

# FAMIS Indirect Cost Reallocation User Guide

Version 10  
February 2023

FAMIS Services  
The Texas A&M University System



# Introduction

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The purpose of this manual is to assist in understanding the indirect cost reallocation process in 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, Purchasing, Receiving, Fixed Assets, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

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

With the information and guidelines contained in this manual, a user should be able to understand and utilize this process.

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 it to [famishelp@tamus.edu](mailto:famishelp@tamus.edu).



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# Indirect Cost Reallocation

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## Introduction/Overview

FAMIS Services, in conjunction with Maestro, now offers a new distribution feature that allocates Indirect Cost (IDC) budget as part of the FAMIS Month-End RR200 (indirect cost calculation) process. FAMIS accepts distribution tables consisting of accounts, percentages, and effective dates from Maestro via web services and uses them in the new process. This allows institutions to return a portion of the indirect cost revenue to Principal Investigators, departments, administrative entities, and others in the form of expense budget.

The expense budget allocation is based on distribution rules that are established on the account that earned the indirect cost. These rules contain the receiving account(s), a percentage for each account, a start date, and an end date.

The ability to handle retroactive calculations is allowed for the initial reallocation. Since it often takes months to come to an agreement on a percentage split, a mechanism is in place to allow a prior period/fiscal year as an effective date. Although the effective date may include transactions from a previous year, all budget transactions are posted in the current fiscal year. A retroactive distribution is calculated only the first time the distribution is processed for the IDC account. After the first distribution is calculated for an account, all future distribution changes affect future months only.

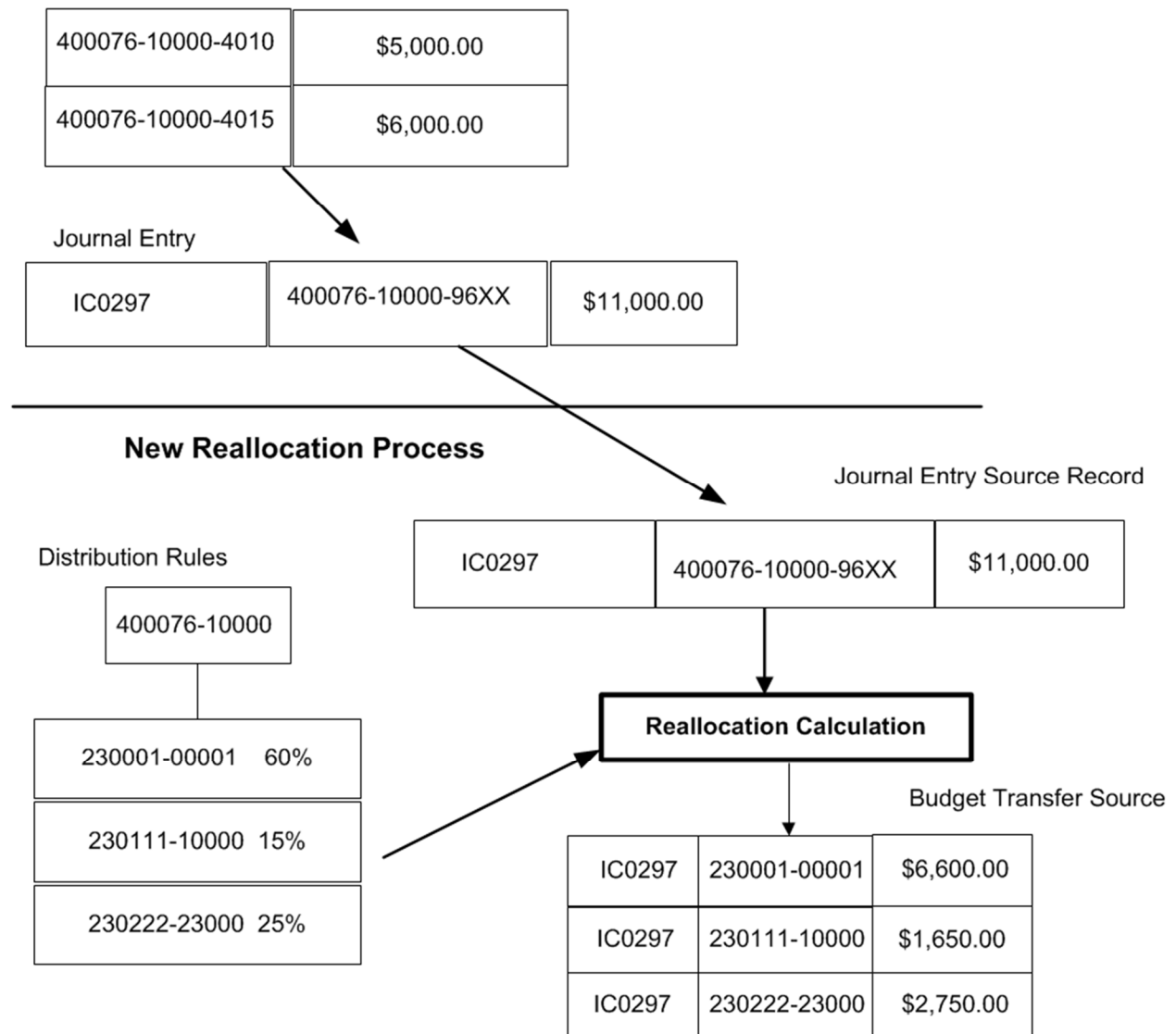
The originating IDC journal entry and the distribution rule for the IDC account are used to determine the budget allocation / transfers. Each account in the distribution rule receives a percentage of the IDC calculated for the journal entry.

