FAMIS Year-End 2026

August 4, 2026

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The Texas A&M University System
OFFICE OF INFORMATION TECHNOLOGY

The Texas A&M University System

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FAMIS Production

FAMIS Production Team

- Greg Nolen
  - Assistant Director, Information Technology
- Shalon Nicks
  - Senior IT Professional II
- Kelechukwu (Kel) Nwuke

- Contact Information
  - FAMISPROD@tamus.edu
  - (979) 458-6470

FAMIS Production Jobs

- Year-End Job Requests
  - https://it.tamus.edu/famis/services/year-end-jobs/
  - Please remember to TAB through the entire webform before sending the request.
  - Additional notes or comments may be made in the Comments Section on the webform request. (e.g., time report is needed, printer destination changes, verification of information)
  - Select an approver
- Laserfiche access FAMIS Reports
  - https://it.tamus.edu/famis/services/security/

FAMIS Production Reminders

- PLEASE REMEMBER
  - requests received before the **4:00 PM** deadline will be processed the same day received.
  - requests received **after** 4:00 PM will be processed with the following day's production cycle.
- STOP data entry at 5 PM to avoid partial checks and vouchers
- Please let us know of any problems or corrections needed.
- Auditors
  - If you are working with Auditors, let us know. We can accommodate special requests based on demand.

FAMIS Production Reminders (cont.)

- Automatic Schedule for Reports
  - If you would like to run the same year-end job(s) daily and NOT change the parameters during the Year-End Processing cycle, we can set up an automatic schedule to run after your daily schedule. If that's the case, a job/report request is **not** needed each day.
    - Begin: send one email to famisprod@tamus.edu to begin the schedule.
    - End: send another email when you are ready to stop the daily year-end schedule of jobs.
- Year-end jobs can run up to three times daily
  - 12 PM / noon
  - after daily schedule
  - 12 AM / Midnight

FAMIS Production - Altered Schedule

- We will try to send out reminders of events that we anticipate might impact TAMUS members.
- Please notify us immediately of any unexpected events that interrupt normal daily office operations.
- Update **Screen 818** in FAMIS with an 'L' to identify the office interruption for a local holiday due to weather, construction, or other unexpected event (if possible 48 hours in advance).

Dates To Remember

- PCTs
  - – Final day to create PCTs for FY2026 – Friday August 14, 2026
  - – Final day to approve PCTs for FY2026 – Monday August 17, 2026
- August Month Close
  - – Thursday, September 3, 2026
  - – FAMIS entries must be entered by 12:00 PM to be included FY2026

More FAMIS Production Reminders

- We work closely with SOBA. If you are getting close to your deadline or if special assistance is needed, please let us know.
- The lunch hour is reserved for banking and urgent requests. Please be patient, we will fit your requested job in, but it may finish after lunch.
- Please share these reminders with your staff.

FAMIS Support

FAMIS Support - famishelp@tamus.edu

Tier 1

- Graeme Bloodworth
  – IT Manager I
- Christian Palma-Faz
  – End User Support Specialist I
- Tina Mercatoris
  – End User Support Specialist I

Tier 2

- Melissa Ray
  – Assistant Director, Information Technology
- Carol Adams
  – IT Business Analyst III
- Jennifer Vaclavik
  – IT Business Analyst III

What's New?

YR410 – Zero Old Salary Encumbrances

- Checklist #11
- Any frozen accounts will programmatically unfreeze
- YR410 will re-run
- Then, the accounts will re-frozen programmatically

Year-End Processing Begins at NOON

- FAMIS will shut down for August month close and year-end processing on Thursday, September 3 at 12 pm.
- FAMIS will be available in inquiry mode that afternoon
- FAMIS will re-open for normal processing Friday morning when we default into FY 2027
- More information is available on the FAMIS Update website
  - https://it.tamus.edu/famis/news/famis-fy2026-year-end-processing-and-timing-change/

Year-End Processes

FAMIS Year-End Contacts

- Purpose
  - FAMIS Support will have one point of contact when there are issues with year-end processes
    - Example: FY 2027 Voucher numbers have not been requested
  - Year-end contact is responsible for passing the information or request to the correct person
- One per System Member
  - May supply one alternate
  - Please email famishelp@tamus.edu with any changes
- Current contacts are on our website:
  - https://it.tamus.edu/famis/contacts/famis-contacts/

