Year-End Procedures User Manual

Version 15
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FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in understanding Year-End procedures 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. Helpful tips are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields with the use of the *PF2* key or 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 process reports and programs required at the end of the fiscal year and prepare for closing procedures.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. For suggestions or to 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.

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Overview

Introduction

The year-end processes and procedures described in this manual are designed to serve as the guide through the Year-End Process for FAMIS users, FAMIS Support staff, and FAMIS Production Services staff.

Inside this document is valuable information to help users follow recommended procedures and run the reports and programs to close the financial records for the fiscal year.

Please read and understand this manual *in its entirety* before beginning the Year-End Process.
Please direct any questions to the FAMIS HOTLINE at
(979) 458-6464 or send email to famishelp@tamus.edu.

Please remember:

- ➢ this list is organized in a very general sequential order
- ➢ some steps will overlap and be done concurrently
- ➢ some of the steps detailed below will have already been done because new year budgeting is entered into FAMIS in early spring
- ➢ some of the steps are dependent on a specific order in which they must be requested

Symbols

➔ *Action to be taken by the **user***

❖ *Action taken by **FAMIS** and recorded by the user*

◆ *Helpful tips provided for a process*

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*After reports have been run, the transactions must be **REVIEWED**,*
NOT just the errors!!!

NOTES:

NOTES:

NOTES:

Section II
Year-End Procedures

General Section

This section presents information and direction for a number of year-end topics that need to be addressed. The arrow-shaped bullets (➜) **point to actions for the user to take**. While the topics are not necessarily to be done in the order presented, all should be read and evaluated for action.

Delete Flag

Once a new year account has been budgeted, the account may be deleted, but cannot be dropped.

> ➜ Set the **Delete Flag** for all old year accounts that are not to be carried forward to the new year. Use **Screen 43** for GLs and Banks, **Screen 44** for SLs, and **Screen 54** for SAs.

Delete Flag:
- cannot be set for accounts with outstanding encumbrances
- can be set at any time in the current/old fiscal year when no new transactions are expected and, under most circumstances, the BBA is zero
- can be set for accounts with BBA by confirming the user's intent on the pop-up window when setting the Flag
- will prevent any new transactions against the deleted accounts

◆*TIP:* *All "deletes" and "drops" must be **done manually in both the old year and the new year** once the accounts are copied to the new year by Job YU001, which is run at the beginning of the FAMIS Budget Process.*

Year-End Process Flags

These Flags determine how balances roll forward to the new year. (See Year-End Reference section for the valid values.) Year-End Flags can be changed during the Year-End close process. The YRBBR daily run will make the necessary adjustments to the budget brought forward for the accounts that are modified.

> ➜ Request **FBAR540** (OPTION=BOTH) to verify that the GL and SL Year-End Process Flags are set properly.

◆*TIP:* *To correct/change the Flag online, use **Screen 2** for GLs and **Screen 6** for SLs.*
◆*TIP:* *To change the Flag for a given range of accounts, send request for **XXCYEND.***

Account Attributes & Tables - Parameters & Prodcards

➡ Create and follow a timeline for making changes to values in accounts, tables, parameters and prodcards, especially if doing multi-year processing and reporting.

➡ Request FBAR540 (OPTION=BOTH) to verify GL and SL attributes, especially those used for AFR reports.

◆**TIP:** *Request **XXCHGSSV** (from FAMISHELP@TAMUS.EDU) to change the regular or faculty salary savings account for a given range of accounts.*

➡ Review and update all year-end related tables, parameters and prodcards.

Table Example
Department Table   (**Screen 860**)

Report Parameters	Prodcards
FBMR220	FBAR230
FBAR230	FBAR233
FBAR232	FBAR236
FBAR233	FBAR237

Security Changes

➡ Verify and correct employees' security (**ZSS Screen 4**) for the fields that control:

fiscal year access
entity access
home department

User Access

Remember, when the default fiscal year changes to the new fiscal year, most departmental users and some business office users only require access to the new fiscal year. A select few in the business office will need access to both old and new fiscal years.

For example, the following business office functions require different fiscal year update access:

Attribute Maint	- need both old and new year
	- (can update in old year until Allow Flag off)
Encumbrance	- need both old and new year
Accounts Payable	- should only need current year
Purchasing	- should only need current year

Person File

Screen 850, the person file, is updated if Workday processes an ADLOC account change for an employee. Two fields may change: the ADLOC account for the employee and the employee's home department will be updated to match the department on **Screen 6** for the new ADLOC account. Security screens in ZSS are **not automatically updated**.

AFR Batches (Reversing)

> ➔ Create AFR batches with entries for AFR reporting purposes that will be reversed in the new year. The designation of "AFR" at the beginning of batch header name identifies this batch as one to be reversed by the reversing programs.

Only AFR batches created in <u>August</u> and <u>Month 13</u> will be processed.

> **The reversing programs for AFR batches can be run more than one time, but ONLY for different Batch References.**

> ◆**TIP:** The **key to** all **AFR batch processing** is that the **batch reference must be** entered as **"AFRnnn", but not AFRFnn**. This includes all **corrections** to AFR batch postings!!
>
> And do not forget about **AFR postings to the member's Suspense** account due to errors. If entries from AFR batches go to Suspense, these entries must be cleared with an "AFR" batch. If this is not done, the corrections will not be automatically reversed by the reversing programs in the new year.
>
> With Workday, only the monthly payroll will be expensed in the old fiscal year but disbursed in the new fiscal year. If any accounts are not found in the new fiscal year, the transactions go to the **Suspense File** and must be manually corrected online in FAMIS.
>
> When a bi-weekly payroll crosses fiscal years, the entire payroll will be expensed in the new fiscal year. FAMIS programming will use the second Bi-weekly payroll in August to estimate the portion that should be accrued in the current fiscal year. An AFR reversing entry will be posted to account for this accrual and reversed in the new fiscal year.

Interface/Feed Files

For all Interface Files, check each one for the month/year where the file should post . Many mistakes are made with posting files into the wrong month/year during the Year-End Process.

At Year End, send files to FAMIS Production to post as soon as available, but **AT LEAST two (2) days before Month-End Close**. This allows time for review and correction of problems before the Month/Year is closed and no adjusting entries can be made.

Deferred Student Revenue/Expense

Beginning on June 1st, the student accounting feed entries are split for deferred revenue and expense based on semester codes provided by each participating System Member - currently TAMU, TAMUG, TAMU-C and TAMU-T. Deferred batches are posted into the new fiscal year.

> ➜ Review semester codes in the student systems for new code additions or changes to existing codes. Do this early spring and notify FAMIS Production Services of the changes.

Purchasing Document Default Year

> ➜ Change Purchasing Document Default Year - optional

The purchasing document default year is the year that is displayed on the document header screens when creating a new document. Two fields on **Screen 311** control the default purchasing year.

> DEPT Default Year................,_____,
> PURCH Default Year.............,_____,

During a fiscal year, the purchasing default year is the same as the current fiscal year. However, for year-end processing, there is a time when the departments need to stop creating documents in the old year and begin creating documents in the new year. In addition, the Purchasing Office needs to continue working in the old year. These fields allow different default year to be set for these two different focuses.

Please submit a Change Enhancement Request (https://it.tamus.edu/famis/services/change-enhancement-request/) to change the Purchasing Default Year to the new FY on **Screen 311** for "DEPT" documents (Limiteds, Exempts, and Requisitions) and/or "PURCH" (purchase orders) documents. This means that while working in the old year, as users enter purchasing documents, the default document year on the document header screens will be the new fiscal year. Should they wish to pay with current year funds, they would have to change the default year on the document header to the current (old) year. These two fields can be changed at different times.

Rolling Balances After August Close

With August close, the YR002, YR003 and YR006 programs will be run daily by FAMIS Production. These programs will roll old year SL, GL, Bank balances and Project Actuals into the new year each day through Month 13 close. Do not forget to check the error messages on these reports each day. Correcting the issue in the fiscal year that is generating the issue will allow that error to be corrected next time it runs.

After the Month 13 close, they may be requested. Running these programs after Month 13 close may affect the balance on prior months' statements if they are re-run.

Request Voucher Sequences

Checklist # 12B adds requesting voucher sequences as a Year End request. The checklist item improves audit and review, ensuring that all the steps necessary for the Year End process have been completed. The new Year End request is VONUM.

The new Year-end request, VONUM, will require the following to be entered for each sequence number requested:

- Voucher Prefix   -   First digit of voucher sequence, can be 0-9
- Next Number   -   First number of new sequence, must be 7 digits
- Description   -   Description for sequence, 20 character maximum

Concur

Travel Encumbrances
For System Members using Concur, encumbrances generated from pre-trip authorizations will remain encumbrances for Year End processing. No payables will be generated.

Expense Reports
Expense reports approved by 5pm on the night prior to August Close will post in August business. Beginning the day after August Close in September, approved Concur expense reports will process and post in FAMIS in September of the New Year.

Balance Forward Process - YRBBR

Roll Balances Nightly

➤ **Process occurs between 1:00 and 2:00 am**
- FAMIS will look at program processing errors the following morning
- Users need to review the FBDU010 reports for the various posting programs

➤ **Rolling Balance Forward process will run until Month 13 Closed**
- Could affect September/October Reports at SL/SA level if they are rerun
- Will affect the September and possibly October numbers online if Month 13 is closed after one of these two months is closed
- When Month 13 Closes, process will automatically stop
- There are provisions to make a final run if Month 13 Close and we still need to roll balances forward

➤ **FRS Screen 6**
- "E," "F," "P," and "T" Year-End processing codes are changeable from one type to another - the Year-End processing code can now be changed at any time
  - Will not reverse YR412 once run, but any balance forward entries that were made as a result of the pro-forma YR412 will be adjusted
  - Any other additions/subtractions/transfers performed through normal processing
  - Changing an account to "P" will not cause the system to recalculate ITD totals. Only to process the account as a "P" in the roll forward process
- "D" no longer exists
- A "T" account cannot have the Year End account point to itself

Roll Balances Process (YRBBR)

➤ **User initiated "098" transactions (Balance forward GL balances and Project Actuals)are not allowed in the new year until the prior FY closes**
- All "098" transactions are looked at in summary; the program cannot distinguish between those posted by YR003 and those that were user initiated
- Anything entered in the new year would be reversed when YR003 attempts to sync up the prior FY and the new FY

➤ **User initiated "027" transactions (Budget Brought Forward)are allowed in both years**
- YR006 looks at transactions and is able to ignore user initiated "027" transactions and only utilize the "027" transactions posted by the YR006 to sync up the prior FY and the new FY

➢ **YR412 – Budget Transfers**
- Will process until the "FINAL" run has been performed or Month 13 Closed
- **Does NOT actually post any transfers – still need to run the YR412 process on the Year End Checklist**
- Feeds the file normally fed to FBDU010 into YR414

➢ **YR414 – Budget Transfer Simulation Process**
- Simulates the YR412 process, but only 1 run of transfers
  - o Some members do multiple transfers - too complicated to handle
  - o Some members transfer Budget out and then add budget back into accounts
  - o How do we manage this since the YR412 simulation process will still be running?
  - o Once "FINAL" has been run, the YR412 will not process any more. This is the point at which those budgets that should remain in the Transfer From account need to be entered
- Creates a file to be fed to YR003/6

➢ **YR003 - GL Actuals**
- Accepts YR412/YR414 simulated feed to add to the actual and then rolls actuals forward
- Performed until Month 13 is Closed

➢ **YR006 – SL/SA Budgets**
- Processes the budget roll for ALL Year-End account types including "P" Year-End accounts
- Accepts YR412/YR414 simulated feed to add to the budget and then rolls the budgets forward
- Roll BBA to Base handling has been improved
  - o Transactions in the new FY have the SA in REF 4 to indicate where the Roll BBA Budget came from
  - o Allows reversal if Flag is changed from "Y" to "N" or "N" to "Y"
- Performed until Month 13 Closed

➢ **YR002 – Project Actuals**
- No more budget processing – Project budgets are now included in the YR006
- Will only process Actuals
  - o Roll forward for "P" Year-End accounts
  - o Reverse Actuals on accounts whose Year-End Processing Flag changed from "P" to "E," "F," or "T"
- Performed until Month 13 Closed

Encumbrance Process

When Encumbrance Process occurs:
- Begins After August Close
- After YR010 has been run
- Only during Month 13

Process looks forward from the prior FY into the new FY to *prevent double entry*
- If creating a new encumbrance in the prior FY, it will create a new encumbrance in the new FY
- If adjusting an encumbrance in the prior FY, the same adjustment will be made in the new FY
- Item 1 and 2. Work providing an error is not generated. An error in either year prevents any creation/adjustment from being made in either year
- Adjusting an encumbrance in the new FY has no effect in the prior FY

Transactions posted in both FY's
- Post as a "05x" (x being the transaction type 0-9) in the prior FY
- Post as a "057" transaction code in new FY
- Transactions have same information to allow trace or tie-back (batch ref and date are different)
- AFR Encumbrances are part of this process
  - Due to reserving funds in the prior FY and do not want to spend in the new FY until after the AFR is completed
  - They are not reversed by FBYR415
  - Zeroed out by FBYR420 which is part of the Year-End Checklist

FAMIS will generate a batch in the background in the new FY
- Online - Purchasing Session ID
- Batch mode - ENCZ99
- Batch date in new FY will be first day of the longest open month

Errors which occur in the new FY look like the following:
- F8476 FY23/6354/Reversing Encumbrance of 2.75- exceeds current amt of 1.75
- PF12 – multiple informational messages
  - Should have messages for both fiscal years when in the prior FY

Concept
- $50 Encumbrance in prior FY to roll forward
- Same $50 Encumbrance in new FY after roll forward

Scenario
- Prior Year - $50   New Year - $50
  Enc release   <$10>   FAMIS   <$10>
    - Before, the adjustment would have had to been made in both years; FAMIS creates encumbrance adjustment entry in new FY on behalf of the user

- Prior Year - $50   New Year - $50
  Voucher   <$20>   FAMIS   <$20>
    - Voucher reduces encumbrance in prior year, FAMIS creates encumbrance adjustment entry in new FY on behalf of the user

- Prior Year - $50   New Year - $50
                                           Voucher   <$20>
  Enc release   <$40>
    - Voucher reduces encumbrance in New-Year, FAMIS creates encumbrance adjustment entry in prior FY on behalf of the user
    - Tries to process encumbrance release of $40 in old year, but will get an error message because there is only $30 remaining in the new FY

Special Daily Reporting

Request 1 Week in Advance

To have a selected set of reports run on a daily basis during year-end, users must **notify Production Services at least one (1) week in advance.** They must have the lead time to prepare the JCL.

Month 13 Processing

After closing August, the old fiscal year will be set to Month 13 and entry of all Month 13 accrual entries can begin.

➜ Enter **AFR batches** required only for AFR reporting.

AFR Batches

AFR Batch Format:
- Use **AFRxxx** pattern only
- **Do _not_ use** AFRFxx
  - AFRFxx is reserved for posting endowments

AFR batches will be reversed in the new FY (see the Year-End Reference document) with batches labeled RAFRxx.

Non-AFR corrections, use YExxxx batches.

IMPORTANT: **All corrections to AFR batch postings must be made with an AFR batch heading, including any transactions from AFR batches that post to Suspense.**

FAMIS will accept transactions in both fiscal years. Any accounting entry can be entered in the old FY.

Note that all Month 13 batches *must* be opened with a batch date of 08/31/yyyy.

Generally, clearing account balances (GLs 00XXXX) should be cleared to zero during Month 13. (Payroll and payroll benefit clearing accounts are examples of clearing accounts that should not total zero at the end of the year.)

Verify that all suspense items are cleaned up for the old FY prior to closing Month 13 using the daily report FBDR016. Make sure that **Screen 17** (Suspense Update) is used to clear these items. All corrections to AFR batch postings that have gone to Suspense must be made with an AFR batch.

NOTES:

FFX for the New Year

FFX Decisions

FAMIS Production Services receives many questions concerning the timing of various Year-End FFX activities. FFX Year-End processing has never been simple process to understand, and with the addition of daily SPA feeds, it has gotten even more complicated. The following is an explanation of the various decision points, along with their pros and cons. Property Managers and the Business Officers should make joint decisions as to the best timing for each organization.

There are two main decisions that must be made (email: **famishelp@tamus.edu**):

1. When should the Accounts Payable to FFX feed begin for the new year? (FnnTAPFD job, where nn is Part number)

2. When should FFX be closed for transactions in the OLD year?

   AND

   When should FFX be opened to allow FFX transactions in the NEW year?

To assist with the decision:

Below is a list of questions with the Pros and Cons. It is strongly recommended that the Business Office and Property Office discuss these items and jointly agree on the timing that best suits the organization as a whole.

Prior to making these decisions, there are several facts that are important to note:

➢ With the ability to have two Fiscal Years open in FFX, carefully consider to which Fiscal Year the transaction belongs. Posting of a transaction in the wrong Fiscal Year affects the AFR.

➢ While preliminary and pending assets can be created in two fiscal years, they can only be **approved** in the fiscal year of their Acquisition and In-Service Date. Approved assets should only be modified or deleted in the OLD Fiscal Year.

➢ FFX is automatically closed in the OLD year when the AFR is submitted for review. It will not be reopened without approval from the System Office of Budgets and Accounting, the member Business Office, and the member Property Office.

