Departmental Accounting User Manual

Version 2.2
March 2014

FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Departmental Accounting section of 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, Fixed Assets, Purchasing, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

For your convenience, all associated screens and processing information are included in this manual, along with field descriptions. The required fields 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 by 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 access Departmental Accounting information as well as create and modify invoices and customers.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

College Station based: FAMIS Services
                                                The Texas A&M University System
                                                1144 TAMU
                                                College Station, TX 77843-1144

Non-College Station based: FAMIS Services
                                                  The Texas A&M University System
                                                  301 Tarrow Street
                                                College Station, TX 77840-7896

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Menu M05 – Support Account Inquiry

```
M05 Support Account Inquiry                              02/13/14 09:57
                                                         FY 2014 CC 02
   Screen: ___  Account: _____ _____ ____

                      Support Account Inquiry Screens

   51B Support Account Dollar Totals      071 15 Digit Snapshot
                                          072 OC Record Snapshot
   060 SA OC 15 Digit List                073 Annual 15 Digit Activity by Mnth
   061 SA OC File List                    074 SA Summary by Budget Pool
   062 SA Open Cmnts. by User Ref or PO   076 Trans for Month by Ref 2
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 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

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Menu M06 – Support Account Maintenance

```
M06 Support Account Maintenance                          02/13/14 10:02
                                                         FY 2014 CC 02
   Screen: ___  Account: _____ _____ ____

                     Support Account Maintenance Screens

   050 Department SA Attributes
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 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Section II
Support Account Maintenance

Basic Concepts: Support Accounting

Maintaining budget data allows you to compare planned income, allotments, and expenditures to actual results. Budgets may be established for Subsidiary Ledger (SL) or Support Accounts (SAs). Your budgets are updated in real-time mode and allow you to control future expenditures and encumbrances.

What are Support Accounts?

Support Accounts (SAs) are subdivisions of Subsidiary Ledger (SL) accounts. They are commonly used to track account activity at a more detailed level than is provided at the SL level. For example, SL account 300090, the Stadium Revenue Fund, could be further divided into several SAs in order to track specific groups with a larger group.

```
                    ┌─────────────────┐
                    │     300090      │
                    └─────────────────┘
             ┌────────────┼────────────┐
      ┌──────────┐  ┌──────────┐  ┌──────────┐
      │  50000   │  │  13000   │  │  70000   │
      └──────────┘  └──────────┘  └──────────┘
```
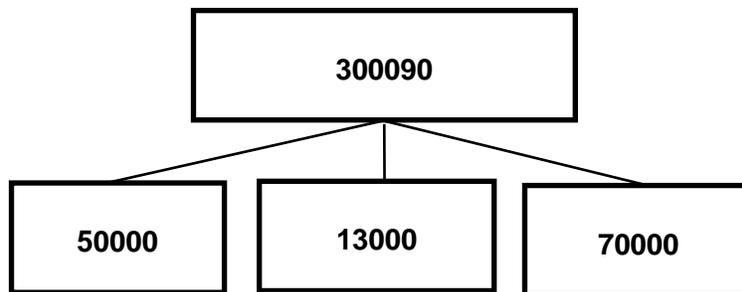
SAs are often referred to as "15-Digit Accounts." This is due to the fact that the SA is composed of three elements, including the 6-digit SL account number, the 5-digit SA number, and the 4-digit object code. ***Note:* Without the 4-digit object code, the SA is sometimes referred to as an "11-digit account."** For example, account number 30090 50000 4010 is representative of the SL account 300090 (Stadium Revenue Fund), plus the SA number 50000 (Men's Golf), with an object code of 4010 (office supplies).

<u>Valid Accounts</u>
Before you can create your Support Account (SA), the fiscal office must first access <u>Screen 6</u> to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the ***SA Create Enable*** field to "Y."

You may establish budgets for your Support Accounts (SAs) provided that the "parent" Subsidiary Ledger (SL) account has been set up to allow budget transactions at the SA level. In order for SAs to process budget transactions, the SL must have the SA transaction flags set to either "B" (transaction may occur at both the SL and SA levels) or "Y" (transaction may occur only at the SA level). This flag must be set for budget and actual transactions with the indicators for both expense and revenue object codes.

Support Account Budget Attributes

Create Support Accounts
Before you may create a Support Account, the fiscal office must first access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the *SA Create Enable* field to "Y."

Support Accounts may then be created using Screen 50. From Screen 50, you should enter a valid 5-digit support account number and press <ENTER>. Type in the account information as desired. To record the information, press <ENTER>.

Support Account Budget Attributes

Bottom Line Control
Controlling your budget by its "bottom line" means that FAMIS will allow transactions to post to the support account as long as there is budget available in the support account total, regardless of the budget (or lack of) at the category or pool level. (See below – Default Category Control.) When the bottom line control flag is set to "Y," transactions against your support account will post only as long as they do not exceed the budget balance available for your support account as a whole.

Default Category Control
Default category control tells you whether or not the account budget is controlled at the pool (or category) level. Category (pool) control means that FAMIS will allow transactions to post to the support account as long as there is budget available in the pool. If the pool does not have enough budget to cover the transaction, the transaction will reject. You may use this budget control in addition to, or in place of, the bottom line control (see above). Valid flag values are as follows:

    N - No budget control at the category level. It allows the system to process all transactions, including those that cause the category to go over budget.

    R - Instructs the system to reject transactions when the category goes over budget.

    W - Instructs the system to warn the user when a transaction will cause the category to go over budget.

> Once you press <ENTER> on this screen, you may not modify the default category control using Screen 50. You will need to make modifications on Screen 54.

Default Tolerance Percent

Default tolerance percent is a percentage entered to allow a leeway or tolerance against the budget available. This flag is used to control your budget at either the pool or the bottom line level. If you turn the bottom line control flag on ("Y"), the default tolerance percent will apply to your budget as a whole. If you set the default category control flag to "W" or "R," the default tolerance will apply to the budget at the pool (category) level. If the bottom line control flag is set to "Y" and the default category control flag is set to "W" or "R," the default tolerance will apply to both, and all transactions must pass both budget checks in order to be processed by FAMIS.

You may enter the default tolerance percent as either a positive or negative number. For example:

Default Tolerance Percent = 10.00%	**Default Tolerance Percent = -10.00%**
For a budget of $1000, all transactions totaling $1100 or less will be processed without warnings or rejections issued by FAMIS.	For a budget of $1000, all transactions totaling $900 or less will be processed without warnings or rejections issued by FAMIS.

You are now ready to use Screen 50 to create your SA, or you may contact the Fiscal Office and request that it uses Screen 51 to create the SA for you.

TAMU Support Account Checklist

The following checklist is used by Texas A&M University to guide the creation of support accounts within its departments. These procedures are not required, but it is strongly advised that a similar procedure or checklist be provided for any TAMUS member wishing to successfully implement the use of Support Accounts.

<p align="center">**TAMU Support Account Checklist**</p>

1. Revenue budgets may be established at the support account (SA) level or remain at the parent (SL) account level. Revenue collected may be entered at either the support or the parent account level.

2. Expenditure budgets may be established at the support account level or remain at the parent account level.

3. There will be a transition time during which documents can be entered at both the parent account and the support account level. This will allow documents that are "in process" to flow through the system. Examples of these are purchasing documents that have created encumbrances - requisitions, limited, and exempts. Once all the "in process" documents have cleared, the department can choose to use only support accounts. Financial Management Operations should be notified at (979) 845-8106. They will set the flags on Screen 6 to only allow support accounts. Documents will only be accepted at the support account level after this flag is set. **It is the department's responsibility to notify Financial Management Operations when only support accounts are to be accepted**. If Financial Management Operations is not notified, the account will accept documents at both the support account and the parent account levels.

4. The following issues need to be addressed by the department before allowing support accounts only:
    *   Form 500's for all employees paid on the account need to be processed. This includes current employees as well as new employees.
    *   Centrex, Stores, Physical Plant, and CIS must be notified to include support accounts when billings are processed.
    *   Credit cards for Stores and Bookstore need to be reissued to include the support account number.

5. The monthly FAMIS statement will include statements at the support account and parent account level.

6. Any existing encumbrances on the parent account (that will last for two months or longer and are not salary encumbrances) should be transferred to a support account during the transition period.

<p align="center">**Checklist**</p>

	Date Contacted Dept	Date Moved (if applicable)
Form 500 for Payroll		
Centrex		
Stores		
Physical Plant		
CIS		
New Credit Cards		
Encumbrances Moved		
Fiscal Contacted to set flags for Support Account ONLY		

Support Account FAQs

1. **Should I use the 00000 (e.g. 240007-00000) parent account as a support account?**
   a. No. It is NOT recommended to use the 00000 account as a support account since this is the parent account.

2. **Do I need to reconcile my support accounts?**
   a. Yes. It is an audit requirement. Reconcile to ensure that all charges are correct and that there are no incorrect entries.

3. **What screen do I use to inquire on the balance in my support accounts?**
   a. Use Screen 34 for the main account plus all support accounts summed (e.g., 218050 on Screen 34 includes 218050-00000 + 218050-10000 + 218050-11000, etc.)
   b. Use Screen 74 for each individual support account (e.g., 218050-00000, 218050-10000, etc.).

      • If you want to check to see if there is money in the base account, use Screen 74, and inquire on the 00000 support account (e.g., 218050-00000).

   c. Use Screen 19 for the detail by object code of the entire account and Screen 69 for the detail by object code for support accounts.

4. **Do I have to move budget into my support accounts?**
   a. No. Many people do not move any budget in their support accounts, as they only use them to track expenditures. Thus, the support accounts will run negative, but the department could track all transactions using Screen 63. You will need to set the flags on each support account so they do not check budget on Screen 54 if you use this process. This is done on Screen 54.

5. **Who creates support accounts for contract and grant accounts (4nnnnn range)?**
   a. The Contract Administration Department sets up all contract and grant subsidiary ledger and support accounts except those in the 461nnn range. The 461nnn accounts are residual funds. In other words, they are funds left over from contracts that the department gets to keep and use. So, departments may create support accounts for the 461nnn accounts.

6. **Why don't departments generally need to set the Default Category Control flag on Screen 50 when setting up support accounts?**
   a. The Default Category Control flag is used when an account has numerous budget pools that need additional controls set on them. Most of Texas A&M's accounts have only one budget pool (the 1000 All Expense Pool), so setting this flag on support accounts is not necessary.

b. However, the Contract Administration Department frequently uses this flag for contract and grant accounts. These accounts frequently have numerous budget pools. For example, travel, fringe, equipment, etc. Each category can have an allotted budget. This flag controls what can happen with the budget for each category (no budget control, warning if over budget, reject if over budget).

7. How do the payroll encumbrances work with support accounts?

a. Very Important: If salary and wage activity will be recorded on the support account, then the SA Transactions flags on Screen 6 MUST be set to B for Budget Expense and Actual Expense since the Form 500 "moves" budget; otherwise, payroll entries will not post correctly.

> Do not move budget into support accounts for payroll transactions, because the Personnel Action Request (PAR) entry that is made by Payroll Services will do it.

b. When completing a PAR, indicate the main 6-digit subsidiary ledger account and the support account. For example, 240007-10000. When Payroll Services posts the PAR entry, FAMIS will move the payroll encumbrance to the support account. Thus, departments should not move budget into support accounts for payroll transactions. If they do, then the account's budget would get messed up because it would cause a double entry when the payroll transaction posts.

8. **How does Screen 54, Flag Maintenance, work in relation to budget entries?**

a. No account can be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (versions), and Transfers or Allocations.

b. If any of the budget information has been marked in the budget module as "Sent to the Board" (B), "Changes Done" (D), or "Fed to FAMIS Accounting" (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.

c. If the budget information does not fall into the previous categories, but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are as follows:

- Change the delete flag to "N" (it had to be set to "Y" to attempt the drop)
- Remove the submitted versions using Screen 594 (if dropping during the budget process), or use Screen 53 to move budget from the support account back to the main account.
- Change the delete flag to "Y"
- Change the drop flag to "Y"

d. If budget information exists for the account but has not been marked with a B, D, or F, and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask whether the budget information should be deleted. Entering a "Y" in the pop-up will delete the budget information and then drop the account.

9. **Can a support account be dropped (physically deleted) if there has been activity on it for the year?**
   a. One may freeze the support account from future activity but not drop it in the current year. If the delete flag is set to "Y," a pop-up window displays stating that there is a budget balance available (i.e. it is not zero) and asking whether you want to delete it anyway. So, one CAN set the delete flag so that the account gets deleted for next fiscal year. However, the drop flag may NOT be set, as a message will appear that the BBA is not zero.
   b. You will need to move any remaining budget from the support account to the parent account using Screen 53.
   c. If accounts are dropped with current year activity, there will be problems with rolling balances into the next fiscal year.

10. **How can I delete inactive support accounts?**
   a. To delete a support account, the balance available shown on Screen 74 MUST be zero. If there is a balance, use Screen 53 to move budget from the support account to either the base or to another support account.
   b. Once the balance is zero, use Screen 54. First, change the delete flag to "Y." Second, change the drop flag to "Y." (See #9 concerning dropping the account).

