FAMIS Year-End 2023

August 15, 2023
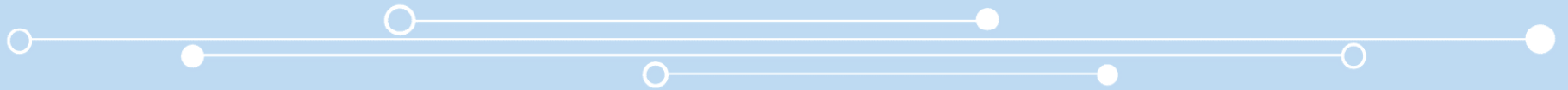
Melissa Ray & Carol Barton

FAMIS Production

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FAMIS Production

- **Greg Nolen**
  - Assistant Director, Information Technology
- **Sue Pate**
  - IT Manager I
- **Karen Quattlebaum**
  - IT Professional II
- **Creighton Franklin**
  - IT Professional I

FAMIS Production Team

- Contacts:
  - Email: **FAMISPROD@tamus.edu**
  - Phone: (979) 458-6470
- Website & Job Requests:
  - *https://it.tamus.edu/famis/services/request-forms/*
- Laserfiche access FAMIS:
  - *https://assets.system.tamus.edu/files/famis/pdf/pub/FAMISReportsLaserficheSecurityAccessFormCurrent.pdf*
- Laserfiche access HR:
  - *https://assets.system.tamus.edu/files/famis/pdf/pub/HRLaserficheSecurityAccessFormCurrent.pdf*

FAMIS Production Reminders

- **PLEASE REMEMBER -** As always, all e-mail requests received by the **3:00 PM DEADLINE** will be processed by FAMIS Production staff that evening (after 5 pm) and any e-mail requests received after 3:00 PM that day will be processed with the next evening's production cycle.

- Data entry needs to stop at 5 PM to avoid partial checks and vouchers

- Please let us know of any problems or corrections needed.

- Please keep us informed of any staff changes ASAP.

- We will remind everyone of altered scheduled (holidays), but please let us know of any interruptions on your side (issues related to weather, printer, server…etc.) by 9:30 am.

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FAMIS Production Reminders

- If you are working with Auditors, let us know and we can accommodate special requests based on demand.

- If you would like to run the same Year End job(s) daily and NOT change the parameters during the Year End cycle, please contact us (FAMISPROD@tamus.edu) and we can set up an automatic schedule that will run each day after your Daily schedule.

  – In this case, an e-mail Web request is <u>NOT</u> needed each day and you would only send an e-mail when you are ready to stop the daily Year End schedule of jobs.

- Year End jobs can run up to three times daily
  – 12 noon
  – after Daily Schedule
  – Midnight

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FAMIS Production Reminders

- We work closely with SOBA/Teresa & Tracy so if you are getting close to your deadline or if special assistance is needed, please let us know.

- Report Requests:
  - Please remember to "TAB" through the complete form on the web before sending the request.
  - Additional notes or comments should be made in the Comments Section on your Web request. (i.e., time report is needed, printer destination changes, verification of information, etc.)

- Please be patient, the lunch hour is reserved for banking and urgent requests. We will fit your requested job in, but it may finish after lunch.

- Please share these reminders with your staff.

FAMIS Support

FAMIS Support

Tier 1

- Graeme Bloodworth
  - End User Support Specialist II
- Christopher Warren
  - End User Support Specialist I
- Michael Randolph
  - End User Support Specialist I

Tier 2

- Melissa Ray
  - Assistant Director, Information Technology
- Carol Barton
  - IT Business Analyst III
- Pam Luckenbill
  - IT Business Analyst II

Year-End Processes

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FAMIS Year End Contact

- One per System Member
  - May supply one alternate
  - Please email famishelp@tamus.edu with any changes
- Purpose
  - FAMIS Support will have one point of contact when there are issues with year end processes
    - Example: FY 2024 Voucher numbers have not been requested
  - Year End Contact would be responsible for passing the information or request to the correct person
- Current contacts are on our website:
  - https://it.tamus.edu/famis/contacts/year-end-contacts/

Accounting Analysis Codes

- YU724 was run in April to copy FY 2023 Accounting Analysis Codes to FY 2024
  - Run automatically for all members; FAMIS will not re-run without a request
  - Review all 2024 AA Codes for accuracy
  - Pay special attention to any AA codes that utilize state funding to ensure that the information is accurate for the new FY
    - Can be requested with the 'Refresh' option to reload with values for state banks from screen 28

- Review Accounting Analysis Code Overrides (Screen 725) to ensure that overrides dates are correct
  - Ending date must be the pay date, not the pay period end date
  - Monthly overrides must be through 09/01
  - Biweekly overrides must be through 09/08

Request Voucher Sequences

- Year-end request, requires:
  - Voucher Prefix
  - Next Number
  - Description

Must be done before 08/31!