➢ The NEW FFX year is not open to allow FFX transactions until the Member requests that the NEW FFX year be opened to allow FFX transactions.

➢ If the NEW FFX year is not opened when the OLD FFX year is closed (like during AFR review), no asset transactions that open batches will be able to be processed. These include: **Screen 510** through **Screen 519** (Property Office transaction screens).

➢ SPA feeds for the OLD year must be complete before any SPA transactions are fed for the NEW year.

1. **When should a member begin feeding NEW year controlled and capital items from Accounts Payable into FFX?**

   The job that does this is FnnTAPFD, where nn is the Part number.

   The options are:

   A. Feed **only OLD year** A/P activity until all FFX entry for the OLD year has been completed. Once the OLD year is complete, feed only the NEW year.

      Pro: This method completely separates OLD year and NEW year FFX activity. There is very little chance that a NEW year item would accidentally be approved in the OLD year. Property Office workers can assume that all pending assets belong to the prior year. When FFX is complete for the year, there should be no outstanding pending assets.

      Con: Once the Property Office has finished entering the majority of FFX items for the OLD year, there may be slack time that could be used preparing and auditing some of the pending assets that will be created by NEW year A/P activity.

      Con: FAMIS bar code labels (TBAR057) for items that have been purchased in the NEW year cannot be automatically created until the voucher has been fed and approved in the NEW year. Departments must be encouraged to physically label assets within 10 calendar days of receipt, as stated in the System Equipment Management Manual.

      OR

   B. Feed **both OLD and NEW year** A/P activity into FFX. Separate reports will be prepared for each FY feed.

      All assets should be "worked" from the TBDU065 and TBSPPREP reports that come out of the FnnTAPFD cycle. Please note that these TBDU065/TBSPPREP reports are produced separately, one set of reports per fiscal year. Selecting assets directly from **Screen 529** could cause NEW year assets to be approved in the OLD year (and vice versa).

      Pro: Property Office can begin preparing NEW year pending assets as time permits. This might include changing descriptions, auditing class codes, and preparing manual inventory tags (however not FAMIS generated bar codes).

      Con: Care must be taken to ensure that only OLD year assets get approved in the OLD year and only NEW year assets get approved in the NEW year.

2. **When should FFX be closed in the OLD year AND when should it be opened to allow FFX transactions in the NEW year?**

   The options are:

   A. Close the OLD FFX year when the Property Office and Business Office are relatively certain that FFX is current and the "Investment in Plant" portion of the AFR (Schedule B-11) is complete. FFX may be opened FFX for the NEW year for transactions but **be aware** that any FFX corrections for the OLD year will have to be done as FRS journal (adjusting) entries. The FFX entries will have to be done in the NEW year with the "Feed Accounting" Flag set to "N".

   OR

   B. Close the OLD FFX year when the AFR is submitted for original review but wait to open the NEW FFX year for transactions, until the final AFR review is complete. The Property Office and Business Office should be relatively certain that FFX is current and that the "Investment in Plant" portion of the AFR (Schedule B-11) is complete.

   OR

   C. Wait until the official (final) Month 13 reports have been run before closing the OLD year and opening the NEW year for transactions. This will ensure that all OLD year transactions are processed before the NEW year is opened for processing transactions.

Once the NEW year has been opened to allow FFX transactions, all of the following will begin running in the NEW year: **TAPFD** (feeds pending assets from accounts payable), **TFAFD** (feeds FAMIS G/L transactions from FFX), **TMASS** (mass change program), and TR059 (FAMIS bar code upload for TAMU and TAMCC).

FFX - Year-End Review

As of Fiscal Year 2012, we no longer report Fixed Asset information to SPA. The scenario for each member will be similar to the following:

On request, the **Screen 842** FFX Allow Transaction Flag is set to "Y" in the NEW year. Day 1 is the last possible day of FFX entry into the OLD year as the Flag will be set to "N" in the OLD year per the agency's request or submission of completed AFR.

At this point, the Property Office states it has completed entry of all OLD year activity and the Business Office states it has entered all necessary AFR (Plant/Property transactions and/or A/P transactions) activity for the OLD year. The Members will schedule with FAMIS Production to run the final MDEP "Post" of the year. The MDEP is skipped for August Close. This is the last report run prior to AFR submission.

All capital and/or controlled assets for the OLD year have been entered. At this time, the AFR has been delivered to SOBA AFR representative. SOBA requests FAMIS to lock down the campus code for the OLD year and no other entry into the OLD year will be allowed. All **Screen 842** Flags will be set to "N" in the OLD year.

Once the AFR is final and SOBA notifies FAMIS Services, FAMIS Production Control will schedule Fiscal Year Close and closes out everything from the previous FY, they will run TBYUCLO. This will completely finish FFX for the OLD Fiscal Year and opens the NEW Fiscal Year.

FAMIS Production will also schedule the reports needed and close all months that FRS has already closed.

FAMIS will change the Fiscal Year-End Flag to NEW year (**Screen 853**) and begin running FFX jobs in the new year.

NOTES:

Summary Steps - Year-End Close Procedures

Additional information and instructions are provided on the following pages for each of the steps involved in scheduling the Year-End Close procedures.

Post Option

➔   *Action to be taken by the* **User**

❖   *Action taken by* **FAMIS** *but recorded by the User*

CK #	STEP	REQUEST / REVIEW / RUN	Post Option	Pg Ref	Done
#1A	Open New Fiscal Year	YU800 (Option = YearEnd)	❖	II-23	
#1B	Create Purchasing Prefixes	YU854 Exclude Option Post	➔	II-26	
#2	Copy Accounting Analysis Tables	YU724	❖	II-27	
#3	Copy Accounts to New Fiscal Year	YU001 (includes YU007) Post	➔	II-28	
#4	Load FFX Class Code Tables	TU591 Post	❖	II-33	
#5	Load Budget	YU408	➔	II-35	
#6	Load Budget Allocations/Transfers	YU409	➔	II-37	
#7	PCT Document Review	YUPCT (NO POST)	➔	II-39	
#8	Load Salary, Benefit & Longevity Enc	YR405	➔	II-40	
#9	Load Wage Encumbrances	YR430	➔	II-41	
#10A	Review Accrued Payroll Enc	PR302 Post and Review	❖	II-43	
#10B	August Salary Savings	FBPU050 Post and Review	❖	II-44	
#11	Zero Old Year Salary Enc	YR410 Post and Review	❖	II-46	
#12A	Create Document Prefixes	YU854 Include Option Post	➔	II-47	
#12B	Create Voucher Prefixes	VONUM – Review Screen 835	➔	II-49	
#13	Complete Purchasing Documents	PBYU215	➔	II-50	
#14	Post Purchasing Accruals	YR217 (NO POST)	➔	II-53	
#15	Roll Encumbrances Forward	YR010 (NO POST) – includes PBYU216	➔	II-57	
#16A	DBR Document Review DCR Document Review	YU523 (NO POST) YU275 (NO POST)	➔	II-59	
#16B	TDP Document Review	YU851 (NO POST)	➔	II-60	
#17	August Month End Close – All Members Review the following steps:	RUN BY FAMIS PRODUCTION SERVICES	❖	II-61	
#17A	Increment Processing Month	FBMU821 - Post	❖	II-62	
#17B	Complete Purchasing Documents	YU215 Post (optional)	➔	II-63	

CK #	STEP	REQUEST / REVIEW / RUN	Post Option	Pg Ref	Done
#17C	Accounts Payable Accrual	YR217 Post	❖	II-64	
#17D	Default to New Year	YU850 Post	❖	II-65	
#17E	Encumbrance Roll Forward	YR010 Post	❖	II-66	
#17F	DBR and DCR Auto-Cancel	YUDCL Post	❖	II-67	
#17G	TDP Auto-Cancel	YU851 Post	❖	II-68	
#17H	SciQuest Account Preparation	FAMIS Production runs this job	❖	II-69	
#18	Roll Balances Forward: • GL • SL • Budget • Project Actuals	YRBBR (Includes YR002, YR003 and YR006)Run nightly by FAMIS Production Services from August Close until Month 13 Close	❖	II-71	
#19	USAS Purchasing Accruals	FAMIS Production runs this job to send the files to Austin	➔	II-72	
#20	Post Student Deferred Revenues/Expenses	FAMIS Production runs on Sept. 1	❖	II-73	
#21	Post Accrued Payroll Batches	FAMIS Production runs on Sept. 1	❖	II-75	
#22	Post Endowment Earnings	XR051 - FAMIS Production runs as file is available	❖	II-76	
#23	Close Budgets	YR412	➔	II-77	
#24	FFX – Depreciation/Amortization	MDEP	➔	II-79	
#25	Indirect Cost Calculation – IDC – Month 13	RR200	➔	II-81	
#26	Zero Out Revenue Budgets	YR150	➔	II-85	
#27	Reverse AFR Entries	YR415	➔	II-86	
#28	Reverse AFR A/R Entries	YI415	➔	II-87	
#29	Zero Out AFR Encumbrances	YR420	➔	II-88	
#23	Repeat – Close Budgets	YR412	➔	II-89	
#30	Close September	Normal September jobs and reports	❖	II-90	
#31	AFR Finalization Confirmation	Submit AFR to SOBA	➔	II-91	
#32	Close Month 13	Request reports needed for year-close	➔	II-93	
	Current Month Processing				

Open New Fiscal Year

Prepare New Fiscal Year Tables for Accounting Transactions

> ❖ **Production Runs** <u>YU800</u> ❑ **#1A**
>
> <u>**MUST BE RUN BY 8/31.**</u>
>
> **Criteria**: <u>None (prior to 8/31)</u>
> **Option**: YEAREND

	DATE	ERRORS CHECKED
"Y" Post - Budget		
"Y" Post - YearEnd		

> **NO "No Post" option. This job updates the database.**

Open New Fiscal Year and Create Tables

There are three options to the YU800:

- **BUDGET**
- **YEAREND**
- **ALLTABLES**

Each new fiscal year is opened for budget preparation by running the **Budget** option. See more information about the three options below.

- Run **YEAREND** option by August 31

- Creates FRS, AR, and SPR control records
- Rolls some tables forward to next year but leaves current year pointing to old year
- Flags (**Screen 842**) are set as follows:

  Allow (Attributes, Purchasing, Transactions) Flags are set to "N."
  Budget Control flag is set to the same value as the previous FY.
  WD Encumbrance flags are set to the same value as the previous FY. ****REVIEW****

> ❖   Change appropriate Tables in the new fiscal year.

The tables in the YU800 will not be rolled forward again. Changes may be from SAGO-mandated changes, User-defined changes, or TAMUS-defined Object Code deletes.

YU800
- Creates the new fiscal year control records and copies tables in the next fiscal year, but leaves the current year pointing to the old year
- Must be run with the YEAREND option by August 31 to allow check and voucher updates to post in the New-Year successfully
- Sets *Allow* Flags (Attributes, Purchasing, Transaction, and FFX) on **Screen 842** to "N"
- Sets the *Budget Control* Flag on **Screen 843** to the same value as the previous FY. (FAMIS users control this Flag; update security access is required)

Options for YU800

A. **OPTION=YEAREND** needs to be done as part of year-end processing. It creates the AR, SPR, Purchasing, and most of the FFX control tables and includes the following programs:

FBYU807 -	rolls forward User Defined Budget Profiles (**Screen 710**)
FBYU831 -	rolls forward the IDT Interface Table
FBYU840 -	rolls forward the USAS Strategy Table
FBYU528 -	rolls forward the DBR Account Access Table
FBYU529 -	rolls forward the DBR Processing Office Routing Path Table
TBYU800 -	creates the FFX control record for the new FY
TBAR020 -	unloads the FFX tables (591-599) runs TBIU592-595 to load the master 592-595 tables. Only TBIU591 and TBIU592 run for the Members

B. **OPTION=YEAREND** for **All Campus Codes** mid-to-end July.
This option includes **ALL** of the programs in both the BUDGET and YEAREND options.

C. **OPTION=ALLTABLES** is used for **TAMRF** (usually in mid-July) and the Training Region where all of the tables must be created or replaced.

This option includes **ALL** of the programs in both the BUDGET and YEAREND options.

D. **OPTION=BUDGET** is run when opening the new fiscal year to begin entry in the budget module. The new year FRS control record – **Screen 821** is created with this option. BUDGET option includes:

FBYU801 -	rolls forward COA structure for GLs and SLs
FBYU803 -	rolls forward Global Subcode Edit records
FBYU804 -	rolls forward the ABR table
FBYU805 -	synchronizes the GL Subcode description table with the master campus and rolls it forward to the new year
FBYU806 -	synchronizes the SL Subcode description table with the master campus and rolls it forward to the new year

Purchasing control screen information is rolled in the YU800 – BUDGET Option.

Create Purchasing Prefixes

➔ **Request <u>YU854</u>** ❑ **#1B**
Option: Exclude

	DATE	ERRORS CHECKED
"Y" Post		

Give any new Purchasing Prefixes to FAMIS Production Services. Current prefixes may be viewed on **Screen 855**.

At this time, only the following documents are created:

Requisitions
Purchase Orders
Master Orders
Bids
Department Budget Request (DBR)

The remaining prefixes (Limited Purchases and Exempt Purchases) must still be created. This is done on Checklist #12A, which is requested closer to the beginning of the new year processing.

NOTES:

Copy Accounting Analysis Tables

Rolls current year accounting analysis tables forward to new year

❖ **Request YU724 ❑ #2**
Criteria: YU800

	DATE	ERRORS CHECKED
Run (FAMISPROD) Budget		
Run by Member		

- **FAMIS Production Services runs this job with the YU001 at the beginning of the Budget Cycle**

This job is run for all members by FAMIS Production Services at the beginning of the Budget cycle with the OVERRIDE option.

There is not a "No Post" option. This job updates the database.

- **Replace Set to 'Y'** –use caution when running
    - Changes made in the new year table will be overwritten by old year data
- **Replace Set to 'N'**
    - Only new values in the current FY will be copied to the new FY

Options for YU724

Value = REFRESH: "Refresh" is the Default value. The "Refresh "copies the Accounting Analysis code table from the new fiscal year back to the new fiscal year
- This will allow the values that come from state salary banks to be updated in the accounting analysis table
    - Appropriation Year
    - State Fund
- New state banks must be established in the new fiscal year for this to have any effect

Value = OVERRIDE: Copies the Accounting Analysis code table from the prior fiscal year back to the new fiscal year
- Increments the state banks and stores the values, regardless of whether the bank exists in the new FY or not
- This option will completely replace the Accounting Analysis code table; any changes made to the new year table will be overwritten

NOTES:

Copy Accounts to New Fiscal Year

Update Accounts to New Year
(Banks, GLs, SLs, SA,)
Update SL Counter Flags for GLs
(includes YU007)

❖**Request YU001** ☐ **#3**

Criteria: YU800

YU007

	DATE	ERRORS CHECKED
"Y" Post		

NO "No Post" option. This job updates the database.

- **FAMIS Production Services begins running this job each night for all members at the beginning of the Budget Cycle, with the Replace Option = Y. This will continue through August close; at that time this will change to Replace Option = N for all members.**

Changes made to accounts in the new Fiscal Year may be overwritten by old Fiscal Year data
- The following fields will NOT be replaced after the initial run of **YU001**:

Map code	Default Bank
ABR rule	Budget Sort
Etravel Fee Accounts	SA Create Enable Flag
SA Rev/Exp Budget Flags	SA Rev/Exp Actual Flags
Accounting Analysis Code	

The *Allow Attributes Flag* (**Screen 842**) will be set to "Y" in **YU001**.

YU001 increments the fiscal year in the State banks (both the default and alternate banks) on the accounts.

NOTE: New Fiscal Year State banks are **not** created; these must be set up manually before September 1st.

REPLACE Option for YU001

- **Value = Y:** updates fields on accounts that already exist in the new fiscal year and copies accounts that do not exist. Any online changes that have been made to account attributes in the new fiscal year (**Screen 2**, **Screen 6**, **Screen 8, Screen 9**, **Screen 51**, and **Screen 52**) will be overwritten except as noted above.

- **Value = N**: "No Replace" is the Default value. The "N" only copies accounts that do not already exist in the new fiscal year.

These fields will NOT be replaced after the initial run of YU001 when using Replace Option "Y". Deleted accounts are not brought forward – does not look backwards, only forward.

Map Code	Default Bank
ABR	Budget Sort
SA Create Enable Flag	Etravel Fee Accounts
SA Rev/Exp Budget Flags	SA Rev/Exp Actual Flags
Accounting Analysis Code	

Special Account Programs

- **YU004** is run to copy **AL-RSCH (Part 06)** support accounts to the next fiscal year. (This is only run on the initial run of YU001)

    In **even** numbered fiscal years, YU004 copies SAs in the 120000-129999 (SL) range to the corresponding 110000-119999 (SL) range.

    In **odd** numbered fiscal years, it copies SAs in the 110000-119999 (SL) range to the corresponding 120000-129999 (SL) range.