## Existing FAMIS Process

The current FAMIS indirect cost calculation program (SBMR200) is run on a monthly basis. An account's IDC base and rate are applied against the account's monthly accumulators to calculate its monthly indirect cost amount. From this, a journal entry is created that debits the spending account's indirect cost object code and credits the account(s) on the Indirect Cost Distribution Table using a revenue object code.

This current IDC process will remain in place and provide the basis of the new IDC Budget Allocation process. The journal entries generated by the current process will continue to be posted as they are now. However, the data from the journal entry will be captured for use in the Budget Allocation process. Additional data will be added to each journal entry transaction to document the SPR project, base, rate, and percentage used in the calculation.

## IDC Allocation Process Flow





### Maestro Distribution Tables

Maestro supplies the ability to flag accounts participating in the IDC Budget Allocation Distribution process. Maestro users enter the source account, destination accounts, effective dates, and percentages. This information is then transmitted to FAMIS via a web service which records the records in the FAMIS database.

If transactions are submitted with invalid effective dates, FAMIS updates them, and the new effective date is returned to the users' Maestro screen.

Brand new entries to the table are recorded, updates to existing distributions are evaluated against the existing FAMIS database, and updates are made accordingly.

#### Example:

Original IDC transmission:

Source	Destination	%	Effective Date
410000	100000	40	9/1/2015
410000	101000	40	9/1/2015
410000	102000	20	9/1/2015

