (required)					
SL	start range for SL (optional, if blank defaults to 100000)					
SLEND	end range for SL (optional, if blank defaults to 999999)					
OPTION	indicates roll-up level. Values are ' <b>MEMBER'</b> , or blank (default). If blank, the					
	pattern used on the version will be used.					
OPTION2	'SUMMARY' will produce SL Summary Report, 'DETAIL' will produce SL Detail					
	Report, and 'BOTH' or blank (default) will produce the SL Summary and SL Detail					
	Reports.					
OPTION5	'NEGATIVE' prints accounts with a negative balance					
OPTION6	Approval types:					
	B Board approved					
	D Board adjusted					
	F feed to FAMIS account					
	C current					

DOWNLOAD 'Y' will produce a comma delimited download file of the data selected.

#### **Example of parameters**

To request a detailed report of SLs 100000-599999 by Member pattern categories, the parameters would be:

CC=nn FY=yyyy SL=100000 SLEND=599999 OPTION=MEMBER OPTION2=DETAIL OPTION5= OPTION5= OPTION6=C DOWNLOAD=

# **Download Format**

SORT-ORDER	(A1)
1 - Beginning Balance	(AI)
2 - Revenue	
3 - Allocation In	
4 - Allocation Out	
5 - Expense	
REPORT PATTERN LEVEL	(A1)
REPORT PATTERN REVENUE/EXPENSE FLAG	(A1)
E = Expense	(111)
R = Revenue	
REPORT PATTERN DEPT	(A5)
REPORT PATTERN SUB-DEPT	(A5)
REPORT PATTERN NAME	(A10)
REPORT PATTERN ABR	(A3)
REPORT PATTERN DESCRIPTION	(A40)
REPORT ACCOUNT	(A11)
REPORT ROLLUP BSN	(A3)
BSN = BUDGET SORT INDICATOR/NUMBER	(A3)
BEG = BEGINNING BALANCE	
ALI = ALLOCATION IN	
ALO = ALLOCATION OUT	
Enn = Expense category, where nn is	the category number
Rnn = Revenue category, where nn is	
REPORT ACCOUNT DESCRIPTION	(A40)
SUBMITTED REVENUE PATTERN LEVEL	(A1)
SUBMITTED REVENUE PATTERN REV/EXP FLAG	(A1)
SUBMITTED REVENUE PATTERN DEPT	(A5)
SUBMITTED REVENUE PATTERN SUB-DEPT	(A5)
SUBMITTED REVENUE PATTERN NAME	(A10)
SUBMITTED REVENUE PATTERN ABR	(A3)
SUBMITTED REVENUE PATTERN DESCRIPTION	
SUBMITTED EXPENSE PATTERN LEVEL	(A1)
SUBMITTED EXPENSE PATTERN REV/EXP FLAG	(A1)
SUBMITTED EXPENSE PATTERN DEPT	(A5)
SUBMITTED EXPENSE PATTERN SUB-DEPT	(A5)
SUBMITTED EXPENSE PATTERN NAME	(A10)
SUBMITTED EXPENSE PATTERN ABR	(A3)
SUBMITTED EXPENSE PATTERN DESCRIPTION	(A40)
MEMBER REVENUE PATTERN SUB-DEPT	(A5)
MEMBER REVENUE PATTERN NAME	(A10)
MEMBER REVENUE PATTERN ABR	(A3)
MEMBER REVENUE PATTERN DESCRIPTION	(A40)
MEMBER EXPENSE PATTERN LEVEL	(A1)
MEMBER EXPENSE PATTERN REV/EXP FLAG	(A1)
MEMBER EXPENSE PATTERN DEPT	(A5)
MEMBER EXPENSE PATTERN SUB-DEPT	(A5)
MEMBER EXPENSE PATTERN NAME	(A10)
MEMBER EXPENSE PATTERN ABR	(A3)
MENDED EVENIGE DI MEEDI DEGODIDEION	
MEMBER EXPENSE PATTERN DESCRIPTION	(A40)

# Reports / Batch Processes (cont'd)

SYSTEM REVENUE PATTERN	SUB-DEPT	(A5)
SYSTEM REVENUE PATTERN	NAME	(A10)
SYSTEM REVENUE PATTERN	ABR	(A3)
SYSTEM REVENUE PATTERN	DESCRIPTION	(A40)
SYSTEM EXPENSE PATTERN	LEVEL	(A1)
SYSTEM EXPENSE PATTERN	REV/EXP FLAG	(A1)
SYSTEM EXPENSE PATTERN	DEPT	(A5)
SYSTEM EXPENSE PATTERN	SUB-DEPT	(A5)
SYSTEM EXPENSE PATTERN	NAME	(A10)
SYSTEM EXPENSE PATTERN	ABR	(A3)
SYSTEM EXPENSE PATTERN	DESCRIPTION	(A40)
SUBMITTED VERSION		(A10)
BUDGET ACCOUNT		(A11)
PATTERN INDEX		(A2)
S = SYSTEM		
M = MEMBER		
D = DEPT		
CATEGORY INDEX		(A3)
DOLLAR AMOUNT COLUMN 1		(A12)
DOLLAR AMOUNT COLUMN 2		(A12)
DOLLAR AMOUNT COLUMN 3		(A12)
DOLLAR AMOUNT COLUMN 4		(A12)
DOLLAR AMOUNT COLUMN 5		(A12)
(New Budget figure	s)	
BUDGET SORT INDICATOR/N	IUMBER	(A3)
BUDGET CATEGORY NAME		(A35)

#### TEXAS A&M - COMMERCE Subsidiary Ledger Budget Report 'Member' Account Detail by Category

Expense Pattern: TAMU-CEXP ABR: 001 Desc: TAMU-COMMERCE EXPENSES

Account	Version	Description	New Budget	N 1998	A 1998	N 1997	A 1997
120010-20300	) CURA	ART	470.000	471 000	405 001	4.60 41.0	520 600
		Salaries		471,988	405,821	468,410 44,375	532,680
		Adjuncts GANT	44,373	44,375 13,250		44,373	
		Wages	15,250	15,738	0 221	14 515	10 700
		Wages Operations and Main	10, / 38	10,/38	8,331 22 052	14,515	10,709
		Total Expense	53,270 570 520	33,270 578,621	23,952 129 104	J1,000	31,200 500 640
		Total Expense	579,539	578,021	438,104	558,986	580,649
120010-20301	l cura	ART-EQUIPMENT REPAIR					
		Operations and Main	7,350	7,350	3,853	7,000	5,000
		Total Expense	7,350	7,350 7,350	3,853	7,000 7,000	5,000
120030-20300	) CURA	COMMUNICATION & THEATRE					
		Salaries	383,733	382,997	292,456	396,607	469,277
		GANT		39,750	- ,		
		Wages	11,841	11,841	6,486	10,921	11,906
		Operations and Main	18,444	18,444	10,201	17,566	17,581
		Total Expense	453,768	18,444 453,032	10,201 309,143	17,566 425,094	498,764
120080-20300	) CURA	HISTORY					
		Salaries	361,493	358,993	294,858	376,321	417,625
		Adjuncts		3,750	. ,	13,125	,
		GAT	19,875	19,875			
		Operations and Main	10,675	10,675	5,613	10,167	10,739
		Total Expense	395,793	19,875 10,675 393,293	300,471	10,167 399,613	428,364
120100-20300	) CURA	JOURNALISM & PRINTING					
120100 20000	00111	Salaries	187.790	187,583	141.549	186.573	204.801
		GANT		6,625	111,019	100,010	2017001
		Wages	3,253	3,253	2.443	3.000	2.771
		Operations and Main	11,076	3,253 11,076	5,781	10,549	10,547
		Total Expense	208,744	208,537	149,773	200,122	218,119
120120-20300	) CIIRA	LITERATURE & LANGUAGES					
120120 20000	00101	Salaries	1,016,844	1,042,039	832,329	1,090,407	1,165,202
		Adjuncts		6,375	002,029	6,375	-,-00,202
		GAT	55 650	55 650			
		Wages	11,025	11,025	5,719	10,168	9,125
		Operations and Main	26,933	26,933	14,931	25,650	29,494
		Total Expense	1,116,827	1,142,022	852,979	1,132,600	1,203,821

FDAR661 FY 1999 CC 21			TEXAS A&M - COMMERCE Subsidiary Ledger Budget Report 'Member' Account Detail by Category				03/18/98 16:32 PAGE: 38
Expense Patt	tern: TAMU-CEXP	ABR: 001 Desc: TAMU-COM	MERCE EXPENSES				
Account	Version	Description	New Budget	N 1998	A 1998	N 1997	A 1997
		****	* Pattern Total ****	**			
TAMU-CEXP		-COMMERCE EXPENSES	01 070 177	22 040 401	15 600 250		00 701 001
		aries uncts r	2,188,310 324,355	22,040,481 2,188,310 324,355 780,315	15,009,350	21,592,985 2,072,935	22,731,901
		n/Hazardous Duty		,	27,747		57,783
	Wage Bene	es efits		698,797 7,283,286			
	Util	cations and Main Lities plarships and Fe	8,936,660	8,930,835	2,399,737 941,810 36,960	6,745,218	3,793,890 1,642,959 1,252
	Total	L Expense	42,189,890	42,246,379	19,771,434	30,994,489	28,884,221

### FDAR662 – General Ledger Budget Report

This program will produce the following types of reports:

Account Summary Account Detail Account Break (report of PRODCARD)

This report will print budget information by GL account. While revenue and expense budget items are entered by SL account, this program will report those items based on the GL map code assigned to the SL accounts. Transfers and Allocations entered using SL accounts will also be reported by the GL map code assigned to the account. The parameters for running this program will allow the requestor to select a detail report, summary report, or both. A download option is also available. The detail report lists one line per GL account. The summary report prints only the totals based on the sort criteria. The columns displayed by account are: Beginning Balance, Revenues, Net Transfers, Net Allocations, Expenditures, and Ending Balance.

#### PRODCARD

A PRODCARD should be used to define account ranges for which additional subtotals should be produced. These PRODCARD breaks will cause subtotals to print in addition to SORT1, SORT2, etc. fields. The PRODCARD will work best when it is used with a primary sort that is broad, for example, executive level, college, ledger, account.

#### PRODCARD Layout:

Break Level	(N1) 1 character - break level or Sub-Total level
Blank Column	(A1)
Beginning Account	(A6) 6 characters - starting account in the range
Blank column	(A1)
Ending Account	(A6) 6 characters - ending account in the range
Blank column	(A1)
Reverse Sign	(A1) Y or N
Display Level	(A1) Y or N
Blank Column	(A1)
Description	(A35) 35 character description to be printed

### Example of PRODCARD that might be used with FDAR662:

1	000000	000000	NINI	Clearing Accounts		
				Functional and General		
1	020000	021599	NN	Designated Budget		
1	021600	021600	NN	Designated Bond Revenue		
1	022000	022999	NN	Designated GEB		
1	027000	028999	NN	Designated Service Dept.		
1	029000	029999	NN	Designated Other		
1	020000	029999	NN	Designated		
1	030000	032999	NN	Auxiliary Enterprises		
1	033000	039999	NN	Auxiliary Student Services		
2	030000	039999	NN	Auxiliary		
3	010000	039999	NN	Current Unrestricted		
1	040000	049999	NN	Contracts and Grants		
1	050000	059999	NN	Misc. Restricted		
1	060000	069999	NN	Scholarships		
2	040000	069999	NN	Total Restricted		
1	070000	073999	NN	Loans		
1	074000	078999	NN	Endowments		
1	079000	079999	NN	Annuity and Life		
1	080000	082999	NN	Plant-Approp.		
1	083000	086999	NN	Plant-Unapprop		
1	088000	088999	NN	Plant-Retirement of Indebtedness		
1	089000	089999	NN	Plant-Investment in Plant		
				Total Plant		
2	00000	000000	1111	TOCAT LIANC		

### **Parameters**

CC	campus code of Member (required)
FY	fiscal year (required)
GL	start range for GL (optional, if blank defaults to 000000)
GLEND	end range for GL (optional, if blank defaults to 099999)
GLDELETE	If 'Y', will not print accounts whose delete flag is set to 'Y'. Blank
	(default) will ignore the delete flag and list all accounts.
SUPPRESS	If 'Y', accounts with all zeros will not be listed. Blank (default) will print
	all accounts.
OPTION	'SUMMARY' will produce GL Summary Report, 'DETAIL' will produce GL
	Detail Report, and 'BOTH' or blank (default) will produce the GL
	Summary and GL Detail Reports. If no sorts are requested, no
	summaries will be produced.