- For **AL-EXT (Part 07)**, the **YU001** includes **FBYU005** to create new year support accounts. This is needed because the support accounts are different numbers (2nd digit = FY) and is only run once due to additional manual entries that CC07 makes. (This is only run on the initial run of YU001)
- For **AL-EXT (Part 07), YU008** - Copy Support Accounts from one SL to Another - Both SL accounts must exist in the same fiscal year. This is **run for AL-EXT**.
  o This should be run when the **YU001** is run for opening the Budget cycle to make the support accounts available on the new SL in the new fiscal year.

- With the YU001, **YU007 -** Update SL Counter Flags for GLs - is run by FAMIS, with the **YU001**. This updates the SL counter for the General Ledgers and indicates how many SLs are mapped to the GL. **YU007** can be run/re-run any time throughout the year, but should be run at least once per year.

Banks

➔   Set up any new fiscal year state banks for the new fiscal year using **Screen 28**. Contact FAMIS Production Services for instructions on how to set up any new local banks.

All **existing banks** are copied to the new year by **YU001**. Be especially careful that the state information is correct—errors cause problems in the voucher production and reconciliation systems. Both default and alternate State banks on the accounts will have the fiscal year indicator incremented to the new fiscal year by **YU001**.

If new accounts are set up in the new year with State banks, care must be taken to use the correct State bank. YU001 will never increment banks on existing accounts.

To change banks (default or alternates) for a given range of accounts (**Screen 2**, **Screen 6**) in the new fiscal year after the new banks have been set up on **Screen 28**, request one of the following:

XXCDFBNK - changes the default bank (for a given bank) from the old default bank to the specified default bank for a range of GL or SL accounts.

XXCALBNK - changes the old alternate bank to the specified alternate bank for a range of GL or SL accounts.

XXCHGBNK - changes all default banks within a range for all accounts regardless of current bank.

XXCDFBK2 - changes default bank, override Flag, and alternate bank for a given bank or a range of banks.

XXSABANK - changes the default bank, the override Flag, and the alternate banks for an account or a range of SA accounts.

Map Code Changes

> ➔   Change map codes in the new fiscal year's accounts, as necessary. Special element security is required to change the *Map Code* field on **Screen 6**.

Two ways to change map codes on accounts that have no transactions posted:

A. Change the map code on **Screen 6** if there are no SL allocations marked with a "B,""D," or "F" for the SL in the Budget Module, and there are no Member or System locks on the account. Any accounting needed to reflect the GL changes between years will need to be made manually by the Accounting Office.
OR
B. Delete, drop, and re-add the SL with the new Map Code. This must be done *before* any transactions are posted or balances are rolled forward.

In order to change the map code on accounts that have transactions posted, all columns on **Screen 19** must be equal to zero. The transactions to accomplish this must be done in the proper order, so here is our recommendation:

Option 1:
1. Prior to making any entries, print **Screen 19** to have a snapshot of the account before changes are made.
2. Using **Screen 13**, do a "lump sum" reversal of all actuals (example, from object code 1510 to object code 1000).
3. If payroll encumbrances exist, use **Screen 753** to remove all encumbrances from the PIN number.
4. Check the budget amount on **Screen 19** and then use **Screen 10** to remove this budget amount from this account.
5. Recheck **Screen 19**; if all columns are equal to zero, go to **Screen 6** and change the Map Code.

6. Use **Screen 10** to put the budget back into the account.
7. Use **Screen 753** to put the encumbrances back on the PIN.
8. Use **Screen 13** to do a "lump sum" to record the actuals (example, from object code 1000 to object code 1510).
9. Compare "current" **Screen 19** to "original " **Screen 19** printed in #1 above to verify the account is back to the original actuals and balance available.

<u>**Option 2**</u>:
1. Prior to making any entries, print **Screen 19** to have a snapshot of the account before changes are made.
2. Using **Screen 25**, reverse all actuals in "lump sum" by object class with an offsetting entry to a clearing account (0xxxxx-1610 or 0xxxxx-1615). Since **Screen 25** is limited to 24 transactions, this may take a few entries.
3. If payroll encumbrances exist, use **Screen 753** to remove all encumbrances from the PIN number.
4. Check the budget amount on **Screen 19** and then use **Screen 10** to remove this budget amount from this account.
5. Recheck **Screen 19**: if all columns are equal to zero, go to **Screen 6** and change the mapcode.
6. Use **Screen 10** to put the budget back into the account.
7. Use **Screen 753** to put the encumbrances back on the PIN.
8. Use **Screen 25** to reinstate all actuals "lump sum" by object class with an offsetting entry to a clearing account (0xxxxx-1610 or 0xxxxx-1615).
9. Compare "current" **Screen 19** to "original " **Screen 19** printed in #1 above to verify the account is back to the original actuals and balance available.

<u>ABR Rules</u>

> ➜ Ensure the new year ABR rules match the FAMIS budget patterns created in the budget preparation module.

> ➜ Make sure that any pool being used is a valid pool in the master subcode table. See the System Office of Budgets and Accounting website, http://tamus.edu/offices/budgets-acct/class/index.html, for a listing of the valid classification codes. Request changes from FAMIS Production Services.

> ➜ Add new ABRs to GEB Prodcard, if appropriate.

NOTES:

FFX Class Code Table

Load the FFX Class Code Table Master Campus (CC 00) and each Member

❖ **Request** <u>**TU591**</u>❑ **#4**

Criteria: YU800 andYU001

Master campus (cc00) must run the TU591 first.

	DATE	ERRORS CHECKED
"Y" Post		

NO "No Post" option. This job updates the database.

Daily Batch Reporting

➡ This is scheduled to run daily in **DRPTS** for **both fiscal years** once entry has started in the new fiscal year.

◆**TIP:** *Beginning September 1, FAMIS Production Services will **automatically** begin running DRPTS for the new FY, even if there has been no activity in the new year.*

Controlled Data Entry in the New Year

➡ Submit request to set the ***Allow Transactions*** flag on **Screen 842** to "Y." Send to (**famishelp@tamus.edu**).

◆**TIP:** *If not set by 08/31/xx, FAMIS Support sets it to "Y" or theYU408 job (Checklist #5) also sets the Flag to "Y."*

➡ Begin controlled data entry in the new FY. Data entered should generally be limited to budgets, encumbrances, and recording New-Year's state appropriations.

➡ If desired, submit a request to set the ***Allow FFX Attributes*** Flag on **Screen 842** to "Y" so that controlled entry of FFX attributes can begin in FFX in the new FY. Send to (**famishelp@tamus.edu**).

The ***Allow FFX Attributes*** flag allows users to enter new pending assets and get them ready to be approved once FFX is changed to the new FY.

> ➡ It is *not* recommended, but if desired, submit a request to
> **famishelp@tamus.edu** to set the ***Allow FFX Transactions*** Flag on **Screen 842** to
> "Y" so that entry of FFX transactions can begin in the new FY.

NOTE:

It is EXTREMELY important that careful consideration is taken when setting this Flag to "Y". If a transaction is posted in the wrong fiscal year, it WILL affect the AFR.

NOTES:

Load Budget (FAMIS)

Load Budget from FAMIS Budget Module
(batch BBUD01)

➔**Request YU408** ☐ **#5**
Criteria: YU001
Verify feed object codes
(Member Patterns)

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

- Creates budget transactions and posts to accounting
- **FBAR599** (download budget data) is included in **YU408**
- **YU724** is included in the **YU408,** with the 'Refresh' option
- **Cannot be re-run with "Y Post"** – can be posted only once

Must be run on or before August 31 *or* request that transactions be allowed in the new year.

The first step in the **YU408** job will set the *Allow Transactions Flag* to "Y" in the new year.

YU408 must first be run with the **NOPOST** option to allow review and correction of any errors.

YU408 will be run with the **POST** option only once. The posted transactions can be seen on **Screen 24** and **Screen 27** – Batch is **BBUD01**.

When the **POST** option is run, the "F" (Feed to FAMIS) approval type is set on the submitted version of each account that was marked to "Feed to Accounting."

PRODUCTION NOTE:
FBAU590 must be run with a POST option for TEEX and WTAMU instead of the **YU408** to set the "Done" version on the budgets.

FBAU590 sets the "D" (Done – Board adjusted) approval type on all submitted versions, regardless of whether or not they are Flagged to feed.

Budget Load (FAMIS)

The budget for the New Year is loaded to accounting from the FAMIS budget module.
The budget load process must be done before the first payroll for the new fiscal year posts. In some years, these steps may be done in late August or possibly even in September.

Budget Pre-load Tasks

After the budget is approved, the budget is moved to the active database.

➔ Verify that feed object codes for expense budget patterns on **Screen 556** are set up correctly.

➔ Check that the prodcards are set up properly to define the account ranges for loading budgets to FAMIS—typically the F&G, Designated, and Auxiliary fund groups are loaded.

➔ Set the **NO FEED** Flag (**Screen 584**) if an account's budget should not be fed into the new year.

◆**TIP:**   This **NO FEED** Flag is now set for accounts on the Prodcard for **FBAU588**.

➔ Request final Budget Reallocation – **FBAU584** and **FBAU672**

NOTES:

Load Budget Allocations/Transfers

Load Budget Allocations / Transfers from FAMIS Budget Module

(batch BTXR01)

> ➔ **Request <u>YU409</u> ☐ #6**
> **Criteria:** YU408

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		
"Y" Post		
Prep Move to Active Date Email Received		

- Creates journal entries for **GL transfers** and **SL allocations** and posts to accounting
- **Cannot be re-run with "Y Post"** – can be posted only once

Notes: Load of Budget Transfers

YU409 must be run with the NOPOST option to allow review and correction of any errors.

When the POST option is run, the "F" (Feed to FAMIS) approval type is set on all transfers and allocations that are marked to feed to accounting.

The posted transactions can be seen online on **Screen 24** and **Screen 27** – Batch **BTXR01.**

FBAU590 is automatically run when **YU409** is run with a POST option. **FBAU590** sets the "D" (Done – Board adjusted) approval type on all transfers and allocations, regardless of whether or not they are Flagged to feed. SOBA must request that FBAU590 be run with the "D" option for the non-FAMIS Members.

Payroll

Workday runs the last August Payroll.

Payroll Activities after Last August Payroll

➔ Update the Accounting Analysis Table

The **Accounting Analysis** table MUST be updated with the new fiscal year's information BEFORE the first September payroll is run. Now that this table is in FAMIS, it is FY specific; updates may be made at any time after the table is created.

➔ Update FAMIS Tables for Insurance Bills

As soon as the August insurance file is ready from ?, the insurance bills will be posted into the old fiscal year.

Submit a Change Enhancement Request (https://it.tamus.edu/famis/services/change-enhancement-request/) if there are any changes that need to be made to **Screen 837** (Insurance Liability Accounts Table) and **Screen 853** (Insurance Bank & Clearing Accounts) before FAMIS processes the September billings (**PR140**).

NOTES:

PCT Document Review

	Request **YUPCT** ☐ #7
	NO POST ONLY
	Criteria: NO

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

PCT Documents:

PBYU100
Changes status of active documents to CANCEL.
Changes routing status of documents to CANCEL.

No Post may be run multiple times to review documents in progress. Due to the restrictions for posting in USAS, PCT's will have an earlier lock outdate than other months. PCT's that have not completed routing (including posting to FAMIS)will be automatically cancelled after this lock out date and will need to be re-created in FY 2024.

Two dates will now come into play for PCTs:
- August 18th   Final day to create a PCT for FY 2023.
- August 21st   Final day to approve PCTs for FY 2023. Any PCT's that have not completed the approval process and posted to FAMIS will be cancelled and will need to be re-entered in FY 2024.

NOTES:

Load Salary, Benefit& Longevity Encumbrances

Encumbrances by PIN

FAMIS Production Runs the Post Job

> ➔ **Request YR405**☐ **#8**
> Request "**NO POST**"
> **Criteria:** YU408
> Final August Payroll
> Insurance Init
> Accounting Analysis Table
> Active Budget
> ALLOW-PCT-DOCS=Y
> ALLOW-PYRL-ENC-TRANS=H

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		
"Y" Post		
Email Received		

YR405 must be run after the new year budget is loaded to accounting, but before the first payroll encumbrances (**PU510 and PU515**) are processed in the new year. **YR405** loads the beginning salary encumbrances. FAMIS Production will post for all members on the same day; members should **not** request 'Post' option.

The **YR430** must also be run at the same time if the member chooses to load wage encumbrances from the budget module. **YR430** is optionally run to load wage encumbrances based on the dollars in the budget module.

FAMIS Activity

FAMIS   In new year, manually set **Screen 842** flag for cc00:
ALLOW-PYRL-ENC-Trans=Y.
Send email to:
        FAMIS Operations Distribution List that flag is set.

NOTES:

Load Wage Encumbrances

Encumbrances by PIN

FAMIS Production Runs the Post Job

┌───┐
│   ➜ **Request <u>YR430</u>☐ #9**   │
│   **Criteria:** YU408   │
│   ALLOW-PYRL-ENC-TRANS=Y   │
└───┘

Criteria for POST ONLY option:

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

  YR405
  YU408
  ALLOW-PYRL-ENC-TRANS=Y
   (in New Year)

NOTES:

Review Accrued Payroll Distribution

<table>
<tr><td>❖ **Review <u>FBPR302</u>** ❑ #10A

Accrued Payroll Distribution Report

Criteria: Last August payroll – usually run at lunch</td></tr>
</table>

	DATE	ERRORS CHECKED
Run (FAMISPROD)		

• **FAMIS Production Services runs this job after processing the last payroll**

After the last payroll for August, FAMIS Production Services will automatically run **FBPR302. Review this Accrued Payroll Distribution Report.** It is presented by fund group. Remember that bank and appropriation number are not affected by accrued payroll. See **Accrued Payroll** in the Year-End Reference Section for more information on posting the accrued payroll.

This job creates a file to be posted by a special run of the PPYRL into the new fiscal year. It produces a report of the transactions that will be created from the prior Fiscal Year that will post into the new fiscal year. The special PPYRL will be run early in September.

> With Workday, only the monthly payroll will be expensed in the old fiscal year but disbursed in the new fiscal year. If any accounts are not found in the new fiscal year, the transactions go to the **Suspense File** and must be manually corrected online in FAMIS.

> When a bi-weekly payroll crosses fiscal years, the entire payroll will be expensed in the new fiscal year. FAMIS programming will use the second Bi-weekly payroll in August to estimate the portion that should be accrued in the current fiscal year. An AFR reversing entry will be posted to account for this accrual and reversed in the new fiscal year.

NOTES:

August Salary Savings

❖ **Review FBPU050** ☐ **#10B**
Salary Savings

Criteria: Last August Payroll

	DATE	ERRORS CHECKED
Run (FAMISPROD)		

- **FAMIS Production Services runs this job after processing the last payroll**

The salary savings programs for August will be posted after the last payroll has been run for the old fiscal year. (This payroll should be the monthly payroll as the final bi-weekly payroll will no longer be split.)

However, it is possible that the budgets could post, and the encumbrances could reject if the salary encumbrances have already been zeroed out. This is expected and does not require further action.

Salary Savings – New Year

❖ **Review Salary Savings for changes needed for the new fiscal year**

For example:
Summer faculty salary savings use different accounts, so **Screen 8** must be changed.

◆**TIP:** *Request **XXCHGSSV** (FAMISU) to change the regular or faculty salary savings account for a given range of accounts.*

NOTES:

Zero Old Year Salary Encumbrances

❖ **Review YR410** ☐ **#11**

Zero Old Year Salary Encumbrances by PIN

Zero Old Year Wage Encumbrances

Zero Old Year Benefit Encumbrances

Criteria: Final PPYRL, and
PU050 – Salary Savings and
ALLOW-PYRL-ENC-TRANS=N (in Old
Year)

	DATE	ERRORS CHECKED
"Y" Post		

- YR410 sets the flag ALLOW-PYRL-ENC-TRANS to "N" in the old year (seen on **Screen 842**)

FAMIS Support will send emails to Year-end contacts to correct issues on errors. FAMIS Production will continue to re-run the YR410 process on a member by member basis until all errors are corrected.

To manually correct errors:
Use **Screen 753** and **Screen 754** and do a "final" run of the YR410 to zero out the encumbrance.

Leave the amount blank in the *Adjustment* field. Enter a "D" in the *Increase/Decrease* field and "0" in the *Amount* field. Press *PF5* to post.

NOTES:

Create Document Prefixes

Create New Year Document Prefixes for "L" and "E" documents.

➔ **Request <u>YU854</u> ❏ #12A**
Option: Include
Criteria: None

	DATE	ERRORS CHECKED
"Y" Post		

Many agencies have already run this program with the "EXCLUDE" option, which sets up all the prefixes in the new year, excluding LPs and EPs.

At this time, choose the option most appropriate to the situation now. Specify the option and supply any new Purchasing Prefixes (LPs and EPs) to FAMIS Production Services. All the prefixes may be seen on **Screen 855**.

The following programs are part of the "INCLUDE" option:

- **PBYU306 –** rolls forward the exempt object code table
- **PBYU309 –** rolls forward the limited and exempt control records

Request (by 09/01/YYYY) to change the default year on **Screen 311** to reflect the new year for either Purchasing documents, departmental documents, or both.

"EXCLUDE" option is generally run earlier and includes all the other document types.