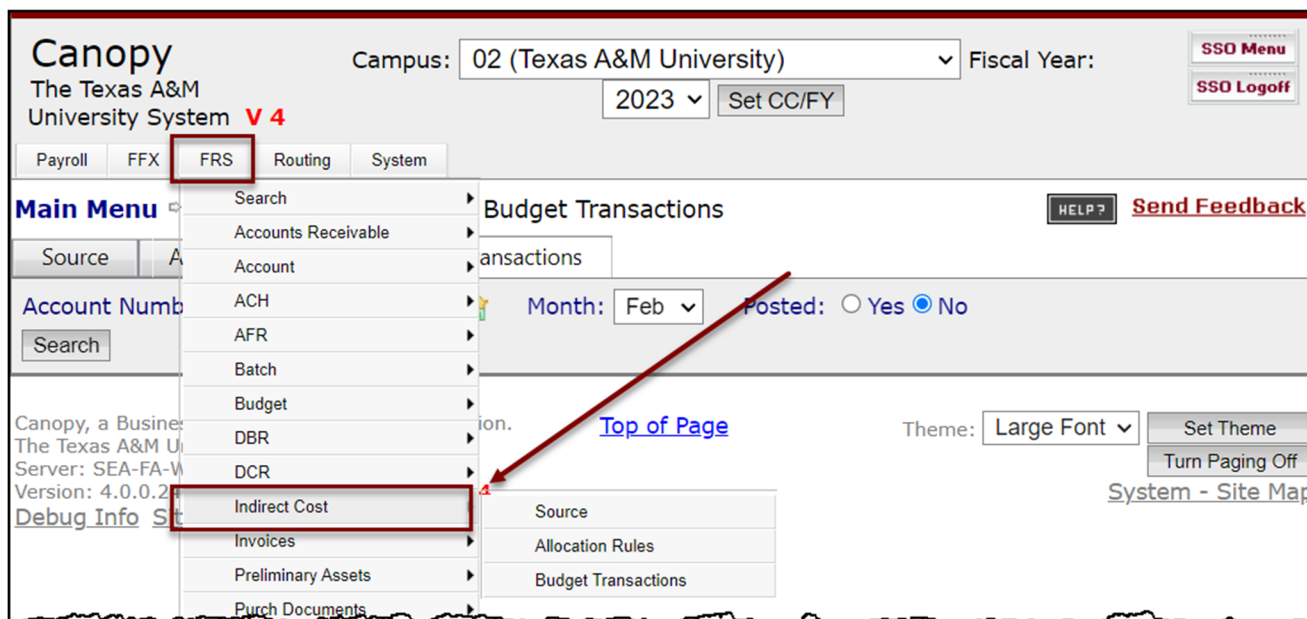
New IDC transmission:

Source	Destination	%	Effective Date
410000	100000	40	9/1/2015
410000	101000	40	9/1/2015
410000	103000	20	9/1/2015

The only update to the table for the New IDC transmission would be the deletion of the original entry for Destination account 102000 and the insertion of the entry for the Destination account 103000.

## Canopy Navigation for IDC

Access the Indirect Cost tabs in Canopy via the FRS drop-down menu:



### Allocation Rules by Account

In this example, we searched for source account 401986-00001. The display returned the Source Account in the first account column and the Destination Account (To) in the second column. Columns on this page can be sorted by clicking on the column header.

Budget transfers will be stored on a database file. This file will contain the research/expense account, as well as both of the budget transfer accounts. The file can be queried by the research account, the 'from' account or the 'to' account. The budget transfers will be initially posted by a batch program. If the batch program cannot successfully post the budget transfer, the transaction remains on the database file and is flagged as not posted.

The budget allocation distribution rules will be tied to a research/expense account. This will include both SLs (sub-ledger accounts) and SAs (support accounts). The spending account is typically the debit side of the journal entry. If the sub-ledger (SL) has a distribution rule, all support accounts (SAs) beneath the SL will have the same distribution unless a distribution rule is present at the support account. The distribution information will be collected in Maestro and passed to FAMIS for the calculation of budget transfer transactions.

#### By Source:

Canopy

The Texas A&M University System V 4

Campus: 28 (Texas A&M Engineering Exp Stat)

Fiscal Year: 2023

Set CC/FY

SSO Menu

SSO Logout

Payroll

FFX

FRS

Routing

System

Main Menu

FRS

Indirect Cost

Allocation Rules

Source

Allocation Rules

Budget Transactions

Account Number: 40198600001

Effective Date:

Search

INDIRECT COST BUDGET ALLOCATION RESULTS (TOTAL ITEMS: 10)