Accounting Analysis Codes

- YU724 was run in January to copy FY 2026 Accounting Analysis Codes to FY 2027
  - Run automatically for all members; FAMIS will not re-run without a request
  - Review all 2027 AA Codes for accuracy
  - Pay special attention to any AA codes that utilize **state** funding to ensure that the information is accurate for the new FY
    - Can be requested with the ‘Refresh’ option to reload with values for state banks from screen 28
- Review Accounting Analysis Code Overrides (Screen 725) to ensure that overrides dates are correct
  - Ending date must be the pay date, not the pay period end date
  - Monthly overrides must be through 09/01
  - Biweekly overrides must be through 09/04

Request Voucher Sequences

- Year-End Request: VONUM (Checklist #12B)
  - **Must be done before 08/31!**
- First sequence is required, each additional sequence should be listed in the comments section, identify for each additional prefix:
  - Voucher Prefix
  - Next Number
  - Description
- If your member uses AggieBuy and the Voucher Description changes, please add an extra comment on the request because another table will need to be updated

Emburse

- Travel Requests
  - Encumbrances generated from Travel Requests will remain encumbrances for year-end processing
  - No payables will be generated
- Expense Reports
  - Fiscal year-end close begins at noon on September 3.
  - Expense report processing will pause at noon on September 3
  - Reports fully approved before 12 PM on September 3 will post in FY 2026
  - Reports approved after 12 PM on September 3 will post in FY 2027

Balance Forward Process

- Automatic process to roll balances nightly
- Review FBDU010 reports
  - Make sure the postings look right
- Check the error reports
  - Correct issues from the error report
  - Balances will roll forward correctly the next day
- First run of YR412 will process for all members on the night of August close to close revenue and expense budgets
- Continues to run until Month 13 is closed

Balance Forward Process – YRBBR

- YR003 – GL Actuals
  - Rolls actuals forward
- YR006 – SL/SA and P Budgets
  - Roll BBA to Base allows for reversals
    - Transactions in the new FY have the SA in REF 4 to indicate where the Roll BBA Budget came from
    - Allows for reversal of the previous entry if the flag is changed from Y to N or N to Y
- YR002 – Project Actuals
  - Budget processing included in the YR006
  - Will only process actuals
    - Roll forward for 'P' Year-End accounts
    - Reverse actuals on accounts whose Year-End Processing flag changed from 'P' to 'E', 'F' or 'T'

Encumbrance Processing

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

Generate Expense Budget Processing

- Runs in both open years
- FY 2027 processing will begin when the default year is changed to FY 2027
- FY 2026 processing will stop when Month 13 is closed
  - This will be on a member-by-member basis
- Two reports will be available in Laserfiche during this time frame

Ordering Year-End Jobs

- FAMIS web site:
  - Services & Requests, Year-End Jobs
  - https://it.tamus.edu/famis/services/year-end-jobs/
- FAMIS Report Approvers
  - Check the FAMIS website to see who has this authorization (under Contacts)
  - Submit request form to update access
    - https://it.tamus.edu/famis/services/security/
    - (https://assets.system.tamus.edu/files/famis/pdf/pub/FAMISAuthorizedApproverRequestCurrent.pdf)
- Emails
  - Submitter will no longer receive a confirmation email
  - Email sent to FAMIS Reports Approver
  - Email sent to FAMIS Prod for processing

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

Year-End Manual

Year-End Manual

- Combined scheduling & checklist
- Detailed instructions
- Tool to record progress
- One person responsible for the year-end book

Year-End Manual - Arrows & Diamonds

Arrows (➔)

- Action to be taken by the member

➔ **Request YU854** ❑ #1B
Option: Exclude

Year-End Manual - Arrows & Diamonds

Diamonds (❖)

- Actions taken by FAMIS
- **recorded** by the member in the book

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

Make a Record

- Record items as they are requested
- Make notes
- When available, run reports NO-POST first
- Check output for data integrity
- Check output for errors (Turnover & Errors)
- Review Daily Turnover report for processing issues
- Don't forget the POST step!