OPTION2		duce a comma delimited download file of the data
		uded in the download is:
	CC FY	(A2)
	••	(A4) (A20)
	SORT FIELD 1 SORT FIELD 2	(A20)
		(A20)
	SORT FIELD 3	(A20)
	SORT FIELD 4	(A20)
	GL ACCT 6	(A6)
	GL ACCT-DESC	(A35)
	BEG-BAL	(A11)
	REVENUE BUDGET	(A11)
	NET-TRANSFERS	(A11)
	NET-ALLOCATIONS	(A11)
	EXPENSE BUDGET	(A11)
	END BALANCE	(A11)
OPTION3		e than one campus code in work file
	(Blank) processes only	current campus code
OPTION6	Approval types:	
	B Board approved	
	D Board adjusted	
	F feed to FAMIS acco	ount
	C current	
SUPPRESS	'Y' – do not print lines v	with all zero dollar amounts
SORT1	first sort field (optional	). See Dynamic Sort Parameters (FBVLSORT) for
	list of valid sort fields.	
VALUE1	value of sort field 1 (SC of SORT1 will be chose	ORT1) to include on the report. If blank, all values n.
BREAK1		r breaks with subtotals should be performed for
		ORT1 field. 'Y' will perform break logic, blank or
	'N' will not.	
NEWPAGE1		r a page break should occur when the value of
		es. 'Y' will cause of page break, blank or 'N' will
	not.	
SORT 2		nal). See Dynamic Sort Parameters (FBVLSORT)
501(12	for list of valid sort field	
VALUE2		DRT2) to include on the report. If blank, all values
VALUEZ	of SORT2 will be chose	•
BREAK2		r breaks with subtotals should be performed for
DREARZ		
	'N' will not.	ORT2 field. 'Y' will perform break logic, blank or
		we need brook should accur when the value of
NEWPAGE2		er a page break should occur when the value of
	-	s. 'Y' will cause of page break, blank or 'N' will
CODT2	not.	
SORT3		al). See Dynamic Sort Parameters (FBVLSORT) for
	list of valid sort fields.	

VALUE3	value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.
BREAK3	used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE3	used to specify whether a page break should occur when value of the SORT3 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT4	fourth sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE4	value of sort field 4 (SORT4) to include on the report. If blank, all values of SORT4 will be chosen.
BREAK4	used to specify whether breaks with subtotals should be performed for value changes of the SORT4 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE4	used to specify whether a page break should occur when value of the SORT4 field changes. 'Y' will cause of page break, blank or 'N' will not.

#### **Example of parameters**

To request a detailed GL Budget report (one line per GL) for GLs in the 000000-099999 range, the parameters would be:

CC=nn FY=yyyy GL=000000 GLEND=099999 GLDELETE=Y **OPTION=DETAIL** OPTION2= OPTION3= OPTION6=C SUPPRESS=Y SORT1= VALUE1= BREAK1= NEWPAGE1= SORT2= VALUE2= BREAK2= NEWPAGE2= SORT3= VALUE3= BREAK3= NEWPAGE3= SORT4= VALUE4= BREAK4= NEWPAGE4=

FDAR662 FY 1999			TEXAS A&M - COMME ral Ledger Budget Account Detail Sorted By Account	Report			03/11/98 12:04 PAGE: 1
	Beginning				E	nding	
Accou	nt Description	Balance	Net Ne Revenues	Transfers	Allocations	Expenditures	Balance
012000	DOE/FACULTY SALARIES/ACAD&RESEARC	0	0	0	0	17,948,404	17,948,404
	INSTRUCTIONAL ADMINISTRATION	0	0	0			
	LIBRARY	0	0	Ő		1,175,123	1,279,623 1,175,123
013210		0	0	0	0	230,986	230,986
015000	EDUCATIONAL CONSORTIUM	0	0	0	0 0	250,480	230,986 250,480
015100	EXTENSION AND PUBLIC SERVICE	0	0	0	0	278,783	278,783
016000	INSTITUTIONAL SUPPORT	0	0	0	0	278,783 3,779,182	3,779,182
016600	STUDENT SERVICES	0	0	0	0	1,634,578	1,634,578
017000	GROUP INSURANCE PREMIUMS	0	0	0	0	735 <b>,</b> 000	735,000
017100	LOCAL WORKERS COMP-INSTRUCTION	0	0	0	0	126,658 1,209,745	126,658
017600		0	0	0	0		1,209,745
017700		0	0	0	0	131,316	131,316
017800	FUND 001 OASI	0	0	0	0	1,291,908 2,258,389	1,291,908 2,258,389
017900		0	0	0		2,258,389	2,258,389
018000		0	0	0	0	440,487 686,770	440,487 686,770
018010		0	0	0	0	686 <b>,</b> 770	686 <b>,</b> 770
018020		0	0	0	0	858,793 409,776	858,793
018030		0	0	0	0	409,776	409,776
	UTILITIES	0	0	0	0	1,985,382	1,985,382
018500 019600		0	-860,893	0		3,256,620	
019600		0		0	0	860,893 30,000	0
019909	RESERVES - REVENUE GENERAL BUDGEI	-		-		,	Ŭ
Func	tional and General	0	-890,893	0	0	42,775,783	41,884,890
021000	DESIGNATED REGENTS-OTHER	0	-6,249,666	0	0	2,907,178	-3,342,488
021002	RESERVES - REV GENERAL BUDGET/DES	0	0	0	0	40,000	40,000
	PRINTING SERVICES		-470,098	0	0	542,058 307,524	71 <b>,</b> 960
027201	TELEPHONE OPERATIONS	0	-307,524	0	0	307,524	0
Desi	gnated	0	-14,054,576	0	0	7,593,520	-6,461,056
030000	AUXILIARY OPERATING	0	-7,729,493	0	0	7,664,776	-64,717
030002	RES REV GENERAL BUDGET/AUXILIARY	0	0	0	0	235,000	235,000
033000	STUDENT SERVICES FEES	0	-2,000,884	0	0	2,077,606	76,722
Auxil	iary	0	-9,730,377	0	0	9,977,382	247,005
Curren	t Unrestricted	0	-17,648,558	0	0	56,549,925	38,901,367

### Example: FDAR662, no sort, prodcard breaks were used

LEFT BLANK INTENTIONALLY

### FDAR663 – Subsidiary Ledger Budget Report

This report will print budget information for SLs. It can produce a detail report, summary report, or both. A download option is also available. The detail report lists one line per SL account. The summary report prints only the totals based on the sort criteria. The columns displayed by account are: Beginning Balance, Revenues, Net Allocations, Expenditures, and Ending Balance.

#### PRODCARD

A PRODCARD should be used to define account ranges for which additional subtotals should be produced. These PRODCARD breaks will cause subtotals to print in addition to SORT1, SORT2, etc. fields. The PRODCARD will work best when used with a primary sort that is broad, for example, executive level, college, ledger, account. You may have up to 60 account ranges in the PRODCARD.

#### PRODCARD Layout:

Break Level level	(N1)	1 character - break level or Sub-Total
Blank Column	(A1)	
Beginning Account	(A6)	6 characters - starting account in the
range		
Blank column	(A1)	
Ending Account	(A6)	6 characters - ending account in the range
Blank column	(A1)	
Reverse Sign	(A1)	Y or N
Display Level	(A1)	Y or N
Blank Column	(A1)	
Description	(A35)	35 character description to be printed

### Example of PRODCARD that might be used with FDAR663:

1				E&G Revenue
				Instruction
				Academic Support
				Work Study - Matching
1	132500	132599	NN	Doctoral Fellowship
				Remedial Education
				License Plate Scholarship Fund
				Fifth Year Accounting Scholarship
1				Research Enhancement
				Northeast Texas Partnership
				Northeast Texas Initiative
				Extension & Correspondence
				Communications Teaching Facility
				Economic Development
				Ext & Corr-Longevity
				Institutional Support
1	166000	169999	NN	Student Services
1	170000	179999	NN	Benefits
1	180000	184999	NN	Plant Operation & Maintenance
	185000			
1	196900	199999	NN	Misc
				E&G Expenditures
				Total E&G
1	200000	215999	NN	Designated Budget
1	216000	216000	NN	Designated Bond Revenue Fund
1	220000	229999	NN	Designated GEB
1	270000	299999	NN	Designated Service Departments
2	200000	299999	NN	Total Designated
1	300000	329999	NN	Auxiliary Enterprises
1	330000	339999	NN	Auxiliary Student Services
2	300000	399999	NN	Total Auxiliary
1	500000	599999	NN	Restricted Budgets
1	800000	809999	NN	Plant State
1	810000	819999	NN	Plant Local
2	800000	819999	NN	Total Plant

### **Parameters**

СС	campus code of Memb	er (required)			
FY	fiscal year (required)				
SL	start range for SL (optional, if blank defaults to 100000)				
SLEND	end range for SL (optional, if blank defaults to 999999)				
SUPPRESS		zeros will not be listed. Blank (default) will print			
	all accounts.				
OPTION	-	ce SL Summary Report, ' <b>DETAIL</b> ' will produce SL			
	•	<b>FH</b> ' or blank (default) will produce the SL			
	-	Reports. If no sorts are requested, no			
	summaries will be prod				
OPTION2	-	luce a comma delimited download file of the data			
		uded in the download is:			
	CC	(A2)			
	FY	(A4)			
	SORT1	(A20)			
	SORT2	(A20)			
	SORT3	(A20)			
	SORT4	(A20)			
	ACCT-6	(A6)			
	ACCT-5	(A5)			
	ACCT-DESC	(A35)			
	BEG-BAL	(A11)			
	REVENUE	(A11)			
	NET-ALLOCATION	(A11)			
	EXPEND	(A11)			
	END-BAL	(A11)			
OPTION3	'MULTI' processes mor	e than one campus code in process			
	(Blank) processes only o	current campus code			
OPTION4	(Blank) - all budgeted a	ccounts based on approval types			
	'FEED' - all accounts set	t to feed to FAMIS accounts			
	'NOFEED' - all accounts	flagged with no feed = 'Y' and GEB accounts			
OPTION5		its with a negative balance			
	'b' - shows all accounts				
	'NEGATIVE' – all accour	nts with negative balance available			
		ith nonzero balance available (Example: use to			
		Inctional and General Funds)			
OPTION6	Approval types:	,			
	B Board approved				
	D Board adjusted				
	F feed to FAMIS ac	count			
	C current (must be				
SORT1		). See Dynamic Sort Parameters (FBVLSORT) for			
	list of valid sort fields.				

### Reports / Batch Processes (cont'd)

VALUE1	value of sort field 1 (SORT1) to include on the report. If blank, all values
VALUEI	of SORT1 will be chosen.
BREAK1	used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE1	used to specify whether a page break should occur when the value of the SORT1 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT2	second sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE2	value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.
BREAK2	used to specify whether breaks with subtotals should be performed for value changes of the SORT2 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE2	used to specify whether a page break should occur when the value of the SORT2 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT3	third sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE3	value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.
BREAK3	used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE3	used to specify whether a page break should occur when the value of the SORT3 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT4	fourth sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE4	value of sort field 4 (SORT4) to include on the report. If blank, all values of SORT4 will be chosen.
BREAK4	used to specify whether breaks with subtotals should be performed for value changes of the SORT4 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE4	used to specify whether a page break should occur when the value of the SORT4 field changes. 'Y' will cause of page break, blank or 'N' will not.

### **Example of parameters**

To request a detailed SL Budget report (one line per SL) for SLs in the 100000-999999 range, the parameters would be:

PGM=FDAR663 CC=nn FY=yyyy SL=100000 SLEND=999999 **OPTION=DETAIL** OPTION6=C SUPPRESS=Y SORT1= VALUE1= BREAK1= NEWPAGE1= SORT2= VALUE2= BREAK2=Y NEWPAGE2= SORT3= VALUE3= BREAK3= NEWPAGE3= SORT4= VALUE4= BREAK4= NEWPAGE4=

# Example: FDAR663, SORT1=EXEC-LEVEL, SORT2=FUND-GROUP, OPTION=BOTH, Prodcard breaks were used. A summary page can be generated when 1 or more sorts are used.