Campus(Source)	Account(Source)	Campus(To)	Account(To)	Description	Percent	Effective Date	Next Change Date	Used Date
28	401986-00001	28	231060-00000	RDF (RESEARCH DEVELOPMENT FEE)	10.0000	11/01/2015		12/01/2015
28	401986-00001	28	231060-00000	RDF (RESEARCH DEVELOPMENT FEE)	10.0000	09/01/2015	10/31/2015	11/02/2015
28	401986-00001	28	233004-00000	DEPT INCENTIVE - MEEN	11.1870	11/01/2015		12/01/2015
28	401986-00001	28	233004-00000	DEPT INCENTIVE - MEEN	11.1870	09/01/2015	10/31/2015	11/02/2015
28	401986-00001	28	233106-00000	DEPT INCENTIVE - TURB	3.8130	11/01/2015		12/01/2015
28	401986-00001	28	233106-00000	DEPT INCENTIVE - TURB	3.8130	09/01/2015	10/31/2015	11/02/2015
28	401986-00001	28	239012-00000	INDIRECT COST-TEES RETAINED	60.0000	11/01/2015		12/01/2015
28	401986-00001	28	239012-00000	INDIRECT COST-TEES RETAINED	60.0000	09/01/2015	10/31/2015	11/02/2015
28	401986-00001	28	239800-00000	RDF (RESEARCH DEVELOPMENT FEE)	15.0000	11/01/2015		12/01/2015
28	401986-00001	28	239800-00000	RDF (RESEARCH DEVELOPMENT FEE)	15.0000	09/01/2015	10/31/2015	11/02/2015

prev 1 next

Page: 1 of 1

Go

Page size: 10

Change

(Showing page 1 of 1, items 1-10)

Total items: 10

Canopy, a Business Computing Services application.

The Texas A&M University System

Server: SEA-FA-WEB-B

Version: 4.0.0.24683 - 02/10/2023 13:42:47 V 4 Debug Info Site Management

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Theme: Large Font

Set Theme

Turn Paging Off

System - Site Map

When searching for accounts in the Allocation Rules tab, the system detects whether the account being searched for is a Source account or Destination Account. The tabular display is modified based on the account type for which you are searching.

## Indirect Cost Reallocation (cont'd)

In this example, we searched for a Destination Account; Canopy returned a display with the Destination Account in the first account column and the corresponding Source Account(s) in the second account column.

### By Destination:

Canopy  
The Texas A&M University System V 4

Campus: 28 (Texas A&M Engineering Exp Stat) Fiscal Year: 2023 Set CC/FY

Payroll FFX FRS Routing System

Main Menu FRS Indirect Cost Allocation Rules

Source Allocation Rules Budget Transactions

Account Number: 23106000000 Effective Date: 231060-00000 is a Destination Account, the display is modified to suit the account being searched

INDIRECT COST BUDGET ALLOCATION RESULTS (Total items: 19)

Campus(To)	Account(To)	Campus(Source)	Account(Source)	Description	Percent	Effective Date	Next Change Date	Used Date
28	231060-00000	28	405930-00001		10.0000	04/01/2016		10/03/2016
28	231060-00000	28	402044-00002		10.0000	09/01/2015		
28	231060-00000	28	402044-00007		10.0000	09/01/2015		
28	231060-00000	28	402044-00008		10.0000	09/01/2015		
28	231060-00000	28	402044-00009		10.0000	09/01/2015		
28	231060-00000	28	402044-00011		10.0000	09/01/2015		04/13/2016
28	231060-00000	28	402044-00012		10.0000	09/01/2015		11/02/2015
28	231060-00000	28	402432-00001		10.0000	09/01/2015		
28	231060-00000	28	401986-00001		10.0000	09/01/2015	10/31/2015	11/02/2015
28	231060-00000	28	402434-00001		10.0000	09/01/2015		11/02/2015
28	231060-00000	28	403960-00001		10.0000	09/01/2015		01/05/2016
28	231060-00000	28	403933-00001		10.0000	09/01/2015		12/01/2015
28	231060-00000	28	490312-00002		10.0000	09/01/2015		
28	231060-00000	28	401986-00004		10.0000	09/01/2015		12/01/2015
28	231060-00000	28	401986-00001		10.0000	11/01/2015		12/01/2015
28	231060-00000	28	405470-00001		10.0000	02/24/2016	08/31/2017	01/30/2017
28	231060-00000	28	405920-00001		10.0000	04/01/2016		07/03/2017
28	231060-00000	28	402466-00001		10.0000	09/01/2015		01/05/2016
28	231060-00000	28	401986-00003		10.0000	09/01/2015		

prev 1 next Page: 1 of 1 Go Page size: 19 Change (Showing page 1 of 1, items 1-19) Total items: 19

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Server: SEA-FA-WEB-B  
Version: 4.0.0.24683 - 02/10/2023 13:42:47 V 4 Debug Info Site Management

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### Column Definitions:

Used date – the date that the item listed was used for the calculation.