11. **When I attempt to move a transaction on Screen 56, I get an error message similar to this: F8903 Rejected - SL Category Budget exceeded on 211791-1000 by 7,000.00. Why can't I move this transaction?**
   a. In this example, you are trying to move a transaction from one support account (00000) to another support account (40000) for account number 211791. The amount of the transaction is $9,000.00. Let's say that on Screen 34 for 211791, the total balance of the subsidiary ledger account is only $2,000.
   b. Because you are trying to move money from one support account to another, FAMIS does a Bottom Line Budget check on the base account. FAMIS is looking at the amount of the transaction and sees the total of the transaction is greater than the balance of the base account. FAMIS does this check even though no actual money is being expended from the account at this point; it's just a transaction move.
   c. To be able to complete this transaction, you must contact Financial Management Operations (FMO) at (979) 845-0978. FMO will flip the Bottom Line Budget Control flag to allow you to move the transaction. You can now complete the transaction on Screen 56. After you move the transaction, it is very important that you contact FMO again so they can flip the Bottom Line Budget Control flag back.

Create/Modify Support Accounts

You may create or modify Support Accounts (SAs) for your department using Screen 50. The 11 digits making up a Support Account (SA) number consist of the 6 digit Subsidiary Ledger (SL) account number plus the 5 digit SA identification number.

The attributes on this screen may be set to different values than the SL. You have the authority to change this information to make it specific to your support account. Fields left blank will assume the same values as the SL.

> **Once you press <ENTER> on this screen, you may not modify the bottom line control or the default category control using Screen 50. Instead, you would use Screen 54.**

Screen 50 - Departmental Support Account Attributes

```
   050 Dept Support Account Attributes                    04/24/13 10:42
                                                          FY 2013 CC 02
    Screen: ___  Account: 144015 00000      IMAGE ANALYSIS LABORATORY-COLLEGE O
                                                                    SRS:
  Account Title: IMAGE ANALYSIS LABORATORY-COLLEGE O    Security: _____
    Resp Person: 4uuuuuuu2  GRAY, GEORGIA G              SA Group: _____
    Bot Ln Cntl: Y  Deflt Cat Cntl: R  Deflt Cat Tol Pct: _____
                                                     Old Acct: 18575_____
                                                     Roll BBA To Base: _

              CC Dept   S-Dept Exec Div Coll Mail Cd Stmt
      Primary:   CLVM_ _____    AA  CD   VM  C4461   Y
    Secondary:   _____ _____               _____   _
    Admin For: __ _____ _____
       Center: __ _____ _____


                      CS Acct Link: __ _____
    Long Title: IMAGE ANALYSIS LABORATORY-COLLEGE OF VET
                MEDICINE_____
    *** All fields entered on this screen override fields on the Parent SL ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

> **All fields entered on this screen override fields on the Parent SL.**

Basic Steps

Add a New Support Account

- Type an existing Subsidiary Ledger (SL) account number and a new Support Account (SA) number in the fields provided and press <ENTER>.
- Type an account title.
- Indicate whether or not you want bottom line control and/or default category control for the account.
- Type additional account information, as desired.
- Press <ENTER> to record the account information.

Modify an Existing Support Account
- Advance to Screen 50.
- Type a Subsidiary Ledger (SL) account number and Support Account (SA) number in the fields provided and press <ENTER>.
- Add or modify account information, as desired.
- Press <ENTER> to record the account information.

Support Account Process

Create Support Accounts

Before you may create a Support Account, the fiscal office must first access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and FSA transactions. This is done by setting the **SA create enable** field to "Y" (see below).

Screen 6 - SL 6 Digit Account (FSA)

```
    006 SL 6 Digit Account (FSA)                         03/29/12 10:37
                                                         FY 2012 CC 02
    Screen: ___   Account: 144015 ____  IMAGE ANALYSIS LABORATORY-COLLEGE O

 Account Title: IMAGE ANALYSIS LABORATORY-COLLEGE O  SA create enable: Y  SRS: _
    Resp Person: 4uuuuuuu2 GRAYSON, GARY G              Old Acct: 18575_____
        ABR Rule: 001        Map Code: 14400  Reporting Group: __
 Bottom Line Cntl: Y    Deflt Cat Cntl: R   Deflt  Cat Tol Pct: _____
    AFR Fund Group: 10       Fund Group: FG      Sub Fund Group:    Sub-Sub: __
 Year-End Process: F    Year-End Acct: _____   Function: 10  Sub-Fun: __
     Default Bank: 72001     Override: Y    Proj FYTD End Mo: 08 Aux Code: ___
  Alternate Banks: *****  _____ _____ _____ _____   Security: _____
     P-Card Bank: _____   State Funds: Y  Appropriated: _   --SA Transactions--
         CC Dept  S-Dept Exec Div Coll Mail Cd Stmt        Budget  Actual
     Primary:    CLVM_ _____   AA  CD  VM  C4461    Y    Expense: B      B
    Secondary:      _____ _____         _____   _     Revenue: B      B
    Admn for: __ _____ _____
       Center: __ _____ _____                         TRS/ORP Exempt: _
  Fund Source: 05 _____  Account Letter: _
  Long Title: IMAGE ANALYSIS LABORATORY-COLLEGE OF VET      Setup Dt: 07/31/1987
           MEDICINE_____  Iteration Dt: 07/31/1987
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
         Hmenu Help  EHelp      Next  CAcct CProj AResp Cmnt  Left   Right
```

Support Accounts may then be created using Screen 50. From Screen 50, you should enter a valid 5-digit support account number and press <ENTER>. Type in the account information as desired. To record the information, press <ENTER>.

Support Account Budget Attributes

Bottom Line Control
Controlling your budget by its "bottom line" means that FAMIS will allow transactions to post as long as there is budget available in the account total, regardless of the budget (or lack of) at the category level. When the bottom line control flag is set to "Y," transactions against your account will post only as long as they do not exceed the budget balance available for your account as a whole.

Default Category Control (mostly used with grant accounts)

The default category control flag tells you whether or not the account budget may be controlled at the pool (or category) level. You may use this budget control in addition to, or in place of, the bottom line control (see above). Valid flag values are as follows:

N - No budget control at the category level, i.e. allows the system to process all transactions, including those that cause the category to go over budget.

R - Instructs the system to reject transactions when the category goes over budget.

W - Instructs the system to warn the user when a transaction will cause the category to go over budget.

Default Tolerance Percent

Default tolerance percent is a percentage entered to allow a leeway or tolerance against the budget available. This flag is used to control your budget at either the pool or bottom line level. If you turn the bottom line control flag on ("Y"), the default tolerance percent will apply to your budget as a whole. If you set the default category control flag to "W" or "R," the default tolerance will apply to the budget at the pool (category) level. If the bottom line control flag is set to "Y" *and* the default category control flag is set to "W" or "R," the default tolerance will apply to *both,* and all transactions must pass both budget checks in order to be processed by FAMIS.

You may enter the default tolerance percent as either a positive or negative number. For example:

Default Tolerance Percent = 10.00%	Default Tolerance Percent = -10.00%
For a budget of $1000, all transactions totaling $1100 or less will be processed without warnings or rejections issued by FAMIS.	For a budget of $1000, all transactions totaling $900 or less will be processed without warnings or rejections issued by FAMIS.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   11 digits
Enter the desired Subsidiary Ledger (SL) account and Support Account (SA) number.

Screen Information

SRS: PF2 Help 1 character
"Y" identifies this is as an SRS account.

◆ **Account Title:**   35 characters
                         Indicate the title of the account.

   Security: **? Help** 6 characters/digits
                         Include the department-defined security code for account access.

   Resp Person: **? Help** 9 digits
                         Enter the UIN number and name of the person responsible for the account.

   SA Group: **PF2 Help** 6 digits
                         Identify the grouping of support accounts for security access.

◆ **Bot Ln Cntl:**   **PF2 Help** 1 character
                         Type "Y" if bottom line control budget checks should be made for the account.
                         It is used on the attribute record only.

◆ **Deflt Cat Cntl:**   **PF2 Help** 1 character
                         Include the code to instruct the system on how to perform default category
                         control budget checks at the category (pool) level. Now shown on the screens
                         as Budget Control. On the Attribute record, this field will contain the
                         initial/default values for the dollar records. On the dollar records it can have
                         specific values for each record. Examples:
                         N   =   No Budget Control
                         W   =   Warning if over budget
                         R   =   Reject if over budget

   Deflt Cat Tol Pct: **PF2 Help** 5 digits
                         Indicate the percentage the category can go over budget. Negative values are
                         also supported.

   Old Acct: 15 digits
                         Indicate the previous account number used in the old system.

   Roll BBA to Base: **PF2 Help** 1 character
                         Type "Y" to indicate year-end processing will move any remaining Budget
                         Balance Available to the base account of the SL.

Primary and Secondary
◆ **Dept:**   **? Help** 5 characters
                         Enter the departmental code responsible for the account. Defaults from the
                         parent SL account.

   S-Dept: **? Help** 5 characters
                         Shows sub-grouping for departments using account.

Exec: **PF2 Help** 2 characters
Identifies the executive level associated with the account. For example:

AD	=	V.P. – Administration
Blank	=	Not Specified
DE	=	V.P. – Development
DI	=	Director

Div: **PF2 Help** 2 characters
Shows the division or campus associated with the account. Displays the information for the department as defined on <u>Screen 860</u>.

Coll: **PF2 Help** 2 characters
Identifies the college responsible for the account, as defined on <u>Screen 860</u>.

Mail Cd: 5 characters/digits
Include the mail code for the responsible person for the account. Secondary mail code is used the same as Mail Code 1. Format is Axxxx, where A is a location indicator and xxxx includes user-defined numbers or alpha characters.

Stmt: 1 character
Indicate whether or not ("Y" or "N") an account statement is to be printed.

Admin For and Center
CC: **? Help** 2 digits
Campus Code data for this field is associated with the Maestro system.

Dept: **? Help** 5 characters/digits
Department data for this field is associated with the Maestro system.

SDept: **? Help** 5 characters/digits
Subdepartment data for this field is associated with the Maestro system.

CS Acct Link: **? Help** 2 characters/
Include the Campus Code and linked cost share account number.

Long Title: 80 characters
Provides additional space to enter the full title of the account.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

Fiscal Office Support Account Entry

The Fiscal Office may be called upon to create Support Accounts (SAs) for departments that are not set up to use Screen 50. In this case, SAs may be created or modified by using Screen 51. The 11 digits making up a Support Account (SA) number consist of the 6-digit Subsidiary Ledger (SL) account number plus the 5-digit SA identification number.

All fields entered on this screen override the values set at the Parent SL.

Screen 51 - Support Account Attributes (Fiscal Office Use Only)

```
   051 Support Account Attributes                          04/24/13 11:01
                                                            FY 2013 CC 02
   Screen: ___  Account: 144013 00000        VET MED - TEACHING HOSPITAL
                                                                SRS:
  Account Title: VET MED - TEACHING HOSPITAL_____    Security: _____
    Resp Person: 1uuuuuuu8  STREETER, SAUL S            SA Group: _____
    Bot Ln Cntl: Y  Deflt Cat Cntl: R  Deflt Cat Tol Pct: _____
  Default Bank: 73001  Override: Y  Delg Type: _        Old Acct: 18564_____
    Alt. Banks: *****  _____  _____  _____           Roll BBA To Base: _
    P-Card Bank: _____        SL Function: 10  SA Function: 10  Effort Cat: DINS_
              CC Dept  S-Dept Exec Div Coll Mail Cd Stmt
      Primary:    VTEA_ _____    AA  CD   VM   C4457   Y   Sys Member: __
    Secondary:    CLVM_ _____    AA  CD   VM   C4461   Y   Off Campus: _
     Admin For: __ _____ _____                        ---- Indirect Cost -----
        Center: __ _____ _____                                 Base: _____
    90 Day Pre: _           Classing Cd: _                     Rate: _____
    Start Date: _____        TAMRF Nbr: _____  Distribution: _____
      End Date: _____        CS Acct Link: __ _____   Expense Obj: ____
    Long Title: VET MED - TEACHING HOSPITAL_____   Revenue Obj: ____
              _____
  *** All fields entered on this screen override fields on the Parent SL ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Basic Steps

Add a New Support Account
- Go to Screen 6 and set the **SA creation enable** field to "Y" on the SL.
- Advance to Screen 51.
- Type an existing Subsidiary Ledger (SL) account number and a new Support Account (SA) number in the **Account** field and press <ENTER>. If this is the number of an existing account, its attribute information will appear. If this is the number of a new account, no attribute information will appear, but you can now input this information in the necessary fields.
- Type an **Account Title**. Indicate whether you want bottom line control (**Bot Ln Cntrl** field) and/or default category control (**Deflt Cat Cntrl** field) for the account.
- Type additional account information, as desired, and press <ENTER> to record the account information.

Modify an Existing Support Account
- Advance to Screen 51.
- Type a Subsidiary Ledger (SL) account number and Support Account (SA) number in the **Account** field and press <ENTER>.
- Add or modify account information, as desired, and press <ENTER> to record the account information.

Support Account Process

Create Support Accounts
Support Accounts offer budget and expense tracking at a level below the SL.

Before you create a Support Account, the fiscal office must access <u>Screen 6</u> to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the ***SA create enable*** field to "Y."

Support Accounts may then be created by the Fiscal Office using <u>Screen 51</u>. From <u>Screen 51</u>, you should enter a support account number and press <ENTER>. Type in the account information as desired, and press <ENTER> to record.

The data in the ***Effort Cat*** field should accurately reflect the activities of the account, both at the SA and the SL level. This is a key item in preparing the IDC calculation. If this field is left blank, the information will be considered equal to the SL level on <u>Screen 8</u>. In addition, this information will be reflected on the FBAR246 and FBAR541 reports.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ **Account:** 11 digits
Enter the Subsidiary Ledger (SL) account and Support Account (SA) number to be created/modified.