- First sequence is required, each additional sequence should be listed in the comments section, identify for each additional prefix:
  - Voucher Prefix
  - Next Number
  - Description

- If your member uses AggieBuy and the Voucher Description is changed, please make a note on the request; another table will need to be updated

- Item #12B on the Checklist

Concur

- Travel Requests
  - Encumbrances generated from Travel Requests will remain encumbrances for year-end processing
  - No payables will be generated
- Travel Expense Reports
  - Reports approved by 5 PM on September 5th (the day prior to August Close)
    - Post in August business, FY 23
  - Reports approved after 5 PM on September 5th
    - Post in September business, FY 24

Balance Forward Process

- Roll Balances Nightly
  - Review FBDU010 reports for the posting programs
    - Correct issues from the error report
    - Balances will roll forward correctly the next day
  - Automatic process; will run until Month 13 is closed
    - With Month 13 Close, process stops automatically
    - Provisions to make a final run if Month 13 is closed
  - Continues until Month 13 is closed

CHECK ERROR REPORTS!!

Balance Forward Process

- YR412 – Budget Transfers
  - Does not post any transfers— this is an 'As If ' simulation

    Still need to run the YR412 process
  - Feeds file normally posted into YR414

- YR414 – Budget Transfer Simulation
  - Takes file created by YR412
  - Feeds file into YR003 and YR006

- YR003 – GL Actuals
  - Accepts YR412/YR414 simulated feed and then rolls actuals forward

Balance Forward Process

- YR006 – SL/SA Budgets
    - Includes budgets for 'P' Year End accounts
    - Accepts YR412/YR414 simulated feed and then rolls budgets forward
    - Roll BBA to Base handling has been improved
        - Transactions in the new FY have the SA in REF 4 to indicate where the Roll BBA Budget came from
        - Allows for reversal of the previous entry if the flag is changed from Y to N or N to Y

Balance Forward Process

- YR002 – Project Actuals
  - Budget processing included in the YR006
  - Will only process actuals
    - Roll forward for 'P' Year End accounts
    - Reverse actuals on accounts whose Year End Processing flag changed from 'P' to 'E', 'F' or 'T'

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Encumbrance Processing

- Begins after August is closed
- Process looks forward from the prior FY into the new FY to prevent double entry
  - Encumbrance created in prior FY, one is automatically created in new FY
  - Encumbrance adjustment in prior FY will generate corresponding adjustment in new FY
  - If an error occurs in either year, this will prevent any creation/adjustment being made in either year
  - Adjusting an encumbrance in the new FY has no effect in the prior FY

Generate Expense Budget Processing

- As of September 2021, this now runs in both open years
- FY 2024 processing will begin when the default year is changed to FY 2024
- FY 2023 process will stop when Month 13 is closed
  - This will be on a member by member basis
- Two reports will be available in Laserfiche during this time frame

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Ordering Year-End Jobs

- FAMIS web site:

  https://it.tamus.edu/famis/services/year-end-jobs/
  Year-End Job
  Request Button

  Year-End Job Request
  Job Name: *Type job here*
  (Use Year-End Job Checklist)

- Authorized Approvers
  - FAMIS Report Request Approval process has changed, approvals are now check by each type
  - Check the website (https://it.tamus.edu/famis/contacts/report-requestors/) to see if you have this authorization
  - Submit request form if access is needed (https://assets.system.tamus.edu/files/famis/pdf/pub/FAMISAuthorizedApproverRequestCurrent.pdf)

- Email sent to FAMIS Prod for processing
  - Email Confirmation to Requestor
  - If Confirmation Email is not received, the request did not process correctly

Year-End Manual

Using the Year-End Manual

- Combined Scheduling & Checklist

  ➢ Detailed Instructions
  ➢ Tool to Record Progress
  ➢ One Person Responsible for the BOOK

  COORDINATE!

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Using the Year-End Manual

Arrows vs Diamonds

Arrows (➜) point to action to be taken <u>by the user.</u>

Using the Year-End Manual

Arrows vs Diamonds

Diamonds (❖) point to actions taken <u>by FAMIS but recorded by the user</u>

❖ Review XR051 ☐ #23

Post Endowment Earnings –
4th Quarter of Old FY
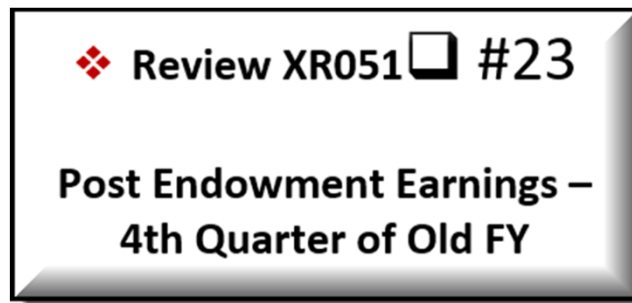
Review Daily Turnover report for postings

Make a Record

- Record items -
    - as they are requested
- Make notes
- When available, run reports **NO-POST** first
- Check Output for Data Integrity
- Check Output for Errors (Turnover & Errors)

- Don't Forget the **POST** step!