Other programs:

- FBAU766 – Stores the Budget Transfer file
- FBAU768 - Posts the budget transfers

Laserfiche

- FnnAU766

## IDC Walk-through

The FAMIS IDC program SBMR200 creates the IDC Source amounts to be considered for posting in the distribution process.

FAMIS program FBAU760 – Loads the IDC source records into a separate database file for processing.

In the following example a \$424.67 distribution amount was created by the FAMIS SBMR200 program in the September monthly process. The Base Rate and Base Amount are used to calculate the Transaction amount. The IDC amount is then distributed to the revenue accounts specified in the account's IDC distribution base.

Canopy  
The Texas A&M University System V 4

Campus: 28 (Texas A&M Engineering Exp Stat) Fiscal Year: 2023 Set CO/FY

Payroll FFX FRS Routing System

Main Menu > FRS > Indirect Cost > Source

Source Allocation Rules Budget Transactions

Account Number: 49121120114 Month: All

Search

INDIRECT COST SOURCE RESULTS (Total Items: 5)

Account(Expense)	Account(Revenue)	Ref2	Description	Proc Month	SPR Project	Base	Base Amount	Cost Rate	Transaction Amount
491211-20114	239000-00000	IC00198	INDIRECT COST	September	4912110000	TDC	\$2,123.36	20.00%	\$424.67
491211-20114	239000-00000	IC01137	INDIRECT COST	October	4912110000	TDC	\$9,986.76	20.00%	\$1,997.35
491211-20114	239000-00000	IC02097	INDIRECT COST	November	4912110000	TDC	\$2,307.36	20.00%	\$461.47
491211-20114	239000-00000	IC03088	INDIRECT COST	December	4912110000	TDC	\$2,307.36	20.00%	\$461.47
491211-20114	239000-00000	IC04040	INDIRECT COST	January	4912110000	TDC	\$2,307.13	20.00%	\$461.43

prev 1 next Page: 1 of 1 Go Page size: 5 Change (Showing page 1 of 1, Items 1-5) Total items: 5

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Server: SEA-FA-WEB-B  
Version: 4.0.0.24683 - 02/10/2023 13:42:47 V 4 Debug Info Site Management

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Additionally, the calculated IDC amount is distributed to the accounts defined by the Maestro distribution tables and is posted as budget allocation transactions by the FAMIS Month-End FAMIS program FBAU762. The source of the budget transfer (the 'from' account) is specified at the campus level. The receiving budget pool is defined by each agency and is the same for the entire agency.

Canopy  
The Texas A&M University System V 4

Campus: 28 (Texas A&M Engineering Exp Stat) Fiscal Year: 2023 Set CO/FY

Payroll FFX FRS Routing System

Main Menu > FRS > Indirect Cost > Budget Transactions

Source Allocation Rules Budget Transactions

Account Number: 49121120114 Month: Sep Posted: Yes No

Search

INDIRECT COST BUDGET TRANSACTION RESULTS (Total Items: 3)

Account(Original Expense)	Account(From)	Account(To)	Ref 2	Description	Posted	Cash Transfer	Proc Month	Transaction Date	Transaction Amount
491211-20114	239000-00000-1000	239012-00000-1000	IC00198	IDC ALLOCATION 2023 SEPTEMBER	Y	Y	September	10/03/2022	\$165.62
491211-20114	239000-00000-1000	239901-00000-1000	IC00198	IDC ALLOCATION 2023 SEPTEMBER	Y	Y	September	10/03/2022	\$199.84
491211-20114	239000-00000-1000	230846-00000-1000	IC00198	IDC ALLOCATION 2023 SEPTEMBER	Y	Y	September	10/03/2022	\$59.21

prev 1 next Page: 1 of 1 Go Page size: 3 Change (Showing page 1 of 1, Items 1-3) Total items: 3

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Server: SEA-FA-WEB-B  
Version: 4.0.0.24683 - 02/10/2023 13:42:47 V 4 Debug Info Site Management

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Budget transfers total to \$424.67

## Indirect Cost Reallocation (cont'd)

The budget transfers that did not post in the batch process are available for posting on-line once the problem has been corrected. This allows posting issues to be documented and resolved, and the transfer to be posted.