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

Highlights

- One person should be responsible for the year-end book
- That person is responsible for action arrows ➔
- Be aware of jobs with NO POST options - these require review
- Be sure to record the date a job was run in the spaces provided
- Pay careful attention to criteria needed for jobs prior to submitting requests

Step-by-Step

- #1A Open Fiscal Year
  YU800 (Option = YearEnd)
  Run for all parts by FAMIS Services – ran January 20
- #1B Create New Year Purchasing Prefixes
  Request FBYU854 (Option = Exclude)
  Requisitions, Purchase Orders, Master Orders, Bids and DBRs
- #2 Copy Accounting Analysis Tables
  YU724 (Option = Replace)
  Run for all parts by FAMIS Services – ran January 27

Step-by-Step

- #3 Copy Accounts to New Fiscal Year
  YU001 (Replace=Y)
  Run for all parts by FAMIS Services during budget cycle
  Run with Replace option until August is closed, then it will run with Replace=N
- #4 Load FFX Class Code Tables
  Request TU591
  Run for all parts by FAMIS Services - ran July 13
- #5 Load Budget
  Request YU408
  Post Option must be requested by 08/31

Step-by-Step

- #6 Load Budget Allocations/Transfers
  Request YU409
- #7 PCT Document Review
  Request YUPCT **NO POST**
  - August 14 – Last day to create PCT's
  - August 17 – Last day to approve PCT's
- #8 Load Salary, Benefit & Longevity Encumbrances
  Review YR405

Step-by-Step

- #9 Load Wage Encumbrances
  Request YU430
- #10A Review Accrued Payroll Distribution
  Review PR302
- #10B Review Salary Savings
  Review PU050
- #11 Zero Old Year Salary Encumbrances
  Review YR410

Step-by-Step

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

Step-by-Step

- #13 Complete Purchasing Documents
  Request PBYU215
- #14 Post Purchasing Accruals
  Request YR217 **NO POST**
- #15 Roll Old Year Encumbrances
  Request YR010
  Includes PBYU218 **NO POST**

Step-by-Step

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

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

Step-by-Step

- #17 August Month End Close –
  Run by FAMIS Production Services
  Review:

18A – FBMU821	Post
18B – YU215	Post (optional)
18C – YR217	Post
18D – YU850	Post
18E – YR010	Post
18F – YUDCL	Post
18G – YU851	Post
18H – YU015	Post
18I – YR412	Post

Step-by-Step

- #18 Balances Forward - YRBBR

  Runs nightly by FAMIS Production Services

  from August Close until Month 13 Close

  - YR003 - Carry Forward GL Beginning Balances
  - YR006 - Budget Forward Entries
  - YR002 - Carry Forward Project Accounts Actuals

Step-by-Step

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

Step-by-Step

- #23 Close Budgets
  Request YR412
  Run for all members night of August close
- #24 Post Monthly Depreciation/Amortization
  Request MDEP
- #25 Post Indirect Cost Calculation – Month 13
  Request RR200
  (Required before September Close)
- #26 Zero Out Revenue Budgets
  Request YR150

Step-by-Step

- #27 Reverse AFR Entries – auto run starting 9/11/2026
  No need to request YR415
- #28 Reverse AFR A/R Entries – auto run starting 9/11/2026
  No need to request YI415
- #29 Zero out AFR Encumbrances – auto run starting 9/11/2026
  No need to request YR420
- Repeat
  #23 Close Budget Accounts
  Request final YR412
  Must tell us it is FINAL

Step-by-Step

- #30 Close September
  Request normal September jobs & reports
- #31 Old Year / AFR Finalization
  Submit AFR to SOBA
- #32 Close old Fiscal Year – Month 13
  Request reports needed for year-close

  Current Month Processing

Tips for Success

- Read the manual
  - https://it.tamus.edu/famis/docs/reference/manuals/#:~:text=Year%2DEnd%20Procedures%2D2026
- Make notes
- Record items as they are completed.

More Tips for Success

- Run reports NO POST first
  - (Multiple times if needed)
- Check output for data integrity
- Check output for errors
- Remember the POST step

Contacts

- FAMIS Support
  - famishelp@tamus.edu
  - (979) 458-6464
- FAMIS Production
  - famisprod@tamus.edu
  - (979) 458-6470
- FAMIS Services
  - https://it.tamus.edu/famis/