



FAMIS Production

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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:
 - <u>https://assets.system.tamus.edu/files/famis/pdf/pub/FAMISReportsLaserficheSecurityAccessFormCurrent.pdf</u>
- Laserfiche access HR:
 - <u>https://assets.system.tamus.edu/files/famis/pdf/pub/HRLaserficheSecurityAccessFormCurrent.pdf</u>

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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
 (<u>FAMISPROD@tamus.edu</u>) 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.

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FAMIS Support Tier 2 Tier 1 · Graeme Bloodworth Melissa Ray - End User Support Specialist II - Assistant Director, Information Technology Christopher Warren Carol Barton - End User Support Specialist I - IT Business Analyst III Michael Randolph Pam Luckenbill - End User Support Specialist I - IT Business Analyst II THE TEXAS A&M UNIVERSITY SYSTEM OFFICE OF INFORMATION TECHNOLOGY

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
 - o 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
 - o 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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1:



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

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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)
 - o Post in August business, FY 23
 - Reports approved after 5 PM on September 5th
 - o Post in September business, FY 24

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Balance Forward Process

- Roll Balances Nightly
 - Review FBDU010 reports for the posting programs
 - o Correct issues from the error report
 - o Balances will roll forward correctly the next day
 - Automatic process; will run until Month 13 is closed
 - o With Month 13 Close, process stops automatically
 - o 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
 - $\circ\,$ 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
 - o Roll forward for 'P' Year End accounts
 - $\circ\,$ 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 Year-End Job Request
Job Name: Type job here
(Use Year-End Job Checklist)

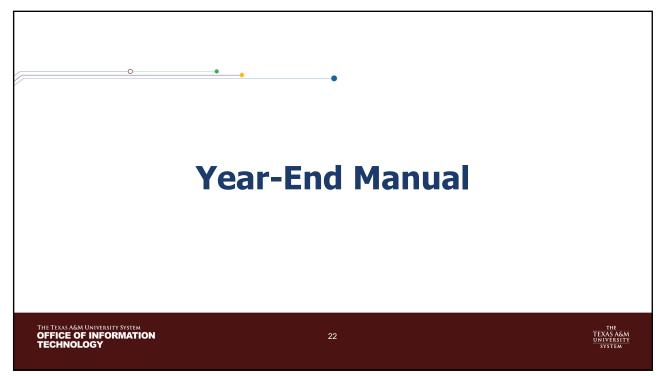
- Authorized Approvers
 - FAMIS Report Request Approval process has changed, approvals are now check by each type
 - Check the website (https://it.tamus.edu/famis/contacts/report-requestors/) to see if you have this authorization
 - Submit request form if access is needed (https://assets.system.tamus.edu/files/famis/pdf/pub/FAMISAuthorizedApproverRequestCurrent.pdf)
- Email sent to FAMIS Prod for processing
 - Email Confirmation to Requestor
 - If Confirmation Email is not received, the request did not process correctly

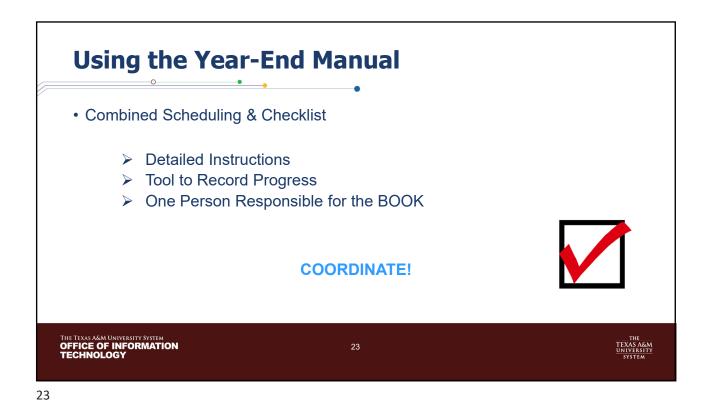
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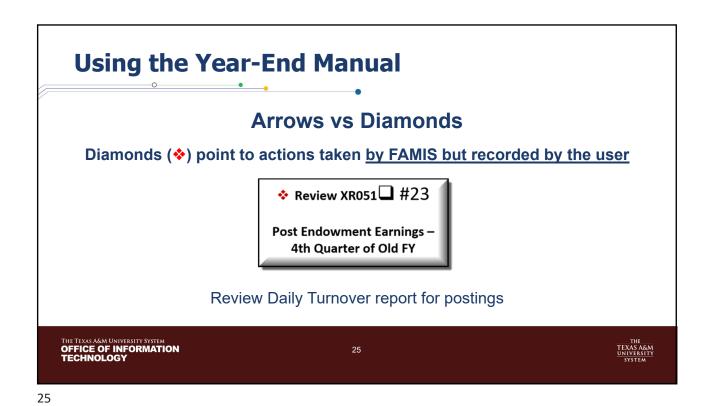


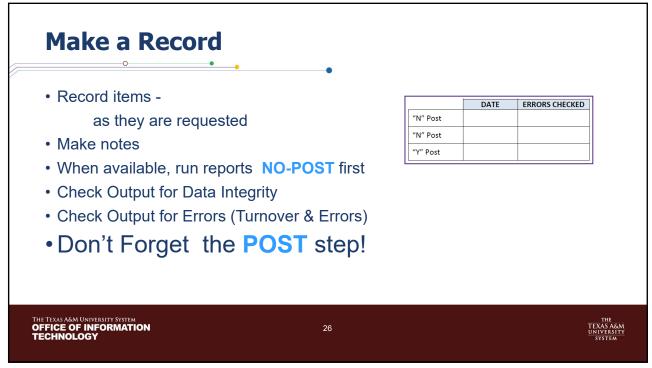
Using the Year-End Manual

Arrows vs Diamonds

Arrows (→) point to action to be taken by the user.