NOTES:

NOTES:

Checklist #12B – VONUM: Request Voucher Prefixes

Request Voucher Prefixes

<div style="border:1px solid black; padding:10px; text-align:center;">

➔**Request VONUM** ❑ #12B
Criteria: Must be requested
by 08/31

</div>

	DATE	ERRORS CHECKED
"Y" Post		

VONUM must be requested before vouchers can be created in the new fiscal year. Current prefixes may be viewed on **Screen 835** (Last Voucher Number Used Table).

- Voucher prefixes must be in place before any vouchers produced through any interfaces (Concur, AggieBuy, Student systems, etc.) can be created.
- Please note: AggieBuy/Jaggaer vouchers creation utilizes the description on **Screen 835**, Last Voucher Number Used Table. If this is changed in the new year, please send an email to famishelp@tamus.edu to update this reference.

➔   Notify all appropriate individuals of any changes in voucher prefixes or account numbers.

This includes those involved in preparing files which are interfaced with FAMIS (i.e., BANNER/SIMS/SIS, CIS, Centrex, Stores, etc.) as well as those preparing paper documents for input to FAMIS.

NOTES:

Complete Purchasing Documents

Complete Purchasing Documents

Run once for each document type: EP, LP, and PO

	➔ **Request <u>YU215</u> ☐ #13**
	Optional Step
	Option: Include
	Criteria: Must run before YR217.
	Once YR217 is run, this job cannot be run

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

- Can only be run for the OLD fiscal year
- Optional and only for those using Purchasing
- Can request a No-Post with OPTION=ACTIVE to receive a report of hanging invoice headers
- Completes purchasing documents with no encumbrances or open invoices
- **Cannot** be run after the YR217
- **Can** be re-run with "Y Post" – can be posted multiple times

PBYU215 completes old year outstanding purchasing documents. Documents will not be completed if (1) there are encumbrances left on the document and (2) there are any open invoices associated with the document.

To see which documents will be completed, run the PBYU215 with a NO POST option.

◆*TIP:*   *Request **PBAR221 and PBAR225** to see the "uncompleted documents." Potential problems such as hanging encumbrances and invoice headers that need to be cancelled can now be analyzed.*

Open Invoice Headers
If an invalid invoice has been started and is still open when the last invoice pays, the document will not be completed. That invoice must be cancelled for the document to complete.

Hanging Encumbrances

Documents normally complete as they are paid, but occasionally, they do not. This may happen when an "M" processing code has been used on the order. With an "M" code, the invoice must be marked as a final payment in order for the purchasing document to be completed.

For documents with hanging encumbrances, use one of the following screens to zero out the encumbrances **before** requesting the **PBYU215**:

    (1) **Screen 228**   purchase orders: manually "complete" the document;
                                 purchasing personnel have access

    (2) **Screen 238**   exempt docs: manually "complete" the document;
                                 purchasing personnel have access

    (3) **Screen 243**   limited docs: manually "complete" the document;
                                 purchasing personnel have access

    (4) **Screen 11**   all documents: reverse the encumbrance;
                                 fiscal personnel have access

> ➡ Notify **FAMIS Support** of any new local disbursement banks and the appropriate settings for **Screen 833.**

New Year Entry

➔   Change the value of the *Global Budget Control* Flag on **Screen 843** as needed—especially if the budget has not been loaded or budgets have not been brought forward.

◆*TIP:*   *"Blank" enforces budget checking, and "N" turns budget checking off.*

IMPORTANT NEW YEAR ACTIVITIES

The following activities should commence at the same time, but not before the member is ready to close August and begin working in September, i.e., the new fiscal year. **The timing for these events is VERY important and affects the Fiscal/Business Office, Purchasing, and all departments.** Hence, all users must be aware of when these events will happen.

Choose the date for the following activities –the same night as the August Close is recommended.

➔   Request that the *Allow Transactions Flag* (**Screen 842**) be set to "Y" **if it is not set already by the YU408 Budget Load. This Flag must be set on or before August 31.** FAMIS Support will change the Flag after this date if it has not already been done.

➔   Request that the *Allow FFX Transactions Flag* (**Screen 842**) be set to "Y" only when the member is to begin FFX transactions in the new FY and will no longer do FFX transactions in the old FY.

➔   **YU001** (Create New Year Accounts) with Option = N, no replace will begin when the FY defaults to the new FY

NOTES:

Post Purchasing Accruals

Post Purchasing Accruals in the OLD FY

The POST option will run with August Close.

➜ **Request <u>YR217</u>**❑ **#14**
NO POST ONLY
Criteria: YU215 optional

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		

Because the Accounts Payable Accruals affect the AFR, the date of August Close is the date used to post the GL accruals for purchasing documents entered into the old fiscal year.

- **Required Parameter: THROUGH DATE**
- Accruals include purchasing documents that have been received, but not invoiced
- Cannot be re-run with "Y Post" – can be posted only once
- Includes documents with P, E and L classes in Closed, In-Process, Frozen, or Completed status
- Batches have special batch reference YER217; they are reversed immediately in the new year with batch RYR217
- To correct errors from the YR217, use an AFR batch in the OLD fiscal year
- The date of August Close is the last date to consider receiving/invoice entry

---

Must post into Month 13.
Do not use materiality parameter.

FAMIS will offer different versions of the PBYU216 and PBYR217 to be run for Parts using SciQuest (AggieBuy). Please notify FAMIS Production Services if this is the first year-end after SciQuest implementation.

YER217: records expense accrual and liquidates the encumbrance in the OLD year

RYR217: one entry re-establishes the encumbrance in the new year
second entry reverses the expense accrual in the new year

NOTES:

YR217 includes:

PBYR217
Purchasing "accounts payable" accrual report lists documents which have been received but not invoiced. This includes documents with P, E, and L classes whose statuses are In-Process, Closed, Frozen, or Completed.

PBYR218
Posts purchasing accruals as JEs and liquidates encumbrances.

PBYR219
Creates USAS file for accrued accounts payable.

PBYR239
Produces report of capital object codes.

NOTES:

YR217 Purchasing Accrual Process

As part of the Year End close, FAMIS runs an YR217 job for each Member to create AP accrual entries in FAMIS. The process is intended to create an AP Accrual in the old year for items Received but not yet invoiced. The process includes data from the FAMIS system as well as the AggieBuy system for consideration to be included in the accrual.

Below are the steps of the YR217 job and the intended output to assist users in evaluating the results of this process. Note: The YR217 can be run with a No Post option multiple times before the final posting of the job. FnnYR217 ('nn' is the campus number) is the Report ID in Laserfiche, this report contains several processing steps.

PBYR217 – FAMIS AP Accrual Extract and Report

The YR217 job includes a step to create the PBYR217 extract and report. This is a report of FAMIS AP Accrual items only.

PBYR219 – Create USAS Transactions from AP Accrual

The PBYR219 creates USAS Transactions from the AP Accruals. Two error reports are generated by the PBYR219. A Bank Not Found report, and a Warning Report which may contain various warnings about the accounts or transactions being created.

Bank Not Found:

Warning Report:

```
PBYR219                              TX A&M AGRILIFE EXTENSION SRVC                    08/19/2016 11:35
FY 2016 CC 07                USAS Reporting for Purchasing Accounts Payable Accrual          PAGE:    1
                                            WARNING REPORT

              OBJECT                                  WARNING
  ACCOUNT      CODE    DOCUMENT                        MESSAGE
  -------     ------   ---------     -------------------------------------------------------------

  210110       6339    L601273      F8328 Account not found on USAS Strategy Table
  210406       4025    L605321      F8328 Account not found on USAS Strategy Table
  210406       4085    L602914      F8328 Account not found on USAS Strategy Table
  210406       4085    L602915      F8328 Account not found on USAS Strategy Table
  210406       5230    E502386      F8328 Account not found on USAS Strategy Table
  210417       5530    398905A      F8328 Account not found on USAS Strategy Table
  210440       4030    L601802      F8328 Account not found on USAS Strategy Table
  210440       5511    L603287      F8328 Account not found on USAS Strategy Table
  210440       5511    414660A      F8328 Account not found on USAS Strategy Table
  210440       5554    L407258      F8328 Account not found on USAS Strategy Table
  210440       5554    321645A      F8328 Account not found on USAS Strategy Table
  210440       5650    369481A      F8328 Account not found on USAS Strategy Table
  210700       3025    E402332      F8328 Account not found on USAS Strategy Table
  210700       3030    347391A      F8328 Account not found on USAS Strategy Table
  210700       4010    L402199      F8328 Account not found on USAS Strategy Table
  210700       5521    L507526      F8328 Account not found on USAS Strategy Table
  210700       5761    L507526      F8328 Account not found on USAS Strategy Table
  210902       5869    326258A      F8328 Account not found on USAS Strategy Table
```

PBYR239 – Capital Items on Purchasing AP Accrual Report

The PBYR239 report compares items reported on the PBYR218 report to the Member's Capitalization Rules and reports those items that meet the requirements for the Member.

```
PBYR239                                                                                08/19/2016 11:35
FY 2016 CC ##                          Capital Items on Purchasing A/P Accrual               PAGE:    1
                                      Period Ending 08/31/2016 Sorted by Account

          Document    Account   Object    Vendor            Description              Ref 4      Amount
          --------    -------   ------   -----------   ------------------------------ -------  -------------

          L605178     122000     5787    35555555550   ARC GOVERNMENT SOLUTIONS INC   AF1T050
          L605316     122000     5787    35555555550   ARC GOVERNMENT SOLUTIONS INC   AF1T051
                      *** Total for Account 122000 ***

          462506A     133000     5781    35555555550   Tools-Puckett                  462506A
                      *** Total for Account 133000 ***

          Q400029     258900     5787    35555555550   MAC RESOURCE COMPUTER & SERVICE 258900
                      *** Total for Account 258900 ***



                      *** Total All Capital Items ***                                          7,204.23
```

When requesting the **Post** option of the YR217, there are additional steps that run which create a batch to post the AP accrual in the Old Year and the accrual reversal in the New Year.

Roll Encumbrances Forward

Rolls Old Year Encumbrances Forward (YU216)
Creates New Year Purchasing Encumbrances

The POST option will run with August Close

> ➔ **Request <u>YR010</u>☐ #15**
>
> **(includes PBYU216)**
> **NO POST Only**
> **Criteria:** YR217 and YR410

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		

- Old year non-Purchasing and Purchasing encumbrances are brought forward
- Only the "No POST" is requestable by members. The "Y POST" will be run for all members as a part of August close
- Cannot be re-run with "Y Post" – can be posted only once
- After this, any encumbrance adjustments must be made in both fiscal years
- A "No POST" run is highly recommended. This may help in alleviating errors on the POST run

YR010 rolls all encumbrances forward and includes **PBYU216** that encumbers new FY purchasing documents entered in the old year.

> ➔ Begin **ENTRY** for new FY financial transactions – deposits, vouchers, journal entries.

Encumbrances, Vouchers and Checks

After these programs are run, **do not open/close purchasing documents in the old year.**

Vouchering should be done in the new year.

After this point, **any encumbrance adjustments made in the old FY will automatically be made in the new FY. This includes creating new encumbrances.** It is wise to limit the number of users working in the old year by using the appropriate security controls.

FAMIS will offer different versions of the PBYU216 and PBYR217 to be run for Parts using SciQuest (AggieBuy). Please notify FAMIS Production Services if this is the first year-end after SciQuest implementation.

NOTES:

Disbursements for the last Check and Voucher Print jobs of August will post into the new FY.

If processing vouchers in both years (while not recommended) vouchers must be manually posted (using the PF10 key) in the non-default year and/or request that the **PBDU080** be run in both years.

Any vouchers posted in the old year will be paid along with the new year vouchers. Check and Voucher Update jobs must post into the new fiscal year to avoid reconciliation problems.

> ➔ Set the "**Global Budget Control Flag**" (**Screen 843**) if necessary.

The Flag rolls forward at the same value as was set in the old year. With the daily YRBBR process, this may no longer be needed.

Feeds and Interfaces

Double check the following **before** all feeds:

- the correct processing month to post
- the correct fiscal year to post

Double check the following **after** all the postings:

- the correct processing month was used
- all errors are corrected promptly

Voucher Feeds
Ensure that the correct voucher prefix is in place for all voucher feed files

All Feeds
Feed files should all now include the date as a part of the file name. This date node will control which FY the file posts into.

NOTES:

DBR and DCR Document Review

```
┌─────────────────────────────────────────────┐
│    ➜ Request YUDCL ☐ #16A                    │
│            NO POST ONLY                       │
│         Criteria:    NO                       │
└─────────────────────────────────────────────┘
```

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		

DBR Documents:

FBYU523
Changes status of active documents to CANCEL.
Changes routing status of documents to CANCEL.

DCR Documents:

VBYU275
Changes status of active documents to CANCEL.
Changes routing status of documents to CANCEL.

NOTES:

TDP Document Review

	➡ **Request <u>YU851</u> ❏ #16B**
	NO POST ONLY
	Criteria: NO

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		

TDP Documents:

TBYU851
Change status of active documents to CANCEL.
Change routing status of documents to CANCEL.

Complete all TDP documents PRIOR to the August Close.

The POST option will be run the night of August Close.

NOTES:

Close August – All Members

FAMIS Production Services runs August Close for all Parts on the same night.

❖ **August Close** ❑ #17

RR200 will be run for all Members as a part of August close. This will allow all IDC to be assessed against the charges incurred in August and appear correctly on SPR bills.

➔   Before the scheduled close dates, All Members must ensure these items have been done.

Criteria: YU001
              PBYU215 (Optional)
              YR217
              YR010 – No Post (includes YU216)
              YU523 – No Post
              YU275 – No Post
              YU851 – No Post
              YU015 – SciQuest Account Preparation
              New Year Voucher Sequence Numbers
              New Year Check Number Increments
              FBYU854

• *Verify **Suspense** is Cleared.* • *Verify voucher sequence and check number increments are set in New-Year.*

FBMU821 changes the current month to Month 13 and the last Closed month to August.

TAMRF ONLY – After August Close, request increment to FY indicator for payroll "O" encumbrances.

NOTES:

Increment Processing Month

Changes the current month to Month 13 and the last Closed month to August.

<table>
<tr><td>❖ FBMU821 ☐ #17A</td></tr>
</table>

	DATE	ERRORS CHECKED
August Close Date Posted		

- Changes the current month and fiscal year to September of the new year.

TAMRF ONLY – After August Close, request increment to FY indicator for payroll "O" encumbrances.

NOTES:

NOTES:

Complete Purchasing Documents

Sets the Flag to "Y" and the status code to "CO" – Completed on Purchasing documents which have no open commitments

➔ **YU215 (Optional)** ❑ #17B

	DATE
YU215 (Optional)	

➔ Members may request a final post option of this program before August Close processing.

This may not be run after the August Close.

NOTES:

Accounts Payable Accrual

Changes the current month to Month 13 and the last Closed month to August.

❖ **YR217 POST** ❑ **#17C**

	DATE	ERRORS CHECKED
YR217 Post		

Because the Accounts Payable Accruals affect the AFR, the date of the August Close is the date used to post the GL accruals for purchasing documents entered into the old fiscal year.

- **Required Parm: THROUGH DATE**
- Accruals include purchasing documents that have been received, but not invoiced
- **Cannot** be re-run with "Y Post" – can be posted only once
- Includes documents with P, E, and L classes in Closed, In-Process, Frozen or Completed status
- Batches have special batch reference YER217; they are reversed immediately in the new year with batch RYR217
- To correct errors from the YR217, use an AFR batch in the old fiscal year
- The date of August Close is the last date to consider receiving/invoice entry

---

Must post into Month 13.
Do not use materiality parameter.

FAMIS will offer different versions of the PBYU216 and PBYR217 to be run for Parts using SciQuest (AggieBuy). Please notify FAMIS Production Services if this is the first year-end after SciQuest implementation.

NOTES:

Default to New-Year

Changes the current month to Month 13 and the last Closed month to August.	❖ **YU850** ❑ #17D

	DATE
YU850 Post	

There is NO "No Post" option. This job will update the database.

YU850 changes the default current month and fiscal year to September of the new fiscal year. Job **YU850** also changes the *Allow Purchasing* Flag on **Screen 842** to "Y" in the new year and sets the same Flag to "N" in the old year.

Security Administrators may need to change the access for those employees who need to work in the old fiscal year, particularly FFX.

<u>Changing the Default Year</u>
Purchasing documents **can only be closed in one fiscal year–the one that is open.** They cannot be closed in Month 13.

New Year Purchasing documents cannot be closed in the new year **until the default fiscal year has been changed to the new fiscal year**. They can, however, be created in the old fiscal year.

Once the default year is changed to the new year, purchasing document and encumbrance processing will **ONLY be allowed in the NEW year**. Users in Fiscal, Purchasing, and Departments must be aware of this change.

Once the default FY has been changed to the new year, purchasing documents cannot be opened, updated, or closed in the old year. Encumbrances are only allowed in the current FY and processing month.

Invoicing can be done in any open FY, but the voucher will only post in *the current* fiscal year.

NOTES:

Encumbrance Roll Forward

YR010 rolls all encumbrances forward and includes PBYU216 that encumbers new FY purchasing documents entered in the old year.

❖ **YR010 Post** ☐ #17E

	DATE
YR010 Post	

➜ Begin **ENTRY** for new FY financial transactions–deposits, vouchers, journal entries.

Encumbrances, Vouchers, and Checks

After these programs are run, **do not open/close purchasing documents in the old year.**

Vouchering should be done in the New Year.

