

# FAMIS Year-End 2023

August 15, 2023




Melissa Ray & Carol Barton

THE TEXAS A&M UNIVERSITY SYSTEM  
**OFFICE OF INFORMATION  
TECHNOLOGY**

THE  
TEXAS A&M  
UNIVERSITY  
SYSTEM

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# FAMIS Production

THE TEXAS A&M UNIVERSITY SYSTEM  
**OFFICE OF INFORMATION  
TECHNOLOGY**

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UNIVERSITY  
SYSTEM

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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

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## FAMIS Production Team

- **Contacts:**
  - Email: [FAMISPROD@tamus.edu](mailto: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/HR\\_LaserficheSecurityAccessFormCurrent.pdf](https://assets.system.tamus.edu/files/famis/pdf/pub/HR_LaserficheSecurityAccessFormCurrent.pdf)

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## 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](mailto: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 NOT 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.

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## FAMIS Support

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## 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

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## Year-End Processes

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## FAMIS Year End Contact

- One per System Member
  - May supply one alternate
  - Please email [famishelp@tamus.edu](mailto: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/>

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## 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

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## Request Voucher Sequences

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

**Must be done before 08/31!**

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## 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

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## Balance Forward Process

- Roll Balances Nightly
  - Review FBDO010 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!!***

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## 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

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## 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

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## 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

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

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## Year-End Manual

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## 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 by the user.

➔ Request FBYU854. ☐ #1B  
Option: Exclude

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## Using the Year-End Manual

### Arrows vs Diamonds

Diamonds (◆) point to actions taken by FAMIS but recorded by the user

◆ Review XR051 ☐ #23

Post Endowment Earnings –  
4th Quarter of Old FY

Review Daily Turnover report for postings

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## 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		

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## 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

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## Step-by-Step

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

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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 20<sup>th</sup>**
- #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 18<sup>th</sup> – Last day to create PCT's
  - August 21<sup>st</sup> – Last day to approve PCT's
- #8 Load Salary, Benefit & Longevity Encumbrances  
Request YR405

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## 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

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## 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**

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## Step-by-Step



- #16A DBR & DCR Document Review  
Request YUDCL
  - FBYU523 - DBR Document Review
  - 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	<b>Post</b>
18B – YU215	<b>Post (optional)</b>
18C – YR217	<b>Post</b>
18D – YU850	<b>Post</b>
18E – YR010	<b>Post</b>
18F – YUDCL	<b>Post</b>
18G – YU851	<b>Post</b>
18H – YU015	<b>Post</b>

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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!!***

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## 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

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## 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\*\*\***

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## 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 – 13<sup>th</sup> Month  
Request reports needed for year-close

**Current Month PROCESSING**

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## 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](mailto:famishelp@tamus.edu)

979-458-6464

- **FAMIS PRODUCTION**

[famisprod@tamus.edu](mailto:famisprod@tamus.edu)

979-458-6470

- **Website**

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