


# FAMIS Year-End 2025

August 20, 2025




**Carol Adams**  
IT Business Analyst III

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**OFFICE OF INFORMATION TECHNOLOGY**

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# FAMIS Production

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## FAMIS Production Team

- Greg Nolen
  - Assistant Director, Information Technology
- Shalon Nicks
  - Senior IT Professional II
- Karen Quattlebaum
  - IT Professional II
- Creighton Franklin
  - IT Professional I
- Contact Information
  - [FAMISPROD@tamus.edu](mailto:FAMISPROD@tamus.edu)
  - (979) 458-6470

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## FAMIS Production Jobs

- Year-End Job Requests
  - <https://it.tamus.edu/famis/services/request-forms/>
- Laserfiche access FAMIS Reports
  - <https://assets.system.tamus.edu/files/famis/pdf/pub/FAMISReportsLaserficheSecurityAccessFormCurrent.pdf>
- Laserfiche access HR
  - [https://assets.system.tamus.edu/files/famis/pdf/pub/HR\\_LaserficheSecurityAccessFormCurrent.pdf](https://assets.system.tamus.edu/files/famis/pdf/pub/HR_LaserficheSecurityAccessFormCurrent.pdf)
- Please inform us of any staff changes ASAP

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## FAMIS Production Reminders

- PLEASE REMEMBER
  - requests received before the **4:00 PM** deadline will be processed by after 5 pm that night.
  - 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.

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## 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 cycle, we can set up an automatic schedule to run after your Daily schedule.
  - In this case, a job/report request is not needed each day.
    - Begin: send one email to [famisprod@tamus.edu](mailto: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

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## 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.
- Report Requests:
  - Please remember to TAB through the entire form on the web before sending the request.
  - Additional notes or comments may be made in the Comments Section on the Web request. (e.g., time report is needed, printer destination changes, verification of information)
  - Select an approver
- 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.

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## 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).

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## Dates To Remember

- PCTs
  - Final day to create PCTs for FY2025 – Friday August 15, 2025
  - Final day to approve PCTs for FY2025 – Monday August 18, 2025
- August Month Close – Wednesday September 4, 2025
  - FAMIS entries must be entered by 5:00pm to be included FY2025

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## FAMIS Support

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## 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

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## Year-End Processes

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## FAMIS Year-End Contacts

- Current contacts are on our website:
  - <https://it.tamug.edu/famis/contacts/year-end-contacts/>
- Purpose
  - FAMIS Support will have one point of contact when there are issues with year end processes
    - Example: FY 2026 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@tamug.edu](mailto:famishelp@tamug.edu) with any changes

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## Accounting Analysis Codes

- YU724 was run in April to copy FY 2025 Accounting Analysis Codes to FY 2026
  - Run automatically for all members; FAMIS will not re-run without a request
  - Review all 2026 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 09/02
  - Biweekly overrides must be through 09/05

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## Request Voucher Sequences

- Year-End Request: VONUM (Step #12B)
  - Voucher Prefix
  - Next Number
  - Description
- First sequence is required, each additional sequence should be listed in the comments section, identify for each additional prefix:
  - Voucher Prefix
  - Next Number
  - Description
- If your member uses AggieBuy and the Voucher Description changes, please make a note on the request; another table will need to be updated

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

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## Travel

- Travel Requests
  - Encumbrances generated from Travel Requests will remain encumbrances for year-end processing
  - No payables will be generated
- Travel Expense Reports
  - Fiscal year-end close 9/4/2025
  - Reports approved before 5 PM on September 3rd will post in FY 2025
  - Reports approved **after** 5 PM on September 3rd will post in FY 2026

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## Balance Forward Process - Roll Balances Nightly

- Review FBDO010 reports for the posting programs
  - Correct issues from the error report
  - Balances will roll forward correctly the next day
- Automatic process
- Continues to run until Month 13 is closed
- First run of YR412 will process for all members on the night of August close
- Check Error Reports!!