Screen Information
SRS: PF2 Help 1 character
"Y" identifies this is as an SRS account.

◆ **Account Title:** 35 characters
Type the title of the account.

Security: PF2 Help 6 digits
Enter a TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

◆ **Resp Person:** PF2 Help 9 digits
Type the UIN of the person responsible for the account.

SA Group: PF2 Help 6 digits
Use as a user-defined security code for support accounts.

◆ **Bot Ln Cntl:** PF2 Help 1 character
Indicate whether or not ("Y" or "N") bottom line control is used on the attribute record only.

◆ **Deflt Cat Cntl:** **PF2 Help** 1 character
Include the appropriate code to instruct the system on how to perform default category control budget checks at the category (pool) level. Now shown on the screens as Budget Control. On the Attribute record, this field will contain the initial/default values for the dollar records. On the dollar records, it can have specific values for each record. For example:

N = No Budget Control
W = Warning if over budget
R = Reject if over budget

Deflt Cat Tol Pct: **PF2 Help** 5 digits
Indicate the percentage the category can go over budget. Negative values are also supported.

◆ **Default Bank:** 5 digits
Include the default bank account number for transactions written against the support account.

Override: 1 character
Enter "Y" to allow opening of a session established by a different user ID on the same day.

Delg Type: **PF2 Help** 1 character
Enter the delegation type for the account.

◆ **Old Acct:** 15 digits
Indicate the previous account number used in the old system.

Alt. Banks: 5 digits or asterisks (*****) / 5 fields available
Include alternate bank account numbers for transactions written against the support account.

> Alternate banks may be entered using wild cards (i.e. ***** or 1****). You may enter up to 5 specific banks.

Roll BBA to Base: **PF2 Help** 1 character
Enter "Y" to indicate year-end processing will move any remaining Budget Balance Available to the base account of the SL.

P-Card Bank: 5 digits
Include the P-Card bank when you wish to feed a different default bank over to Citibank. (This field was added for Part 06/07 and 20 so that they can use different banks when they are getting low on funding in the usual default bank.

SL Function: 2 digits
Displays the function code for the SL account.

SA Function: **PF2 Help** 2 digits
Used by TAMUS to hold the NACUBO function code.

Effort Cat: `PF2 Help` 5 characters
Enter the appropriate effort category code for the account. **This is a key item in preparing the IDC calculation.** For example:

Blank = Not specified
CSIN = Cost share instruction
CSOR = Cost share-organized research
CSOS = Cost share-other spon. activities
DCSH = Direct – Cost sharing

Primary and Secondary
Dept: `PF2 Help` 5 characters
Designate the department responsible for the account.

S-Dept: `PF2 Help` 5 characters
Indicate a sub-grouping for departments using the account.

Exec: `PF2 Help` 2 characters
Identifies the executive level office responsible for the account.

Div: `PF2 Help` 2 characters
Indicates the division using the account.

Coll: `PF2 Help` 2 characters
Identifies the college responsible for the account.

Mail Cd: 5 characters/digits
Include the mail code for the location or address of responsible person;
Secondary mail code used the same as Mail Code 1. Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.

Stmt: 1 character
Indicate whether or not ("Y" or "N") a statement for the account is to be printed.

Sys Member: `PF2 Help` 2 digits
Identify which TAMUS member the account is associated with. For example:

BL = Not specified
02 = Texas A&M University
15 = TAMU-Corpus Christi
20 = TVMDL
21 = TAMU-Commerce

Off Campus: `PF2 Help` 1 character
Indicate whether or not ("Y" or "N") work associated with the account is being done off-campus. **Work done off-campus may be subject to different indirect cost rates.**

Admin For and Center

CC: PF2 Help 2 digits
Campus Code data for this field is associated with the Maestro system.

Dept: PF2 Help 5 characters/digits
Department data for this field is associated with the Maestro system.

SDept: PF2 Help 5 characters/digits
Subdepartment data for this field is associated with the Maestro system.

(For Research Projects)

90 Day Pre: 1 character
Type "Y" if this support account can be used for pre-awards.

Start Date: 8 digits
Identify the date when an account was/will be activated. **Also used to identify the start date of the budget period related to sponsored projects.**

End Date: PF2 Help 8 digits
Indicate the date when an account was/will be terminated as an active account. **Also used to identify the ending date of the budget period related to sponsored projects.**

Classing Cd: PF2 Help 1 character
Indicate whether or not ("Y" or "N") the account should be included on the classing list, used by TAMRF, when applicable.

N	=	No
Y	=	Yes
BLANK	=	Not Applicable/No/Unknown

TAMRF Nbr: 11 digits
Identify the TAMU Research Foundation project number associated with the account.

CS Acct Link: PF2 Help 2 digits, 6 digits
Include the Campus Code and linked cost share account.

Long Title: PF2 Help 80 characters
Provide additional space to enter the full title of the account. When the Account Title is modified, this field will also be updated.

Indirect Cost

Base: PF2 Help 8 characters/digits
Indicate the rules (base) for calculation of indirect cost charges. For example:

CYCLOTRO	=	Cyclotron MTDC Base
MTDC	=	Modified direct cost
S&W	=	Salaries & wages Only
TDC	=	Total direct cost
425195	=	TXDOT - JR. HIGH SAFETY PROGRAM

Rate:	6 digits Identify the rate at which indirect costs will be charged.
Distribution:	**PF2 Help** 10 characters Include the distribution code, which defines the percentage of distribution of indirect costs. For example:

FEDERAL   =   Federal indirect cost revenue
MISC   =   Miscellaneous indirect cost revenue
STATE   =   State indirect cost revenue
VPADMIN =   Administrative allowance-Bush Library
WELCH   =   Welch indirect cost revenue

Expense Obj:	4 digits Designate the object code used for billing a sponsor for indirect costs associated with a project.
Revenue Obj:	4 digits Identify the object code used for specifying revenue received from indirect expenses associated with a project.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

Support Account Effort Category Updates

To update the effort category for a support account (SA), use Screen 51C.

All fields entered on this screen override fields on the parent SL account.

Screen 51C – SA Effort Category Updates

```
 51C SA Effort Category Updates                           09/21/11 09:02
                                                          FY 2012 CC 02
   Screen: ___ Account: 144010 00000

        Effort Category: DINS_    DIRECT - INSTRUCTION
                   Dept: VBMS     VET - BIOMEDICAL SCIENCE

   *** All fields entered on this screen override fields on the Parent SL ***

   ----------------------- SL Information - Display Only -----------------------

        Effort Category: DINS     DIRECT - INSTRUCTION
                   Dept: VBMS     VET - BIOMEDICAL SCIENCE
                   Fund: 05       STATE GENERAL REVENUE
               Function: 10       INSTRUCTION

     Comments: STATE FUNDING FOR THE COLLEGE OF VETERINARY MEDICINE -
               BIOMEDICAL SCIENCE OPERATING EXPENSES.  PURCHASES MUST
               FOLLOW STATE GUIDELINES.


   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Basic Steps

- Type the account number in the *Account* field and press <ENTER> to display current effort category information.
- Modify the fields as desired, and press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ **Account:**   11 digits
                        Enter the desired Subsidiary Ledger (SL) account + Support Account (SA) number to be updated.

Screen Information
◆ **Effort Category:**   PF2 Help 5 characters
                        Enter the effort category code for the account. For example:
                        Blank   =   Not specified
                        CSIN   =   Cost share instruction
                        CSOR   =   Cost share-organized research
                        CSOS   =   Cost share-other spon. activities
                        DCSH   =   Direct – Cost sharing
                        This is a key item in preparing the IDC calculation.

Dept: **PF2 Help** 5 characters
       Designate the department responsible for the account.

SL Information
 Effort Category: 5 characters
       Displays the effort category code for the SL account.

 Dept: 4 characters
       Shows the department responsible for the SL account.

 Fund: **PF2 Help** 2 digits
       Identifies the funding source for the SL account.

 Function: 2 digits
       Displays the function code for the SL account.

 Comments: 4 lines
       Shows comments about the SL account.

Additional Functions

 PF KEYS   See the Appendix for an explanation of the standard PF keys.

Set/Reset Support Account Flags

FAMIS allows you to support and maintain Support Account (SA) flags online by using Screen 54. Six flags help control activity against each supporting account. These flags allow review, freezing, dropping, or deletion of an account, as well as annual and monthly budget suppression.

> **This screen can be used by the Fiscal Office and the departmental personnel.**

Screen 54 - Support Account Flag Maintenance

```
   054 Support Account Flag Maintenance                    09/21/11 09:04
                                                           FY 2012 CC 02
   Screen: ___  Account: 144013 22000          VMTH - ANESTHESIOLGY


                           Support Account Flags

          Y - FREEZE this account from future activity
          N - Flag for DELETE (Not rolled forward at Year End)
          N - Physically DROP this Support Account (Must be deleted first)
          N - Bottom Line Budget Control / Unprotect Budget Control
              Note: A Budget Control Flag of 'N' does not check Bottom Line
                    and turns off protection of Protected Categories.
                    The 'P' flag on Screen 10D will still display.

          N - Default Category Control
              Default Category Tolerance Pct: _____
          N - FREEZE Direct Expenses



  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
        Hmenu Help  EHelp              Int                              Warns
```

When changing the Bottom Line Budget Control/Unprotect Budget Control from "Y" to "N," the following message will appear.

Screen 54 – Pop-Up Window

```
+-----------------------------------------------------------------------+
|                                                                       |
|        Note: Reserve Budget Amounts exists on this account.           |
|                                                                       |
|        Changing the Bottom Line Budget Control on this account from    |
|        'Y' to 'N' will no longer protect the Reserve Budget Amounts   |
|        and the Reserve Budgets can be used by other expenditures.     |
|                                                                       |
|        Note: The 'P' flag on Screen 10D will still display.           |
|                                                                       |
|        Press <ENTER> to Continue,                              or     |
|        Press  <PF4>  to Cancel the Bottom Line Budget Control change. |
|                                                                       |
|                                                                       |
+-----------------------------------------------------------------------+
```

An account cannot be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (Versions), and Transfers or Allocations.

If any of the budget information has been marked as "Sent to the Board" (B), "Changes Done" (D), or "Fed to FAMIS Accounting" (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.

If the budget information does not fall into the previous categories but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are as follows:

    a) change the delete flag to N (it had to be set to "Y" to attempt the drop)
    b) remove the submitted versions using <u>Screen 584</u> or <u>Screen 594</u>
    c) change the delete flag to "Y"
    d) change the drop flag to "Y"

If budget information exists for the account but has not been marked with a B, D, or F and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask whether the budget information should be deleted. Entering a "Y" in the pop-up will delete the budget information and then drop the account.

Basic Steps

- Enter the account number in the **Account** field and press <ENTER> to display the current flag values.
- Set flag values for each account. Press <ENTER> to record the record.
- Enter new account numbers and flag values until all flags have been set or changed.

Support Account Flag Maintenance Process

Six flags help control activity against each Support account. These flags allow freezing, dropping, or deletion of an account, as well as maintaining its budget processes.

Flags may be set to **on** or **off**. Possible values are as follows:

    Y (on)   indicates that an action will occur
    N (off)   indicates that the action will not occur

    <u>Exceptions:</u>
- Default category control flag may be set to "R," "W," or "N"

Support Account Flags

    <u>FREEZE</u>:
    The freeze flag restricts posting certain types of direct transactions to an account. Cash receipts, disbursements, and journal entries are rejected if processed against a "frozen" account. It allows the existing activity to process but will not allow future activity of any type. **This flag will not prevent the account from rolling forward.**

    Transactions that are accepted against a frozen account include attribute modifications, journal entries with a special transaction code of 062, and indirect updates. All transactions processed against a frozen account generate diagnostic messages.

DELETE:
The delete flag, when set to "Y" (On), restricts any further activity against an account. It logically removes the account from the fields but continues to store it for audit purposes.

DROP:
The drop flag is used to identify an account that is to be physically purged from the file. When the drop flag is set to "Y" (On), the account is removed from the database file.

BOTTOM LINE BUDGET CONTROL:
Provides the ability to control the SA account budget based on the BBA (Budget Balance Available). When the flag is set to "Y," sufficient budget must be available across all budget pools to process a transaction.

Y = Control on "bottom line." Instructs the system to reject all transactions that may cause the SA budget to exceed the bottom line.

N = No control on "bottom line." Allows the system to process all transactions, including those that cause the SA budget to go over the bottom line.

DEFAULT CATEGORY CONTROL:
Provides the ability to control the SA account budget based on the available funds in the budget pool or category specific to the expense code on the transaction. Valid values are as follows:

R = Reject if over budget. Used to instruct the system to reject transactions when the pool or category goes over budget.

W = Warning if over budget. Used to instruct the system to warn the user when a transaction will cause the pool or category to go over budget.

N = No budget control at the pool or category level. Used to allow the system to process all transactions, including those that cause the pool or category to go over budget.

DEFAULT CATEGORY TOLERANCE PCT:
An additional element of the Default Category Control. If this field is used, this is the percentage that a pool can go over budget. Negative values are also supported.

FREEZE DIRECT EXPENSE: (Formerly the CONTRACT-GRANT FLAG)
Provides the ability to prevent direct transactions from being processed and still allow IDC charges to be posted. **This flag does not prevent the account from rolling forward.**

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ **Account:**   11 digits
Enter a Subsidiary Ledger + Support Account number.

Screen Information

FREEZE: **PF2 Help** 1 character

Type "Y" to freeze the account and restrict posting certain types of direct transactions to an account. Allows existing activity to process but will not allow future activity of any type.

DELETE: **PF2 Help** 1 character

Enter "Y" to delete the account and restrict all further activity against an account.

DROP: **PF2 Help** 1 character

Type "Y" to drop (remove) the account from the file.

Must be deleted first.

Bottom Line Budget Control/ Unprotected Budget Control: **PF2 Help** 1 character

Enter "Y" to indicate that bottom line budget checks should be used in checking budget for an account. **Only used on attribute record.**

Y   =   Control on "bottom line." Instructs the system to reject all transactions that may cause the SA budget to exceed the bottom line.

N   =   No control on "bottom line." Allows the system to process all transactions, including those that cause the SA budget to go over the bottom line. The "P" flag on Screen 10D will still display.

Default Category Control: **PF2 Help** 1 character

N   =   No budget control at the category level

R   =   Reject if over budget

Values of "R" will cause the transaction to reject if the pool or category is over budget.

W   =   Warning if over budget. Instructs to display a warning message only

Default Category Tolerance Pct: **PF2 Help** 5 digits

Indicate the percentage the category can go over budget. Negative values are also supported.

FREEZE Direct Expenses: **PF2 Help** 1 character

Identify whether or not to freeze the account from making direct expense transactions (those within the 1000 - 9599 object code range). Revenue and indirect are still allowed to post.

Y   =   Freeze direct expenses

N   =   (or blank) do not freeze

Additional Functions

PF KEYS See the Appendix for explanation of the standard PF keys.

PF6 **Interest**
Int Shows the account numbers using specified interest account.

PF12 **Warnings**
Warns Displays nonfatal FAMIS warning messages.

Support Account Transaction Move

Use Screen 56 to move transactions online from one Support Account to another. This is beneficial to departments as they can manage their SA accounts without Business Office involvement.

Transaction types 02x and 05x are not allowed on this screen.

Screen 56 – Support Account Transaction Move