→ Request-FBYU854-□・#1B
Option:--Exclude





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 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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• #6 Load Budget Allocations/Transfers
Request YU409

• #7 PCT Document Review
Request YUPCT
August 18th - Last day to create PCT's
August 21st - Last day to approve PCT's

• #8 Load Salary, Benefit & Longevity Encumbrances
Request YR405

#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

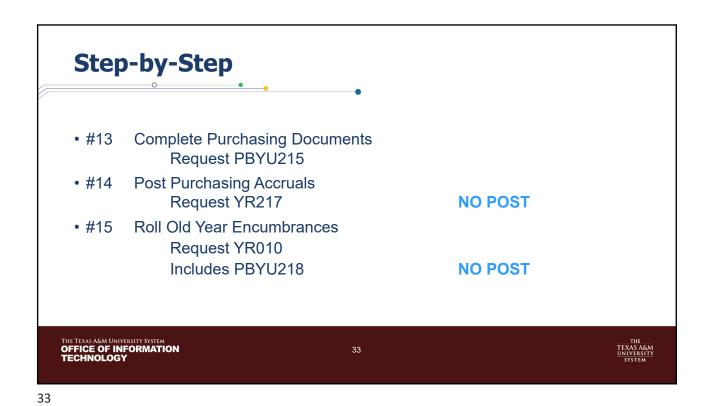
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• #12A Create New Year Purchasing Prefixes Request FBYU854 (Option = Include) All remaining document prefixes, including Limited and Exempt Purchase Orders • #12B Create Voucher Sequences Request VONUM Review on screen 835 ****If the description is changed for AggieBuy vouchers, please note this on your request*** ****If the description is changed for AggieBuy vouchers, please note this on your request***



• #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

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

• #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

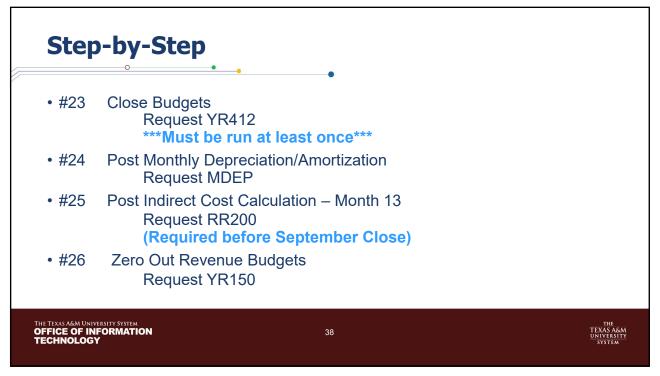
These jobs will be run nightly by FAMIS Production Services
from August Close until Month 13 Close.

Don't Forget to Check Error Reports!!

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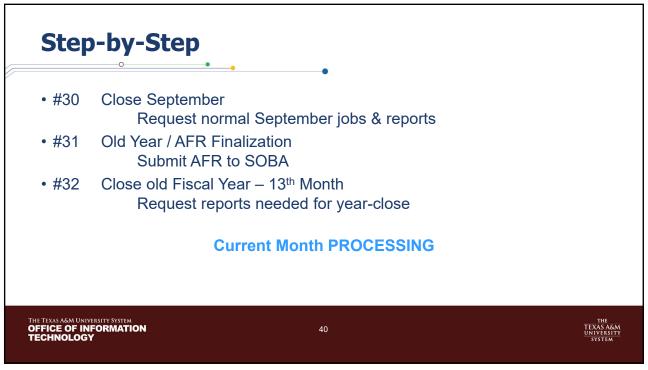
• #19 USAS File – to Austin Purchasing Accruals • #20 Student Deferred Revenues/Expenses FAMIS Production runs on Sept 1 • #21 Accrued Payroll FAMIS Production runs on Sept 1 • #22 Post Endowment Earnings XR051 – FAMIS Production runs as soon as file is available

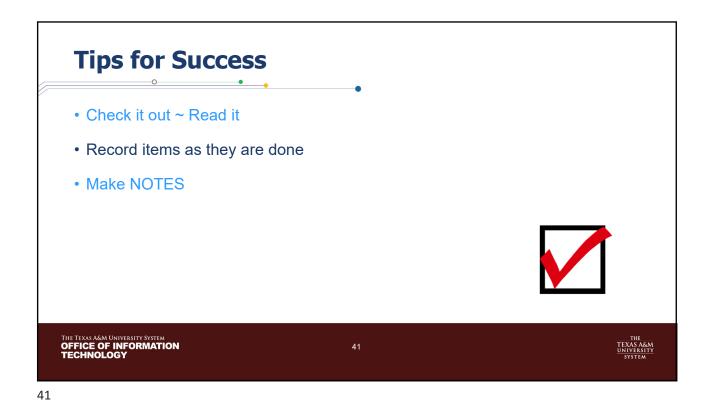
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Step-by-Step • #27 Reverse AFR Entries Request YR415 Reverse AFR A/R Entries • #28 Request YI415 • #29 Zero out AFR Encumbrances Request YR420 Repeat #23 **Close Budget Accounts** Request final YR412 ***Must be run at least once*** THE TEXAS A&M UNIVERSITY SYSTEM OFFICE OF INFORMATION TECHNOLOGY 39

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

• Check output for Data Integrity

• Check output for Errors

• Remember the POST step

Contacts • FAMIS SUPPORT famishelp@tamus.edu 979-458-6464 • FAMIS PRODUCTION famisprod@tamus.edu 979-458-6470 • Website https://it.tamus.edu/famis/