FDAR663	TEXAS A&M - COMMERCE	03/13/98 17:12
FY 1999 CC 21	Subsidiary Ledger Budget Report	PAGE: 1
	Account Summary	
Contod by EVEC LEVEL . FUND CDOUD		

Sorted by	EXEC-LEVEL	~	FUND-GROUP
-----------	------------	---	------------

2	Beginning	_	Net		Ending
Summary	Balance	Revenues	Allocations	Expenditures	Balance
EXEC-LEVEL Not Specified					
AX	0	0	0	30,000	-30,000
Total for EXEC-LEVEL Not Specified	0	0	0	30,000	-30,000
EXEC-LEVEL AA					
AX	0	197,429	0	1,336,883	-1,139,454
DS	0	220,112	0	, ,	-365,076
FG	Ő	220,112	Ő	23,529,618	-23,529,618
Total for EXEC-LEVEL AA	0	417,541	0	25,451,689	-25,034,148
EXEC-LEVEL FA					
AX	0	5,651,039	0		1,342,881
DS	0	6,626,582	0	2,412,027	
FG	0	860,893	0		-15,458,462
Total for EXEC-LEVEL FA	0	13,138,514	0	23,039,540	-9,901,026
EXEC-LEVEL PR					
AX	0	0	0	116,676	-116,676
DS	0	0	0	230,636	-230,636
FG	0	0	0	666 <b>,</b> 759	-666,759
Total for EXEC-LEVEL PR	0	0	0	1,014,071	-1,014,071
EXEC-LEVEL SS					
AX	0	3,881,909	0	4,185,665	-303,756
DS	0	180,594	0		-388,315
FG	0	100,004	0	,	-2,260,051
Total for EXEC-LEVEL SS	0	4,062,503	0		-2,952,122
Grand total	0	17,618,558	0	56,549,925	-38,931,367
orana cooar	0	1,010,000	0	33, 319, 923	30,301,301

FDAR663 FY 1999 CC 21		TEXAS A&M Subsidiary Ledge Account		t		03/13/98 PAGE:	17:12 1
EXEC-LEVEL Not Specified SL SA Account Account	~ FUND-GROUP AX Description	Beginning Balance	Revenues	Net Allocations	Expenditures	Ending Balance	
310010 20301 CAFETERI	A & SNACK BAR-REPAIR	0	0	0	30,000	-30,000	
Auxiliary Ente	rprises	0	0	0	30,000	-30,000	
Total Auxiliary		0	0	0	30,000	-30,000	
Total for FUND-GROUP	AX	0	0	0	30,000	-30,000	
Total for EXEC-LEVEL N	ot Specified	0	0	0	30,000	-30,000	

FDAR663	TEXAS A&M - COMMERCE
FY 1999 CC 21	Subsidiary Ledger Budget Report
	Account Detail

03/13/98 17:12 PAGE: 2

EXEC-LEVEL AA ~	~	FUND-GROUP	AX
-----------------	---	------------	----

SL Account	SA Account	Description	Beginning Balance	Revenues	Net Allocations	Expenditures	Ending Balance
300001	20300	ATHLETICS	0	0	0	467,652	-467,652
300001	20301	LONE STAR CONFERENCE	0	0	0	1,900	-1,900
300001	20330	PROGRAMS & CONCESSIONS	0	46,000	0	30,000	16,000
300001	20331	CONTRACTS & SALE OF ADMISSIONS	0	47,000	0	0	47,000
300001	20600	NEW YEAR EQUIPMENT	0	0	0	78,000	-78,000
320500	20300	EAST TEXAN	0	24,000	0	24,000	0
321302	20300	MUSIC SUMMER CAMPS	0	80,429	0	80,936	-507
	Auxil	iary Enterprises	0	197,429	0	682,488	-485,059
330020	20100	ATH SCHOLARSHIPS	0	0	0	550,744	-550,744
330400	20300	DOCTORAL STUDENT ASSOCIATION	0	0	0	4,000	-4,000
330500	20300	EAST TEXAN	0	0	0	27,668	-27,668
330501	20300	ETSU SPECIALS	0	0	0	11,699	-11,699
330701	20300	GUEST ARTIST	0	0	0	5,000	-5,000
	Auxil	iary Student Services	0	0	0	654,395	-654,395
	Total A	uxiliary	0	197,429	0	1,336,883	-1,139,454
Tot	al for F	UND-GROUP AX	0	197,429	0	1,336,883	-1,139,454

## FDAR664 – Direct Transfer/Allocation Transaction Report

This program will report, by GL, SL, or SL/SA, the DIRECT transfer and allocation transactions entered on Screens 560-563. The implied transfer / allocation transactions resulting from the Screen 560-563 transactions are NOT shown on this report (use FDAR665 to see these). Accounts entered on the transactions (both the 'TO' and 'FROM' accounts) are displayed down the left-hand side of the report. The columns displayed by account are: From CC, From Account, From Account Title, To CC, To Account, To Account Title, Feed Flag, Mandatory Flag, Transaction Description, and Amount.

#### **Parameters**

СС	campus code of Member (required)
FY	fiscal year (required)
ACCT	start range for GL/SL (optional, if blank defaults to 000000)
ACCTEND	end range for GL/SL (optional, if blank defaults to 999999)
OPTION	'DOWNLOAD' creates a downloadable file
	(Blank) no file created (default)
OPTION3	'MULTI' processes multiple campus codes
	(Blank) processes only current campus
OPTION6	Approval types:
	B Board approved
	D Board adjusted
	F feed to FAMIS account
	C current
SORT1	first sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for
	list of valid sort fields.
VALUE1	value of sort field 1 (SORT1) to include on the report. If blank, all values
	of SORT1 will be chosen.
BREAK1	used to specify whether breaks with subtotals should be performed for
	value changes of the SORT1 field. 'Y' will perform break logic, blank or
	'N' will not.
NEWPAGE1	used to specify whether a page break should occur when the value of
	the SORT1 field changes. 'Y' will cause of page break, blank or 'N' will
	not.
SORT2	second sort field (optional). See Dynamic Sort Parameters (FBVLSORT)
	for list of valid sort fields.
VALUE2	value of sort field 2 (SORT2) to include on the report. If blank, all values
	of SORT2 will be chosen.
BREAK2	used to specify whether breaks with subtotals should be performed for
	value changes of the SORT2 field. 'Y' will perform break logic, blank or
	'N' will not.
NEWPAGE2	used to specify whether a page break should occur when the value of
	the SORT2 field changes. 'Y' will cause of page break, blank or 'N' will
	not.

### Reports / Batch Processes (cont'd)

SORT3	third sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE3	value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.
BREAK3	used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE3	used to specify whether a page break should occur when the value of
SORT4	the SORT3 field changes. 'Y' will cause page break, blank or 'N' will not. fourth sort field (optional). See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE4	value of sort field 4 (SORT4) to include on the report. If blank, all values of SORT4 will be chosen.
BREAK4	used to specify whether breaks with subtotals should be performed for value changes of the SORT4 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE4	used to specify whether a page break should occur when the value of the SORT4 field changes. 'Y' will cause page break, blank or 'N' will not.

#### **Example of parameters**

To request a detail transfer / allocation transaction report showing all accounts for which direct transactions have been made, the parameters would be:

PGM=FDAR664 CC=nn FY=yyyy ACCT=000000 ACCTEND=999999 GLDELETE= SUPPRESS= OPTION6=C SORT1= VALUE1= BREAK1= NEWPAGE1= SORT2= VALUE2= BREAK2= NEWPAGE2= SORT3= VALUE3= BREAK3= NEWPAGE3= SORT4= VALUE4= BREAK4= NEWPAGE4=

#### Example: FDAR664 , SORT1= DEPT

FDAR664 FY 1998 CC AB			Direct Tra	TEST DEFAULT CAMPUS nsfer / Allocation Transaction Rep		03/26/98 11:42 PAGE: 1
Sorted By DEPT						
Account	CC		To To CC Account	Transaction Description	Fg Fg	Amount
000500	AB AB	34444		SL TO GL 000405 SL TO GL 000500	Y Y	1.00 1.00
Total for DEP	'T Not	Specified		2.00		
DEPT ACCN 001000	AB	344444	AB 001000	SL TO GL 001000	Y	1.00
Total for DEP	T ACCI	Ν		1.00		
DEPT AGCO 034444	AB	034444	AB 034600	GL TO ANOTHER GL 034600	Y	2.00
	AB AB	344441-00001	AB 344441-000 AB 344441-000 AB 034444	01 02 SL TO GL 034444	Y Y Y Y	100.00 100.00 310.00
Total for DEP				842.00	Ĭ	330.00
	1 /1000	5		042.00		
DEPT FISC 033000	AB	033000	AB 030000 AB 330007	SAM TO SCOTT	Y Y Y	1.00 2.00 7.00
040000		030000	AB 040000	JOE TO BOB	Y	1.00
Total for DEP	T FIS	2		11.00		
DEPT INSS 045555	AB	344441-00001		02 SL TO GL ACCOUNT 045555	Y Y Y	13,000.00 320.00 340.00
Total for DEP	T INS	5	13,	660.00		
Grand total			14,	516.00		

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## FDAR665 – Direct and Implied Transfers / Allocations

This report will detail and summarize the transfers and allocations which are shown on Screen 589/599. It is different from FDAR664 in that it displays both the direct **and** the indirect/implied GL transfers.

#### **Parameters**

СС	campus code of Member (required)
FY	fiscal year (required)
ACCT	start range for account (optional, if blank defaults to 000000)
ACCTEND	end range for account (optional, if blank defaults to 999999)
OPTION	'DOWNLOAD' creates a downloadable work file
	(Blank) doesn't write output to work file
OPTION3	indicates whether the report should summarize more than one campus.
	'MULTI' (for multiple campus codes) and blank (default) are valid values.
OPTION6	Approval types:
	B - Board approved
	D Board adjusted

- **D** Board adjusted
- F feed to FAMIS account
- C current

#### **Example of parameters**

To request a FDAR665 report of all GL accounts (000000-099999), the parameters would be:

CC=nn FY=yyyy ACCT=000000 ACCTEND=9999999 OPTION6=C

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#### Example: FDAR665

FDAR665 FY 1999 CC 17

#### TEXAS A&M UNIV-KINGSVILLE Direct and Implied Transfers / Allocations Transfers by Account

04/16/98 18:09 PAGE: 1

----- Actual Entry --------- From ----- To ------ Offset -CC Account Amount CC Account CC Account Feed Mand CC Account Transaction Description \_\_ \_\_\_\_\_ \_\_\_\_ -- -----17 010000 EDUCATION AND GENERAL INCOME ESTIMATED INCOME TRANSFER 17 011995 41,548,058.00 17 010000 17 011995 V 41,548,058.00 \*\* Decrease in Fund Balance \*\* 17 011993 RESERVE FOR ACAP 17 011995 CHANGE IN ACAP 60,000.00- 17 011995 17 011993 Ν \*\* Increase in Fund Balance \*\* 60,000.00-TRANSPER OF BUDGETED FUNDSESTIMATED INCOME TRANSFER17 01000041,548,058.00-17 01000017 011995SAGO APPROPRIATION TRANSFER01 0112042,409,021.0017 01199501 010900DEBT SERVICE TRANSFER01 0112042,409,021.0017 01199501 011204CHANGE IN ACAP17 01199617 01199617 01199517 011995FUND BALANCE FOR 99 OPERATING17 011996615,106.00-17 01199517 012000ESTIMATED EXPENSE17 0120002,735,153.0017 01199517 012000ESTIMATED EXPENSE17 01300013,766,012.0017 01199517 013000ESTIMATED EXPENSE17 01300013,766,012.0017 01199517 013000ESTIMATED EXPENSE17 014000266,510.0017 01199517 014000ESTIMATED EXPENSE17 014000266,761.0017 01199517 014000ESTIMATED EXPENSE17 014000266,761.0017 01199517 014000ESTIMATED EXPENSE17 015000360,078.0017 01199517 015000ESTIMATED EXPENSE17 015000267,584.0017 01199517 015000ESTIMATED EXPENSE17 01520026,758.0017 01199517 015000ESTIMATED EXPENSE17 01500025,930.0017 01199517 015000ESTIMATED EXPENSE17 01500025,930.0017 01199517 015000ESTIMATED EXPENSE17 01500025,930.0017 01199517 015000ESTIMATED EXPENSE17 01500025,930.0017 01199517 015000 17 011995 TRANSFER OF BUDGETED FUNDS Y Y Y Υ Ν Υ Υ Y Υ Υ Y Y Y Y Y Υ V Y Υ Y Y Y Υ Y Y Ν Y N Ν N Ν

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## FDAR670 – Fiscal Year nnnn Operating Budget

This program produces THE Budget Book Front Schedule. It is a one page System Pattern summary report. Ledger 7 is NOT included in this report.

#### **Parameters**

СС	campus code of Member (required)
FY	fiscal year (required)
SL	start range for SL (optional, if blank defaults to 100000) – ignored for transfers and allocations
SLEND	end range for SL (optional, if blank defaults to 899999) – ignored for transfers and allocations
ROLLUP	<ul> <li>'BLANK' – show at System Pattern</li> <li>'Y' – show at Member "Rollup" Pattern</li> </ul>
OPTION	indicates whether more than one campus should be summarized. Values are ' <b>COMBINED</b> ' or blank (default). COMBINED indicates that summary sheets should be summarized into only one page when more than one campus is being reported. If left blank, a summary page will be produced for each campus. 'COMBINED' must be used with OPTION3=MULTI
OPTION2	<b>'Y</b> ' displays beginning and ending balances
OPTION3	indicates whether the report should summarize more than one campus. ' <b>MULTI</b> ' (for multiple campus codes) and blank (default) are valid values
OPTION4	<b>'DOWNLOAD'</b> downloads main file of report <b>'DOWNLOADN'</b> downloads extra file of F & G revenue/expense in column where n=1-6, value of download column
OPTION5	(Blank) shows separate service department line
ormons	'Y' shows service departments added into regular categories
OPTION6	Approval types:
	B Board approved
	D Board adjusted
	F feed to FAMIS account
	<b>C</b> current
SORT1	may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE1	value of sort field 1 (SORT1) to include on the report. If blank, all values of
	SORT1 will be chosen.
SORT2	may be used in conjunction with VALUE2 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort
	fields.
VALUE2	value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.