```
   056 SA Transaction Move                                  09/21/11 16:21
              GULF OF MEXICO OFFSHORE OPERATIONS               FY 2011 CC AA
   Screen: ___ Account: 440001 00000 Month: 2_ Search On Ref: 2 Ref Nbr: _____
                      Display Ref: 2  Internal Tracking No: 78654___
 Obj Code: 4010      P.O. No:           ID No: Vvvvvvvvvv0       Ref      Cost Ref
   Type: 048         Enc Obj:            Bank: 00001        2: 0000035 1:
   Date: 02/25/2009                                         3: C874884 2:
  Amount:       100.00                                      4: 0303030 3:
 _____ Modifiable information is Below _____
 Description:  A-1 PROPANE A-1 PROPANE_____      Dept Ref #: 0303030

                                                   ------- Cost Ref --------
  ------- Account Title --------  To SA     Amount       1        2        3
  GULF SHORE OPERATIONS           10000   100.00_____   _____  _____  _____
                                  _____   _____    _____  _____  _____
                                  _____   _____    _____  _____  _____
                                  _____   _____    _____  _____  _____
                                  _____   _____    _____  _____  _____
                                  _____   _____    _____  _____  _____

   Transactions:     0 Amount:             0.00 Batch: 0001JC Date: 07/31/2011
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Post       SAcct                          Warns
```

Press *PF7* to view transactions and make your selection.

Search - PF7 SAcct (Panel 1)

```
   056 SA Transaction Move                                  09/21/11 16:21
 +---------------------------------------------------------------------------+
   F2202 Mark field with an "X" to select
                Transactions for a Month by Reference Number 2 or 4
                       GULF OF MEXICO OFFSHORE OPERATIONS
   Screen: ___ Account: 440001 00000 Month: 2_ Search On Ref: 2 Ref Nbr: _____
                      Display Ref: 2  Bank Option: N
 S Sbcd TC   Ref 2  Date  Description        Amount      I BatRef Offset Acct
 - ---- --- ------- ----- --------------- --------------- - ------ -----------
 _ 4010 048 0000035 02/25 A-1 PROPANE            100.00   N DLW001
 _ 4010 048 0000035 02/25 A-1 PROPANE            100.00- C DLW001
 _ 4010 048 0000035 02/25 A-1 PROPANE            100.00- C DLW001
 _ 4010 068 0000037 02/02 A&M TRAVEL SERVI        23.00     JKAP01 043000 2100




                 ** End of List - 4 Account(s) Found **
    PF3= Back to 056  PF4= Exit  PF6=View  PF10=Left  PF11=Right
 +---------------------------------------------------------------------------+
```

Search - PF7 SAcct (Panel 2)

```
 056 SA Transaction Move                               09/21/11 16:26
+------------------------------------------------------------------------+
| F2202 Mark field with an "X" to select                                 |
|           Transactions for a Month by Reference Number 2 or 4          |
|                     GULF OF MEXICO OFFSHORE OPERATIONS                  |
|  Screen: ___  Account: 440001 00000 Month: 2_  Search On Ref: 2 Ref Nbr: _____ |
|                     Display Ref: 2  Bank Option: N                     |
|  S Sbcd TC   Ref 2  Date  SAcct Description                    Amount   |
|  - ---- --- ------- ----- ----- -------------------------------- ---------------- |
|  _ 4010 048 0000035 02/25 00000 A-1 PROPANE                        100.00         |
|  _ 4010 048 0000035 02/25 00000 A-1 PROPANE                        100.00-        |
|  _ 4010 048 0000035 02/25 00000 A-1 PROPANE                        100.00-        |
|  _ 4010 068 0000037 02/02 00000 A&M TRAVEL SERVICES INC             23.00         |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                  ** End of List - 4 Account(s) Found **                |
|  PF3= Back to 056  PF4= Exit  PF6=View  PF10=Left  PF11=Right          |
+------------------------------------------------------------------------+
```

Basic Steps

- Type an account number in the **Account** field and press <ENTER>.
- Type the month of the transaction in the **Month** field and the reference number (if available) that is to be moved to another account in the **Ref Nbr** field.
- Press **PF7** to access a pop-up screen displaying transactions and select the transaction to be moved.
- In the **Description** field, briefly describe the transaction (e.g. C/N to support account 50000).
- Under **To SA**, include the account where the transaction is to be moved, and indicate the **Amount**. Enter **Cost Ref** (Reference) information, if needed. Press <ENTER> and the SA account title will be displayed.
- Press **PF5** to post the SA transaction move.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   11 digits
                       Enter the desired account number.

Month: 2 digits
                       Include the month of the transaction. The default is the current processing
                       month.

Search on Ref: 1 digit
                       Indicate the reference number to be used for transaction search.

Ref Nbr: 7 characters/digits
                       Include a reference number/PO number, if needed.

Display Ref:	1 digit	
	Indicate the reference number to be used for the display of the transaction.	

Internal	8 digits
Tracking No:	Enter a tracking number for use by FAMIS Services.

Screen Information

Obj Code:	4 digits
	Shows object code for the transaction.

P.O. No:	7 character/digits
	Provides the Purchase Order number used with the transaction.

ID No:	11 characters/digits
	Shows the user-defined identification number entered on the original document.

Type:	1 digit
	Identifies the transaction code for the type of transaction. The third digit of the transaction code (1 – 9) represents the type of receipt.

Enc Obj:	4 digits
	Shows the object code where the purchase order was originally encumbered.

Bank:	5 digits
	Displays the bank to receive the deposit as entered on Screen 30, FA Batch Initialize.

Date:	8 digits
	Displays the date the transaction was originated.

Amount:	12 digits
	Shows the dollar amount of the transaction.

Ref 2, 3, 4:	**PF2 Help** 7 characters/digits
	Identifies the reference number for receipts as defined by your department.

Cost Ref 1, 2, 3:	7 characters/digits
	Shows the cost reference number for receipts as defined by your department.

Modifiable Information:

Description:	35 characters
	Type a description to identify the transaction.

Dept Ref #:	**? Help** 7 digits
	Enter the reference number assigned by the department.

Account Title:	30 characters
	Shows the full title of the account after entering the SA account and amount to be moved.

To SA:	5 digits	
	Enter the support account number where the amount is to be transferred.	

Amount: 12 digits
                     Indicate the dollar amount to be transferred from one account to another.

Cost Ref 1:   8 digits
                     Include a cost reference number defined by your department.

Cost Ref 2:   8 digits
                     Include a cost reference number defined by your department.

Cost Ref 3:   8 digits
                     Include a cost reference number defined by your department.

Transactions: 1 digit
                     Shows the number of transactions made to change this account.

Amount: 12 digits
                     Displays the total dollar amount of the changes.

Batch: 6 characters/digits
                     Shows the batch ID number of the person who made changes.

Date: 8 digits
                     Displays the batch date indicating the actual date changes were made to the account.

Additional Functions

PF KEYS   See the Appendix for explanation of the standard PF keys.

PF5   **Post**
Post   Post the modified transactions.

PF7   **Support Account**
SAcct   Provides the ability to search account transactions.

PF12   **Warnings**
Warns   Displays nonfatal FAMIS warning messages, if any.

Departmental Encumbrances

Departments can use Screen 57 for certain encumbrances they want to make on an account. The ability to establish a new encumbrance (i.e. increase) or "zero out" an existing encumbrance is included here. There is, however, no liquidation for these adjustments.

The first step in adjusting these encumbrances is to identify the support account that has the original encumbrance. Two support account screens to help you are Screen 68 (Support Account Search) and Screen 63 (Transaction Inquiry by Support Account).

The current amount of the encumbrance (if any) will be displayed. The encumbrance object code, transaction code, and reference will also be displayed on the screen, but you cannot change these fields. They are determined by the encumbrance type entered in the **Encumbrance** field.

> **Screen 57 cannot be used to adjust or establish payroll encumbrances.**

There is no need to enter a batch when using this screen because a batch will be open in the background.

Cost Refs are used by some parts as another way to track expenses. They are required for certain accounts, and whether or not they are required is determined on Screen 8 or Screen 52.

Screen 57 – Departmental Encumbrances

```
    057 Departmental Encumbrances                           09/21/11 09:11
                                                            FY 2011 CC AM
    Screen: ___  Account: 440001 00000  Encumbrance: B   BENEFITS

           Obj Code: 1906         Liquidated:
               Type: 051          Adjustments:
            Enc Ref: BEN0001          Current:
               Date: 08/31/2011
        Description: _____
             Amount: _____
   Increase/Decrease: _ (I/D)
          Cost Ref 1: _____  2: _____  3: _____




     Transactions:      0 Amount:            0.00 Batch: 1586JC Date: 08/31/2011
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                                              Warns
```

You can access a list of the encumbrance types, if they have been defined on Screen 853, by placing your cursor in the **Encumbrance** field, pressing **PF2**, and then pressing <ENTER>. This does not include Purchase Order or Payroll encumbrances.

> To use this functionality, FAMIS Services must define valid encumbrance types on Screen 853.

Screen 57 – Encumbrance Types Pop-up

```
+------------------------------------------------+
|        ** End of List - 2 Type(s) Found **     |
|                                                |
|      Enc                                       |
|      Type    Description                       |
|  _   B       BENEFITS                          |
|  _   W       WAGES                             |
|                                                |
|                                                |
|                                                |
|                                                |
|   +----------------------------------------+   |
|   | Select Type or Press <PF4> to QUIT.    |   |
|   +----------------------------------------+   |
|                                                |
+------------------------------------------------+
```
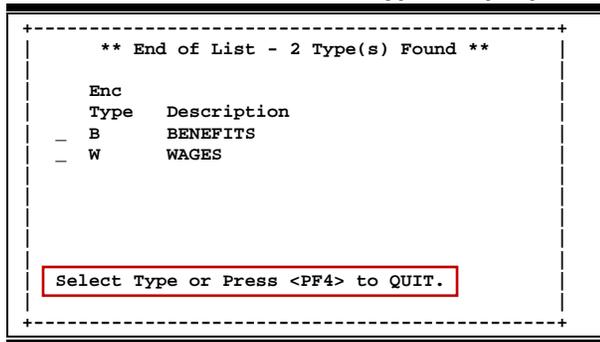
Basic Steps

- Enter a subsidiary ledger account and support account number in the **Account** field.
- Type a encumbrance type code in the **Encumbrance** field and press <ENTER>. The appropriate **Obj Code**, **Type**, **Enc Ref** and **Date**, **Current** encumbrance fields are displayed automatically. The date in the **Date** field defaults to the current processing date, but can be changed.
- Enter a reason describing the change to the encumbrance, the dollar amount, and either "I" (increase) or "D" (decrease) in the fields provided.

> If you want to "zero out" the encumbrance, you may leave **Amount** field blank and type "D" for decrease in the **Increase/Decrease** field.

- Optional fields include: **Cost Ref1**, **Cost Ref2**, and **Cost Ref3**.
- Press <ENTER> after all the data has been entered to validate and process the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   11 digits
                  Enter the Subsidiary Ledger (SL) account + Support Account (SA) number to be encumbered.

◆ **Encumbrance:**   ? Help 1 character
                  Indicate the type of encumbrance.
                  B   =   Benefits
                  T   =   Travel
                  W   =   Wages
                  These values must be defined on Screen 853.

Screen Information

Object Code:	4 digits
	Displays the original encumbrance object code; automatically filled in by FAMIS.
Liquidated:	PF2 Help 12 digits
	Shows the total amount liquidated for encumbered item.
Type:	3 digits
	Automatically displays the encumbrance transaction code, based upon what was entered in the *Encumbrance* field.
Adjustments:	12 digits
	Displays the adjustments (other than liquidations) made to an encumbrance.
Enc Ref:	7 characters/digits
	The value displayed is based on the type entered in the *Encumbrance* field.
Current:	PF2 Help 12 digits
	Shows the current amount of encumbrance.
Date:	8 digits
	Indicates the date the encumbrance was entered. If blank, it will default to the batch session date.
◆ **Description:**	31 characters
	Provide a description of the reason for the change to the encumbrance.
Amount:	13 digits
	Enter the amount of the change to the encumbrance.
◆ **Increase/Decrease:**	1 character
	Indicate if the amount is an increase (I) or decrease (D).
Cost Ref 1, 2, 3:	8 digits
	If necessary, provide the appropriate cost reference value defined by your department. This is currently only used by TTI and TAMRF.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF12	**Warnings**
Warns	Displays nonfatal FAMIS warning messages, if any.

Support Account Category Maintenance

Screen 58 is used to set the Support Account category flags. These flags include the **Bottom Line Budget Control/Unprotect Budget Control** flag, and the **Default Category Control** flag. In addition, there is a field provided to enter the **Default Category Tolerance Pct** (Percent).

For additional information, see Screen 54.

<div align="center">

Screen 58 – Support Account Category Maintenance

</div>

```
   058 Support Acct Category Maintenance                    09/21/11 09:13
                                                            FY 2011 CC 02
   Screen: ___  Account: 271300 00000          FMO


                          Support Account Flags

           Y - Bottom Line Budget Control / Unprotect Budget Control
                 Note: A Budget Control Flag of 'N' does not check Bottom Line
                       and turns off protection of Protected Categories.
                       The 'P' flag on Screen 10D will still display.