When the problem has been corrected, FAMIS will post the transaction during the next normal batch process. Whereas, manually posted transactions will post immediately in the current processing month.

Transactions may not post due to basic FAMIS budget checking, frozen accounts, or subcode restrictions or other issues.

Canopy  
The Texas A&M University System **QA Version**

Campus: TEXAS A&M HEALTH SCIENCE CTR (23) Fiscal Year: 2021 Set CC/FY

Payroll FFX FRS Routing System

Main Menu » FRS » Indirect Cost » Budget Transactions

Source Allocation Rules Budget Transactions

Account Number: 439372 Month: All Posted: ☐ Yes ☒ No

Search

Manual Posting Button

INDIRECT COST BUDGET TRANSACTION RESULTS (TOTAL ITEMS: 8)

Account(Original Expense)	Account(From)	Account(To)	Ref 2	Posted	Proc Month	Transaction Amount	Action
439372-00001	244451-00000-4000	244874-00010-4000	IC00702	N	November	\$39.85	Post
439372-00001	244451-00000-4000	244874-00010-4000	IC01040	N	December	\$42.09	Post
439372-00001	244451-00000-4000	244874-00010-4000	IC01358	N	January	\$42.09	Post
439372-00001	244451-00000-4000	244874-00010-4000	IC01668	N	February	\$161.18	Post
439372-01001	244451-00000-4000	244874-00010-4000	IC01041	N	December	\$1,125.00	Post
439372-01003	244451-00000-4000	244874-00010-4000	IC00703	N	November	\$214.41	Post
439372-01003	244451-00000-4000	244874-00010-4000	IC01359	N	January	\$439.18	Post
439372-01003	244451-00000-4000	244874-00010-4000	IC01669	N	February	\$157.00	Post

prev 1 next Page: 1 of 1 Go Page size: 8 Change (Showing page 1 of 1, items 1-8) Total items: 8

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Server: SEA-FA-APPS  
Version: 3.0.0.33497 - 12/13/2022 17:26:13 QA Version Debug Info Site Management

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### Note:

The journal entry created by the current IDC process will be tagged with an identifier in the REF2 field in FAMIS. The REF2 identifier will be campus specific and will be incremented with each journal entry created. The last number used will be stored at the end of the run and the next month REF2 will begin with the next number. This table will begin at 1 each year. All budget transfers generated from the journal entry will contain the same identifier in REF2. This will allow the budget transfers to tie back to the initial journal entry.

## Posting Results in FAMIS

IDC batches may be viewed on Screen 24 in FAMIS by searching for IDC in the Batch Ref field.

024 FA Session/Batch Header List - PROCESSED

02/20/23 17:27

FY 2023 CC 28

Screen:      Batch Ref: IDC      Batch Date:

S	Batch	Batch				Bank	Run	S
e	Ref	Date	Description	Amount	Count	No	Date	t
-	IDC001	09/30/22	IDC POST			07121	10/03/22	0
-	IDC001	10/31/22	IDC POST	2,911,533.23	4075	07121	11/01/22	C
-	IDC001	11/30/22	IDC POST	2,795,005.19	4102	07121	12/01/22	C
-	IDC001	12/31/22	IDC POST	2,884,416.61	4025	07121	01/03/23	C
-	IDC001	01/31/23	IDC POST	2,475,311.09	4204	07121	02/01/23	C
-	IDC002	09/30/22	IDC POST	2,153,656.61	3323	07121	10/03/22	C
-	ILAB01	09/07/22	ILAB IDT FEED	4,401.67	88	07121	09/07/22	C
-	ILAB01	09/14/22	ILAB IDT FEED	50.00	1	07121	09/14/22	C





# IDC Reallocation Implementation Task List

Implementation for a Member to use the IDC Reallocation process is a joint effort between the appropriate personnel at the Member and the FAMIS Services staff. The following items are necessary to begin using the IDC process. In the list below, the steps that must be completed by FAMIS are noted. Contact [famishelp@tamus.edu](mailto:famishelp@tamus.edu) to discuss implementation.