### Example of parameters

To request a report of SLs 100000-899999, the parameters would be:

CC=nn FY=yyyy SL=100000 SLEND=899999 OPTION6=C

#### Example: FDAR670, no sorts

FDAR670 FY 1999 CC 01	Stat	04/07/98 15:44 PAGE: 1				
Description	Functional and General	Designated	Auxiliary Enterprises	Restricted	Plant Funds	Total
Estimated Fund Balances 09/01/1998		21,359,086				21,359,086
Revenues						
State Appropriations						
Federal Appropriations						
Higher Education Assistance Fund						
Available University Fund						
Tuition and Fees						
Remissions and Waivers						
Contracts, Grants and Gifts		105 305				105 505
Sales and Service		105,725				105,725
Investment and Interest		2,295,500				2,295,500
Miscellaneous		0 401 005				0 401 005
Total Revenue		2,401,225				2,401,225
Expenses						
Salaries		2,841,039				2,841,039
Wages		261,539				261,539
Benefits		692,524				692,524
Utilities		25,000				25,000
Scholarships and Fellowships		1,500				1,500
Operations and Maintenance		1,283,991		42,375		1,326,366
Debt Service						
Total Expense(Less Service Depts)		5,105,593		42,375		5,147,968
Net Service Departments		10,792,476				10,792,476
Total Expense		15,898,069		42,375		15,940,444
Transfers						
Retirement of Indebtedness	9,138,688	800			15,168,854	24,308,342
Other Transfers	55,834	5,528,731-			10,100,001	5,472,897-
Total Transfers		5,527,931-			15,168,854	
	-, - , /	-,- ,			-,,	-,,
Net Change in Fund Balance	9,194,522	19,024,775-		42,375-	15,168,854	5,296,226
Estimated Fund Balances 08/31/1999	9,194,522	2,334,311		42,375-	15,168,854	26,655,312

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## FDAR671 – Fiscal Year nnnn Operating Budget

This program produces the Budget Book supporting detail schedules.

#### **Parameters**

CC	campus co	ode of Member (required)										
FY	fiscal year											
ROLLUP	•	'BLANK' – show at System Pattern										
NOLLOI		$\mathbf{Y}$ – show at Member "Rollup" Pattern										
OPTION		indicates the budget book report being requested. The values are:										
	A or B	Functional and General report – The program runs these reports using an account range of 100000 - 199999										
	С	Designated Funds (less service departments) report – rejects all accounts whose sub-fund equals 'DS'										
		The program runs this report using an account range of 200000 - 299999										
	D	Designated Service Department report – includes only those accounts whose sub-fund equals 'DS' –										
		The program runs this report using an account range of 200000 - 299999										
	E	Auxiliary Funds report – The program runs this report using an account range of 300000 - 399999										
	F	Restricted Funds report – The program runs this report using an account range of 400000 - 699999										
	G	Plant Funds report – The report runs this report using an account range of 800000 - 899999										
	*	All options (A-G) will be produced. However,										
		sort/value/break/newpage CANNOT be specified. This option will produce a report of each of the previous options, the account range used will be the account range for the respective OPTION.										
	(NOTE: The program allows you to specify an account range with SL=xxxxxx and											
		SLEND=xxxxxx. This account range will only be used if the program is run with										
	OPTION=blank. Any other OPTION will use the account ranges specified above. If the amounts on the FDAR670 and FDAR671 do not match, check to see if the account range specified for the FDAR670 matches the appropriate account range for the OPTION specified in the FDAR671.)											
ΟΡΤΙΟΝΙ3	indicates v	whether the report should be run for more than one campus 'MIIITI'										

OPTION3 indicates whether the report should be run for more than one campus. '**MULTI**' (for multiple campus codes) and blank (default) are valid values. If MULTI is specified, work file 4 is used to specify the campus codes being selected.

### Reports / Batch Processes (cont'd)

OPTION5	'NEGATIVE' shows accounts with a negative balance
OPTION6	<ul> <li>(Blank) shows all accounts</li> <li>Approval types:</li> <li>B Board approved</li> <li>D Board adjusted</li> </ul>
	F feed to FAMIS account
SORT1	<b>C</b> current may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE1	value of sort field 1 (SORT1) to include on the report. If blank, all values of SORT1 will be chosen.
BREAK1	used to specify whether breaks with subtotals should be performed for value changes of the SORT1 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE1	used to specify whether a page break should occur when the value of the SORT1 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT2	may be used in conjunction with VALUE1 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE2	value of sort field 2 (SORT2) to include on the report. If blank, all values of SORT2 will be chosen.
BREAK2	used to specify whether breaks with subtotals should be performed for value changes of the SORT2 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE2	used to specify whether a page break should occur when the value of the SORT2 field changes. 'Y' will cause of page break, blank or 'N' will not.
SORT3	may be used in conjunction with VALUE3 to restrict the report to a particular subset of data. See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fields.
VALUE3	value of sort field 3 (SORT3) to include on the report. If blank, all values of SORT3 will be chosen.
BREAK3	used to specify whether breaks with subtotals should be performed for value changes of the SORT3 field. 'Y' will perform break logic, blank or 'N' will not.
NEWPAGE3	used to specify whether a page break should occur when the value of the SORT3 field changes. 'Y' will cause of page break, blank or 'N' will not.

### Example of parameters

To request all reports of SLs 100000-899999, the parameters would be:

CC=nn FY=yyyy OPTION=\* OPTION6=C

#### Example: FDAR671 , OPTION=\*

FDAR671 Fy 2000 CC A	E	BEGINNING	FUNCTIONAL AND	ATING BUDGET GENERAL FUNDS NET		INCREASE	02/01/2000 10:46 SECTION: 2 PAGE: 1 ENDING
ACCOUNT	DESCRIPTION	BALANCE	REVENUES	ALLOCATIONS	EXPENDITURES	(DECREASE)	BALANCE
100001-00000	TESTING ACCOUNT REVENUE S-STATE APPROPRIATI S-MISCELLANEOUS		22 4,545,455				
110001	ACCOUNT TOTAL TEST AUTO CREATE SA EXPENSE	22	4,545,477	500-	0	4,544,977	4,544,999
	S-SALARIES - FACULTY S-SALARIES NON-FACULTY S-WAGES				1 2 3		
118401	ACCOUNT TOTAL SALARY SAVINGS 5	333	0	0	6	6-	327
110401	EXPENSE S-SALARIES - FACULTY S-SALARIES NON-FACULTY S-WAGES S-BENEFITS S-UTILITIES S-OPERATIONS AND MAINTEN S-DEBT SERVICE ACCOUNT TOTAL	IANCE 544	0	0	1 2 3 4 5 6 14,000 14,021	14,021-	13,477-

FDAR671 FY 2000 CC .		EGINNING		LT CAMPUS ATING BUDGET GENERAL FUNDS NET		INCREASE	02/01/2000 10:46 SECTION: 2 PAGE: 2 ENDING
ACCOUNT	DESCRIPTION	BALANCE	REVENUES	ALLOCATIONS	EXPENDITURES	(DECREASE)	BALANCE
FUNCTIONAL	AND GENERAL FUNDS REVENUE S-STATE APPROPRIATI S-MISCELLANEOUS EXPENSE S-SALARIES - FACULTY S-SALARIES NON-FACULTY S-WAGES S-BENEFITS S-UTILITIES S-OPERATIONS AND MAINTEN. S-DEBT SERVICE GRAND TOTAL	ANCE 899	22 4,545,455 4,545,477	500-	2 4 6 4 5 6 14,000 14,027	4,530,950	4,531,849

DAR671 FY 1999 CC	17	TEXAS A&M UNIV-KINGSVILLE FY 1999 Operating Budget Designated Funds				04/16/98 18:11 PAGE: 6	
Account	Description	Beginning Balance	Revenues	Net Allocations	Expenditures	Increase (Decrease)	Ending Balance
218030	PLEDGED REVENUE SUPPORT Expense Salaries Benefits Operations and Maintena Account Total		0	0	552,888 145,160 61,440 759,488	759,488-	759,488-
218055	FACULTY/STAFF RECRUITME Expense Operations and Mainten Account Total		0	0	25,000 25,000	25,000-	25,000-
218505	LIBRARY FEE-OPERATIONS Expense Salaries Wages Benefits Operations and Maintena Account Total	ance 0	0	0	316,487 50,000 62,750 48,000 477,237	477,237-	477,237-

FDAR671 FY 1999 CC	17		FY 1999 Oper	TEXAS A&M UNIV-KINGSVILLE FY 1999 Operating Budget Auxiliary Enterprises			04/16/98 18:11 PAGE: 1	
Account	Description					Increase (Decrease)	Balance	
** AUXILIAR	XY ~ AUA ~ AUXILIARY ENTER:							
312690	LEADERSHIP LADDER Expense Operations and Mainten Account Total	ance 0	0	0	15,000 15,000	15,000-	15,000-	
AUXILIARY ~	AUA Expense Operations and Maintena Total	ance 0	0	0	15,000 15,000	15,000-	15,000-	
** AUXILIAR	RY ~ BOO ~ BOOKSTORE							
336000	BOOKSTORE Revenue Sales and Service Account Total	0	115,000 115,000	0	0	115,000	115,000	
AUXILIARY ~	BOO Revenue Sales and Service Total	950,000	115,000 115,000	0	0	115,000	1,065,000	
** AUXILIAR	Y ~ CHI ~ CHILD CARE CENT	ER						
312800	NURSERY SCHOOL Expense Operations and Mainten Account Total	ance 0	0	0	13,000 13,000	13,000-	13,000-	
AUXILIARY ~	CHI Expense Operations and Mainten Total	ance O	0	0	13,000 13,000	13,000-	13,000-	

\*\* AUXILIARY ~ FOO ~ FOOD SERVICES

FDAR671 FY 1999 CC 17			TEXAS A&M UNIV-KINGSVILLE FY 1999 Operating Budget Restricted Funds				04/16/98 18:11 PAGE: 1
Account		Beginning Balance	Revenues	Net Allocations	Expenditures	Increase (Decrease)	Ending Balance
** SUB-FUND-	-GROUP ~ blank ~ <not sp<="" th=""><th></th><th></th><th></th><th></th><th></th><th></th></not>						
400111	TAMUK-BIOMEDICAL RESEA Revenue	RCH-RIMI '98					
	Contracts, Grants a Expense Salaries Benefits		11,540		8,140 1,400		
	Operations and Mainter Account Total	nance 0	11,540	0	2,000 11,540	0	0
410008	FEDERAL GRANTS-DUMMY F Revenue Contracts, Grants a	OR BUDGET	3,200,000				
	Expense Salaries Benefits Operations and Mainte				1,300,000 120,000 1,780,000		
411100	Account Total	0	3,200,000	0	3,200,000	0	0
411102	HIGH WATER USE EFFICIE Revenue Contracts, Grants a Expense	NCY	24,600				
	Salaries Benefits Operations and Mainte	nance			12,000 3,600 9,000		
	Account Total	0	24,600	0	24,600	0	0
411306-00001	L D040-WASHINGTON CONF, Revenue Contracts, Grants a Expense Salaries	12/8-9/97	21,000		3,325		
	Operations and Mainter Account Total	nance O	21,000	0	17,062 20,387	613	613

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# FBAU672 / FDAU673

This program performs the budget reallocation process. This process is optional and may be run whenever an institution or agency wishes to run it. Prior to running this process, the Member must notify BPP that it needs its Prep salary information downloaded and the Member must request <u>famisprod@tamu.edu</u> upload the newly created salary prep file by running FBAU584. The Member must provide the FBAU672 prodcards and program options to run the reallocation process.

The budget reallocation process in invoked by running the program FBAU672. Output will consist of reports from programs FBAU672 and FDAU673.

### FDAU673 should NOT be requested – it is automatically produced from FBAU672.

The purpose of Phase II Budget Processing is to adjust, within the budget module, the salary and wage dollars on the Board submitted budget. A prodcard file will be created that controls the short/over processing in a priority order. This adjustment process can be run multiple times; either starting with the original board approved version or with the "current" submitted version. Multiple runs of this process may be requested because of a new BPP salary/wage feed, revised prodcard, etc. The result will be a new submitted version, prefixed with the name "feed". All budgeted accounts will be processed, even those flagged "No Feed"; and the bottom-line balance may be maintained per account.

### Selection Criteria

Each prodcard line must contain an MEMBER/DEPARTMENT expense pattern name OR a stop/start account range; but, both may be included.

### Salary Short

The salary short account number is the account that will be reduced if a salary/wage shortage occurs. If the salary short account and category(s) are both blank, no salary short processing will occur. If salary short account exists, only one budget category is allowed and it may go negative. If the salary short account is blank, the processed account will pull from within its own categories (up to 6 allowed). The categories should be listed in priority order, and only the last category will be allowed to go negative.

### Salary Over

The salary over account number is the account that will be increased if a salary/wage overage occurs. If the salary over account number and category are both blank, no salary over processing will occur. If a salary over account exists, the overage will be placed in that account using the given budget category. If the salary over account is blank, the overage will be kept in the processed account with the specified budget category.