After this point–**any encumbrance adjustments made in the old FY will also need to be made in the new FY.** It is wise to limit the number of users working in the old year by using the appropriate security controls.
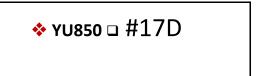
FAMIS will offer different versions of the PBYU216 and PBYR217 to be run for Parts using SciQuest (AggieBuy). Please notify FAMIS Production Services if this is the first year-end after SciQuest implementation.

NOTES:

DBR and DCR Auto-Cancel

```
❖ YUDCL Post ❑ #17F
```

	DATE
YUDCL Post	

DBR Documents - FBYU523 Post

Changes the status of active documents to CANCEL.
Changes the status of the routing documents to CANCEL.

This job can be posted either the night of August Close or prior to the close of Month 13.

DCR Documents - VBYU275 Post

Changes the status of active documents to CANCEL.
Changes the status of the routing documents to CANCEL.

This job can be posted either the night of August Close or prior to the close of Month 13.

NOTES:

TDP Auto-Cancel

❖ **YU851 Post**❑ #17G		

	DATE
YU851 Post	

TDP Documents:

Changes the status of active documents to CANCEL.
Changes the status of the routing documents to CANCEL.

The POST option will be run the night of August Close.

NOTES:

SciQuest Account Preparation

FAMIS Production runs this job

❖ **YU015** ❑ #17H

	DATE
PQAU761	

This program will prepare the SciQuest accounts for the new year. It looks at the "Log File" to collect all future year transactions. FQYU015 send the accounts to AggieBuy.

This is NOT a requestable program. This is run on Part 13 for all SciQuest parts.

NOTES:

Roll Balances Forward

> ❖**YRBBR –Daily Balance Roll**❑ #18

Includes the following:

- **YR002** – Roll Project Actuals
- **YR003** - Roll GL/Bank Balances
- **YR006** - Roll SL Balances
- **YR414** – Modified version for Daily Roll – **Simulation** of YR412 – Roll SL and SA Budgets (*now includes Project Budgets*)

With August close, the YR002, YR003 and YR006 programs will be run daily by FAMIS Production. These programs will roll old year SL, GL, Bank balances and Project Actuals into the new year each day through Month 13 close.

FAMIS Production will run these programs nightly from August Close until Month 13 Close. The final run will be the evening following Month 13 Close.

During this period, these reports should be checked daily. Changes should be made in the new Fiscal Year to correct errors. Once corrections are made, the next night's run of the YRBBR will post the errors.

After the Month 13 close, they may be requested. Running these programs after Month 13 close may affect the balance on prior months' statements if they are re-run.

- The YR412 must be requested as part of the normal Year End process; the version in the YRBBR is for simulation purposes only

---

NOTES:

USAS Purchasing Accruals

USAS file for Purchasing Accrued Accounts Payable must be sent to Austin.

➔**USAS FILE** ❑ **#19**

Criteria: YR217

	DATE	ERRORS CHECKED
Request Sent		

- This file is created by PBRY219 in the YR217 job

• Request normal quarterly USAS reports, binding encumbrances, payables, etc.

NOTES:

Post Student Deferred Revenue/Expense

> ❖ **XSTFC or XSTFD** ❑ **#20**
> **Post Student Deferred**
> **Revenue/Expense**
> **Criteria: None**

	DATE	ERRORS CHECKED
Posted		

As soon as new fiscal year processing has begun, the deferred batches can be posted into the *new year*. This will be done by **FAMIS Production Services** after confirmation with the Members.

- **XSTFC** for TAMU, TAMUG and TAMHSC only
- **XSTFD for** TAMUC, and TAMUT only
- **Cannot be re-run** with "Y Post" – can be posted only once

FAMIS Production Services posts the Student Deferred Revenue/Expense transactions with a batch date of September 1 using a "special" run of the student feed to accounting—XSTFC/XSTFD. (This currently applies to TAMU, TAMUC, TAMUG, TAMUT, and TAMHSC.)

NOTES:

Post Accrued Payroll Batches

<table>
<tr><td colspan="2" align="center">❖ Post Accrued Payroll Batches❑ #21
Criteria: None</td></tr>
</table>

	DATE	ERRORS CHECKED
Posted		

- **Cannot be re-run** with "Y Post" – can be posted only once

FAMIS Production Services, on or about September 1, posts the Accrued Payroll batches using a special run of PPYRL.

NOTES:

Post Endowment Earnings

**Post Endowment Earnings –
4th Quarter of Old FY**

❖ **Review XR051**☐ **#22**
Criteria: SAGO File

	DATE	ERRORS CHECKED
Posted		

- **Cannot be re-run with "Y Post" – can be posted only once**

This job is run by FAMIS Production Services at the request of **the System Office of Budgets and Accounting** when the file is available. The job will post in August, if open. Normally, it will post in Month 13.

NOTES:

Close Budgets

Accounts with *Year-End Process* Flag "E" or "T"

> ➔ **Request YR412** ☐ #23
> **Run NO POST Option First**
> **Criteria:** XR051 andYR217

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

NOTE: When submitting the "FINAL" request for this job, please indicate "FINAL" in the comments on the request submission.

- Should be done once at the beginning of Month 13

- **Can** be re-run with "Y Post" – can be posted multiple times

- **Mu**st be done once with "Y" option just before AFR is finalized and member campus locked down (**Screen 842**)

- **L**apses revenue and expense budget for all SL accounts with a year-end process Flag "T"

- Entries are posted into the old fiscal year

- Required for SL accounts with a year-end process Flag set to "E" or "T"

YR412 lapses revenue and expense budget for all SL and SA accounts with a year-end process Flag of "E," and for transfer SL and SA accounts with a year-end process Flag of "T." The entries are posted into the old fiscal year under batch reference BUDC01. This may be run multiple times. Run one last time prior to submitting the AFR to avoid having to make manual AFR entries. **YR413** is the report that is run with the **YR412**.

NOTES:

Balances

➔ **Verify the system is in balance:**

Cash Analysis
FBDR043 Bank totals = FBDR043 acct cntl 1100 - Claim on Cash

Accounts Payable
VBMR220 AP acct cntl 2100 total = VSMR093

Open Commitment Analysis
FBMR009 = FBMR095
FBMR094 9600 acct cntls = FBDR043 9600 acct cntls

Revenue Analysis
FBDR043 9300 acct cntls
   = FBMR094 9300 acct cntls
   = FBMR061 totals
   = FMBR095

Expenditure Analysis
FBDR043 9500 acct cntls
   = FBMR094 9500 acct cntls
   = FBMR061 totals
   = FBMR095

NOTES:

FFX - Depreciation/Amortization

➜ **Periodically** request the **TAPFD**, Fixed Assets AP feed, for the OLD fiscal year.

➜**Request MDEP❑ #24**
Criteria: Final FFX Updates

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

Calculate and Post Depreciation/Amortization

Assets purchased by vouchers in the old year should be approved before closing Month 13 due to SPA requirements. While most Parts run this daily, some run it just once a week. In the latter case, during year-end this may need to be changed to be run each day.

Post option will only pick up new assets on subsequent runs.

- Should be done only once between August and Month 13 Close, after all FFX entry for the fiscal year, and prior to the finalization of the AFR

- Entries are posted into the old fiscal year

- It must post in Month 13 after the last TAPFD is run and before finalizing the AFR

- All FFX entries in the old year must be completed

Depreciation/amortization will not be run in the new year until the old year is closed and finalized.

NOTES:

Indirect Cost Calculation – IDC

	➔ **Request RR200** ☐ #25
	Criteria: YR217 posted

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

- Month 13 does not really exist for SPR, but RR200 <u>must</u> be requested for Month 13

- Can be requested with "N" Post

- Required before AFR is finalized and member campus locked down (**Screen 842**)

RR200 posts the indirect costs associated with the expenditures for a specified month. When the reversals of the accruals posted in Month 13 are posted in September, the total for the IDC calculation is reduced (September expenses less AFR accrual reversals), and therefore the IDC posted will be reduced. In order to offset this reduction, IDC must be calculated on the original accruals that were posted in Month 13.

NOTES:

Year End Sequence Month 13

FAMIS provides the ability to have a Month 13 for Year-End accounting entries.

Closing the old fiscal year and preparing the AFR and daily entries into the new fiscal year go on simultaneously. September of the new FY and Month 13 of the old FY are normally open at the same time to accommodate this.

Month 13 is available for making accounting adjustments necessary to prepare the Annual Financial Report (AFR). Importantly, Month 13 entries should affect only General Ledger accounts and only a few Subsidiary Ledger accounts that are considered operational accounts of the Fiscal or Business Office.

Often, preparation of the AFR and the need for entries into Month 13 extends past the month of September. However, September closes on or about the night of the first working day. When this occurs, the following procedures accommodate the closing of the month of September while keeping Month 13 open. This also allows the reporting of September regular operations to the departments in a timely manner.

NOTES:

Month 13 Close

Verify that all these are completed, and all errors are corrected.

- Preliminary Month 13 Reporting

    - XR051

    - RR200
    - RR260
    - RU280
    - RR290

    - TAPFD
    - TFAFD

    - Selected Statements

- FAMIS will run nightly

    - YR002
    - YR003

- Request

    - YR150
    - YR006
    - YR415
    - YI415
    -YR420
    - YR412 (includes YR413)

- Close September

- Year End/AFR Finalization

- Final Month 13 Close

- Begin running GEB in new year (**DR150**)

Reports

In order to have a selected set of reports run for the Preliminary Month 13 Reporting, each member must notify **FAMIS Production Services** at least one (1) week in advance. They require this time to prepare the JCL.

➔   Verify that **XR051** – (Endowment Earnings, 4th Quarter - CHECKLIST #23) has been run by FAMIS Production.

➔   Request Preliminary Month 13 Reporting.
     This includes all activity to date for Month 13.

SPR bills (**RU250**) are not produced in Month 13; for monthly bills, any outstanding expenses will be included in September.

Includes the Month 13**RR200** (Indirect Cost –IDC calc'd but billed in Sept) – Run in Month 13, but before either September or Month 13 close.

Includes the Month 13 **RU280** (Cost Sharing Calculation).

Includes the Month 13 **RR290** (Cost Share Reports).

Includes a final AP to FFX feed (**TAPFD**) for the old FY.

Includes a final FFX to Accounting feed (**TFAFD**) for the old FY.

Includes pre-defined, selected Month 13 statements for Departments. Each Business Office must have specified, to FAMIS Production Services, one week in advance the specific reports needed. Examples might be as follows:

FBMR291	**FSMR291**
FBMR293	**FSMR293**
FBMR295	**FSMR295**

SL entries should not be made after the Preliminary Month 13 Reporting date. If any entries are necessary, a corresponding new FY budget entry may be necessary.

Access to the OLD fiscal year should be controlled by removing security from all but a few Users.

Online FFX batches should be in the new FY – this is done by creating a batch; note that the batch date must be a new year date. Access to the old year can be limited by the use of security attribute "Fiscal Year Update." Check with member security administrators for this access, as necessary.

NOTES:

Zero Out Revenue Budgets

> **➔ Request Month 13 YR150 ❑ #26**
> **Criteria:** None

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

- Special run of FBDR150 to zero out all revenue budgets in a given range of accounts. This run would be for a different range than the daily FBDR150

- Only run by a few members

- **Can** be re-run with "Y" Post – can be posted multiple times

- May be run in either August or Month 13, prior to September Close

If desired, request **YR150** (a special run of FBDR150 with Option = Y) to zero out all revenue budgets and create expense budgets for a given range of accounts. This should be run after all DR150's.

The range of accounts is set differently than the regular processing range for **DR150**. This purpose is to create expense budgets in the old year from existing revenue for those accounts that are not normally GEB. Then the roll forward process is used to facilitate creating the new year expense budget.

With this job and choosing various options, a complete range of accounts can be processed without setting the *GEB* Flag on each account, or users can choose on which accounts to set the *GEB* Flag for a range of accounts.

NOTES:

Reverse AFR Entries

Create/Post AFR Reversing Entries

➔ **Request YR415** ❑ **#27**
Criteria: AFR Batches

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

• Verify that the clearing account is valid for the new fiscal year

- • Only AFR batches entered in August and Month 13 will be selected for reversal.
- • Can be run multiple times; AFR batches are tracked and flagged as 'reversed' and will not be reversed twice.
- • Reversals post as RAFRnn in the current open month in the new year.

Special Year-End "YEnnnn" Batch

If Preliminary Month 13 Reporting is in place for a member, and there needs to be additional non-reversing entries created in the old FY, do so with a *new* specified batch header, YEnnnn (i.e. YE3nn = Year-End 2023),and keep a list of all these old year entries.

These YE batches (YEnnnn) will <u>NOT </u>be reversed programmatically. This new list identifies those entries which may need adjustments in the new year.

NOTES:

Reverse AFR A/R Entries

➔ **Request YI415** ☐ **#28**
Criteria: AFR Batches

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

- Can only be run once with "Y" Post for a set of consecutive AFR batches

This job ONLY reverses AFR Accounts Receivable batches entered in months 08 and 13 with any August batch date, not just 08/31.

This job can be posted multiple times with care. Members must supply range of batches to post.

NOTES:

Zero Out AFR Encumbrances

➔ **Request YR420** ☐ **#29**
Criteria: AFR Batches

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

- Cannot be re-run with "Y" Post
- Can be posted only once

NOTES:

Repeat Close Budgets

Close Budgets Again – Accounts with Year-End Process Flag "E" or "T" and run with NOPOST option first

➔ **Request YR412** ☐ **#23**
Run NO POST Option First
Criteria: XR051
YU215
YR217

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

- Should be done once at the beginning of Month 13

- Can be re-run with "Y" Post – can be posted multiple times

- Must be done once with "Y" option just before AFR is finalized and member campus locked down (**Screen 842**)

- Lapses revenue and expense budget for all SL accounts with a year-end process Flag "E" and transfers budgets for SL accounts with a year-end process Flag "T"

- Entries are posted into the old fiscal year

- Required for SL accounts with a year-end process Flag set to "E" or "T"

- This job cannot be run after submitting the AFR

YR412 lapses revenue and expense budget for all SL and SA accounts with a year-end process Flag of "E" and for transfer SL and SA accounts with a year-end process Flag of "T." The entries are posted into the old fiscal year under batch reference BUDC01. This may be run multiple times. Run one last time prior to submitting the AFR to avoid having to make manual AFR entries. **YR413** is the report that is run with the **YR412**.

NOTES:

Close September

	CRITERIA: Above Jobs ❑ #30
	RR200 (for Month 13)

	DATE	ERRORS CHECKED
Closed		

- Request normal monthly jobs and reports

- Includes September SPR billing RU250 and Month 13 IDC billing and activity

- Business Office will not allow any more prior fiscal year entry into FFX

This step allows for the printing/distribution of departmental September statements.

Normal monthly jobs/statements for September will be run at this time.

This month-end includes September SPR billing RU250 and includes Month 13 IDC activity which was calculated, but not billed with the Preliminary Month 13 Reporting.

No more OLD fiscal year entries should be made in FFX.

NOTES:

AFR Finalization Confirmation

AFR Finalization Notice from SOBA

➡ **CRITERIA: Final YR412☐** #31

RR200 for Month 13

MDEP for August

	DATE
Flags Set	

➡ Verify that old year Suspense items have been cleared.

➡ Verify that **MDEP** has been run for August!!! Do not close until it is run. Look at depreciation/amortization batches on **Screen 24** under FFDxxx batch reference to verify August posting.

➡ Submit **AFR** to **SOBA (System Office of Budgets and Accounting)** for review.

- Verify that OLD fiscal year Suspense items have been handled

- Verify that August MDEP has been poste

- Set allow Flags to "N" on **Screen 842** for OLD fiscal year

---

NOTES:

Submitting the AFR

All entry into the old year must be done prior to submitting the AFR to SOBA. This includes the final run of YR412.

At this point, the Property Office states that it has completed entry of all OLD year activity and the Business Office states that it has entered all necessary AFR (Plant/Property transactions and/or A/P transactions) activity for the OLD year. All capital and/or controlled assets for the OLD year have been entered.

At this time, the AFR is delivered to the SOBA AFR Representative, they lock down that campus code for the OLD year, and no other entry into the OLD year will be allowed. All **Screen 842** Flags will be set to "N" in the OLD year. The lock is done using AFR **Screen 203**.

Close Month 13

Request Month 13 Close

```
➡ Request Month 13 Close ☐ #32
   Criteria:    Final FFX Feed – TFAFD
                MDEP for August
   SOBA Notification of AFR Finalization
```

	DATE	ERRORS CHECKED
Closed		

This is done after notification from SOBA that the AFR is complete.

- Sets the last closed month to "Month 13"

- Suspense items for the old year must be cleared up prior to closing Month 13

- Verify that MDEP for August has been run. If not, run before closing

- No more updating is allowed in the old fiscal year

- Run YR415

EXCLUDES Indirect Cost (**RR200**) since it ran before "carry forward" balances were rolled at the Preliminary Month 13 Reporting.

NOTES:

Reporting

➔   Request reports needed for month 13 financials and Year-End reporting.

➔   Specify Year-To-Date for reports that show consolidated reporting.