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## Balance Forward Process – YR003 & YR006

- YR003 – GL Actuals
  - Rolls actuals forward
- YR006 – SL/SA Budgets
  - Includes budgets for 'P' Year End accounts
  - Roll BBA to Base handling has been improved
    - Transactions in the new FY have the SA in REF 4 to indicate where the Roll BBA Budget came from
    - Allows for reversal of the previous entry if the flag is changed from Y to N or N to Y

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## Balance Forward Process – YR002

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

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## Encumbrance Processing

- Begins after August is closed
- Process looks forward from the prior FY into the new FY to prevent double entry
  - Encumbrance created in prior FY, 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

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## Generate Expense Budget Processing

- Runs in both open years
- FY 2026 processing will begin when the default year is changed to FY 2026
- FY 2025 process will stop when Month 13 is closed
  - This will be on a member-by-member basis
- Two reports will be available in Laserfiche during this time frame

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## Ordering Year-End Jobs

- FAMIS web site:
  - 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://assets.system.tamus.edu/files/famis/pdf/pub/FAMISAuthorizedApproverRequestCurrent.pdf>)
- Email Confirmation
  - If Confirmation Email is not received, the request did not process correctly
  - 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)

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# Year-End Manual

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## Year-End Manual

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

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## Year-End Manual - Arrows & Diamonds

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

→ Request FBYU854 ☐ #1B  
Option: Exclude

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## Year-End Manual - Arrows & Diamonds

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

◆ Review XR051 ☐ #23

Post Endowment Earnings –  
4th Quarter of Old FY

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## Make a Record

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

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

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## Highlights

- One person should be responsible for the year-end book
- 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

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## Step-by-Step

- #1A Open Fiscal Year  
YU800 (Option = YearEnd)  
Run for all parts by FAMIS Services – ran July 10th
- #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 April 16th

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## Step-by-Step original

- #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 18<sup>th</sup>
- #5 Load Budget  
Request YU408  
Post Option must be requested by 08/31

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## Step-by-Step

- #6 Load Budget Allocations/Transfers  
Request YU409
- #7 PCT Document Review  
Request YUPCT **NO POST**
  - August 15th – Last day to create PCT's
  - August 18th – Last day to approve PCT's
- #8 Load Salary, Benefit & Longevity Encumbrances  
Review YR405

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## Step-by-Step

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

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## Step-by-Step

- #12A Create New Year Purchasing Prefixes  
Request FBYU854  
(Option = Include)  
All remaining document prefixes, including  
Limited and Exempt Purchase Orders
- #12B Create Voucher Sequences  
Request VONUM  
Review on screen 835

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

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## Step-by-Step

- #13 Complete Purchasing Documents  
Request PBYU215
- #14 Post Purchasing Accruals  
Request YR217
- #15 Roll Old Year Encumbrances  
Request YR010  
Includes PBYU218

**NO POST**

**NO POST**

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## Step-by-Step

- #16A DBR & DCR Document Review

Request YUDCL

- FBYU523 - DBR Document Review
- VBYU275 - DCR Document Review

**NO POST**

- #16B TDP Document Review

Request YU851

**NO POST**

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## Step-by-Step

- #17 August Month End Close –

**Run by FAMIS Production Services**

Review:

18A – FBMU821	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

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## Step-by-Step

### • #18 Balances Forward

YRBBR – includes:

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

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

**Don't Forget to Check Error Reports!!**

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## Step-by-Step

### • #19 USAS File – to Austin

Purchasing Accruals

### • #20 Student Deferred Revenues/Expenses

FAMIS Production runs on Sept 1

### • #21 Accrued Payroll

FAMIS Production runs on Sept 1

### • #22 Post Endowment Earnings

XR051 – FAMIS Production runs as soon as file is available

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## Step-by-Step

- #23 Close Budgets  
Request YR412  
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

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## Step-by-Step

- #27 Reverse AFR Entries – auto run starting 9/12/2025  
No need to request YR415
- #28 Reverse AFR A/R Entries – auto run starting 9/12/2025  
No need to request YI415
- #29 Zero out AFR Encumbrances – auto run starting 9/12/2025  
No need to request YR420
- Repeat  
#23 Close Budget Accounts  
Request final YR412  
\*\*\*Must tell us it is FINAL\*\*\*

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## Step-by-Step

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

Current Month PROCESSING

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## Tips for Success

- Check it out ~ Read it  
  
<https://assets.system.tamus.edu/files/famis/pdf/manuals/YRendCURR2025.pdf>
- Record items as they are completed.
- Make notes



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## 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

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## Contacts

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

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