### Processing Rules

Each account that was budgeted will be compared against the prodcard table, from top to bottom, and will be processed with the FIRST match on expense pattern and/or start/stop account. If no match is found, the account will be written to a "not processed" report. NOTE: Any salary short/over accounts listed in the prodcard table will not be processed using the short and over criteria.

Example		Selection Criteria			Sala Sho								Salary Over	
		Expense level and pattern	start acct-11	stop Acct-11	асс	t-11	cat 1	cat 2	cat 3	cat 4	cat 5	cat 6	acct-11	cat 1
1	м	Expense-01	100000	199999		1111	3						100000	5
2 3	М	Expense-02	100000 100000	199999 199999		1112 1113	5 2	_	_				100001	1 4
4 5	D D	expense-03 expense-03	200000	399999			5	2 1	4	1	-	2		
6 7	М	expense-04	400000 100000	699999 999999	111	1114	4 6	6	2	1	5	3		3

# FBAU672 / FDAU673 Prodcard Example

- Any ledger 1 account marked with an expense pattern "expense-01". If any salary/wage categories were under funded, these accounts would draw from account 111111 (category 03). If over funded, the overage would be placed in account 100000 (category 05).
- Any ledger 1 account marked with an expense pattern "expense-02". If any salary/wage categories were under funded, these accounts would draw from account 111112 (category 05). If over funded, the overage would remain in the account; but moved to category 01.
- 3. Any ledger 1 account that has not previously processed. If any salary/wage categories were under funded, these accounts would draw from account 111113 (category 02). If over funded, the overage would be placed in account 100001 (category 04)
- 4. Any ledger 2-3 account marked with an expense pattern "expense-03". If any salary/wage categories were under funded, the underage would draw, in priority order, from categories 05, 02, and 04 in the account being processed. If over funded, the overage would remain in the same account/category.
- 5. Any account marked with an expense pattern "expense-03" that has not already been processed. If any salary/wage categories were under funded, the underage would draw, in priority order, from categories 03 and 01 in the account being processed. If over funded, the overage would remain in the same account/category.

- 6. Any ledger 4-6 account marked with an expense pattern "expense-04". If any salary/wage categories were under funded, the underage would draw, in priority order, from categories 04, 06, 02, 01, 05, and 03 in the account being processed. If over funded, the overage would remain in the same account/category.
- 7. Any ledger 1-9 account that has not already processed. If any salary/wage categories were under funded, these accounts would draw from account 111114 (category 06). If over funded, the overage would remain in the same account; but moved to category 03.

This process may be run with UPDATE=NO if you simply want to see the potential changes in the salary/wage categories and what would happen if you were to reallocate from categories within the account or from another account. Even if you feel you will never run the reallocation process in an update mode for your institution or agency, you may want to run it with UPDATE=NO to see the effect of the updated salary and wage dollars. If you wish to run for this purpose only, supply a prodcard with only one line giving an account range of 100000-999999 and no other prodcard parameters (no over / under account, categories, etc.). When run in UPDATE=NO mode, the reports are subtitled \*WHAT IF\*.

If you want all your budgeted accounts to appear as part of the report / process, you must include a "catch all" account range at the end of your prodcards. You must do this to see your REVENUE ONLY accounts, those account that have no expense pattern, or an account that did not match any other prodcard line. We suggest that the last line of your prodcard be an account range of 100000-999999 and no other prodcard parameters (no over / under account, categories, etc.).

Any account processed by FBAU672 will have the salary/wage dollars modified to reflect the amounts shown on the PF8 pop-up from screen 584/594. This will happen EVEN IF the salary short and over processing is NOT performed. This will affect the campus budget bottom-line total. If you want your bottom-line to remain the same, you MUST use the short/over reallocation process. If a category is short, you may take from another category within the same account or from another account's category. This choice is made via the prodcard, and may be specified per budget expense pattern (Screen 556) and account range combination.

# FBAU672 – Payroll to FAMIS Budget Update/Reallocate

CC FY	fiscal year (req	
OPTION	indicates the b	oudget book report being requested. The values are:
	<b>'SUMMARY</b> '	receive summary report only (similar to FDAR663). One line per
		account.
	'DETAIL'	receive detail report only ( similar to FDAR589). One page per account with five comparative columns, one "change" column, and a write-in column for "new amount".
	'BOTH'	receive both summary and detail reports.
OPTION5		ows only accounts with a negative balance not show these accounts

# Reports / Batch Processes (cont'd)

OPTION6 Approval types:

- 'B' Board approved
- 'D' Board adjusted done
- **'F'** feed to FAMIS account
- '**C**' current

### Reports / Batch Processes (cont'd)

UPDATE	'YES' 'NO'	will commit updates to database will produce a "what if" report showing potential updates. the database will not be updated.
	'SALARY'	will produce a report showing accounts with salaries that are NOT budgeted. Only this report will be produced; the reallocation process will not continue.
SORT1	subset of data.	conjunction with VALUE1 to restrict the report to a particular See Dynamic Sort Parameters (FBVLSORT) for list of valid sort fault" sort is account number: DO NOT SPECIFY THIS!!!
SORT2	•	conjunction with VALUE1 to restrict the report to a particular See Dynamic Sort Parameters (FBVLSORT) for list of valid sort
SORT3	•	conjunction with VALUE3 to restrict the report to a particular See Dynamic Sort Parameters (FBVLSORT) for list of valid sort
SORT4	•	conjunction with VALUE3 to restrict the report to a particular See Dynamic Sort Parameters (FBVLSORT) for list of valid sort

There are several reports that are produced:

### FBAU672

<b>Report 1</b> Listing of prodcard inform	mation
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- **Report 2** Accounts not matching Prodcard this report lists those accounts which were not processed because they did not match the expense pattern and/or start-stop account ranges.
- Report 3Accounts with Salaries -- NOT BUDGETED this report lists accounts that have<br/>salaries/wages in BPP Prep, BUT have not been budgeted in the FAMIS Budget<br/>Module.

### FDAU673

- **Report 1** Budget Account Summary described in FBAU672 options above
- **Report 2** Budget Account Detail described in FBAU672 options above

# FBAR580 – Listing of Budget Accounts Without Patterns

This program lists budget accounts not having assigned patterns or not yet in the budget attribute file. Account's whose 'No Bud' flag is set to "Y" will be excluded. Also produces a report by account listing their patterns and other associated data.

### **Parameters**

СС	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
OPTION	blank (default) or MULTI (to read campus codes from a prodcard to report on multiple campuses)
SL	start range for SL (optional, if blank defaults to 100000)
SLEND	end range for SL (optional, if blank defaults to 999999)

# FBAU581 – Batch Update No Feed and No Budget Flags in Budget File

This program can be used to set the 'No Budget' and / or the 'No Feed' flags for a specified range of accounts. Accounts marked as deleted will not have their flags set. There is a "TEES" option that will set the 'No Budget' flag to "Y" for all accounts ending with '2' or '7'.

### **Parameters**

СС	campus code of the Member
FY	should be the new budget fiscal year, not the current fiscal year.
OPTION	TEES (only TEES may request this option). If requested, accounts ending with a
	'2' or '7' will have their 'No Budget' flag set to 'Y'.

A prodcard must be defined to indicate one or more account ranges for which the program can be run. The values of the prodcard are:

- No Feed Flag (if requesting it be set / changed).
- No Budget Flag (if requesting it be set / changed).
- SL Begin Account required SL account to begin setting the flag values.
- SL End Account required SL account to end setting the flag values.

# FBAU582 – Batch Update Budget Module Support Account Flags in Budget File

Screen 584 Budget Module Support Account flags will be set using this program.

### **Parameters**

СС	campus code of the Member
FY	should be the new budget fiscal year, not the current fiscal year.
OPTION6	usually blank to indicate updates should occur in future budget year. CURRENT
	indicates updates should be done in current fiscal year
REPLACE	indicates whether flags should be overlaid if previously set (default is N)

A prodcard must be defined to indicate one or more account ranges for which the program can be run. The values of the prodcard are:

٠	Revenue Budget Flag	(if requesting it be set / changed)
٠	Expense Budget Flag	(if requesting it be set / changed)
٠	SL Begin Account	required – SL account to begin setting the flag values.
٠	SL End Account	required – SL account to end setting the flag values.

# FBAU583 – Assign Budget Pattern

This program assigns expense and / or revenue patterns to a range of accounts. It must be run once for each pattern created. The Replace Option=Y will overlay any previously assigned pattern. The Remove Option will remove the specified pattern from every account it has been assigned. Patterns will only be assigned to accounts having the same ABR rule as the pattern unless their 'No Feed' flag is set to "Y". Patterns with ABR000 can be assigned to any non-feeding account regardless of the account's ABR rule.

CC	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
SL	start range for SL (optional, if blank defaults to 100000)
SLEND	end range for SL (optional, if blank defaults to 999999)
CODE	(optional) indicates whether all subdepartments should be included. Value = 'Y'
	includes all
VALUE1	22 characters – revenue pattern name and level, in the following order:
	• Pattern type: 1 character (R for revenue, E for expense)
	Pattern level: 1 character

- Pattern name: 10 characters
- Pattern department: 5 characters
- Pattern subdepartment: 5 characters

### Reports / Batch Processes (cont'd)

VALUE2	<ul> <li>22 characters – expense pattern name and level, in the following order:</li> <li>Pattern type: 1 character (R for revenue, E for expense)</li> <li>Pattern level: 1 character</li> <li>Pattern name: 10 characters</li> <li>Pattern department: 5 characters</li> <li>Pattern subdepartment: 5 characters</li> </ul>
REPLACE	indicates whether existing pattern should be replaced. 'Y' will replace, 'N' (default) will not.
OPTION	indicates whether specified pattern should be removed from selected accounts. This must be used with REPLACE = 'Y'.
DEPT SUBDEPT	department code sub-department code

## FBAU584 – Load BPP Salaries

This program loads the current year's BPP prep salary amounts to the new year's budget accounts. The file is produced from Budget / Payroll / Personnel (BPP). This program should be run before budget forms are produced or budget entry begins. This program is run periodically during the budget cycle. It produces a report of errors that cannot be corrected and/or entered on-line. (Part 06 needs to request FBAR570 prior to running this job.)

### **Parameters**

CC	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one

# FBAU585 – Listing of Errors Found When Loading Old Accts in BA File

This program updates the previous account number array displayed on 584 / 594 with Member specified previous account numbers. If this program is requested, a Member must provide a spreadsheet indicating each affected account's previous account number for each of the prior four years. These account numbers are used by the budget entry screens and reports to gather the renumbered account's prior years' activity for comparative purposes. An error report is produced listing errors found when loading old account numbers.

СС	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
OPTION	when set to REPLACE, previous accounts will be reset
OPTION6	if set to CURRENT will allow program to run in current FY and not budget year
	which is typically the next year.

### Reports / Batch Processes (cont'd)

A spreadsheet needs to be provided defining the accounts that have had a different account number in a previous year. If the account number has been changed prior to this fiscal year, multiple records need to be defined for each prior year (up to 4) the account had a different number. The layout of spreadsheet is as follows:

- Campus Code (A2)
- Current FY (N4)
- Current SL (A6)
- Current SA (A5)
- Previous FY (N4)
- Previous SL (A6)
- Previous (SA) (A5)
- Previous Campus Code (A2)

# FBAU586 – Create New Saved/Submitted Versions

This program creates new budget versions and either saves / submits / reports them. The version create table must be established on Screen 856 before this option can be requested. This program can only be run <u>once for an account</u>. To run again for an account, XXBASVR must first be run to remove the "submitted" versions.

### **Parameters**

СС	campus code of Member (required)		
FY	fiscal year (required), should be current fiscal year plus one		
SL	start range for SL (optional, if blank defaults to 100000)		
SLEND	end range for SL (optional, if blank defaults to 999999)		
OPTION	10 character version name (required)		
OPTION2	indicates whether a new version should be reported, but not saved (REPORT -		
	default), created and saved (SAVE), or created, saved, and submitted (SUBMIT).		

# FBAU587 – 'Submit' Saved Versions

This program will SUBMIT saved versions for accounts that have ONLY one saved version. If more than one version exists for an account, the account will appear on an error report.

CC	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
SL	start range for SL (optional, if blank defaults to 100000)
SLEND	end range for SL (optional, if blank defaults to 999999)
OPTION2	Report (default), SUBMIT to submit the saved version

# FBAU590 – List of Unlocked Versions Found During Approval Type Update

-This program marks the current submitted version as the Board approved version (Option=B), Board adjusted (Option=D), or the Feed version (Option=F). An error report is produced if unlocked versions are found during this process. The Board version will be set at the request of the TAMUS System upon Board of Regents approval (April – August timeframe). The feed and adjusted versions will be marked when the budget is fed into the next fiscal year (August – September timeframe).