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		
"Y" Post		

Highlights

- One person should be responsible for the Year-End Book

- The user is responsible for **action arrows** ➜

- Be aware of jobs with **NO POST options** -
  these require review

- Be sure to **record the date** a job was run in the spaces provided

- Pay careful attention to **criteria** for jobs prior to submitting requests

Step-by-Step

- **#1A**   Open Fiscal Year
      YU800 (Option = YearEnd)
      Run for all parts by FAMIS Services – Was run July 20th

- **#1B**   Create New Year Purchasing Prefixes
      Request FBYU854
      (Option = Exclude)
      Requisitions, Purchase Orders, Master Orders, Bids and **DBRs**

- **#2**   Copy Accounting Analysis Tables
      YU724 (Option = Replace)
      Run for all parts by FAMIS Services – Was run April 20th

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Step-by-Step

- #3   Copy Accounts to New Fiscal Year
  YU001 (Replace=Y)

  Run for all parts by FAMIS Services

  Run with Replace option until August is closed, then it will run with Replace=N

- #4   Load FFX Class Code Tables

  Request TU591

  Run for all parts by FAMIS Services- Run on July 20th

- #5   Load Budget

  Request YU408

  Post Option must be requested by 08/31

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Step-by-Step

- #6   Load Budget Allocations/Transfers

        Request YU409

- #7   PCT Document Review

        Request YUPCT   **NO POST**

    - ○ **August 18th – Last day to create PCT's**
    - ○ **August 21st – Last day to approve PCT's**

- #8   Load Salary, Benefit & Longevity Encumbrances

        Request YR405

Step-by-Step

- #9   Load Wage Encumbrances

    Request YU430

- #10A   Review Accrued Payroll Distribution

    Review PR302

- #10B   Review Salary Savings

    Review PU050

- #11   Zero Old Year Salary Encumbrances

    Review YR410

Step-by-Step

- #12A Create New Year Purchasing Prefixes
            Request FBYU854
            (Option = Include)
            All remaining document prefixes, including
            Limited and Exempt Purchase Orders

- #12B Create Voucher Sequences
            Request VONUM
            Review on screen 835

        If the description is changed for AggieBuy vouchers, please note this on your request

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Step-by-Step

- #13 Complete Purchasing Documents
         Request PBYU215

- #14 Post Purchasing Accruals
         Request YR217   **NO POST**

- #15 Roll Old Year Encumbrances
         Request YR010
         Includes PBYU218   **NO POST**

Step-by-Step

- #16A   DBR & DCR Document Review
        Request YUDCL
            o   FBYU523 - DBR Document Review
            o   VBYU275 - DCR Document Review   **NO POST**

- #16B   TDP Document Review
        Request YU851   **NO POST**

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Step-by-Step

- #17   August Month End Close –

  Run by FAMIS Production Services

  Review:

18A	– FBMU821	**Post**
18B	– YU215	**Post (optional)**
18C	– YR217	**Post**
18D	– YU850	**Post**
18E	– YR010	**Post**
18F	– YUDCL	**Post**
18G	– YU851	**Post**
18H	– YU015	**Post**

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Step-by-Step

- #18   Balances Forward

         YRBBR – includes:
- YR003 -   Carry Forward GL Beginning Balances
- YR414 -   Simulation of YR412
  (Modified version for daily roll)
- YR006 -   Budget Forward Entries
- YR002 -   Carry Forward Project Accounts Actuals

These jobs will be run nightly by FAMIS Production Services from August Close until Month 13 Close.

Don't Forget to Check Error Reports!!

Step-by-Step

- #19   USAS File – to Austin
              Purchasing Accruals

- #20   Student Deferred Revenues/Expenses
                FAMIS Production runs on Sept 1

- #21   Accrued Payroll
              FAMIS Production runs on Sept 1

- #22   Post Endowment Earnings
                XR051 – FAMIS Production runs as soon as file is available

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Step-by-Step

- #23   Close Budgets
        Request YR412
        Must be run at least once

- #24   Post Monthly Depreciation/Amortization
        Request MDEP

- #25   Post Indirect Cost Calculation – Month 13
        Request RR200
        (Required before September Close)

- #26   Zero Out Revenue Budgets
        Request YR150

Step-by-Step

- #27   Reverse AFR Entries
      Request YR415

- #28   Reverse AFR A/R Entries
      Request YI415

- #29   Zero out AFR Encumbrances
      Request YR420

- Repeat
  #23   Close Budget Accounts
      Request final YR412
      Must be run at least once

Step-by-Step

- #30   Close September
         Request normal September jobs & reports

- #31   Old Year / AFR Finalization
         Submit AFR to SOBA

- #32   Close old Fiscal Year – 13th Month
         Request reports needed for year-close

    Current Month PROCESSING

Tips for Success

- Check it out ~ Read it

- Record items as they are done

- Make NOTES

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Tips for Success

- Run reports *NO-POST* first
  (Multiple times if needed)

- Check output for Data Integrity

- Check output for **Errors**

- Remember the ***POST*** step

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Contacts

- **FAMIS SUPPORT**

  famishelp@tamus.edu

  979-458-6464

- **FAMIS PRODUCTION**

  famisprod@tamus.edu

  979-458-6470

- **Website**

  https://it.tamus.edu/famis/

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