    Examples: **FBMR061**
                     FBMR204
                     FBMR062
                     FBMR095

➔   Request GL statements (**FBMR291**) for accounts with activity using the special batch identifier: YEnnnn, where n is the fiscal year indicator.(i.e., YE4 for FY2004)

Statements can be run by account range, but not by the abovementioned special batch identifier, YEnnnn.

If any additional entries were created in old FY after the YR415 is run, these should be made a new specified batch header, YEnnnn (i.e. YE3nnn = yearend 2023), and a list of all the entries should be kept.

These YE batches (YEnnnn) will NOT be reversed programmatically. These YE batches (YEnnnn) will <u>NOT</u> be reversed programmatically. This new list identifies those entries which may need adjustments in the new year.

Section III
Year-End Reference

Year-End Reference

Overview

This document discusses some of the year-end issues and topics that must be considered during the fiscal year-end process. Several programs may need to be run to carry out these functions. One program may not make all the desired changes.

The Year-End Flags determine how balances roll forward to the new year. Year-End Flags can be changed during the year-end close process. The YRBBR daily run will make the necessary adjustments to the budget brought forward for the accounts that are modified.

SL Year-End Flag Values THIS IS A REQUIRED FIELD

F (Fiscal)
Carries forward all unexpended balances available, including encumbrances, revenue budget, and expense budget.

> ****** *(Does not carry forward inception to date amounts)*
>
> *(Use "P" for inception to date reporting)*

Encumbrance and budget to cover	**to**	**same account**
Revenue BBA	**to**	**same account**
Expense BBA	**to**	**same account**

> ➢ Creates an *encumbrance* transaction for every record in the open commitment file for that account.

> ➢ Creates a *budget forward* transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds.

> ➢ Creates a *budget forward* transaction for each 10 digit account (both revenue and expense) that has BBA.

◆**TIP:**   *To change the Flag for a given range of accounts, send request for **XXCYEND.***

E (Encumbrance Only)

Carries forward only encumbrances and budget to cover those encumbrances—lapses BBA.

Encumbrance and Budget to cover	to	same account

➢ Creates an *encumbrance* transaction for every record in the open commitment file for that account.

➢ Creates a *budget forward* transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds.

➢ No transaction for the BBA amount will be carried forward. (Budget will be lapsed by program FBYR412.)

P (Project Accounts)

Carries forward all unexpended balances available, including encumbrances, revenue budget, and expense budget. Carries historical data forward.

** *(Accumulators carry forward—transactions are booked as 027s, 057s, and 098s for these accumulators.)*

➢ Creates an encumbrance transaction for every record in the open commitment file for that account.

➢ Budgets will be carried forward by program FBYR006. Full BBA is carried forward into the new year.

➢ Actuals will be carried forward by program FBYR002 into the project to date fields.

T (Transfer)

Carries forward only encumbrances and budget to cover those encumbrances. Transfers BBA to the account specified on **Screen 6**.

Transfers are posted in the old fiscal year.

Encumbrances and Budget to Cover	**to**	**same account**
Revenue BBA	**to**	**transfer account**
Expense BBA	**to**	**transfer account**

➢ Creates an encumbrance transaction for every record in the open commitment file for that account.

➢ Creates a budget forward transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds.

➢ Creates a budget forward transaction for each 10-digit account that has BBA. Posts this transaction to a 10-digit account specified on **Screen 6**.

If the "transfer-to" account is a GL account, the SL BBA is lapsed. A journal entry is posted to reduce the cash/fund balance in the "transfer-from" mapped GL and increase the cash/fund balance in the "transfer-to" GL.

If the "transfer-to" account is an SL account, a budget transfer is posted to the "transfer-to" SL and a journal entry is posted to move the cash/fund balance to the "transfer-to" GL. Note that the "transfer-to" SL account should have a *Year-End Process* Flag of "F."

Transfer accounts cannot point to themselves.

> ***For examples, see section below: "**Using the *Transfer (T) Year-End* Flag**."

> #### Using the Transfer "T" Year-End Flag
> Carries forward only encumbrances and budget to cover those encumbrances to the same account. Transfers BBA to the account specified on **Screen 6**.

Encumbrances and Budget to Cover	**to**	**same account in new year**
BBA	**to**	**transfer account on Screen 6**

Used to retain encumbrances and budget to cover those encumbrances in the same account while transferring BBA to another account. This is often used to close out an account and transfer the balances to reserve accounts.

The Transfer (T) Year-End Flag performs the following actions:

1. A new year encumbrance transaction will be created for every record in the open commitment file for the original account.
2. A budget forward transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds will be created for the original account.
3. The transaction created for the budget available amount will depend on what account is in the year-end account field.

If the "transfer-to" account is a GL account, the SL BBA is lapsed. A journal entry is posted to reduce the cash/fund balance in the "transfer-from" mapped GL and increase the cash/fund balance in the "transfer-to" GL.

If the "transfer-to" account is an SL account, a budget transfer is posted to the "transfer-to" SL and a journal entry is posted to move the cash/fund balance to the "transfer-to" GL. Note that the "transfer-to" SL account should have a Year-End Process Flag of "F."

> **NOTE**: The **Year-End Acct** field (**Screen 6**) should be one of the following:
> *   10-digit GL account - probably a fund addition
> *   10-digit SL account - probably an expense budget object code

Below are examples of the various combinations of revenue and expense accounts and different year-end "transfer-to" accounts. In these examples, if the two GLs are the same account, the fund balance transfer will not be made.

Expense Budget Examples

1. Account 120100-1000 (mapped to 012000) has debit BBA of 630.00 (budget balance available) and the year-end "transfer-to" account is general ledger 010400-4910. The following entries will be created.

    *   021 budget entry (lapse the budget)
        credit 120100-1000 $ 630.00

    *   060 Journal entry to transfer the fund balance to reserve
        debit 012000-5910 $ 630.00
        credit 010400-4910 $ 630.00

2. Account 120100-1000 (mapped to 012000) has credit BBA of $ 525.00 (overspent) and the Year-End "transfer-to "account is general ledger 010400-4910. The following entries will be created.

   - 021 budget entry (increase the budget)
        debit 120100-1000 $ 525.00

   - 060 Journal entry to transfer the fund balance from reserve
        debit 010400-5910 $ 525.00
        credit 012000-4910 $ 525.00

3. Account 120100-1000 (mapped to 012000) has debit BBA of 300.00 (available) and the Year-End "transfer-to" account is subsidiary ledger 104000-1000 (mapped to 010400). The following entries will be created.

   - 022 budget entry (transfer the budget)
        debit 104000-1000 $ 300.00
        credit 120100-1000 $ 300.00

   - 060 Journal entry to transfer the fund balance to reserve
        debit 012000-5910 $ 300.00
        credit 010400-4910 $ 300.00

4. Account 120100-1000 (mapped to 012000) has credit BBA of 170.00 (overspent) and the Year-End "transfer-to" account is subsidiary ledger 104000-1000. The following entries will be created.

   - 022 budget entry (transfer the budget)
        debit 120100-1000 $ 170.00
        credit 104000-1000 $ 170.00

   - 060 Journal entry to transfer the fund balance from reserve
        debit 010400-5910 $ 170.00
        credit 012000-4910 $ 170.00

Revenue Budget Examples

1. Account 101000-0001 (mapped to 010000) has debit BBA of $ 800.00 (over-realized revenue) and the Year-End "transfer-to "account is general ledger 010400-4910. The following entries will be created.

   - 021 budget entry (increase revenue budget)
     credit 101000-0001 $ 800.00

   - 060 Journal entry to transfer the fund balance to reserve
     debit 010000-5910 $ 800.00
     credit 010400-4910 $ 800.00

2. Account 101000-0001 (mapped to 010000) has credit BBA of $ 940.00 (under-realized revenue) and the Year-End "transfer-to" account is general ledger 010400-4910. The following entries will be created.

   - 021 budget entry (decrease revenue budget)
     debit 101000-0001 $ 940.00

   - 060 Journal entry to transfer the fund balance from reserve
     debit 010400-5910 $ 940.00
     credit 010000-4910 $ 940.00

3. Account 101000-0001 (mapped to 010000) has debit BBA of $ 250.00 (over-realized revenue) and the Year-End "transfer-to" account is subsidiary ledger 104000 (mapped to 010400). The following budget transfer will be created if the "transfer-to" account has a revenue pool in the ABR rule.

   - 022 budget entry (transfer the budget)
     debit 104000-0001 $ 250.00
     credit 101000-0001 $ 250.00

     If the "transfer-to" account does not have a revenue pool in the ABR rule the following budget transfer entry will be made.

   - 022 budget entry (transfer the budget)
     debit 104000-1000 $ 250.00
     credit 101000-0001 $ 250.00

   - 060 Journal entry to transfer the fund balance to reserve
     debit 012000-5910 $ 250.00
     credit 010400-4910 $ 250.00

4. Account 101000-0001 (mapped to 010000) has credit BBA of $ 450.00 (under-realized revenue) and the Year-End "transfer-to" account is subsidiary ledger 104000 (mapped to 010400). The following budget transfer will be created if the "transfer-to" account has a revenue pool in the ABR rule.

- 022 budget entry (transfer the budget)
  - debit 101000-0001 $ 450.00
  - credit 104000-0001 $ 450.00

  If the "transfer-to" account does not have a revenue pool in the ABR rule the following entries will be made.

- 022 budget entry (transfer the budget)
  - debit 101000-0001 $ 450.00
  - credit 104000-1000 $ 450.00

- 060 Journal entry to transfer the fund balance from reserve
  - debit 010400-5910 $ 450.00
  - credit 010000-4910 $ 450.00

GL Year-End Flag Values THIS IS A REQUIRED FIELD

F (Fiscal)

➢ All asset, liability and fund balance account controls are rolled into the fiscal year beginning balance in the new year.

➢ Fund additions, deductions and summary controls are not carried forward.

➢ All bank accounts are processed using Flag "F."

P (Project Accounts)
**The only meaningful time to use "P" at the GL level is when there is a 1:1 relationship between the GL and SL. Project-To-Date accumulators would not be meaningful when multiple SLs, each having different project years, map to the same GL.

➢ All asset, liability and fund balance account controls are rolled into the fiscal year beginning balance in the new year.

➢ Fund additions, deductions and summary controls are carried forward into the beginning balance field.

SA Expense Budget Transaction Flags (*Found on SL* **Screen 6**)

These Flags are used to indicate how the budget will be carried forward at the support account level and the types of transactions which are allowed.

The following values are accepted:

Y –Yes   Carry Forward Budget at SA Level

Use this Flag value to carry forward budget balances at the support account level when budgeting has been done at the SA level.

N–No   Carry Forward Budget at SL Level Only

Use this Flag value to carry forward budget at the SL level when budgeting has not been done at the support account level (i.e., the support account is used for cost accounting only).

B–Both   Carry Forward Budget at Both the SL and SA Levels

Use this Flag value to carry forward budgets at both the base account and the support accounts when budgeting has been done at both the base account and the support account level.

Deferred Student Revenue

Deferred revenue received in the old year should be posted to a GL account with account control 2750. In the new year, journal entries can be processed to credit the appropriate revenue account and debit the deferred revenue account. For TAMU, TAMUG, TAMU-C and TAMU-T, this process was automated for student fees by adjusting the student feed accounting entries with program FBXR030. This is now part of XSTFD execute file.

AFR Batches and Encumbrances

Programs have been developed in FAMIS to automatically reverse certain accounting transactions entered solely for AFR reporting purposes.

Any journal entry, encumbrance, receipt, disbursement, or accounts receivable entry entered with a batch prefix of AFR will cause a reversing entry to be generated by a batch program. Note that *only* journal entries, encumbrances, receipts, disbursements, and AR entries will be reversed. If compound journal entries are used, a clearing account will need to be set up to clear these entries through, since compound entries cannot be entered in batch mode. The batch programs are YR415 and YI415.

If compound journal entries are used in AFR batches, please verify he parameters for the YR415 program. For the job YR415 and the program FBYR415, the ACCT parameter should contain the 10-digit clearing account that should be used when this program finds a compound journal entry to process.

Also, any encumbrance entered with an "encumbrance reference" (i.e., **Screen 11** field: PO number, reference 1) of AFR**** will automatically be zeroed out in the new year by a separate batch program. *(Note that this entry is different than an encumbrance entry in an AFR batch.)* The batch program is YR420.

Notes on "YEnnnn" batches
If additional entries were created in old FY after the YR415 is run, these should be made a new specified batch header, YEnnnn (i.e., YE3nnn = yearend 2023), and a list of all the entries should be kept.

These YE batches (YEnnnn) will NOT be reversed programmatically. These YE batches (YEnnnn) will <u>NOT</u> be reversed programmatically. This new list identifies those entries which may need adjustments in the new year.

Year-End Miscellaneous Encumbrances
Miscellaneous encumbrances can be entered in the old fiscal year using an encumbrance reference of AFR****. This would be done for expenses that are not already encumbered such as travel requests not yet vouchered. This process would encumber the funds in the old fiscal year and release them in the new fiscal year.

Further Notes on Year-End AFR Reversing Entries
Some possible AFR entries are:

- Accrued Interest Receivable
- Allowance for Doubtful Accounts
- Distribution of Accrued Payroll
- Distribution of Assets Held by System

To the extent that financial records are on a true accrual basis, these entries do not need to be done. For example, Allowance for Doubtful Accounts on the books year round, this may just be a simple adjustment at year-end. To the extent that financial records are not on a true accrual basis, entries may be needed.

Ending Accounts Payable and Inventory/Prepaid Expenses (Manual Entry)

Accounts Payable
If accounts have ending accounts payable that have not been vouchered in the FAMIS AP module, manual accounts payable can be recorded in FAMIS. **These manual accounts payable should be recorded with an AFR batch prefix (not AFRFxx)**. The entry is as follows:

- Debit   XXXXXX-XXXX   (SL expense account)
- Credit   0XXXXX-2101   (Manual AP of the corresponding GL)

    This entry will automatically be reversed in the new year.

If this payable is already encumbered, the encumbrance will need to be released in the old year. An AFR batch (not AFRFxx) should be used so it can be re-encumbered in the new year.

Inventory/Prepaid Expenses

If accounts have ending Inventory/Prepaid Expenses, manual accounts payable can be recorded in FAMIS. **These entries should be recorded with an AFR batch prefix** (not AFRFxx). The entry is as follows:

- Debit   0XXXXX-1405   (Prepaid expense of the corresponding GL)
- Credit   XXXXXX-XXXX   (SL expense account)

    This entry will automatically be reversed in the new year.

Accrued Payroll

For the payrolls expensed in the old year and disbursed in the new fiscal year, the accounting entries for the disbursements will be held (not posted). This means that the central payroll account and the state payroll clearing accounts, including the state employer payment clearing account (found on **Screen 823** in FAMIS), will contain credits for the amount of the payroll expensed.

The credit for the state payroll and payroll benefits clearing accounts can remain in those accounts provided they are in Ledger 1 (account 01XXXX-2400).

The credit for the central payroll clearing account will need to be distributed to accounts in the appropriate fund groups. The report FBPR302 can be used to evaluate the distribution to the various fund groups. This should be done with journal entries in an AFR batch (not AFRFxx) so they can be reversed in the New Year.

The disbursement entries will be posted by FAMIS in the New Year.

Year-End Check and Voucher Production

Beginning on the first working day of September, the disbursement entries for checks dated that day are recorded in the new fiscal year. (This is the same as normal month end.)

Also beginning the first working day of the new fiscal year, vouchers will be pulled for payment from both fiscal years. This will continue until all vouchers for the old fiscal year are paid. This process should be transparent to the users of the check cycle. It will be possible for one check to pay for two vouchers in two fiscal years.

New Year Voucher Number Sequences

Sometime in August, voucher number sequences for the New Year need to be established. *Submit the YearEnd request "VONUM", providing the New Year voucher prefixes, starting sequences and description.* For example:

Old Year Sequence		New Year	
0400000	Regular Vouchers	0500000	Regular Vouchers
5401500	Student Refunds	5501500	Student Refunds

Note
AggieBuy/Jaggaer vouchers creation utilizes the description on **Screen 835**, Last Voucher Number Used Table. If this is changed in the new year, please send an email to famishelp@tamus.edu to update this reference.

Default and Alternate Bank Changes – State Banks Only

The fiscal year of the default and alternate banks (second digit) on each SL will be automatically incremented by the year-end program FBYU001. *New Banks and the ones incremented must be created on Screen 28.*

To change banks (default or alternates) for a given range of accounts (**Screen 2**, **Screen 6**) in the new fiscal year after the new banks have been set up on **Screen 28**, request one of the following:

XXCDFBNK	changes the default bank (for a given bank) from the old default bank to the specified default bank for a range of GL or SL accounts.
XXCALBNK	changes the old alternate bank to the specified alternate bank for a range of GL or SL accounts.
XXCHGBNK	changes all default banks within a range for all accounts regardless of current bank.
XXCDFBK2	changes default bank, override Flag, and alternate bank for a given bank or a range of banks.
XXSABANK	changes the default bank, the override Flag, and the alternate banks for an account or a range of SA accounts.