### **Parameters**

СС	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
OPTION	version approval type. Values are 'B' (Board approved), 'D' (Board adjusted), 'F'
	(feed to FAMIS account)
OPTION2	'MULTI' run for multiple campuses
	(Blank) run only for current campus
OPTION3	'BC' populate approval for budget versions
	'BT' populate approval for transfers / allocations
	'BOTH' populates both 'BC' and 'BT'

# FBAR595 – Detail Listing of Budget Patterns

This program lists patterns, one per page, by selected campus code(s). This report can be requested for one campus or a range of campuses.

CC	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
SORT	indicates how pattern categories should be sorted: S – subcode, C – category
	(default), D – display order.
OPTION3	(Blank) process for current campus code
	'MULTI' process for multiple campus codes in work file

# FBAU596 – Budget Attribute Roll Forward

This program copies the current year budget attribute data to the new Budget Year. The Replace Option = 'Y' will overlay any existing attributes. An account range may be specified in the Prodcard.

The following attributes are rolled:

- No budget flag
- No feed flag
- Feed account
- Budget Module SA flags
- Previous account information

### **Parameters**

СС	campus code of Member (required)
FY	fiscal year (required), should be current fiscal year plus one
REPLACE	Y' - will store new records and update changes to existing records in the new
	year
	'N' will only store new records in new year
TYPRUN	'NOUPDATE' - will not update database
	(Blank) - will update database

### PRODCARD

#SL-BEG	<b>BEGINNING SL</b>
#SL-END	ENDING SL

# FBAU598 – Non-FAMIS Member Budget Load / Report

This program does a budget version <u>upload</u> from non-FAMIS Member supplied files. The program can either report only, save a version, or create a saved and submitted version. This file can be used by non-FAMIS Members to load their budgets from their existing accounting systems into FAMIS.

### **Parameters**

CC	campus code of Member (required)		
FY	fiscal year (required)		
OPTION	10 character budget version name		
OPTION2	REPORT, SAVE, SUBMIT (report is always produced, regardless of OPTION2)		

A work file must be provided that defines the account budget for the Non-FAMIS Member. Each file record is 100 characters long (fixed length). The layout of the file is:

FIELD	ТҮРЕ	LENGTH	DESCRIPTION
Campus Code	Alpha	2	TAMUS Part number
Fiscal Year	Numeric	4	Budget Fiscal Year
Account	Alpha	11	FAMIS Account number
Rev/Exp Flag	Alpha	1	"R" or "E"
Category Number	Alpha	2	budget pattern rev or exp category number
			(Screen 556)
Amount	Numeric 11.2		11 byte integer, 2 bytes fraction, implied
			decimal. Amount should be right justified
			and zero filled
			(i.e. 000000001277 if \$12.77).
Every field is required			

# FBAR599 – Budget Version Download Error Report

This program creates a <u>download</u> file of the budget information created via Screen 589 / 599 at a specified pattern level (As entered, Member rollup - default, System rollup). This file will be used by non-FAMIS Members to load or reconcile their budgets against their official accounting system. This program may also be used to load the official budget that is fed into FAMIS. This file, when run for the "official" Feed version (version approval type = F), will be used as the input file to load the initial budget into FAMIS.

CC FY SL SLEND VALUE1	campus code of Member (required) fiscal year (required), should be current fiscal year plus one start range for SL (optional, if blank defaults to 100000) end range for SL (optional, if blank defaults to 999999) name of the submitted version to be downloaded. If blank, all account's			
	submitted versions will be selected.			
CODE	(Blank) - download in pattern as budgeted			
	<b>'M'</b> - download in Member pattern			
	'S' - download in System pattern			
OPTION3	(Blank) - process for current campus code			
	'MULTI' - process for multiple campus codes			
OPTION6	Approval types:			
	B Board approved			
	D Board adjusted - done			
	F feed to FAMIS account			
	C current			
DOWNLOAD	B download to include both revenue and expense			
	R download only revenue values			
	E download only expense values			
SORT1	values in FBVLSORT			
SORT2	values in FBVLSORT			

# FBYU800 – Roll Tables to New Fiscal Year

This program creates the FRS and SPR control records and tables for the new fiscal year, sets the Campus Allow Flags to 'N' (Screen 842) and calls the following programs to roll forward tables necessary for budgeting:

This is done with OPTION=BUDGET.

<u>Any changes to the new fiscal year tables can begin at this time</u>. Changes may be SAGOmandated changes, user-defined changes, or TAMUS defined Object Code deletes.

СС	campus code				
FY	fiscal year				
ССТО	new campus code field (copy from CC to CCTO)				
FYTO	new fiscal year field (copy from FY to FYTO)				
REPLACE	'Y' - replace any control records that already exist				
	'N' - will terminate if control record for FYTO already exists				
COA	not used in program				
GSE	not used in program				
ABR	not used in program				
OPTION	'ALLTABLES' - roll all tables to new fiscal year				
	'BUDGET' -				
	<ul> <li>FBYU801 - rolls forward COA structure for GLs and SLs</li> </ul>				
	FBYU803 - rolls forward Global Subcode Edit records				
	FBYU804 - rolls forward the ABR table				
	• FBYU805 - rolls forward GL subcode code description table				
	• FBYU806 - rolls forward SL subcode code description table				
	YEAREND' -				
	• FBYU807 - rolls forward User Defined Budget Pools (Screen 710)				
	FBYU831 - rolls forward the IDT interface table				
	<ul> <li>FBYU840 - rolls forward the USAS Strategy Table</li> </ul>				
	<ul> <li>PBYU306 - rolls forward the exempt object code table</li> </ul>				
	PBYU309 - rolls forward the limited and exempt control records				
	• TBYU800 - creates the FFX control record for the new fiscal year				
	• TBAR020 - unloads the FFX tables (592-599)				
	• TBIUALL - this job runs TBIU592-595 to load the 592-595 tables				

# FBYU005 – Create New Year Support Accounts (AgriLife only)

This program was created for TAEX (Part 07). It creates a new support account for accounts in the 110000-190000 and 600000-699999 ranges which have support accounts beginning with '2' or '9'. The second digit of the new support account is the new FY.

### **Parameters**

CC	campus code			
FY	fiscal year			
REPLACE	<b>'Y'</b> - do not replace existing SAs			
	'N' - replace existing SAs			
ACCT	starting SL range			
ACCTEND	ending SL range			

# **XXNEWSA – Support Account Create**

This program creates the support account specified if it doesn't exist in the year. This was written for TAMUC for FY99, but is generic enough that it can be run for other Members if needed.

# XXMAPCD – Update Map Code

This program changes the map code for a range of SLs. After this is run, FBYU007 should be run to update the SL counter for each GL.

# FBVLSORT: (Dynamic Sort Parameters)

Possible Sort1, Sort2, Sort3, or Sort4 values. Sort1 is the highest level of sort, Sort2 is the next highest. Not all budget reports support all four levels of sorts. Most of these attributes can be found on Screens 2, 4 or Screen 6, 8, or 9. Other fields can be added upon request from users.

Values	Fiel	d Format	<b>Description</b>
ABR	<u>A</u>	<u>3</u>	ABR number
ACCT-4	<u>A</u>	<u>4</u>	<u>Subcode</u>
ACCT-6		6	<u>Acct 6 (GL or SL)</u>
BUDGET-SORT	<u>A</u>	<u>6</u>	AL-RSCH (Part 06)
BUDGET-SUPPRESS	<u>A</u>	<u>1</u>	Budget Suppress flag
COLLEGE	<u>A</u> <u>A</u> <u>A</u>	<u>2</u>	<u>College attribute (primary)</u>
COLLEGE-2	<u>A</u>	<u>2</u>	<u>College attribute (secondary)</u>
DELETE-FLAG	<u>A</u> <u>A</u> <u>A</u>	6 1 2 1 5 2	<u>Delete flag</u>
<u>DEPT</u>	<u>A</u>	<u>5</u>	<u>Department (primary)</u>
DEPT-2	<u>A</u>	<u>2</u>	<u>Department (secondary)</u>
DESC	<u>A</u>	<u>35</u>	Account description
DIVISION	<u>A</u>	<u>2</u>	Division attribute (primary)
DIVISION-2	<u>A</u>	<u>2</u>	Division attribute (secondary)
DROP-FLAG	A	<u>1</u>	Drop flag
ELEMENT-OF-COST	<u>A</u> <u>A</u> <u>A</u>	<u>3</u>	Element of Cost attribute
EOC	<u>A</u>	<u>3</u>	Element of Cost attribute
EXEC-LEVEL	<u>A</u>	<u>2</u>	Executive Level attribute (primary)
EXEC-LEVEL-2	<u>A</u> <u>A</u> <u>A</u> <u>A</u> <u>A</u> <u>A</u>	2 2 <u>1</u> <u>3</u> <u>3</u> 2 2 1 2	Executive level attribute (secondary)
FREEZE-FLAG	<u>A</u>	<u>1</u>	Freeze flag
FUNCTION	<u>A</u>	<u>2</u>	Function attribute
FUND-GROUP	<u>A</u>	<u>2</u>	Fund Group attribute
FUND-SOURCE	<u>A</u>	<u>2</u>	Source of Funds
LEDGER-GL	<u>A</u>	<u>1</u>	2 <sup>nd</sup> digit of GL account
LEDGER-SL	<u>A</u>	<u>1</u>	1st digit of SL account
MAIL-CODE-1	<u>A</u> <u>A</u> <u>A</u>	<u>5</u>	<u>Mail code (primary)</u>
MAIL-CODE-2	<u>A</u>	<u>5</u>	<u>Mail code (secondary)</u>
MAP-CODE	<u>A</u>	<u>5</u>	<u>Map Code</u>
MEMBER	<u>A</u> <u>A</u> <u>A</u>	5 5 5 2 2	Campus Code
REPORTING-GROUP	<u>A</u>	<u>2</u>	Reporting Group attribute
RESP-PERSON	<u>A</u>	<u>20</u>	Responsible Person
<u>SA-CREATE</u>	<u>A</u>	<u>1</u>	Support Account enable flag
<u>SUB-DEPT</u>	<u>A</u>	<u>5</u>	Sub department (primary)
SUB-DEPT-2	<u>A</u>	<u>5</u>	Sub department (secondary)
SUB-EOC	<u>A</u>	<u>2</u>	
SUB-FUNCTION	<u>A</u>	<u>2</u>	Sub Function attribute
SUB-FUND-GROUP	<u>A</u>	<u>2</u>	Sub Fund Group attribute
SUB-SUB-FUND-GROUP	<u>A</u>	<u>2</u>	Sub Sub Fund Group attribute
<u>YE-PROCESS-FLAG</u>	<u>A</u>	<u>1</u>	Yearend Process flag

Values	Fiel	d Format	Description
FG-FS-CAMPUS-CD	<u>A</u>	<u>2</u>	
MEMBER	<u>A</u>	<u>2</u>	<u>Campus Code</u>
FG-FS-FISCAL-YY	<u>N</u>	<u>4.0</u>	
FG-FS-ACCT	<u>A</u>	<u>10</u>	
FG-FS-ACCT			
LEDGER-SL	<u>A</u>	<u>1</u>	<u>1st digit of SL account</u>
LEDGER-GL		<u>1</u>	2 <sup>nd</sup> digit of GL account
FG-FS-ACCT-6	<u>A</u>	<u>6</u>	
ACCT-6	<u>A</u>	<u>6</u>	<u>Acct 6 (GL or SL)</u>
FG-FS-ACCT-4	A	<u>4</u>	
ACCT-4	<u>A</u> <u>A</u> <u>A</u> <u>A</u>	1 6 6 4 4 4	<u>Subcode</u>
<u>#FG-FS-ACCT-6</u>	<u>A</u>	<u>6</u>	
<u>#FG-FS-ACCT-4</u>	<u>A</u>	<u>4</u>	
FG-FS-DEL-FG	<u>A</u>	<u>4</u> <u>1</u>	
DELETE-FLAG	A	<u>1</u>	Delete flag
FG-FS-FREEZE-FG	<u>A</u> <u>A</u>	<u>1</u>	
FREEZE-FLAG	<u>A</u>	<u>1</u>	<u>Freeze flag</u>
FG-FS-DROP-FG	<u>A</u> <u>A</u>	1 1 1 1	
DROP-FLAG	<u>A</u>	<u>1</u>	Drop flag
FS-BUD-SUPPR	<u>A</u>	<u>1</u>	
DEF-CATEGORY-CONTROL	<u>A</u> <u>A</u>	1 1 1	
BUDGET-SUPPRESS			Budget Suppress flag
FS-BOTTOM-LINE-BUD-CNTL	<u>A</u>	<u>1</u>	
FG-FS-YY-END-PROC	<u>A</u>	<u>1</u>	
YE-PROCESS-FLAG	<u>A</u>	<u>1</u>	Yearend Process flag
<u>FG-SL-CNTR</u>	<u>N</u>	<u>5.0</u>	
FG-FS-DESC	<u>A</u>	<u>35</u>	
DESC	<u>A</u>	<u>35</u>	Account description
<u>FG-FS-RESP-PER</u>	<u>A</u>	<u>20</u>	
RESP-PERSON	<u>A</u>	<u>20</u>	Responsible Person
FG-FS-EXEC-LEVEL	<u>A</u>	<u>2</u>	
EXEC-LEVEL	<u>A</u> <u>A</u>	2 2 2	Executive Level attribute (primary)
FG-FS-DIVISION	<u>A</u>	<u>2</u>	
DIVISION	<u>A</u>	<u>2</u>	Division attribute (primary)
FG-FS-SCHOOL	<u>A</u>	<u>2</u>	
COLLEGE	<u>A</u>	<u>2</u>	College attribute (primary)