              R - Default Category Control
                   Default Category Tolerance Pct: _____




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----
       Hmenu Help  EHelp                                              Warns
```

Basic Steps

- Type "Y" to control the bottom line budget control or "N" for no control.
- Include the desired flag code for the default category control and default category tolerance percent.
- Press <ENTER> to set the flags.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:** 11 digits
Enter the Subsidiary Ledger (SL) account + Support Account (SA) number to be encumbered.

Bottom Line Budget Control / Unprotect Budget Control: **PF2 Help** 1 character
Type "Y" if bottom line budget checks should be made for the account. "N" does not check bottom line and turns off protection of protected categories. "P" flag on Screen 10D will still display.

Default Category Control:	**PF2 Help** 1 character
	Include the desired category control code to instruct the system on whether or not to perform budget checks at the category (pool) level.
	N = No Budget Control
	W = Warning if over budget
	R = Reject if over budget
Default Category Tolerance Pct:	**PF2 Help** 5 digits
	Indicate the percentage the category can go over budget. Negative values are also supported.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF12	**Warnings**
Warns	Displays nonfatal FAMIS warning messages.

Payroll Encumbrance Adjustment-Wage

Screen 754 is an entry screen used to manually create and adjust encumbrances for wage positions. Wage, wage benefits, and longevity are entered and adjusted on this screen.

These encumbrances are automatically adjusted by the payroll posting process to reflect the amounts that have been expensed on the payroll.

Encumbering of wages, wage benefits, and longevity and the subsequent payroll reduction of them can be done at the detailed person level, summarized by account, or a combination of the two methods. Departments or workstations may prefer to create a blanket wage encumbrance to cover multiple employees/positions rather than to create individual estimates for each person paid on wages.

This screen can be used by departmental personnel or workstation personnel, depending on the needs of the agency. Large departments that have a high percentage of employees paid on wages may especially want to encumber their waged employees' benefits and/or longevity so that the money to support them will be committed for the year.

> In order to enter EPA encumbrance adjustments for an account, the user must have encumbrance creation security for the account entered in the *Account* field.

Screen 754 – Payroll Encumbrance Adjustment -Wage

```
 754 Payroll Enc Adjustment-Wage                         09/21/11 16:37
                                                         FY 2011 CC AB
 Screen: ___  Account: 430001 00000 PIN: Sxxxxxxxx9 Blanket Enc: Y
                                                 Thru Month: 8  August
           Acct Title: TESTING ACCOUNT FOR WAGE ENC
     Current Occupant: ** No Current Occupant **
            UIN/SSN: 9uuuuuuu9

            Ref/Doc ID: PPP001_

      Increase/Decrease: _

                       Current Amt    Adjustment      New Amount
                       ------------   ------------    ------------
              Salary:    505287.00    _____      505287.00
             Benefit:      2000.00    5000.00_____        7000.00
           Longevity:       10.00     480.00_____         490.00



   Transactions:    3  Amount:_        7,010.00 Batch: 1111AA Date: 09/21/2011
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Post                                      Warns
```

Transactions ARE NOT POSTED until the *PF5* is pressed.

Notes for Adjustments - Wage Process

- Departments have the option of encumbering benefits at the SL-SA account level (summary) or for each wage position within the account (detail).

- Departments (if authorized) are able to manage encumbrances for wage positions (or blanket wage encumbrances) on Screen 754.

- If you want to maintain encumbrances at the PIN level, enter the wage PIN number and the FAMIS account number at the top of the screen.

- If you want to encumber benefits at the blanket level, enter a "Y" in the **Blanket Enc** field.

- The format of the assigned "blanket" PIN number is the workstation indicator from Screen 823, followed by nine 9s.

- Enter the amount you want to adjust the encumbrance by, and then press *PF5* to post the transaction. **Transactions ARE NOT POSTED until *PF5* is pressed!!!**

Basic Steps

- Enter an 11-digit Support Account in the **Account** field.
- Type the wage PIN number in the **PIN** field.
- Enter a "Y" in the **Blanket Enc** field if you want to encumber benefits at the blanket level.
- Enter a reference/document ID number in the **Ref/Doc ID** field.
- Indicate the type of encumbrance, "I" for increase or "D" for decrease, in the **Increase/Decrease** field.
- Enter the amount of the adjustment(s) in the **Adjustment** column and press <ENTER>.
- If there are no errors and the information displayed is what was intended, press *PF5* to post the adjustment.
If *PF5* key is not pressed, the information will NOT be posted into accounting.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ **Account:**   11 digits
                        Enter the subsidiary ledger (SL) and support account (SA) number on which you wish to encumber funds.

   PIN: 6 characters/digits
                        Enter a Position Identification Number (PIN).

Blanket Enc:	1 character Entering "Y" will change the PIN to the campus code's workstation followed by all nines.
Thru Month:	2 digits Displays the current processing month.

Screen Information

Acct Title:	25 characters Shows the name on the account entered on the Action Line.
Current Occupant:	25 characters Identifies the name associated with the PIN entered on the Action Line.
UIN/SSN:	9 digits If "N" was entered in the **Blanket Enc** field, enter the employee's Universal Identification Number or Social Security Number. If "Y" was entered, this field will be filled in automatically by FAMIS.
Ref/Doc ID:	**PF2 Help** 7 characters/digits Enter the EPA/Form 500 document identification number.
Increase/Decrease:	1 character Type "I" for increase or "D" for decrease.

Salary

Current Amt:	12 digits Displays the current amount.
Adjustment:	12 digits Enter the amount of the increase or decrease for the adjustment.
New Amount:	12 digits Shows the new adjusted amount after the increase or decrease.

Benefit

Current Amt:	12 digits Displays the current amount.
Adjustment:	12 digits Enter the amount of the increase or decrease for the adjustment.
New Amount:	12 digits Shows the new adjusted amount after the increase or decrease.

Longevity

Current Amt:	12 digits Displays the current amount.
Adjustment:	12 digits Enter the amount of the increase or decrease for the adjustment.

New Amount:	12 digits Shows the new adjusted amount after the increase or decrease.
Transactions:	3 digits Displays the number of transactions processed in this batch.
Amount:	14 digits Indicates the total dollar amount of current entries processed in this batch.
Batch:	6 characters Identifies the batch header used to process the transactions.
Date:	8 characters Shows the date of the batch session.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Post**	**Post** Used to post the adjustment after verifying information entered.

> **If _PF5_ is not pressed, information will NOT be posted into accounting.**

PF12 **Warns**	**Warnings** Displays any FAMIS warnings.

Section III
Support Account
Budget Maintenance

Move Support Account Budgets

FAMIS allows you to move budget from one Support Account to another Support Account using Screen 53. This function permits departments to manage their SAs without the necessity of the Business Office involvement.

This screen is intended for departmental input and cannot be used to make Month 13 entries. Use Screen 10 to create budget transfers between support accounts.

> Screen 53 will only let you move an account that is less than or equal to the total of the budget transactions entered on that support account, but only to the same pool.

Screen 53 - Support Account Budget Move

```
 053 SA Budget Move                                        09/21/11 16:40
                                                           FY 2011 CC 02
   Screen: ___   Acct: 300090   From SA: 12000 WOMEN'S BASKETBALL
                                  To SA: 11000 WOMEN'S ADMINISTRATION
                                                  Thru Month: 6  June
   Ref No 1: _____   2: _____   3: _____   4: _____
   Cost Ref1: _____  2: _____   3: _____       Page: 1   of 1   Viewed
   Cat      Desc        12000 Budget 11000 Budget    Adjust    New 11000 Bud
   ---- ----------------- ------------- ------------- ------------ -------------
   0001 Revenue Pool                                             _____
   1005 Lump Sum Salaries                                        _____
   1006 Salary Savings Bu                                        _____
   1007                                                          _____
   1000 All Expense Pool      28987.00      20708.90             _____



                Totals:        28987.00      20708.90 _____0.00
   Transactions:       0 Amount:             0.00 Batch: 2256LR Date: 09/21/2011
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Post             Bkwd  Frwd
```

Basic Steps

- Type the first six digits of the support account number (the subsidiary ledger account number), the support account from which funds will be moved, and the support account to which funds will be moved in the fields provided.
- Enter your departmental reference number in **Ref2** field and/or **Ref4** field to assist you with tracking the budget move. You can use this number to look up your transaction on Screen 76, Screen 77, Screen 78, and Screen 79.
- As necessary, provide the appropriate cost reference value (currently used by TTI and TAMRF only).
- Type the dollar amount to be moved from the first support account into the second in the **Adjust** field.
- Press <ENTER> to display the new budget for the second support account.
- Press **PF5** to post the transaction.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Acct:**
6 digits
Identify the parent Subsidiary Ledger (SL) account number.

◆ **From SA:**
5 digits
Enter the Support Account (SA) number from which that budget is to be transferred.

◆ **To SA:**
5 digits
Enter the Support Account number into which that budget is to be transferred.

◆ **Thru Month:**
2 digits
Indicate through which month to display account transaction activity.

Screen Information

◆ **Ref No. 1, 2, 3, 4:**
7 characters/digits
Identify a user-defined sequence reference number that identifies the budget transaction.

Cost Ref1, 2, 3:
7 characters
Include the user-defined reference number identifying budget transactions for the selected account. Only used by TTI and TAMRF.

Page _ of _ Viewed:
2 digits
Shows the number of pages to be viewed.

Cat:
4 digits
Identifies the budget category pool subcode based on the ABR rule for the account.

Desc:
PF2 Help 17 characters
Displays the description of the budget pool subcode.

XXXXX Budget:
13 digits
Indicates the current budgeted amount for the budget pool in the first Support Account (whose 5-digit ID number is XXXXX).

YYYYY Budget:
13 digits
Indicates the current budgeted amount for the budget pool in the second Support Account (whose 5-digit ID number is YYYYY).

Adjust:
12 digits
Enter the dollar amount to be transferred from the "FROM SA" to the "TO SA" for specified budget pool (category).

New YYYYYY Bud:
13 digits
Displays the anticipated change for the "TO SA."

Totals: 12 digits
                         Indicates the total amount of funds to be transferred between the SA accounts.

Transactions: 6 digits
                         Identifies the number of transactions for this batch reference.

Amount: 13 digits
                         Shows the total of all transactions processed for this batch reference.

Batch: 6 characters
                         Indicates the batch reference number associated with the budget transactions posted.

Date: 8 digits
                         Displays the date of the batch for the budget transactions.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

PF5   **Post**
Post   Used to post the budget move transaction.

Support Account Budget Data List

Screen 64 provides comparison of historical budget data for a Support Account (SA) online in FAMIS. In addition to Original and Current budget information, comparison displays are also available for Last Year and Next Year.

Screen 64 – Support Account Budget Data List

```
   064 Support Account Budget Data List                    09/21/11 09:20
                                                           FY 2011 CC 02
   Screen: ___   Account: 289010 11500 0000    ERGONOMICS
             Thru Month: 13  13th Month
   Department: LIBR    Resp Person: GILROY, GRANT GES L   Flags: D F B C Z G ABR
                                                                 N N N N N   001
                                                      Last Year     Next Year
   Obj      Description        Original      Current      YTD           YTD
   ---- ------------------- ------------ ------------ ------------ ------------
   1000 All Expense Pool            634         1314-          634         1314-
   4010 Supplies - Office Ge                      25          204            25
   5752 Institut Furn & Equi                   11164         8357           628
   5760 PC Peripherals/Add O                     126          554



        * Account Total            634         10000         9749          661-
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Type the desired 15-digit support account number in the ***Account*** field
- Change the month in the ***Thru Month*** field, if desired, and press <ENTER> to display the Support Account budget data list.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   15 digits
                        Enter the desired support account number.

