



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
 - -(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/HRLaserficheSecurityAccessFormCurrent.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.
 - o Begin: send one email to famisprod@tamus.edu to begin the schedule.
 - $\circ\,$ 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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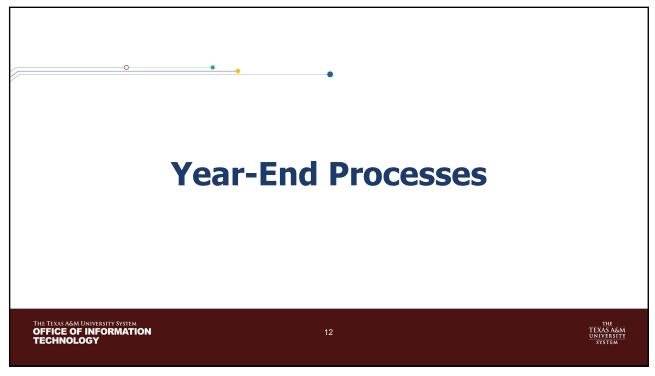
• PCTs - Final day to create PCTs for FY2025 – Friday August 15, 2025 - Final day to approve PCTs for FY2025 – Monday August 18, 2025 • August Month Close – Wednesday September 4, 2025 - FAMIS entries must be entered by 5:00pm to be included FY2025

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FAMIS Support - famishelp@tamus.edu Tier 1 Tier 2 · Graeme Bloodworth Melissa Ray - Assistant Director, Information - IT Manager I **Technology** Christian Palma-Faz Carol Adams - End User Support Specialist I - IT Business Analyst III Tina Mercatoris Jennifer Vaclavik - End User Support Specialist I - IT Business Analyst III THE TEXAS A&M UNIVERSITY SYSTEM OFFICE OF INFORMATION TECHNOLOGY

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FAMIS Year-End Contacts

- Current contacts are on our website:
 - https://it.tamus.edu/famis/contacts/year-end-contacts/
- Purpose
 - FAMIS Support will have one point of contact when there are issues with year end processes
 - o 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@tamus.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
 - o Can be requested with the 'Refresh' option to reload with values for state banks from screen 28
- Review Accounting Analysis Code Overrides (Screen 725) to ensure that overrides dates are correct
 - Ending date must be the pay date, not the pay period end date
 - Monthly overrides must be through 09/02
 - 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

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 make a note on the request; another table will need to be updated

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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 FBDU010 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
 - o 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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Year-End Job Request

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

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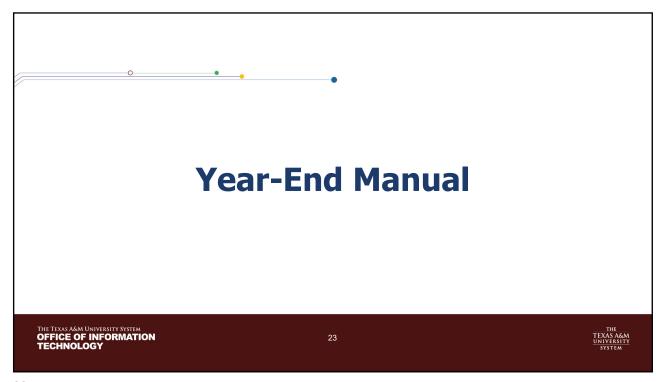
Ordering Year-End Jobs

- · 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

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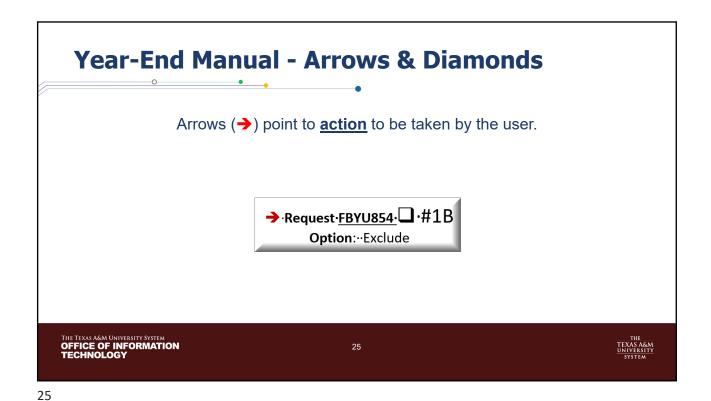
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Combined scheduling & checklist Detailed instructions Tool to record progress One person responsible for the year-end book TRETEXASAGRIDATORISTICS SYSTEM THE TEXASAGRIDATORISTICS SYSTEM TRETEXASAGRIDATORISTICS SYSTEM TRETEXAS AGRICULTURE SYSTEM TRETEXAS AGRICULTURE



Year-End Manual - Arrows & Diamonds

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

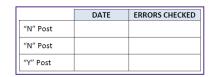
♣ Review XR051 ☐ #23

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!