Maluan	Et al.		Description
		d Format	Description
FG-FS-DEPT	<u>A</u>	<u>5</u>	
	<u>A</u>	<u>5</u>	<u>Department (primary)</u>
FG-FS-SUB-DEPT	<u>A</u>	<u>5</u>	
SUB-DEPT	<u>A</u>	<u>5</u>	Sub department (primary)
FG-FS-FUND-GR	<u>A</u>	<u>2</u>	Fund Casure attailents
FUND-GROUP	<u>A</u>	2 2 6 2 2 1 6	Fund Group attribute
FG-FS-COST-REF-FGS	<u>A</u>	<u>6</u>	
FG-FS-PURP	<u>A</u>	2	
FUNCTION	<u>A</u>	2	Function attribute
FG-FS-RECLS	<u>A</u> <u>A</u>	<u>1</u>	
FG-FS-SECURITY-CD	A		
FG-FS-GL-OLD-ACCT-NBR	<u>A</u>	<u>15</u>	
FG-FS-LONG-DESC	<u>A</u>	<u>40 (1:2)</u>	
FG-FS-RESP-PERSON-ID-2	<u>A</u>	<u>9</u>	
FG-FS-RESP-PERSON-ID-3	<u>A</u>	<u>9</u>	
FG-FS-RESP-PERSON-ID-4	<u>A</u>	<u>9</u>	
<u>FS-ABR-FG</u>	<u>A</u>	9 9 3 3 2 1 1 1	
ABR	<u>A</u>	<u>3</u>	<u>ABR number</u>
<u>FS-AR-CLERK-CD</u>	<u>A</u>	<u>2</u>	
FG-FS-FREEZE-DIR-EXP-FG	<u>A</u>	<u>1</u>	
FS-CLASSING-LIST-CD	<u>A</u>	<u>1</u>	
FS-STATE-FUND-FG	<u>A</u>		
<u>FG-FS-START-DT</u>	<u>N</u>	<u>8.0</u>	
FG-FS-END-DT	<u>N</u>	<u>8.0</u>	
<u>FS-MAP-CD</u>	<u>A</u>	<u>5</u>	
MAP-CODE	<u>A</u>	<u>5</u>	<u>Map Code</u>
FS-OFF-CAMPUS-FG	<u>A</u>	5 1 2 2 3 3	
FS-MJR-FUND-SRC	<u>A</u>	<u>2</u>	
FUND-SOURCE	<u>A</u>	<u>2</u>	Source of Funds
<u>FS-MNR-FUND-SRC</u>	<u>A</u>	<u>3</u>	
MINOR-FUND-SOURCE	<u>A</u>	<u>3</u>	
FS-PROJ-FYTD-END-MM	<u>N</u>	<u>2.0</u>	
FG-FS-DT-CREATED	<u>N</u>	<u>8.0</u>	
FG-FS-OPER	<u>A</u>	<u>8</u>	
FG-FS-USER-ID	<u>A</u>	<u>8</u>	
FG-FS-ACT-CNTR	<u>N</u>	<u>5.0</u>	
FG-FS-DT-LAST-ACT	N	8.0	
FG-FS-BEG-BAL	<u>P</u>	11.2	
FG-FS-ACCUM-AMTS			
FG-FS-ACTUAL	<u>P</u>	<u>11.2 (13)</u>	
FS-ENC	P	<u>11.2 (13)</u>	
FG-FS-BEG-BAL-MM	P	11.2 (13)	

<u>Values</u>	Fiel	d Format	Description
<u>FS-BUDGET-AMTS</u>			
FS-ABR-BUD	<u>P</u>	<u>11.2 (13)</u>	
FS-ORIG-BUD-ANNL	P	11.2 (13)	
FS-REVSD-BUD-ANNL	P	11.2 (13)	
13 NEVOD BOD / IIIIE	<u>-</u>	<u>11.2 (15)</u>	
FA-ACCT	۸	<u>15</u>	
	<u>A</u>		
FA-LEDGER	<u>A</u>	<u>1</u> C	
FA-ACCT-6	<u>A</u> <u>A</u> <u>A</u> <u>A</u>	1 6 5 4 6 1 1 1	
FA-ACCT-5	<u>A</u>	<u>5</u>	
FA-ACCT-4	<u>A</u>	<u>4</u>	
FS-BUDGET-SORT	<u>A</u>	<u>6</u>	
BUDGET-SORT	<u>A</u>	<u>6</u>	<u>AL-RSCH (Part 06)</u>
FS-TRS-ORP-EXEMPT-FG	<u>A</u>	<u>1</u>	
FA-SA-CREATE	<u>A</u>	<u>1</u>	
SA-CREATE	A	1	Support Account enable flag
FS-FSA-EXP-ACT-ACCESS	A	1	<u>u</u>
<u> </u>		-	
FA-ACCUM-AMTS			
	D	11.2 (13)	
FA-ACTUAL	<u>P</u>		
FA-ENC	<u>P</u>	<u>11.2 (13)</u>	
<u>FA-REQ</u>	<u>P</u>	<u>11.2 (13)</u>	
FA-BUDGET-AMTS			
FA-ABR-BUD	<u>P</u>	<u>11.2 (13)</u>	
FA-ORIG-BUD-ANNL	<u>P</u>	<u>11.2 (13)</u>	
FA-REVSD-BUD-ANNL	<u>P</u>	<u>11.2 (13)</u>	
FG-FS-ACCT-LETTER-FG	<u>A</u>	<u>1</u>	
FG-FS-RESP-PERSON-ID	<u>A</u>	<u>1</u> 9 9 5	
FG-FS-RESP-ACCT-PERSON-ID	<u>A</u>	<u>9</u>	
FG-FS-DEFAULT-BANK	<u>A</u> <u>A</u>	5	
FG-FS-MAIL-CD	A	<u>5 (1:2)</u>	
MAIL-STOP-1			<u>Mail stop (primary)</u>
MAIL-STOP-2	<u>A</u> <u>A</u>	<u>-</u> 5	<u>Mail stop (secondary)</u>
MAIL-CODE-1	A	<u>5</u>	<u>Mail code (primary)</u>
		<u>5</u> E	
MAIL-CODE-2	<u>A</u>	<u>-</u>	Mail code (secondary)
FG-FS-REPORTING-GROUP	<u>A</u>	<u>∠</u>	
REPORTING-GROUP	<u>A</u> <u>A</u> <u>A</u>	<u>∠</u>	Reporting Group attribute
FG-FS-ELEMENT-OF-COST	<u>A</u>	3	
ELEMENT-OF-COST	<u>A</u>	<u>3</u>	Element of Cost attribute
EOC	<u>A</u>	<u>3</u>	Element of Cost attribute
FG-FS-SUB-FUND-GR	<u>A</u> <u>A</u>	5 5 5 2 2 3 3 3 2 2 2	
SUB-FUND-GROUP	<u>A</u>	<u>2</u>	Sub Fund Group attribute

Values	Fiel	d Format	Description
FG-FS-SUB-SUB-FUND-GR	<u>A</u>	<u>2</u>	
SUB-SUB-FUND-GROUP	A	2	Sub Sub Fund Group attribute
FG-FS-SUB-PURP	A	2	
SUB-FUNCTION	A	2	Sub Function attribute
FG-FS-RESTR-FG	A	1	
FG-FS-SETUP-DT	N	8.0	
FG-FS-PYRL-ACCT-ANALYSIS	A	4	
FG-FS-TITLE-TO-EQUIP	A	40	
FG-FS-BOND-ISSUE	A	8	
FG-ENDOW-DIST		(1:5)	
FG-ENDOW-DIST-ACCT	<u>A</u>	10	
ENDOW-DIST-ACCT	A	10	
FG-ENDOW-DIST-PCT	N	<u>3.2</u>	
ENDOW-DIST-PCT	<u>N</u>	<u>3.2</u>	
FS-PLEDGED-FG	<u>A</u>		
FS-FOREIGN-TVL-CD		<u>1</u> <u>1</u> <u>5</u>	
FS-GEN-EXP-BUD-FG	<u>A</u>	<u>1</u>	
FS-EFFORT-CD	<u>A</u> <u>A</u> <u>A</u>	<u>5</u>	
FS-FUND-SRC-COMMENTS	<u>A</u>	<u>40</u>	
FS-SAL-SAV-ACCT	<u>A</u>	<u>10</u>	
FS-FAC-SAL-SAV-ACCT	<u>A</u> <u>A</u>	<u>10</u>	
FS-CONSTR-PROJECT-NBR	<u>A</u>	<u>10</u>	
FS-SPR-PROJECT	<u>A</u>	<u>10</u>	
FS-ALT-CAMPUS-CD	<u>A</u>	<u>2</u>	
ALTERNATE-CAMPUS	<u>A</u>	<u>2</u>	
<u>FS-BILL-REV-OBJ</u>	<u>A</u>	<u>4</u> <u>4</u>	
FS-INDIR-COST-REV-OBJ	<u>A</u>		
FS-INDIR-COST-EXP-OBJ	<u>A</u>	<u>4</u>	
FS-DELEG-OF-AUTHORITY			
FS-DELEG-PERSON-ID	<u>A</u>	<u>9 (1:5)</u>	
FS-DELEG-COMMENT	<u>A</u>	<u>50 (1:5)</u>	
<u>FS-INDIR-COST</u>			
FS-INDIR-COST-BASE	<u>A</u>	<u>8 (1:1)</u>	
FS-INDIR-COST-RATE	<u>N</u>	<u>3.2 (1:1)</u>	
FS-INDIR-COST-DIST	<u>A</u>	<u>10 (1:1)</u>	
<u>FS-PROJ-BUD</u>	<u>P</u>	<u>11.2</u>	
FS-PROJ-ACT	<u>Р</u> <u>Р</u> <u>Р</u> Р	<u>11.2</u>	
<u>FS-PROJ-ENC</u>	<u>P</u>	<u>11.2</u>	
<u>FS-PROJ-ABR</u>	<u>P</u>	<u>11.2</u>	
FA-PROJ-BUD	<u>P</u>	<u>11.2</u>	

Values	Fiel	d Format	<b>Description</b>
FA-PROJ-ACT	<u>P</u>	<u>11.2</u>	
FA-PROJ-ENC	<u>P</u>	<u>11.2</u>	
FA-PROJ-ABR	<u>P</u>	<u>11.2</u>	
FS-FAC-F500-SAV-ACCT	<u>A</u>	<u>10</u>	
FS-GRAD-F500-SAV-ACCT	<u>A</u>	<u>10</u>	
FS-TAMRF-ACCT-NBR	<u>A</u>	<u>11</u>	
TAMRF-ACCOUNT	<u>A</u>	<u>11</u> 5 2 5 5 5	
FG-FS-DEPT-2	<u>A</u>	<u>5</u>	
DEPT-2	<u>A</u> <u>A</u> <u>A</u>	<u>2</u>	<u>Department (secondary)</u>
FG-FS-SUB-DEPT-2	<u>A</u>	<u>5</u>	
SUB-DEPT-2		<u>5</u>	Sub Department (secondary)
FG-FS-YY-END-ACCT	<u>A</u>	<u>10</u>	
FS-GIFT-FEE-EXEMPT-FG	<u>A</u>	<u>1</u>	
FS-FSA-EXP-BUD-ACCESS	<u>A</u>	<u>1</u>	
FG-FS-EXEC-LEVEL-2	<u>A</u>	1 2 2 2 2	
EXEC-LEVEL-2	<u>A</u>	<u>2</u>	Executive level attribute (secondary)
FG-FS-DIVISION-2	<u>A</u>	<u>2</u>	Division attribute (secondary)
DIVISION-2	<u>A</u>	<u>2</u>	
FG-FS-SCHOOL-2		<u>2</u>	
COLLEGE-2	<u>A</u> <u>A</u> <u>A</u>	2 2 2 1	College attribute (secondary)
FS-FSA-REV-BUD-ACCESS	<u>A</u>	<u>1</u>	
FS-FSA-REV-ACT-ACCESS	<u>A</u>	<u>1</u>	
FG-FS-SUB-ELEMENT-OF-COST	<u>A</u>		
SUB-EOC	<u>A</u>	<u>2</u> 2	
FA-ROLL-BBA-TO-BASE	<u>A</u>	<u>1</u>	
FS-AUX-CODE	<u>A</u>	<u>3</u>	
AUXILIARY	A	3	
FG-ENDOW-DIST-FA-ACCT	<u>A</u>	<u>5 (1:5)</u>	
ENDOW-DIST-FA-ACCT	<u>A</u>	<u>5 (1:5)</u>	
FG-FS-AFR-FUND-GR	<u>A</u>	<u>2</u>	
AFR-FUND-GROUP	Α	<u>2</u>	
FG-FS-INT-ACCT	A	<u>6</u>	
FA-INT-ACCT	<u>A</u>	<u>5</u>	
FG-FS-INT-EXEMPT-FG	<u>A</u>	<u>1</u>	
FG-FS-INT-EXEMPT-REASON	A	2 2 5 1 2 5 5 5 5 5 5	
FA-SAL-SAV-ACCT	A	5	
FA-FAC-SAL-SAV-ACCT	A	5	
FA-FAC-F500-SAV-ACCT	A	5	

# Section X Appendix

# Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS much more efficient.