◆ **Thru Month:**   2 digits
                        Indicate through which month to display account transaction activity.

Screen Information

Department: PF2 Help 4 characters
                        Displays the department code responsible for the account.

Resp Person: PF2 Help 20 characters
                        Identifies the name of the responsible person for the account.

Flags:	**PF2 Help** 1 character/3 digits (ABR flag)
	Indicates values for flag maintenance.

Y   =   On
N   =   Off
R   =   Reject

D   =   Delete
F   =   Freeze
B   =   Bottom Line
C   =   Category Control
Z   =   Freeze direct only
G   =   Generate Expense Budget (GEB)
ABR =   ABR number rule

Obj: **PF2 Help** 4 digits
Displays the object code for the budget line item.

Description: **PF2 Help** 20 characters
Shows the description of the object code line item.

Original: **PF2 Help** 12 digits
Displays the original budget amount budgeted for the line item.

Current: **PF2 Help** 12 digits
Indicates the current budget amount available for line item.

Last Year YTD: 12 digits
Displays the year-to-date dollar amount budgeted for the previous year.

Next Year YTD: 12 digits
Identifies the year-to-date dollar amount budgeted for next year.

**Running Total
or Account Total:**   12 digits
Indicates the total current dollar amount displayed in each column or total amount for the account.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

Section IV
Support Account Inquiry

Transaction Inquiry by Support Account

FAMIS lists information about transactions previously entered against the selected account. The transactions are positioned by the Subcode and are found on <u>Screen 63</u>.

Screen 63 - Transaction Inquiry by Support Account (Panel 1)

```
   063 Transaction Inquiry by Support Account                09/21/11 09:20
                        ERGONOMICS                           FY 2011 CC 02
   Screen: ___   Account: 289010 11500 0000  Display Ref: 2
                                             Bank Option: N

 Sbcd TC    Ref 2  Date  Description          Amount    I BatRef   Offset Acct
 ---- ---  ------- ----- ------------ ---------------- - ------ ----------------
 1000 027 BBF2010 09/01 BUDGET BROUG         633.64  D BBF001
 1000 024         10/29 All Expense        9,366.36    4276MC 289010 00000 1000
 4010 055 025484A 05/26 A-1 ERGONOMI          25.00  D ZP0526
 5752 054 06478AA 09/22 2010-07-12 1      3,592.20  D ZR0922
 5752 054 06478AA 09/28 2010-07-12 1      3,592.20- C ZP0928
 5752 055 006361A 09/28 A-1 ERGONOMI      3,592.20  D ZP0928
 5752 068 1429185 11/15 A-1 ERGONOMI      3,592.20  P PVP968 028906 00000 2100
 5752 055 019493A 03/29 A-1 ERGONOMI      4,907.24  D ZP0329
 5752 055 020873A 04/12 A-1 ERGONOMI      1,099.88  D ZP0412
 5752 055 023559A 05/06 EVCO PARTNER        283.30  D ZP0506
 5752 055 023560A 05/06 A-1 ERGONOMI        459.00  D ZP0506
 5752 055 025484A 05/24 A-1 ERGONOMI      1,240.74  D ZP0524
 5752 055 025484A 05/26 A-1 ERGONOMI         28.00  D ZP0526
 5752 068 1510095 06/02 EVCO PARTNER        193.20  P PVP232 028906 00000 2100
                         * Continued *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View              Dload Left  Right
```

When you type "Y" in the *Bank Option* field, the last column heading of Panel 1 displays "Bank" and the bank number is displayed.

Screen 63 - Transaction Inquiry by Support Account (Panel 2)

```
   063 Transaction Inquiry by Support Account                09/21/11 09:23
                        ERGONOMICS                           FY 2011 CC 02
   Screen: ___   Account: 289010 11500 0000  Display Ref: 2
                                             Bank Option: N
 Sbcd TC    Ref 2  Date  Description                       Amount     BatRef
 ---- ---  ------- ----- -------------------------------- --------------- ------
 1000 027 BBF2010 09/01 BUDGET BROUGHT FORWARD              633.64  BBF001
 1000 024         10/29 All Expense Pool                  9,366.36  4276MC
 4010 055 025484A 05/26 A-1 ERGONOMIC SEATING                25.00  ZP0526
 5752 054 06478AA 09/22 2010-07-12 117009283 01          3,592.20  ZR0922
 5752 054 06478AA 09/28 2010-07-12 117009283 01          3,592.20- ZP0928
 5752 055 006361A 09/28 A-1 ERGONOMIC SEATING            3,592.20  ZP0928
 5752 068 1429185 11/15 A-1 ERGONOMIC SEATING            3,592.20  PVP968
 5752 055 019493A 03/29 A-1 ERGONOMIC SEATING            4,907.24  ZP0329
 5752 055 020873A 04/12 A-1 ERGONOMIC SEATING            1,099.88  ZP0412
 5752 055 023559A 05/06 EVCO PARTNERS LP DBA*BURGOON COM    283.30  ZP0506
 5752 055 023560A 05/06 A-1 ERGONOMIC SEATING              459.00  ZP0506
 5752 055 025484A 05/24 A-1 ERGONOMIC SEATING            1,240.74  ZP0524
 5752 055 025484A 05/26 A-1 ERGONOMIC SEATING               28.00  ZP0526
 5752 068 1510095 06/02 EVCO PARTNERS LP DBA*BURGOON COM    193.20  PVP232
                         * Continued *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View              Dload Left  Right
```

Screen 63 - Transaction Inquiry by Support Account (PF6)

```
+-------------------------------------------------------------------------+
|                                                                         |
|                  Display of Detailed Transaction Record                 |
|                                                                         |
|  05/26/2011 : A-1 ERGONOMIC SEATING                 $25.00              |
|                                                                         |
|     TransCode: 055 Enc - Purchase Order          Dir/Ind: D             |
|       Account: 289010 11500 4010   ERGONOMICS                           |
|                                    Supplies - Office General            |
|        Offset:                                                          |
|                                                                         |
| PO/Enc/Ref 1: 025484A      Cost Ref1:            Fiscal  Yr: 2011       |
|        Ref 2: 025484A              2:            Proc Month: 09         |
|        Ref 3:                      3:            Batch Date: 05/26/2011 |
|        Ref 4: 2381255       Bank: 06000          Batch  Ref: ZP0526     |
| Vndr/Card Id: 1vvvvvvvvv1                                               |
|   Enc Obj Cd:                                                           |
| Ovrd Comp Cd:                             Processed: 05/26/2011 10:25:15|
| Liquidation Amt: 0.00                       User Id: FAPNEON            |
|                                             Oper Id:                    |
| Indirect Base Code:                         Term Id: STEP01             |
| Base Amount: 0.00           Internal Tracking Nbr: 52xxxxx6            |
|   PF3= Back to 063  PF4= Exit   PF6= Indirect Accts   PF7= Corrections  |
+-------------------------------------------------------------------------+
```

Screen 63 – Indirect Accounts (PF6)

```
+-----------------------------------------------------------------------+
|                                                                       |
|   Indirect Account Information for Direct Detailed Transaction Record  |
|                                                                       |
|   General Ledger: 028906 LIBRARY USE FEE                              |
|                                                                       |
|     Account         Amount       Account Control Title                |
|   -----------   ---------------  ----------------------------------   |
|   028906-9620          25.00     Encumb Sum Ledger 2                   |
|                                                                       |
|     PF3= Back to 063  PF4= Exit                                       |
+-----------------------------------------------------------------------+
```

Basic Steps

- Enter an account number in the ***Account*** field and press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
⇨ Panel 1
◆ **Account:**   15 digits
                       Enter a Subsidiary Ledger + Support Account + Object Code.

Display Ref: 1 digit
                       Include the reference number to be displayed.

Bank Option: 1 character
                       Type "Y" to display the bank for each transaction.
                       N = Default: Does not display the bank.

Screen Information

Sbcd:
4 digits
Displays the subcode.

TC:
3 digits
Identifies the transaction code for the type of financial transaction being posted.

Ref :
1 digit
Designates the reference used for identifying information about posted financial transaction. The number displayed is determined by the entry in the **Display Ref** field.

Ref 1:	=	PO #
Ref 2:	=	Voucher #
Ref 3:	=	A/P Check #
Ref 4:	=	Departmental Voucher #

Date:
4 digits
Shows date financial transaction was posted.

Description:
12 characters
Provides a summary description of the posted transaction. The full description is shown on Panel 2.

Amount:
12 digits
Gives the dollar amount of the transaction.

I:
1 character
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

BatRef:
6 characters/digits
Designates the individual batch reference header where this transaction was entered.

Offset Acct:
15 digits
Displays the GL account offsetting the dollar amount of the transaction.

OR

Bank:
5 digits
Displays the bank account number if "Y" was entered in the **Bank Option** field.

➔ **Panel 2 (Displays the full *Description* for the transaction)**

Additional Functions

PF KEYS
See the Appendix for explanation of the standard PF keys.

PF6
View
View
View the detailed transaction record.

PF9
Download
Dload
Used to download the information through Entire Connection.

SA Summary for SL with Category Totals

To find Support Account summary information for a Subsidiary Ledger (SL) account you can view Screen 65. Information is totaled through a specified month.

> **If "PY" or "IN," the display won't be correct unless the year-end process flag is set to "P" on Screen 6.**

Screen 65 – SA Summary for SL with Category Totals (Panel 1)

```
   065 SA Summary for SL with Category Totals                09/21/11 09:28
                     MATERIAL CHARACTERIZATION FACILITY      FY 2012 CC 02
    Screen: ___   SL Acct: 271050 00000      Fiscal Year: 2012
             Thru Month: 9_   September     FY/PY/IN to Date: FY
 Resp Person: SHERWOOD, STAN S               Support Acct:     1 of     1
   Department: MCF    Flags: D F B C Z G ABR
     Map Code: 27105        N N Y R N   001
   Obj     Description          Budget        Actual    Encumbrances  Available
   ----  ------------------   -----------  ------------ ------------ ------------
   0001 Revenue Pool            108184-                                  108184-
   0499 Sales - Material           241-         241-
   0602 Services - Technical       814-         814-
   0609 Services - Chemical      10762-       10762-
   **** Total Revenue Pool      120000-       11816-                     108184-

   1005 Lump Sum Salaries        21250                                    21250
   **** Total Lump Sum Salar     21250                                    21250

   1000 All Expense Pool        147056                                   147056
   1105 Salary Encumbrance       14194                      14194
                     ** Press ENTER to continue **
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                    Left  Right
```

Screen 65 – SA Summary for SL with Category Totals (Panel 2)

```
   065 SA Summary for SL with Category Totals                09/21/11 09:29
                     MATERIAL CHARACTERIZATION FACILITY      FY 2012 CC 02
    Screen: ___   SL Acct: 271050 00000      Fiscal Year: 2012
             Thru Month: 9_   September     FY/PY/IN to Date: FY
 Resp Person: SHERWOOD, STAN S               Support Acct:     1 of     1
   Department: MCF    Flags: D F B C Z G ABR
     Map Code: 27105        N N Y R N   001
   Obj  C P     Budget        CM Actual       Actual    Encumbrances   Available
   ----  - - ------------- ------------- ------------ -------------- ------------
   0001     108184.12-                                               108184.12-
   0499        240.50-        240.50-        240.50-
   0602        813.75-        813.75-        813.75-
   0609      10761.63-      10761.63-      10761.63-
   ****     120000.00-      11815.88-      11815.88-                  108184.12-

   1005      21250.00                                                  21250.00
   ****      21250.00                                                  21250.00

   1000     147055.71                                                 147055.71
   1105      14194.28                                      14194.28
                     ** Press ENTER to continue **
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                    Left  Right
```

Basic Steps

- Type an SL account in the fields provided and press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **SL Acct:**   11 digits
                Enter a Subsidiary Ledger + Support Account.

Fiscal Year: 4 digits
                Indicate the current fiscal year. Change to previous fiscal year, if needed.

Screen Information
→ Panel 1

Thru Month: 2 digits
                Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
                Include the code for determining the data to be displayed. For example:
                FY = Fiscal Year
                PY = Project Year
                IN = Inception of the project to date.

> If "PY" or "IN", the display won't be correct unless the year-end process
> flag is set to "P" on Screen 6.

Resp Person: `PF2 Help` 30 characters
                Identifies the person responsible for the account.

Support Acct: 10 digits
                Designates the number of support accounts for the SL indicated. (__ of __).

Department: `PF2 Help` 4 characters
                Shows department responsible for the account.

Flags: `PF2 Help` 1 character/3 digits (ABR flag)
                Indicates values for flag maintenance.
                Y   = On
                N   = Off
                R   = Reject

                D   = Delete
                F   = Freeze
                B   = Bottom Line
                C   = Category Control
                Z   = Freeze direct only
                G   = Generate Expense Budget (GEB)
                ABR = ABR number rule

Map Code: `PF2 Help` 5 digits
                The General Ledger map code to which the Subsidiary Ledger is tied.

Obj: 4 digits
Object codes defining categories where money is expensed or received.

Description: PF2 Help 30 characters
Provides description of object code.

Budget: 12 digits
Shows funds budgeted and the allocation of these funds to expenses.

Actual: 12 digits
Actual dollar amounts spent in object code categories.

Encumbrances: 12 digits
Gives the dollar amounts encumbered for object code categories.