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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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• #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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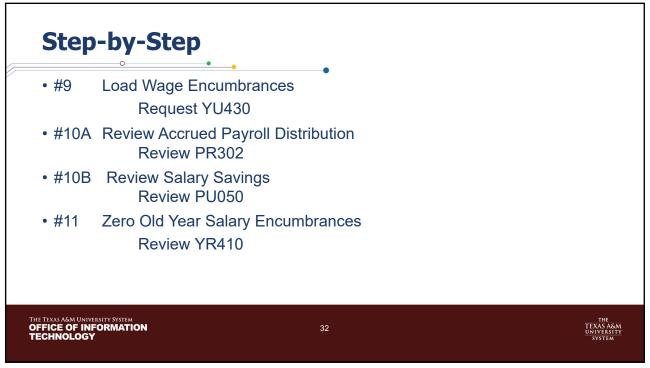
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• #3 Copy Accounts to New Fiscal Year YU001 (Replace=Y) Run for all parts by FAMIS Services during budget cycle Run with Replace option until August is closed, then it will run with Replace=N • #4 Load FFX Class Code Tables Request TU591 Run for all parts by FAMIS Services - ran July 18th • #5 Load Budget Request YU408 Post Option must be requested by 08/31

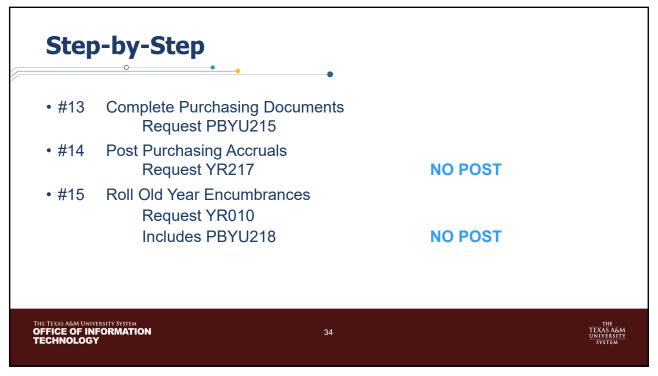
• #6 Load Budget Allocations/Transfers Request YU409 • #7 PCT Document Review Request YUPCT • August 15th – Last day to create PCT's • August 18th – Last day to approve PCT's • #8 Load Salary, Benefit & Longevity Encumbrances Review YR405

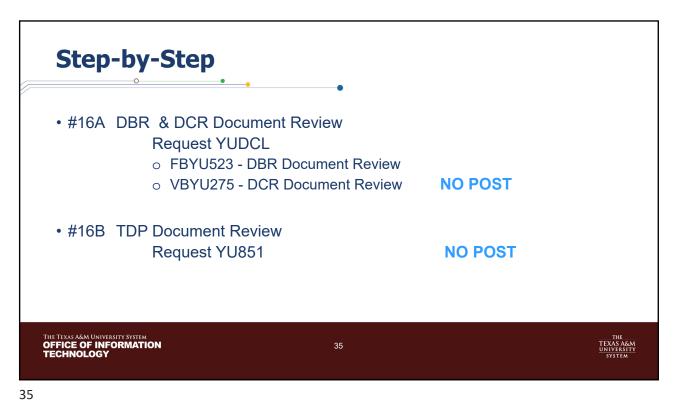
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• #12A Create New Year Purchasing Prefixes Request FBYU854 (Option = Include) All remaining document prefixes, including Limited and Exempt Purchase Orders • #12B Create Voucher Sequences Request VONUM Review on screen 835 ****If the description is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

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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

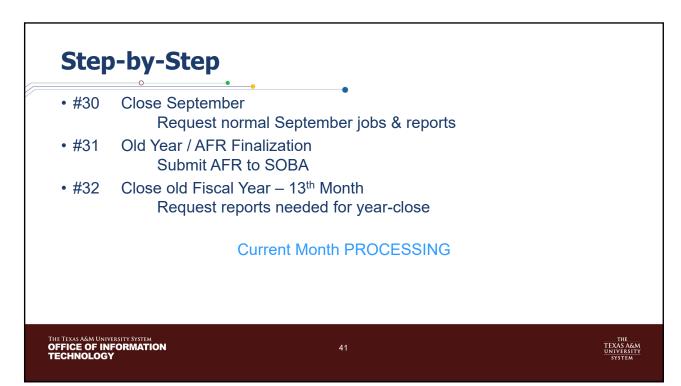
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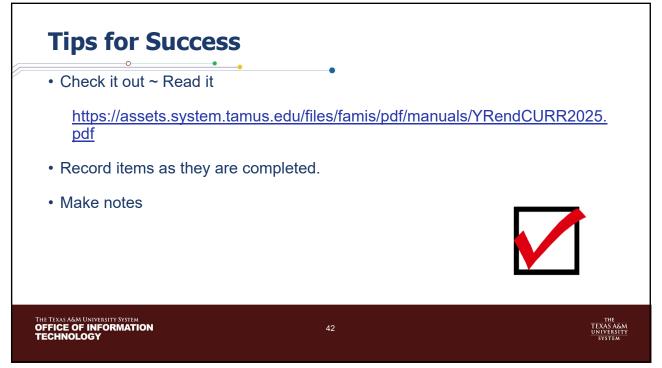


Step-by-Step • #23 Close Budgets Request YR412 Run for all members night of August close • #24 Post Monthly Depreciation/Amortization Request MDEP • #25 Post Indirect Cost Calculation – Month 13 Request RR200 (Required before September Close) • #26 Zero Out Revenue Budgets Request YR150 THE TEXAS A&M UNIVERSITY SYSTEM OFFICE OF INFORMATION TECHNOLOGY

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Step-by-Step Reverse AFR Entries – auto run starting 9/12/2025 • #27 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*** THE TEXAS A&M UNIVERSITY SYSTEM OFFICE OF INFORMATION TECHNOLOGY 40





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
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- FAMIS Production
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 - -(979)458-6470
- FAMIS Services
 - https://it.tamus.edu/famis/

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