Map Code Changes in the New Year

Two ways exist to change map codes:

- Change the map code on **Screen 6** if there is a zero balance in the account, there are no SL allocations that have been marked with a "B", "D" or "F" for the SL in the Budget Module, and there are no Member or System locks on the account. Any accounting needed to reflect the GL changes between years will need to be made manually by the Accounting Office.

- Special element security is required before an individual is permitted to change the *Map Code* field on **Screen 6**.

- Delete, drop, and re-add the SL with the new Map Code. This must be done before any transactions are posted or balances are rolled forward.

Reporting Month 13

FAMIS accommodates a Month 13 reporting period that has to be opened and closed just as if it is a separate month.

Opening the New Year

The new fiscal year is opened with the beginning of the Budget Preparation Process in early spring. This permits new year budget entry in the FAMIS Budget module.

To begin online transaction entry in the new year, the Allow Transactions Flag (**Screen 842**) must be manually set to "Y".

FAMIS loads the revenue and expense budgets via programs FBYU408/409 with reports for member review.

Section IV
Year-End Programs and Reports

FAMIS Year-End Programs

Year-End Related Programs

> *These programs are not listed in the order in which they will be run.*
> *Consult the Year-End Procedures section for step-by-step procedures.*

FBYU001   Copies accounts to the new year. Run initially at the beginning of the new year Budget Preparation process. Can be run several times during the last months of the prior fiscal year. No dollar accounting data is processed.

FBYU004   Special program run for AL-RES (06) only. This program copies new year support accounts from the old year SL account. In even years, it will copy to the 12xxxx accounts from the 11xxxx accounts. In odd years, it will do the reverse. This can only be run once.

FBYU005   Special program run for AL-EXT (07) only. This program creates new year support accounts with the new fiscal year as the second digit of the support account number. It only processes state or federal fund type SAs within the ranges 110000-190000 and 600000-699999. This can only be run once.

FBYU007   Resets the SL counter Flags on all GL accounts in the new year. SL counters can get out of sync in the new year due to activity in both FY's and program FBYU001 running periodically. This program can run any time during the year.

FBYU008   Copies support accounts from one SL to another in the same fiscal year. This program can run any time during the year.

FBYU100   Cancels all pending PCT documents and the associated routing documents. New PCT documents must be created to initiate payroll transfers in the new fiscal year.

FBYU724   Copies the previous year accounting analysis code table to the new fiscal year.

FBYR002   Carry forward project accounts and project account closing. Rolls forward actuals for project accounts into the project accumulator in the new year. Essentially treats a project account like a month end.

           BBPJ01   YEND.PROJACCT.Pnn

FBYR003   Carry forward GL and bank beginning balances. Carries forward the balances in the General Ledger and bank accounts to the new fiscal year beginning balance field in the new year.

           BBGL01   YEND.GLBAL.Pnn

FBYR006 Creates budget carry forward transactions for both amount encumbered and budget balance available – including project budgets. Reads SL file in the old year and creates budget carry forward transactions to be loaded into the new year. Uses the ABR rule of the new FY, not the current FY. Budget amounts are determined by the year-end process Flag on the SL. Also, creates budget carry forward transactions for any revenue budget available (year-end Flag "F").

   BBFE01 YEND.ENCBUD.Pnn
   BBF001 YEND.BBABUD.Pnn
         Prodcard (FBYR006)

FBYR009 Rolls the line item indicator forward from the old fiscal year to the new fiscal year. Can be run for a specific range of accounts. It only rolls line items forward for accounts Flagged with a "P" in the year-end processing Flag. It rolls ALL line item account indicators for the range if the year-end Flag is set to "P." Can be run with a no-post option. Can be re-run, however, if it finds the dollar record in the new year, but it will not update it. So, only line items created since the first time the program was run will be rolled forward. Main user is TAMRF.

   ITMP01 YEND.ITEMACCT.Pnn

FBYR010 Creates encumbrance carry forward transactions. Reads the open commitment file in the old year and creates encumbrance transactions to be loaded into the new year.

   ENCZ05 YEND.BEGENC.Pnn

FBYR150 Zeroes out the revenue budget of accounts and adjusts the expenditure budget by the same amount in a special run that is optional. It is usually run at year-end for a different range of accounts.

   GEBYnn YEND.AUTOBUD.Pnn.TRANS
         Prodcard (FBDR150)

FBYR410 Zeroes out salary encumbrances. Reads the open commitment file in the old year and creates encumbrance transactions to zero out the salary encumbrance. These transactions are posted into the old year.

   SENZ50 YEND.ZEROSAL.Pnn

FBYR412   Closes revenue and expense budgets. Reads the SL file in the old year and for SLs with year-end process Flag of "E" - creates a budget transaction "lapsing" the available budget. Transfers budgets for year-end process Flag "T." This budget transaction is posted into the old year.

        BUDC01   YEND.BUDCLOSE.Pnn

FBYR414   This program simulates the posting of the YR412. It reads the transaction file created by the special run of the YR412 in the YRBBR process and simulates account balances as if these transactions had already been posted. YRBBR is the job that runs daily from August Close until September close to simulate account balances in the new year for Maestro.

FBYR415   Reverses AFR entries. Reads the batch and transaction files in months 12 and 13 of the old year to find encumbrances, journal entries, receipts, and disbursements posted in the old year with an "AFR" batch. Creates transactions to reverse these entries. The reversing entries are to be posted into the new year.

        RAFR01   YEND.REV.ENTRY.Pnn
                Needs clearing account specified in JCL.

FBYR420   Zeroes AFR encumbrances. Reads the open commitment file in the new year and finds all encumbrances with a reference number beginning with "AFR." Encumbrance entries are created to zero out these encumbrances. These entries are to be posted into the new year.

        RENC01   YEND.REV.ENC.Pnn

FBYU523   **Departmental Budget Request Year-End Items**
Cancels all pending DBR documents and the associated routing documents. New DBR documents must be created to initiate budget requests in the new fiscal year.

FQYU015   Sends the new Fiscal Year transactions to SciQuest and rolls the special routing table forward from one year to the next. This program can be run to copy from one campus to another, or to skip over years.

IBYR415   Reverses AFR accounts receivable entries. Reads the AR invoice file and creates reversing AR entries for entries posted in the old year with an "AFR" batch. The reversing entries are to be posted into the new year (posted with IBDU010).

        RVAR10   YEND.REV.AR.Pnn

PBYR217   Purchasing "accounts payable" accrual report. Lists documents which have been received but not invoiced. Includes documents with P, E, and L classes which are in process, closed, frozen or completed statuses.

PBYU215   Purchase YE document complete.

PBYU216   Purchasing YE encumbrance.
PUR001   (no dataset – on-line batch posts these)

PQAU761   Sends all outstanding transactions to SciQuest and maintains Flags.

TBYU851   **Departmental Asset Transfer Year-End Items**
Cancels all pending TDP documents and the associated routing documents. New TDP documents must be created to initiate asset transfers in the new fiscal year.

VBYU275   **DCR Year-End Processor**
Cancels all pending DCR documents and the associated routing documents. New DCR documents must be created to initiate corrections in the new fiscal year.

New Year Budget and Salary Encumbrance Programs

FBYU408 Loads new year budget. Reads FAMIS budget files and creates budget entries to be loaded into FAMIS accounting in the new fiscal year.

     BBUD01 BEG.BUDGET.Pnn   (020 trans)
           K713FA.BPP.BUDGET.FY+fy (shr)

FBYU409 Loads new year budget transfers. Reads FAMIS budget files and creates budget transfer journal entries to be loaded into FAMIS accounting in the new fiscal year.

     BTXR01 BEG.TRANSFER.Pnn   (060 trans)

FBYR405 Loads new year salary encumbrances. This program reads the same file as FBYR405 and creates a lump sum salary encumbrance to be loaded into the new year.

     SENZ99 BEG.SALENC.Pnn   (051 trans at 1105)
           K713FA.FAMIS.BUDGET.FY+fy (shr)

FBYR406 A second version of FBYR405. It alternatively loads the salary encumbrances from the Form 500 file as opposed to the budget file. If run, the transactions would be posted into the new year.

FBYR430 Loads new year wage and/or benefit encumbrances. This program reads the same file as FBYU408 and creates lump sum wage and/or benefit encumbrances to be loaded into the new year.

     Subcodes to be liquidated are on the Part's 853 DEPT-ENC-TYPE table.

     PAYB25 BEG.WAGE ENC.Pnn (051 trans at 1705 wage)
           BEG BENE ENC Pnn (051 trans at 1906 benefit)
           K7xxFA.DOWNLOAD.FBAR599.PXX

Table Roll Forward Programs

FBYU800   Table driver program. Rolls forward the FRS and SPR control record into the new fiscal year. The current year remains the default year. It calls all other FRS table roll forward programs listed below.

FBYU801	Rolls forward COA structure for GLs and SLs.
FBYU803	Rolls forward the Global Subcode Edit table.
FBYU804	Rolls forward the ABR table.
FBYU805	Rolls forward the GL Account Control table.
FBYU806	Rolls forward the SL Object Code table.
FBYU807	Rolls forward User Defined Budget Pools (**Screen 710**).
FBYU831	Rolls forward the IDT Interface table.
FBYU840	Rolls forward USAS Strategy table.
FBYU854	Rolls forward control records for the Purchasing Type/Prefix Assign table and the Exempt Subcode table. (**Screen 854**, **Screen 855**, **Screen 306**).
PBYU306	Rolls forward Exempt Object Code table.
PBYU309	Rolls forward the limited and exempt control records.

FBYU810   Table driver program. Re-rolls the FRS subcodes into the new fiscal year. This job is necessary only if additions/changes have been made to old fiscal year subcodes after the subcodes have been rolled to the new fiscal year. Manual changes can be made in the new fiscal year to avoid needing to run this program. The current year remains the default year. It calls the FRS table roll forward programs listed below.

FBYU805	Rolls forward the GL account control table.
FBYU806	Rolls forward the SL object code table.

FBYU850   Changes current fiscal year. Run when the current fiscal year is to be changed from the old year to the new year.

VBYU807   Rolls forward the AP check limit table.

VBYU808   Rolls forward the AP discount table. (Not run at this time.)

VBYU809   Rolls forward the AP tax table. (Not run at this time.)

VBYU810   Rolls forward AP currency conversion table. (Not run at this time.)

TBYU800   Creates FFX control record for the new year.

TBAR020   Unloads FFX tables.

TBIU591-595   Loads the FFX table for the new year.

TBYUDSPA   Sets FFX Flag on control table indicating that final SPA extract has been
                   received from the State. Until this Flag is changed, no new year records will
                   be sent to SPA.

TBYU850   Changes the current fiscal year on the fixed assets control table.

Miscellaneous Programs

XXCYEND   Special program to change year-end Flags in mass.
XXCHGBNK   Special program to change the default bank for a range of accounts.

XXCABR   Special program to change ABR Flag on accounts in selected range.

XXBBABAS   Special program to set the Flag that will roll BBA to base support account.

FBPR302   Special payroll program used to distribute accrued payroll to the various fund
                   groups.

FBXR030   Special program for TAMU, TAMUG, TAMUC and TAMUT. Alters the Student
                   SIMS accounting feed for deferred revenue processing.

FBYR402   Reads the BPP budget file and stores the data on **Screen 853**. This table is
                   used by FBMR265.

Ref: K:\FA\DOC\YEND\YENDPGMS98.DOC

FAMIS Year-End Reports

Overview

This document contains a listing of reports produced by FAMIS that are useful in preparing the AFR and also in meeting other year-end reporting needs. The reports are organized in report name order. All of these reports can be produced on a monthly basis during the year.

FBAR230   **Year-To-Date Expenses**
- Report of Year-To-Date SL expenses.
- Can have up to three levels of sorts. The sort fields can be fund group, ledger, function, element of cost, sub element of cost, division, department, college, exec level, TAMRF account number, or reporting group.
- Subtotals are provided at each sort level.
- Column ranges are user-defined and controlled in a prodcard. The standard ranges below are changeable upon request:

Salaries & Wages	1100-1799
Operating	1900-6999
Capital	8000-8799
Indirect Costs	9600-9699

- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedules B-1, B-2, B-2a, B-3, B-4, B-6, B-8, B-11, C-2, C-3, D-4.

FBAR231   **Federal Grant Expense Summary**
- Report of SL expenses for a selected range of accounts.
- Sorted by CFDA code.
- Subtotals for CFDA code.
- Columns are:

  Direct expenses
  Indirect expenses
  Total expenses

- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedule D-5.

FBAR232 **Endowment Fund Balance Report**
- Report of endowment fund balances, changes in fund balance, and associated earnings distribution sorted by sub fund group, sub-sub fund group.
- YTD earnings are calculated using object codes which are entered as parameters into the program. The object codes are usually 0350-0399, or 0395-0395. The Endowment Earnings Distribution fields define the associated SLs and percents (see **Screen 4** for the endowment GL). These fields must be set up in order to use this report.
- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedule B-6.

FBAR233 **Year-To-Date Revenue and Expense by Category**
- Report of SL expenses.
- Sorted by fund group, sub fund (if account begins with a 2), restricted/unrestricted, major object range, minor object range, and one sort option. The sort field can be division, department, college, exec level, or reporting group.
- Subtotals available for fund group, restricted Flag, major range, and minor range.
- The major and minor categories are controlled by a user-defined prodcard. Subcodes must be sequential—disjointed subcode ranges for a minor category are not allowed.

Major Categories:

Total Revenues	0005-0799
Total Expenses	1000-1999

Minor Categories for Revenues:

State Appropriations	0005-0029
Tuition	0030-0049
Student Fees	0050-0199
Remissions	0200-0249
Contracts & Grants	0250-0279
Reductions in C&G	0280-0289
Gifts	0290-0319
Indirect Costs	0320-0349
Investments Inc.	0350-0399
Sales & Services	0400-0699
Misc.	0700-0799

Minor Categories for Expenses:

Salaries & Wages	1100-1799
Operating	1900-6999
Capital	8000-8799
Indirect Costs	9600-9699

- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedule B-1, B-4, B-6, B-8, B-10, C-1.

FBAR234 **AFR – Plant Funds Revenues & Expenses**
- Report of Plant Fund SL revenues and expenses.
- Sorted by restricted/unrestricted and Construction Project number.
- Subtotals are given for restricted/unrestricted and Construction Project number.
- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedule B-8.

FBAR236 **Year-To-Date Salaries & Wages Paid**
- Report summarizes YTD payroll expenditures by fund group and bank account. Similar to report FBMR216 but subtotaled by fund group.
- Within a fund group, subtotals are given by bank.
- Fund group is defined by account ranges in a prodcard.

FBAR237 **Year-To-Date Expenditures for Selected Subcodes**
- Report of expenses by bank for a selected range of object codes and a selected range of SL accounts. Similar to FBMR216, but the object codes can be selected.
- Subtotaled and sorted by object code, first digit of the bank, and bank.
- Object codes are selected in a prodcard.

FBAR238 **Budget Transactions Sorted by Restricted Flag, Construction Project**
- Detail report of budget entries for Plant Funds. Budget entries are shown in detail and sorted by restricted Flag, construction project, and account. SL range can be specified (should be within Plant Funds)—range 800000-899999.
- Can be run for current month or Year-To-Date option. Report of budget entry transfers sorted by account.
- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-8.

FBAR239 **Detail Listing of Budget Transfers**
- Detail report of budget transfer transactions with transaction code "022." A range of SL accounts can be specified.
- Can have up to three levels of sorting which are user-defined.
- The sort fields can be ledger, fund group, function, division, or department.
- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-1, B-2, B-2a, B-4.

FBAR240   **<u>AFR – Loan Funds – Schedule B-5</u>**
- Report of loan fund balances and changes in fund balance.
- Sorted by sub fund group for a given range of GL accounts.
- Column ranges are user-defined and controlled with a prodcard. Currently the ranges are as follows:

> Gifts
> Interest Income
> Transfers In
> Other Additions
> Transfers Out
> Other Deductions

- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-5.

FBAR241   **<u>Plant Fund Additions/Deductions Detail Listing</u>**
- Detail listing of transactions for selected fund addition/fund deduction account controls sorted by account. Used primarily to analyze transfers at the GL level in Plant Funds.
- Account controls are defined in a prodcard.
- Options available:

> GL range (usually within plant funds)
> Current month or YTD.

- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-8.

FBAR242   **AFR Year-To-Date Revenues**
- Report of Year-To-Date SL revenues.
- Can have up to three levels of sorts. Sort levels and the order of the sorts are user-defined. Sort fields can be fund group, ledger, function, element of cost, division, department, college, exec level, or reporting group.
- Subtotals are provided at each sort level.
- Up to six column ranges are user-defined and controlled through a prodcard. The current standard columns are as follows:

Revenues	0001-0279,
	0290-0383,
	0385-0799
Endowment Income	0384
Reductions in Grants	0280-0289
Rev Transfers In	0800-0899
Rev Transfers Out	0900-0999
Total Revenues	0001-0999

- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-4.

FBAR243   **Selected Fund Additions/Deductions Detail Listing**
- Detail listing of transactions for selected ranges of fund addition/fund deduction account controls. This report is similar to FBAR241, but with subtotals by account control range.
- Can have up to three levels of sorts. The sort fields can be fund group, department, function, or division.
- Account controls are defined in a prodcard.
- Options are available to select a GL account range (usually plant funds) and the current month or YTD.
- Used for: Schedule B-1, B-2, B-2a, B-4, B-6, B-8, B-10, B-11, D-6.