Available: 12 characters
Displays available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

→ **Panel 2 (Displays amounts in dollars and cents)**

C: PF2 Help 1 character
Indicates the type of Category Control in effect.

Blank =   No Budget Control
W   =   Warning if over budget
R   =   Reject if over budget

P: PF2 Help 1 character
"P" indicates this budget category is protected from borrowing funds by other budget categories.

CM Actual: 12 digits
Gives the actual dollar amount for the current month.

Additional Functions

PF KEYS   See the Appendix for explanation of the standard PF keys.

Support Account Search

FAMIS will list all support accounts by account number, account description, or title and by the person responsible for the account. Screen 68 lists valid Support Accounts as well as their account number, department code, account title, and responsible person.

Select an item on this screen to advance to Screen 50 for additional information

Screen 68 - Support Account Search

```
    068 Support Account Search                          07/25/13 15:57
                                                        FY 2013 CC 02
    Screen: ___   Account: 271290 83000 0000   Title Search: _____
        Dept/SDept Search: _____ _____   Resp Person Search: _____
                                    Include Deleted Accts: N
Sel         Description            Account     Dept  SDept   Resp. Person    R
    _   MARKETING & COMMUNICATIONS     271330-00000 VPMC        CORK, CHARLES C  N
    _   SEC COMMUNICATOR'S CONFERENCE  271330-10000 VPMC        CORK, CHARLES C  N
    _   OFFICE OF DATA RESEARCH SERVICE 271340-00000 ODRS       MARSH, MOLLIE M  N
    _   EHSD                           271350-00000 EHSD        ROBERTS, ROGER   N
    _   RADIOACTIVE LICENSE FEES       271350-20001 EHSD        ROBERTS, ROGER   N
    _   MOLD/LEAD SAMPLE ANALYSIS      271350-20002 EHSD        ROBERTS, ROGER   N
    _   LEAD SAMPLE ANALYSIS           271350-20003 EHSD        ROBERTS, ROGER   N
    _   TEXAS AGRILIFE - RESEARCH      271350-20004 EHSD        ROBERTS, ROGER   N
    _   LAB SAFETY EQUIPMENT           271350-24646 EHSD        ROBERTS, ROGER   N
    _   UNIVERSITY RISK AND COMPLIANCE 271360-00000 MASD        CLARK, CHARLEY
    _   ASSOCIATE VP & CONTROLLER      271370-00000 VPFN3       CRANFORD, CARY
    _   CONTRACT ADMINISTRATION        271380-00000 CCOM        ENSON, ENYA E
    _   SYSTEM ASSESSMENTS             271400-00000 EXP         CRANFORD, CARY
    _   FAMIS - CIS CHARGES            271410-00000 EXP         CRANFORD, CARY
                    *** Press ENTER to View More Accounts ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                              Dload
```

Basic Steps

- Enter an account number.
- Press <ENTER> to view the information.
- Type an "X" next to an account, press <ENTER> and FAMIS will display additional detailed information for that account on Screen 50.
- Use *PF9* to download data using Entire Connection. Download is restricted to 5000 records.

Account Search Process

Searching by Title

If the account number is not known, the user may search by account description or title. The ability to search for accounts by title has been expanded. You may now use a wildcard asterisk (*) in the *Title Search* field.

> Be aware that FAMIS is now searching through the *Title* and the *Long Title* fields in order to return a list to you for viewing.

For example, typing *pres* in the field may give you the following:

	ART PRESERVATION	460597-00000	ARTS
→	COLLABOR INITIATIVE AG CAREERS	412084-00000	CITR RES1
→	DESIGNING LOW BIT RATE SIGNALS	412184-00000	ELEN RES1
	EXPRESSION OF RICH GENE	160300-00042	BIOL
	FURNITURE-PRESIDENT'S RESIDENCE	883003-00000	PHPL

> You'll notice that you do not see "PRES" in two of the above titles -- that's because you are looking at the Short Title, while the letters PRES are found in the Long Title visible on the account screens, such as Screen 6.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**
11 digits
Enter a Subsidiary Ledger + Support Account number.

Title Search:
PF2 Help 20 characters
Identify the title, or portion of the account title, you wish to search.

Dept/SDept Search:
2 fields (5 characters each)
Enter the department/subdepartment code for the account you wish to search.

Resp Person Search:
20 characters
Identify the name, or portion of a name, of the person responsible for the account search.

Include Deleted Accts:
1 character
Indicate whether or not ("Y" or "N") to include the deleted accounts.

Screen Information

Sel:
1 character
Type "X" to select a particular support account. FAMIS will display more detail on Screen 50.

Description:
PF2 Help 31 characters
Shows the description or title of the support account.

Account:
11 digits
Displays the 11-digit support account number (the first six digits being the attached SL account).

Dept:
PF2 Help 4 characters
Shows the code for the department responsible for the account.

SDept: **PF2 Help** 5 characters
Identifies the code for the sub-department responsible for the account.

Responsible   **PF2 Help** 18 characters
Person: Shows the person responsible for the account.

R: **PF2 Help** 1 character
Flag set to "Y" identifies the account as an SRS account.

Additional Functions

PF KEYS   See the Appendix for explanation of the standard PF keys.

PF9   **Download**
Dload   Used to download the information through Entire Connection.
This download is restricted to 5000 records.

Support Account List with Category Totals

To find information on specific 11-digit accounts (Subsidiary Ledger account number plus Support Account number), you can view Screen 69. Information is totaled through a specified month.

> **If "PY" or "IN", the display won't be correct unless the year-end process flag is set to "P" on Screen 6.**

Screen 69 - Support Account List with Category Totals (Panel 1)

```
   069 SA 11 Digit List with Category Totals                09/21/11 09:37
                        ERGONOMICS                          FY 2012 CC 02
    Screen: ___   Account: 289010 11500 ____   Fiscal Year: 2010
  Thru Month: 9_   September            FY/PY/IN to Date: FY      Zero Balance: N
 Resp Person: COOK, CAROL C                     Bottom Line Exclusion:
  Department: LIBR   Flags: D F B C Z G ABR            Net Dir BBA:
    Map Code: 28906          N N N N N   001  Unprotected Available:
   Obj     Description           Budget       Actual      Encumbrances   Available
   ---- ------------------    -----------  -----------  -----------  -----------
   1000 All Expense Pool          8226-                                     8226-
   4090 Computer Parts & Sup       332          332
   5650 Freight/Delivery Ser       200                       200
   5750 Office Furn and Equi       245          245
   5752 Institut Furn & Equi      7899          759         7140
   5760 PC Peripherals/Add O      1019          373          646
   **** Total All Expense Po      1469         1709         7986          8226-

   **** Total Expenses           1469         1709         7986          8226-



   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                              Dload Left  Right
```

Screen 69 - Support Account List with Category Totals (Panel 2)

```
   069 SA 11 Digit List with Category Totals                09/21/11 09:40
                        ERGONOMICS                          FY 2012 CC 02
    Screen: ___   Account: 289010 11500 ____   Fiscal Year: 2010
  Thru Month: 9_   September            FY/PY/IN to Date: FY      Zero Balance: N
 Resp Person: COOK, CAROL C                     Bottom Line Exclusion:
  Department: LIBR   Flags: D F B C Z G ABR            Net Dir BBA:
    Map Code: 28906          N N N N N   001  Unprotected Available:
   Obj  C P     Budget       CM Actual       Actual       Encumbrances   Available
   ---- - - -------------  -------------  -------------  --------------  -------------
   1000           8225.98-                                               8225.98-
   4090            331.59        331.59        331.59
   5650            200.00                                      200.00
   5750            245.20        245.20        245.20
   5752           7899.23        759.39        759.39         7139.84
   5760           1018.74        373.00        373.00          645.74
   ****           1468.78       1709.18       1709.18         7985.58     8225.98-

   ****           1468.78       1709.18       1709.18         7985.58     8225.98-



   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                              Dload Left  Right
```

Basic Steps

- Type an account number and fiscal year in the fields provided and press <ENTER> to view the information.
- Use **PF9** to download data using Entire Connection.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   15 digits
Enter a Subsidiary Ledger + Support Account + Object Code.

Fiscal Year: 4 digits
Indicate the current fiscal year. Change to previous year, if needed.

Screen Information

→ **Panel 1**

Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

> **If "PY" or "IN", the display won't be correct unless year-end process flag is set to "P" on Screen 6.**

Zero Balance: 1 character
Enter "Y" if zero balances are to be displayed.

Resp Person: **PF2 Help** 30 characters
Identifies the name of the person responsible for the account.

Bottom Line Exclusion: **PF2 Help** 12 digits
Gives the dollar amount excluded from the total.

Department: **PF2 Help** 4 characters
Designates department responsible for the account.

Flags: **PF2 Help** 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Net Dir BBA:	12 digits Shows the budget balance available attributed to direct expenses.
Map Code:	5 digits The General Ledger map code to which the Subsidiary Ledger is tied.
Unprotected Available:	12 digits Shows unprotected portion of budget available not under spending restrictions set on <u>Screen 10C</u>.
Obj:	4 digits Shows the object codes defining categories where money is expensed or received.
Description:	**PF2 Help** 20 characters Provides a description of object code.
Budget:	12 digits Shows the amount budgeted and the allocation of these funds to expenses.
Actual:	12 digits Displays actual dollar amounts spent in object code categories.
Encumbrances:	12 digits Shows the dollar amounts encumbered for object code categories.
Available:	12 characters Displays available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

→ **Panel 2 (Displays amounts in dollars and cents)**

C:	**PF2 Help** 1 character Indicates the type of category control in effect. R = Reject if over budget W = Warning if over budget Blank = No Budget Control
P:	**PF2 Help** 1 character "P" indicates this budget category is protected from borrowing funds by other budget categories.
CM Actual:	12 digits Gives the actual dollar amount for current month.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF9 **Dload**	**Download** Used to download the information through Entire Connection.

Support Account Summary by Budget Pool

Screen 74 displays summary data for budget pools at the Support Account (SA) level.

Screen 74 - Support Account Summary By Budget Pool (Panel 1)

```
   074 SA Summary By Budget Pool                           09/21/11 09:46
                         LANDSCAPE SERVICES                 FY 2012 CC 02
   Screen: ___   Account: 270060 00000  Fiscal Year: 2011
            Thru Month: 9_   September    FY/PY/IN to Date: FY  Calc CM IDC: N
 Resp Person: WHITE, WALLIE W                Bottom Line Exclusion:
 Department: LANDS Flags: D F B C Z G ABR           Net Dir BBA:
   Map Code: 27006          N N Y R N   001  Unprotected Available:
   Obj    Description          Budget       Actual     Encumbrances   Available
   ----  -------------------  ------------  ------------ ------------ ------------
   0001  Revenue Pool           2358735-      110148                    2468883-
   ****  Total Revenue          2358735-      110148                    2468883-

   1005  Lump Sum Salaries
   1006  Salary Savings Budge
   1000  All Expense Pool       2364383                    69678        2294705
   9470  Unrestricted - Alloc
   ****  Total Expenses         2364383                    69678        2294705



        * Account Total          5648       110148         69678        174178-
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                        Left  Right
```

Screen 74 - Support Account Summary By Budget Pool (Panel 2)

```
   074 SA Summary By Budget Pool                           09/21/11 09:47
                         LANDSCAPE SERVICES                 FY 2012 CC 02
   Screen: ___   Account: 270060 00000  Fiscal Year: 2011
            Thru Month: 9_   September    FY/PY/IN to Date: FY  Calc CM IDC: N
 Resp Person: WHITE, WALLIE W                Bottom Line Exclusion:
 Department: LANDS Flags: D F B C Z G ABR           Net Dir BBA:
   Map Code: 27006          N N Y R N   001  Unprotected Available:
   Obj  C P   Budget       CM Actual      Actual       Encumbrances   Available
   ----  - -  ------------  ------------  ------------ ------------- -------------
   0001       2358735.00-    110148.30     110148.30                 2468883.30-
   ****       2358735.00-    110148.30     110148.30                 2468883.30-

   1005
   1006
   1000       2364383.00                                69678.13      2294704.87
   9470 R P
   ****       2364383.00                                69678.13      2294704.87



   * Total      5648.00      110148.30     110148.30     69678.13      174178.43-
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                   Left  Right
```

Basic Steps

- Enter a Subsidiary Ledger account number and Support Account number in the fields provided.
- Press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:** 11 digits
Enter a Subsidiary Ledger + Support Account Object Codes defining categories where money is expensed or received.

Fiscal Year: 4 digits
Shows the current fiscal year. Change to a previous year, if needed.

Screen Information

→ **Panel 1**

Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
Include the code for determining the data to be displayed. For example:
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

Calc CM IDC: 1 character
"Y" will calculate current month indirect cost charges for display only.
Actual posting is a batch job run at month end.

Resp Person: PF2 Help 30 characters
Identifies the person responsible for the account.

Bottom Line Exclusion: PF2 Help 12 digits
Shows the dollar amount that is excluded from the total.

Department: PF2 Help 4 characters
Designates the department responsible for the account.