## Member Requirements

## 1. Security Requirements

FAMIS has created a new Security Entity (entered on Screen 5 in ZSS) that controls Inquiry and Update access to the Canopy Indirect Cost tabs.

- Users must have Inquiry Access to IDCBUD to view all data in the three Indirect Cost tabs.
- Users must have Update Access to IDCBUD allows the user to finalize the posting of any unposted items.

For example, transactions will reject if the account is frozen. Note: all current FAMIS posting rules will be enforced when using this Canopy posting function.

```

Z0013 Please enter desired modifications
005 Entity Access Modify
                                *NOTES*
Screen:  System: FRS Operator:

Acc      Sub      Exec      Fund      User      SA      SA
F Type  Entity  Dept  Dept  Lvl  Div  Col  Grp  Func  Security  Group  Only
-----
-  A  ACCT_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  P*****  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  BUDGET_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  LEVEL1_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  LEVEL2_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  LEVEL6_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  LEVEL7_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  E*****  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  D*****  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  I  IDCBUD_____  *****  *****  *  *  *  *  *  *  *  *  *  *  *
-  -  -  -  -  -  -  -  -  -  -  -  -  -
-  -  -  -  -  -  -  -  -  -  -  -  -  -

***** End of List *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Menu Help FHelp Back End Notes

```

## 2. Required Information from Member

- a. Source account for Reallocations  
Value1 in FBAU762 and FBAU766 - Source account for the budget redistribution.  
  
This is required, format is SLSAOOOO  
  
Example Part 02: 230011000001000  
*(only one account per member and we need all 15 digits (SL+SA+Budget Pool))*
- b. Does member want to post transactions at the SA level  
SA / SL option - will the member utilize the Option=Y in the FBAU762 step  
This option would look at the SL if the SA account is not found.
- c. Budget override if there are insufficient funds  
Option3 in FBAU768 - Budget override  
Option 3=Y will override

### FAMIS Services Requirements

1. Setup the AU760 job for the Member through FAMIS Production.
  - When do they want to start running the first post?
  - Will there be catch-postings?
2. Catch-up Postings – may be from prior months, but will post into the current open month
  - Identify GDG's to be run through the AU760 process  
SBMR200.INDRCOST.GDG and the corresponding processing month.

For example – Part 26:

Requested to begin with June 2021 Month end. We have not distributed any IDC reallocation for FY 2021 yet. IDC had only been charged starting in March, so the catch-up would be March-May.

024 FA Session/Batch Header List - PROCESSED							02/21/23 08:54
Screen: ____ Batch Ref: INDZ__ Batch Date: ____							FY 2021 CC 26
S	Batch	Batch	Description	Amount	Count	Bank	Run
e	Ref	Date				No	Date
-	INDZ01	02/28/21	INDIRECT COST			02612	03/01/21
-	INDZ01	03/31/21	INDIRECT COST	1,033.30	1	02612	04/01/21
-	INDZ01	04/30/21	INDIRECT COST	7,926.43	2	02612	05/03/21
-	INDZ01	05/31/21	INDIRECT COST	33,105.71	6	02612	06/01/21
-	INDZ01	06/30/21	INDIRECT COST	107,380.37	9	02612	07/01/21
-	INDZ01	07/31/21	INDIRECT COST	74,442.32	9	02612	08/02/21
-	INDZ01	08/31/21	INDIRECT COST	79,473.28	9	02612	09/03/21
-	INDZ02	08/31/21	INDIRECT COST	347.98	2	02612	09/28/21
-	INEQ01	09/10/20	INSURANCE EQUITY TRA	67,222.31	7	02613	09/09/20

k:\fa\doc\wrknprcs\idc\indirect cost allocation quick guide.docx  
revised 2/21/2023 9:31:00 AM