FBAR244   **Texas Higher Education Coordinating Board YTD Expenditures**
- Report of research accounts expenditures needed by TAMU Office of Sponsored Projects. Summarizes expenditures by Coordinating Board code and sponsor type. Relies on attributes in the SPR module for all accounts with a function of research.
- Account must have a function of "RS" (research), and both TAMRF account/Project number and Sponsored Project (**Screen 9**) must be set up for these accounts to be included on the report.
- Options are available to select a single college or exclude that college, as well as to run for all colleges.
- Used for: Texas Higher Education Coordinating Board report.

FBAR245   **National Science Foundation Report**
- Report of expenditures for research accounts by NSF categories and groupings—needed by the TAMU Office of Sponsored Projects. Summary report shows breakdown by sponsor type. Report relies on attributes in the SPR module for all accounts with a function of research.
- Account must have a function of "RS" (research), and both TAMRF account/Project number and Sponsored Project (**Screen 9**) must be set up for these accounts to be included on the report.
- Used for: National Science Foundation report.

FBAR246   **Creates file for Indirect CostRate Analysis**
- Creates a file of YTD expenditures by account and object code.
- Used for: Indirect cost proposal/analysis by SAGO.

FBAR247   **Selected Transaction History Detail – Sort by Description**
- Report of detail expenditures sorted by description and account. The user can select a date range, a range of accounts, and a range of object codes.
- Used for: Schedule B-11, D-6.

FBAR248   **AL-RSCH create file for Indirect CostRate Analysis**
- Creates two data files and a report of expenditures sorted by AL-RSCH defined "funds." These data files are given to AL-RSCH data processing personnel for use in a special NOMAD2 system that produces their 419 file.
- Used for: the AL-RSCH Federal 419 report.

FBAR249   **Year-To-Date Expenditures for Research Accounts**
- Report of research account expenditures—needed by the TAMU Office of Sponsored Projects. Shows a line per account giving total expenditures, direct expenditures, indirect expenditures, and Capital Equipment expenditures. Includes sponsor, project title, and SPR project number.
- Account must have a function of "RS" (research), and both TAMRF account/project number and Sponsored Project (**Screen 9**) must be set up for these accounts to be included on the report.
- Can have up to three levels of sorts. The sort fields can be college, department, and field of science.
- Used for: TAMU Office of Sponsored Projects

FBAR251   **Indirect Cost Expenditures by College, Dept, Principal Investigator**
- Report of indirect cost expenditures for research accounts—needed by the Office of Sponsored Projects. Includes sponsor, SPR project number, and principal investigator.
- Sorted by college, department, and then principal investigator.
- Subtotals are given at the break of each of these levels.
- Used for: TAMU Office of Sponsored Projects

FBAR252 **Detail Activity – Subsidiary Ledger Accounts**
- Provides a detail listing of expenditure, budget, and /or encumbrance transactions. Analyzes detail transactions for an account or range of accounts, subcodes, banks, transaction codes, or batch references.
- Many sorts and options are available.
- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-4.

FBAR253 **AFR – Changes in Fund Balance (200 column report)**
- Report on the changes in fund balances at an SL level. Primarily developed for restricted fund accounts but may be helpful for any fund group.
- Can have up to three sort levels. The sort fields can be fund group, ledger, function, division, department, college, exec level, map code, auxiliary, and reporting group.
- Download option is available—data format is a comma delimited flat file.
- Used for: B-4, B-10.

FBAR254 **Funds Awarded But Not Received**
- Report of restricted funds showing funds awarded but not received using the unrealized revenue budget balance available. An agency does not have to be using SPR to request this report.
- Sorted by sponsor type.

FBAR258 **AFR – Schedule of Current Funds Revenues**
- Reports SL revenues and expenses.
- Sorted by major subcode range, minor subcode range, and sort option. The sort option can be department, division, college, or exec level.
- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedule B-3, B-4, C-1.

FBAR260 **AL-RSCH Report for IDC**
- Reports and distributes indirect cost to principal investigators. Report uses PI award data in the SPR module to distribute indirect cost.
- Used for: Developed for AL-RSCH.

FBAR266 **AFR – Changes in Fund Balance (200 column report)**
- Reports revenue and expense at the GL level—similar to FBAR253.
- Can have up to three levels of sorts. The sort fields can be fund group, ledger, function, division, department, college, exec level, auxiliary, or reporting group.
- Download option is available—data format is a comma delimited flat file.
- Used for: B-2, B-2a, B-3.

FBAR383 **Detail Activity – Support Accounts**
- Provides a support account detail listing of expenditure, budget, and /or encumbrance transactions. Analyzes detail transactions for a support account or range of support accounts, subcodes, banks, transaction codes, or batch references.
- Many sorts and options are available.
- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-4.

FBAR530 **Analysis of Fund Balance vs SL BBA**
- Compares budget versus fund balance in the GLs and SLs.
- Options are available to include only beginning balances or run for the requested month. There is also an optional SL report displaying the portion of the GL fund balance attributed to each SL.

FBAR540 **Account Listing**
- Lists GL and SL accounts and their attributes.
- Options are available to include or exclude deleted accounts. Option = both will list both reports needed to check the values of Flags and attributes for year-end.

FBMR220 **General Ledger Account Controls**
- Balance sheet for each General Ledge— each GL on a separate page. This report includes fund deductions, fund additions, and summary account controls.
- Download option is available—data format is a comma delimited flat file.
- Used for: Schedules B-3, B-5, B-8, B-11, D-6.

PBYR217 **Purchasing Accounts Payable**
- Reports purchasing "accounts payable" accruals—documents which have been received, but not invoiced, or vice versa. Purchase order (P), Exempt (E), and Limited (L) class documents in a status of closed, in process, frozen, or completed are included.

AFR Exhibits/Schedules and FAMIS Reports

Overview

This document contains a list of the AFR Exhibits and Schedules along with the FAMIS reports that are helpful in creating them.

Exhibits

1. **EXHIBIT A – Balance Sheet**
   FBDR043—Trial Balance by Fund Group
   FBPR302—Year-End Accrued Payroll Report
   (used to determine accrued payroll by fund group)

2. **Exhibit B – Statement of Changes in Fund Balances**
   Obtained from supporting schedules.

3. **Exhibit C – Statement of Current Funds, Revenues and Expenditures**
   Obtained from supporting schedules.

Schedules

1. **Schedule A-1 – Cash and Temporary Investments**
   FBMR204/FBDR043—Bank portion of the report

2. **Schedule A-2–Investments by Fund Group**

3. **Schedule A-3 – Legislative Appropriations**
   FBMR219—(Year to Date)—Bank Balances and Activity Report
   FBMR019—(Year to Date)—Bank Balances and Activity

4. **Schedule A-4 – Deposits Held in Custody for Others –Agency Funds**
   FBMR061 (YTD)—GL and SL Fund Group Summary

5. **Schedule B-1 – Changes in Fund Balances - Functional and General Funds**
   FBAR230—Expenditures by fund group, function, broken out by category.
   FBAR239—Detail report of budget transfers
   FBAR243—GL transfers
   FBAR253—Changes in SL balances/including expenditures
   FBAR266—Changes in GL balances

6. **Schedule B-2 – Changes in Fund Balances - Designated Funds**
   FBAR230—Expenditures by fund group, function, broken out by category.
   FBAR239—Detail report of budget transfers
   FBAR243—GL transfers
   FBAR253—SL changes in balances
   FBAR266—GL changes in balances

7. **Schedule B-2-a – Changes in Fund Balances - Designated Funds Service Departments**
   FBAR230—Expenditures by fund group, function, broken out by category.
   FBAR239—Detail report of budget transfers
   FBAR243—GL transfers
   FBAR253—SL changes in balances
   FBAR266—GL changes in balances

8. **Schedule B-3 – Changes in Fund Balances - Auxiliary Enterprise Funds**
   FBAR230—Expenditures by fund group, function, broken out by category.
   FBAR239—Detail report of budget transfers
   FBAR253—SL changes in balances
   FBAR258—Current Funds Revenues
   FBAR266—GL changes in balances
   FBMR220—GL Account Control Summary

9. **Schedule B-4 – Changes in Fund Balances - Restricted Current Funds**
   FBAR230—Expenditures by fund group, function, broken out by category.
   FBAR233—Revenues and Expenses by Category
   FBAR239—Detail report of budget transfers
   FBAR242—YTD Revenues
   FBAR243—GL transfers
   FBAR252—Detail transactions
   FBAR253—SL changes in balances
   FBAR258—Current Funds Revenues
   FBAR266—GL changes in balances

10. **Schedule B-5 – Changes in Fund Balances - Loan Funds**
    FBAR240—Loan Funds Report
    FBMR220—GL Account Control Summary

11. **Schedule B-6 – Changes in Fund Balances - Endowment and Similar Funds**
    FBAR230—Year-to-Date Expenses
    FBAR232—Endowment Earnings Distribution Report
    FBAR233—Revenues and Expenses by Category
    FBAR243—GL transfers

12. **Schedule B-7 – Changes in Fund Balances - Annuity and Life Income**

13. **Schedule B-8 – Changes in Fund Balances - Unexpended Plant Funds**
    FBAR230—Year-to-Date Expenses
    FBAR234—Plant Funds
    FBAR233—Revenues and Expenses by Category
    FBAR238—Budget Detail for Plant Funds
    FBAR241—Fund Additions and Deductions for Plant Funds
    FBAR243—GL transfers
    FBMR220—GL Account Control Summary

14. **Schedule B-9 – Changes in Fund Balances - Funds for Renewals and Replacements**

15. **Schedule B-10 – Changes in Fund Balances - Funds for Retirement of Indebtedness**
    FBAR233—Revenues and Expenses by Category
    FBAR243—GL transfers
    FBAR253—SL changes in balances

16. **Schedule B-11 – Changes in Investment in Plant**
    FBAR230—Year-to-Date Expenses
    FBAR243—GL transfers
    FBAR247—Transaction History Detail
    FBMR220—GL Account Control Summary
    FBMR095—Summary Dollar Totals by Object Code
    TBAR053—Listing of Items Sold or Auctioned
    TBAR051—Transfers Within System Part

17. **Schedule B-13 – Schedule of Transfers**

18. **Schedule C-1 – Current Funds Revenues**
    FBAR233—SL Revenues
    FBAR258—SL Revenues and Expenses

19. **Schedule C-2 – Current Funds Expenditures - by Object Class**
    FBAR230—Year-to-Date Expenses - sorted by fund group, function

20. **Schedule C-3 – Functional and General Expenditures Summarized by Elements of Institutional Costs**
    FBAR230—Year-to-Date Expenses sorted by fund group, element of cost

21. **Schedule D-1 – Bonds Payable and Debt Service Requirements**
    FBMR222—Bond Issue Report
    FBMR223—Summary and Detail Bond Issue for Plant Funds

22. **<u>Schedule D-2</u> – Analysis of Funds Available for Debt Service for General Obligation Bonds Outstanding**

23. **<u>Schedule D-3</u> – Defeased Bonds Outstanding**

24. **<u>Schedule D-4</u> – Higher Education Assistance Funds (HEAF)**
    FBAR230—Year-to-Date Expenses sorted by fund group, element of cost, sub-element

25. **<u>Schedule D-5</u> – Federal Financial Assistance**
    FBAR231—Report of expenditures by CFDA code, Sponsor, and SPR project
    FBMR019 and FBMR219—Cash Report for each Bank (used for federal appropriated funds)

26. **<u>Schedule D-6</u> – Medical Services, Research and Development Plan**
    FBMR220—GL Account Control Summary

Section V
Appendix

Instructions

Listed below are general instructions that will make the job easier as FAMIS is used to input or view document information. Becoming familiar with the information in this reference can make navigation in FAMIS 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 is in use. Contact local IT support if assistance is needed in identifying the following keys.

PF Keys

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 **Screen 164** (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 hourglass icon (⌛) will appear. Additional information cannot be entered until the system is finished processing. If any other symbols appear, press the **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 the reset key and then tab key to release the 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 must 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: ____   Account: 032365        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.

```
 ══════════════════════════════════════════════════════════════════════

    F6537 Please enter a valid six digit GL account
       002 GL 6 Digit                                      01/20/92 11:26
 ══════════════════════════════════════════════════════════════════════
```

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 question mark (?) in the blank beside the desired field and pressing<ENTER> will access a pop-up window with specified field information. Another way is to place the 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** key. 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 return the user back to the original screen. There are a few screens when pressing <ENTER> will return the user 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                                          08/07/23 11:29
                                                           FY 2023 CC 02
   Screen: ___   Account: 011100 ____   PAYROLL DUE FROM OTHER PARTS

 Account Title: PAYROLL DUE FROM OTHER PARTS_____              SRS: _
    Resp Person: 5uuuuuu4 MASON, MOLLY M            Old Acct: NA_____
 Year-end Process: F    Reclassify: _   Reporting Group: __   Aux Code: ___
   AFR Fund Group: 10   Fund Group: FG  Sub Fund Group:      Sub-Sub: __
```

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.
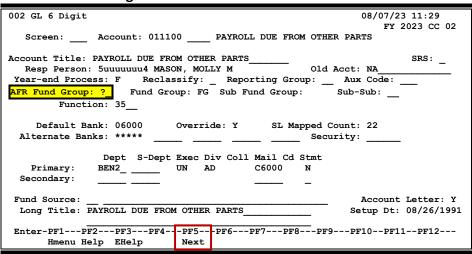
```
  DESCRIPTION: DESIGNATES DEPARTMENTS WITHIN SCHOOLS OR UNITS FOR
 WHICH FISCAL REPORTS WILL BE NECESSARY, I.E. CHEMISTRY DEPARTMENT,
 ADMINISTRATION AND COUNSELOR EDUCATION.
 +-------------------------------------------------------------------+
      ³                                                              ³
      ³             *** D I C T I O N A R Y - H E L P ***            ³
      ³                                                              ³
      ³   VALUES                        MEANING                      ³
      ³   --------------------------    ---------------------------  ³
      ³   ACCN                          ACADEMIC COMPUTING CENTER     ³
      ³   ACCS                          ACADEMIC COMPUTING SERVICES   ³
      ³   ACCT                          ACCOUNTING                    ³
      ³   ADEX                          ADULT & EXTENSION EDUCATION   ³
      ³   ADLL                          ADULT LITERACY & LEARNING CEN ³
      ³                                                              ³
      ³   Lookup Value / . Menu   _____  ³
      ³   Rule :   IASYS-DEPT              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                                       08/07/23 11:29
                                                      FY 2023 CC 02
   Screen: ___   Account: 011100 ____  PAYROLL DUE FROM OTHER PARTS

Account Title: PAYROLL DUE FROM OTHER PARTS_____            SRS: _
   Resp Person: 5uuuuuu4 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: 35__

   Default Bank: 06000      Override: Y     SL Mapped Count: 22
 Alternate Banks: *****   _____  _____  _____  _____  Security: _____

                Dept  S-Dept Exec Div Coll Mail Cd Stmt
   Primary:    BEN2_ _____    UN   AD       C6000    N
  Secondary:   _____ _____              _____  _

 Fund Source: __ _____  Account Letter: Y
  Long Title: PAYROLL DUE FROM OTHER PARTS_____  Setup Dt: 08/26/1991
                                   _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Next
```

Glossary

A

ABR
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 Accounting 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. 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 where the screen to be accessed and the entry of the data to be addressed are input and displayed.

Alias
A commonly used name for a customer, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits users 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.

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures on specific object codes to share in a single pool of money.

Batch/Session
A collection of related transactions input to 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.

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 defines for use by specific object codes.

C

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 the Financial Accounting System.

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 monies.

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.

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 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 on-line feature which assists the user by providing immediate information about any particular field on a screen.

Data Entry
A means for adding information into the system.

Default
The value that the system will assign if no other value is entered.

Delete Flag
A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Diagnostic Message HELP
An on-line feature which 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) specifies the type of transaction.

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.

E

Encumbrance

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 is not 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, may be predefined by the system. It is also known as the Transaction Code.

F

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.

G

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 revenue/expense accounts to General Ledger fund accounts.

Global Subcode Edit (GSE)
A system edit which checks each new 10-digit account against a table which 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 the document's number, the date and amount.

HEAF
Indicates a Higher Education Assistance Fund code number.

I

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.

J

JCL
See Job Control Language.

Job Control Language
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.

L

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.

M

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 deposits for operating accounts.

Menu
A screen containing a list of available processes, screens, or other menus.

N

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 on on-line searching.

O

Object Code
A four-digit number identifying specific items of revenue/expense.

P

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.

R

Regular Order
A type or 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.

S

6-Digit Account

For <u>GL</u>: An entity which consists of a self-balancing accounts.
For <u>SL</u>: An entity of revenues and/or expenses.

Screen HELP

An on-line 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 <u>Subsidiary Ledger</u>.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

A type of purchase order used for reoccurring 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.

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.

T

1099 Vendor

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 <u>Identification</u> Number that is available for 1099 report preparation.

Taxes

An additional charge on the acquisition of goods which 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.

U

Update Screen

A screen that allows a user to enter data for updating the files.

V

Valid Value

A value of a data element that has been defined for input.

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor File

A record of all attributes, dollar data, and control information for all vendors.