# 3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

### <u>PF Keys</u>

When a key is listed as **PFn**, "PF" represents Program Function. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys. For example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the **PF1** key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, at the bottom of <u>Screen 164</u> (Voucher Inquiry by PO Number) there is a **PF11** key with the word "Right" under it. This means that by pressing **PF11**, the screen listing will scroll to the right for an additional panel of information.

### TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

### **CLEAR Key**

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

### **RESET Key**

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "**X** ()" or hour glass icon ( $\overline{\&}$ ) will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

### ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name on the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

#### HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the *Screen* field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

## **Protected Area**

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

# **Action Line/Context**

The *Action Line* is usually the first line of information on each screen. The *Screen* field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

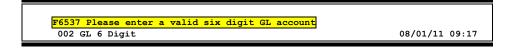
Data that is entered on the Action Line will be carried in "context" from screen to screen until changed. For example, the GL account number 032365 is entered on the *Action Line* of the screen below. That account will be carried in "context" until the user keys a different account in the field.

The **<ENTER**> key <u>must</u> be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER**>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

F0002 Record has been successfully added	
002 GL 6 Digit	08/01/11 09:17 FY 2011 CC 02
Screen: <u>Account: 032365</u> NAVSO, INC	
Account Title: NAVSO, INC	SRS: _

# Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.



# **Scrolling Through Data**

Pressing <**ENTER**> will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

# Help

HELP functions are available for many screen fields in FAMIS. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another method is to place your cursor in the desired field and press **PF2**.

To get out of the HELP function, either select a value and press <ENTER> or press **PF4**. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

# **Escaping from a Pop-Up Window**

When in a pop-up window, pressing *PF4* will usually take you back to the original screen. There are a few screens when pressing <ENTER> that will take you back to the original screen.

# Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing **PF2**.

### Screen 2 – GL 6 Digit

002 GL 6 Digit	08/01/11 09:15 FY 2011 CC 02
Screen: Account: 014000 MEDICINE	FI 2011 CC 02
Account Title: MEDICINE	SRS: _
Resp Person: 1uuuuuuu7 COLLINS, CINDY C Old Acct: 02	
Year-end Process: F Reclassify: _ Reporting Group: Aux Co AFR Fund Group: 10 Fund Group: FG Sub Fund Group: Sub-S	

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

WHICH FI	TION: DESIGNATES DEPARTMENTS WITHIN S SCAL REPORTS WILL BE NECESSARY, I.E. RATION AND COUNSELOR EDUCATION.		
+		+	
3			3
3	*** DICTIONARY	- H E L P ***	3
3			3
3	VALUES ME	EANING	3
3			3
3	ACCN AC	CADEMIC COMPUTING CENTER	3
3	ACCS AC	CADEMIC COMPUTING SERVICES	3
3	ACCT AC	CCOUNTING	3
3	ADEX AD	DULT & EXTENSION EDUCATION	3
3	ADLL AD	DULT LITERACY & LEARNING CEN	3
3			3
3	Lookup Value / . Menu		3
3		Default value is:	3
3	View : IAFRS-GENERAL-SUBSIDIARY		3
3	Field: FG-FS-DEPT		3

# Question Mark (?) and Asterisk (\*) Help

FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

To use the Help feature, type a question mark (?) or asterisk (\*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values. To make a selection, type an "X" next to a value and press <ENTER> to pass it back to the previous screen. This is called the "Passback" feature.

Screen 2 – GL 6 Digit

002 GL 6 Digit 08/01/11 09:17
FY 2011 CC 02
Screen: Account: 010100 ED & GEN INCOME-TUITION
Account Title: ED & GEN INCOME-TUITION SRS:
Resp Person: 5uuuuuuu4 MASON, MOLLY M Old Acct: NA
Year-end Process: F Reclassify: _ Reporting Group: Aux Code:
AFR Fund Group: ?_ Fund Group: FG Sub Fund Group: Sub-Sub:
Function:
Default Bank: 06000 Override: Y SL Mapped Count: 22
Alternate Banks: ***** Security:
Dept S-Dept Exec Div Coll Mail Cd Stmt
Primary: REV UN AD C6000 N
Secondary: VTEA AA CD VM C4457 N
Fund Source: Account Letter: Y
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION Setup Dt: 08/26/1991
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp Next

# Standard PF Keys

PF Keys are used in the payroll reference module of FAMIS to access additional information. Wherever possible, the same assignment has been given to the same PF key. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the standard PF keys that you will see on the many screens in this module.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press **PF4** to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing **PF3** will return you directly to the screen where you started.

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the document or item.

# **Extended Function Keys**

Bkwd	<b>Backwards</b> Returns to the previous screen or scrolls one page back for a particular item.
Frwd	<b>Forward</b> Advances to the next screen or scrolls one page forward for a particular item.
Next	Next Screen Advances to the next screen.
Left	Scroll Left Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the left.
Right	Scroll Right Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.
Print	Entire Connection Download Download of data available through Entire Connection.

# Glossary

ABR

# Α

See Automatic Budget Reallocation.

#### ABR Pool Table

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

#### Account

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account, and the President's Office is an example of a Subsidiary Ledger account.

#### Account Control

The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction, or summary control.

#### Account ID

A 6-digit identification number for an account.

#### Account Number

A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

#### **Accounts Payable**

An application of the Financial Records System (FRS). AP processes vendor payments and keeps track of financial activity involving vendors.

#### Action/Context Line

The screen line (usually fourth from the top) or lines into which the screen to be accessed and the key of the data to be addressed are input and displayed.

#### Alias

A commonly used name for a vendor, other than the formal customer name (primary name), that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names once a vendor has been created.

#### AP

See Accounts Payable.

#### Attributes

Descriptive data associated with a record. Examples are school, department, function, name, and responsible person. Attributes support a variety of sophisticated reporting techniques.

#### Automatic Budget Reallocation (ABR)

When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.



#### Bank Transfer

A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

#### **Batch/Session**

A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

#### **Batch Interface**

A type of interface where one system generates transactions to be batched for input into another system.

#### BBA

See Budget Balance Available.

#### **Beginning Balance**

Balances posted during implementation.

#### Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

#### Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

#### **Budget Pool**

A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

#### **Buying Account**

Account which is allowed to "purchase" from a specific selling account via an interdepartmental transfer.

### C Capital

Assets, cash, means, property, resources.

#### Cash

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

#### **Cash Disbursement**

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

#### **Cash Receipt**

Cash received from cash sales, collections on accounts receivable, and sale of other assets.

#### **Chart of Accounts**

A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

#### **Check Override**

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

#### Claim-On-Cash

The share of ownership that an account has in the institution's money.

#### **Clearing Account**

A temporary summary account (such as a payroll account) which is periodically set to zero.

#### COA

See Chart of Accounts.

#### **Compound Journal Entry**

A two-sided transaction that posts debits and credits.

#### Context

The information that identifies the record being displayed or to be displayed by the system.

#### **Credit Memo**

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

#### **Currency Code**

A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

#### Cycle

Two or more programs that are run in a specific sequence.

### D

Data

Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has already been assigned.

#### Database

The collected information that is accessible to the computer for processing.

#### Data Control

The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

#### **Data Element HELP**

An online feature that assists the user by providing immediate information about any particular field on a screen.

#### Data Entry

A means for entering information into the system.

#### Default

The value that the system will assign if no other value is entered.

#### **Default Mandatory**

Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

#### **Delete Flag**

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

#### **Demand Voucher**

Voucher to be paid during the next Check Cycle.

#### **Diagnostic Message HELP**

An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

#### Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

#### Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

#### Disbursement

Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

#### **Discount Account**

The account credited for discounts taken by the system when a check is written.

#### **Discount Table**

A table containing user-defined values representing discount terms for vendors.

#### Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

#### **Dollar Limit**

A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

#### **Drop Flag**

A data element whose condition signifies that a document is to be removed from the database immediately.

#### Encumbrance

Ε

An obligation incurred in the form of a purchase order or contract; also referred to as an open commitment.

#### Endowment

Funds received by an institution from a donor who specifies the condition that the principal not be spent.

#### Endowment Income

The income generated by investing the principal of an Endowment Fund.

#### Entry Code

The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

#### Expended

Depleted, used up.

#### Expense

Cost, disbursement, payments.

### F

Transactions from other systems that are transferred to the FRS.

#### Field

Feed

That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry.

#### File

A storage area established within a computer system or database for organizing similar kinds if data.

#### **Financial Accounting (FA)**

A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

#### Financial Records System (FRS)

A system that supports the financial record-keeping and reporting of a college or university.

#### **Financial Transaction**

An entry made to the system to record information.

#### Flag

A data element used to set controls or conditions on a process or program.

#### Freeze Flag

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

#### FRS

See Financial Records System.

#### Fund

An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance, and changes in the balance.

#### **Fund Balance**

The equity of a fund (the difference between assets and liabilities).

#### Fund Group

A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

#### Fund Group ID

A one-digit identification number representing the fund group with which an account is associated.

#### **Fund Transfer**

A movement of dollars from one fund balance to another.



#### General Ledger (GL)

A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

#### GL

See General Ledger.

#### **GL/SL** Relationships

User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

#### Global Subcode Edit (GSE)

A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

#### GSE

See Global Subcode Edit.

### H Header

That portion of a Purchasing document containing basic information, such as document number, date, and amount.

#### HEAF

Indicates a Higher Education Assistance Fund code number.

#### HELP

An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

IDT
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Interdepartmental Transfer.

#### Indirect Updating

The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

#### **Inquiry Screen**

A screen which only displays information and cannot be used for entering data.

#### Interface

A communication link between data processing systems or parts of systems that permits sharing of information.

#### Interfund Borrowing

The transfer of an asset or liability from one fund to another.

### JCL

See Job Control Language.

#### Job Control Language (JCL)

A problem-oriented language used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

#### Journal Entry

A non-cash transfer of dollars between two or more accounts.

### Ledger

A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

#### **Liability Account**

In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

#### Liquidate

Reduce encumbrance through payment; pay off debt.



#### Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

#### Memo Bank Account

An account that represents the balances of demand deposits for operating accounts.

#### Menu

A screen containing a list of available processes, screens or other menus.



#### Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

### Ο

Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

#### **Open Commitment**

An encumbrance.



#### Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.



#### Receipts

Cash received from cash assets, collections on account receivable, and sale of other assets. The purpose is to record money received by the institution to the GL, SL, and SA or bank accounts.

#### Recommendation

The budget projection version that is submitted to the Budget Office for approval.

#### **Regular Order**

A type of purchase order that denotes a typical order.

#### Remit-To Address

The address to which the check for goods and/or services rendered will be sent.

#### Requisition

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

#### **Retention Months**

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

#### Revenue

Income or receipts.

#### **Run Parameter**

A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).



#### 6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts. For SL: An entity of revenues and/or expenses

#### Screen HELP

An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

#### **Secondary Vendor**

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

#### Session

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

#### SL

See Subsidiary Ledger.

#### Split Encumbrance

An encumbrance which applies to several accounts.

#### **Standing Order**

A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

#### Subcode

Four digits appended to the account ID to identify attributes and dollar records within an account.

#### Submit

The process that attached a budget version to a budget account as a budget of an account.

#### Submitted Version

Version of the budget submitted for approval as the official budget of an account.

#### Subsidiary Ledger

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

#### Suspense Account

A GL clearing account reflecting real dollar activity directed to the Suspense File.

#### 1099 Vendor

Т

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

#### 1099 Voucher

A voucher that must be reported to the IRS on Form 1099.

#### 10-Digit Account

The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

#### Tax Code

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

#### Tax ID

A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

#### Taxes

An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

#### **Temporary Vendor**

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

#### **Transaction Code**

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.



V

#### Update Screen

A screen that allows a user to enter data for updating the files.

Valid Value

A value of a data element that has been defined for input.

#### Value-Based

A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

#### Vendor

A provider of goods and/or services.

#### Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

#### **Vendor Automatic**

A feature that automatically assigns a specific Number Assignment to the vendor on the Action/Context Line.

#### Vendor Commodity

A good or service purchased from a specific vendor.

#### Vendor File

A record of all attributes, dollar data, and control information for all vendors.

#### Version

Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a "secure version" and can never again be changed.

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