Flags: PF2 Help 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Net Dir BBA:	12 digits Shows the Budget Balance Available attributed to direct expenses.
Map Code:	6 digits Indicates the General Ledger map code to which the Subsidiary Ledger is tied.
Unprotected Available:	12 digits Displays unprotected portion of budget available that is not under spending restrictions set on <u>Screen 10C</u>.
Obj:	4 digits Shows the object code defining category where money is expensed or received.
Description:	**PF2 Help** 12 characters Provides description of object code.
Budget:	12 digits Indicates funds budgeted and the allocation of these funds to expenses.
Actual:	12 digits Gives the actual dollar amount spent in object code categories.
Encumbrances:	12 digits Shows amount encumbered for object code categories.
Available:	12 digits Displays the available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.
Account Total:	12 digits Shows actual dollar amount spent in each category.

→ Panel 2 (Displays amounts in dollars and cents)

C:	**PF2 Help** 1 character Indicates the type of category control in effect. R = Reject if over budget W = Warning if over budget Blank = No Budget Control
P:	**PF2 Help** 1 character "P" indicates this budget category is protected from borrowing funds by other budget categories.
CM Actual:	**PF2 Help** 12 digits Gives the actual dollar amount for current month.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.

Transactions for a Month by Ref. 2 or 4

Screen 76 is used to find all of the transactions posted in a given month against a specified Support Account number, beginning at a specific Reference 2 or 4 number.

Screen 76 - Transactions for a Month by Ref. 2 or 4 (Panel 1)

```
   076 Transactions for a Month by Reference Number 2 or 4        09/21/11 09:54
                          NETWORKING                              FY 2012 CC 02
    Screen: ___ Account: 270300 03000 Month: 9_  Search On Ref: 2 Ref Nbr: _____
                            Display Ref: 2  Bank Option: N
   Sbcd TC   Ref 2  Date  Description            Amount      I BatRef  Offset Acct
   ---- --- ------- ----- ------------------ --------------- - ------ -----------
   5536 068 1523282 09/08 FULLER COM LTD         50,752.98   P INVC02 027030 2100
   5521 068 1547139 09/08 ZEOSS INC              25,000.00   P INVC02 027030 2100
   3111 068 1600397 09/16 LANCE*LORREN               20.00   F PVP340 027030 2100
   3116 068 1600397 09/16 LANCE*LORREN              117.66   F PVP340 027030 2100
   3125 068 1600397 09/16 LANCE*LORREN               40.20   F PVP340 027030 2100
   3130 068 1600397 09/16 LANCE*LORREN              499.16   F PVP340 027030 2100
   3145 068 1600397 09/16 LANCE*LORREN               42.00   F PVP340 027030 2100
   3016 068 1601095 09/12 MAURINE M*MOORE            51.94   F PVP332 027030 2100
   3111 068 1601183 09/12 EILLEEN E*ELSWORTH        629.80   F PVP332 027030 2100
   3125 068 1601183 09/12 EILLEEN E*ELSWORTH         44.64   F PVP332 027030 2100
   3130 068 1601183 09/12 EILLEEN E*ELSWORTH        549.92   F PVP332 027030 2100
   3145 068 1601183 09/12 EILLEEN E*ELSWORTH         30.00   F PVP332 027030 2100
   5215 068 1601183 09/12 EILLEEN E*ELSWORTH        150.00   F PVP332 027030 2100
   3016 068 1601224 09/12 MANNIE M*MATTHEWS         261.41   F PVP332 027030 2100
                          * Continued *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                View                    Left  Right
```

> When you type "Y" in the *Bank Option* field, the last column heading of Panel 1 displays "Bank" and the bank number is displayed.

Screen 76 - Transactions for a Month by Ref. 2 or 4 (Panel 2)

```
   076 Transactions for a Month by Reference Number 2 or 4        09/21/11 09:56
                          NETWORKING                              FY 2012 CC 02
    Screen: ___ Account: 270300 03000 Month: 9_ Search On Ref: 2 Ref Nbr: _____
                            Display Ref: 2  Bank Option: N
   Sbcd TC   Ref 2  Date  Description                       Amount       BatRef
   ---- --- ------- ----- -------------------------------- --------------- ------
   5536 068 1523282 09/08 FULLER COM LTD                      50,752.98   INVC02
   5521 068 1547139 09/08 ZEOSS INC                           25,000.00   INVC02
   3111 068 1600397 09/16 LANCE*LORREN                            20.00   PVP340
   3116 068 1600397 09/16 LANCE*LORREN                           117.66   PVP340
   3125 068 1600397 09/16 LANCE*LORREN                            40.20   PVP340
   3130 068 1600397 09/16 LANCE*LORREN                           499.16   PVP340
   3145 068 1600397 09/16 LANCE*LORREN                            42.00   PVP340
   3016 068 1601095 09/12 MAURINE M*MOORE                         51.94   PVP332
   3111 068 1601183 09/12 EILLEEN E*ELSWORTH                     629.80   PVP332
   3125 068 1601183 09/12 EILLEEN E*ELSWORTH                      44.64   PVP332
   3130 068 1601183 09/12 EILLEEN E*ELSWORTH                     549.92   PVP332
   3145 068 1601183 09/12 EILLEEN E*ELSWORTH                      30.00   PVP332
   5215 068 1601183 09/12 EILLEEN E*ELSWORTH                     150.00   PVP332
   3016 068 1601224 09/12 MANNIE M*MATTHEWS                      261.41   PVP332
                          * Continued *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                View                    Left  Right
```

Basic Steps

- Type a Support Account (SA) number and Ref 2 or 4 number for the SA in the fields provided and press <ENTER> to view the information.
- Place the cursor on a transaction and press **PF6** to view additional details.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:** 11 digits
Enter a Subsidiary Ledger + Support Account.

◆ **Month:** 2 digits
Designate which month of transactions to display.

◆ **Search on Ref:** 2 digits
Indicate whether to search on reference number 2 or 4.

Ref Nbr: 7 digits
Enter the user defined reference number/PO number.

Screen Information
→ **Panel 1**

Display Ref: 1 digit
Displays information sorted by user defined reference number.

Bank Option: 1 character
Type "Y" to display the bank for each transaction.
N - Default: Does not display the bank for each transaction.

Sbcd: 4 digits
Shows a specified subcode transaction record.

TC: 3 digits
Displays the transaction code designating type of transaction.

Ref: 7 characters/digits
Shows the reference number providing details about specified transactions.

Date: 4 digits
Displays the date the batch session was entered.

Description: 30 characters
Provides a summary description of the transaction item.

Amount: 20 digits
Shows amount of the total batch transactions.

I: 1 character
Identifies the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

BatRef: 7 characters/digits
Displays individual batch reference headers.

Offset Acct: 12 digits
Shows offsetting account for direct double-sided transactions.

OR

Bank: 5 digits
Displays the bank account number if "Y" was entered in the **Bank Option** field.

➡ **Panel 2 (Provides a full description of the transaction)**

Additional Functions

PF KEYS   See the Appendix for explanation of the standard PF keys.

PF6   **View**
View   View the Detailed Transaction Record.

Screen 76 – Detailed Transaction Record (PF6)

```
+------------------------------------------------------------------------+
|                                                                        |
|                 Display of Detailed Transaction Record                 |
|                                                                        |
|   09/12/2011 : MANNIE M*MATTHEWS                     $51.94            |
|                                                                        |
|     TransCode: 068 JE - Voucher                    Dir/Ind: D          |
|       Account: 270300 03000 3016   NETWORKING                          |
|                                    Tvl-In-Mileage                      |
|        Offset: 027030 00000 2100   COMPUTING INFORMATION SERVICES      |
|                                    Accounts Payable                    |
| PO/Enc/Ref 1: E135284      Cost Ref1:          Fiscal  Yr: 2012        |
|        Ref 2: 1601095             2:           Proc Month: 01          |
|        Ref 3:                     3:           Batch Date: 09/12/2011  |
|        Ref 4: 12042          Bank: 06000       Batch  Ref: PVP332      |
| Vndr/Card Id: 2vvvvvvvvv1                                              |
|   Enc Obj Cd: 3016                                                     |
| Ovrd Comp Cd:                          Processed: 09/12/2011 17:25:57  |
| Liquidation Amt: 52.04-                  User Id: K702FA               |
|                                          Oper Id:                      |
| Indirect Base Code:                      Term Id: STEP01               |
| Base Amount: 0.00           Internal Tracking Nbr: 61323978            |
|   PF3= Back to 076  PF4= Exit  PF6= Indirect Accts   PF7= Corrections  |
+------------------------------------------------------------------------+
```

Screen 76 – Indirect Accounts (PF6)

```
+------------------------------------------------------------------------+
|                                                                        |
|   Indirect Account Information for Direct Detailed Transaction Record   |
|                                                                        |
|   General Ledger: 027030 COMPUTING INFORMATION SERVIC                   |
|                                                                        |
|      Account          Amount       Account Control Title                |
|    -----------    ---------------  ------------------------------------  |
|    027030-3200         261.41      Fund Bal-Designated                  |
|    027030-9620         261.41-     Encumb Sum Ledger 2                  |
|    027030-9520         261.41      Expense Sum Ledger 2                 |
|                                                                        |
|      PF3= Back to 076  PF4= Exit                                        |
+------------------------------------------------------------------------+
```

Transaction Inquiry on Ref. Number 2 or 4

You can find transactions based on the value of the Reference Number 2 or 4 (usually a voucher number). Screen 77 is the screen to use for this task.

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (Panel 1)

```
   077 Transaction Inquiry on Reference Number 2 or 4          09/21/11 10:13
                       NETWORKING                               FY 2012 CC 02
   Screen: ___   Account: 270300 03000   Search on Ref: 2  Ref Nbr: 1600397
                       Display Ref: 2   Bank Option: N
  Sbcd TC   Ref 2   Date  Description           Amount      I BatRef  Offset Acct
  ---- --- ------- ----- ------------------ --------------- - ------ -----------
  3111 068 1600397 09/16 LANCE*LORREN              20.00    F PVP340 027030 2100
  3116 068 1600397 09/16 LANCE*LORREN             117.66    F PVP340 027030 2100
  3125 068 1600397 09/16 LANCE*LORREN              40.20    F PVP340 027030 2100
  3130 068 1600397 09/16 LANCE*LORREN             499.16    F PVP340 027030 2100
  3145 068 1600397 09/16 LANCE*LORREN              42.00    F PVP340 027030 2100




                          * End of Data *
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View                      Left  Right
```

When you type "Y" in the *Bank Option* field, the last column heading of Panel 1 displays "Bank" and the bank number is displayed.

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (Panel 2)

```
   077 Transaction Inquiry on Reference Number 2 or 4          09/21/11 10:14
                       NETWORKING                               FY 2012 CC 02
   Screen: ___   Account: 270300 03000   Search on Ref: 2  Ref Nbr: 1600397
                       Display Ref: 2   Bank Option: N
  Sbcd TC   Ref 2   Date  Description                       Amount      BatRef
  ---- --- ------- ----- -------------------------------- --------------- ------
  3111 068 1600397 09/16 LANCE*LORREN                            20.00    PVP340
  3116 068 1600397 09/16 LANCE*LORREN                           117.66    PVP340
  3125 068 1600397 09/16 LANCE*LORREN                            40.20    PVP340
  3130 068 1600397 09/16 LANCE*LORREN                           499.16    PVP340
  3145 068 1600397 09/16 LANCE*LORREN                            42.00    PVP340




                          * End of Data *
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View                      Left  Right
```

With the bank option set to Y:

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4

```
 077 Transaction Inquiry on Reference Number 2 or 4            09/21/11 10:17
                        NETWORKING                             FY 2012 CC 02
    Screen: ___   Account: 270300 03000   Search on Ref: 2  Ref Nbr: 1600397
                         Display Ref: 2   Bank Option: Y
 Sbcd TC   Ref 2   Date  Description              Amount      I BatRef     Bank
 ---- --- ------- ----- -------------------- ---------------- - ------- ---------
 3111 068 1600397 09/16 LANCE*LORREN                  20.00   F PVP340 06000
 3116 068 1600397 09/16 LANCE*LORREN                 117.66   F PVP340 06000
 3125 068 1600397 09/16 LANCE*LORREN                  40.20   F PVP340 06000
 3130 068 1600397 09/16 LANCE*LORREN                 499.16   F PVP340 06000
 3145 068 1600397 09/16 LANCE*LORREN                  42.00   F PVP340 06000




                               * End of Data *
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              View                      Left  Right
```

Bank Option = Y

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (PF6 View)

```
+-------------------------------------------------------------------------+
|                                                                         |
|               Display of Detailed Transaction Record                    |
|                                                                         |
|   09/16/2011 : LANCE*LORREN                        $499.16              |
|                                                                         |
|     TransCode: 068 JE - Voucher                 Dir/Ind: D              |
|       Account: 270300 03000 3130    NETWORKING                          |
|                                     Tvl-Out-Meals & Lodging             |
|        Offset: 027030 00000 2100    COMPUTING INFORMATION SERVICES      |
|                                     Accounts Payable                    |
| PO/Enc/Ref 1: E134435     Cost Ref1:            Fiscal  Yr: 2012        |
|        Ref 2: 1600397           2:              Proc Month: 01          |
|        Ref 3:                   3:              Batch Date: 09/16/2011  |
|        Ref 4: 12011       Bank: 06000           Batch  Ref: PVP340      |
| Vndr/Card Id: 2vvvvvvvvv0                                               |
|   Enc Obj Cd: 3130                                                      |
| Ovrd Comp Cd:                           Processed: 09/16/2011 17:26:00  |
| Liquidation Amt: 499.16-                  User Id: K702FA               |
|                                           Oper Id:                      |
| Indirect Base Code:                       Term Id: STEP01              |
| Base Amount: 0.00           Internal Tracking Nbr: 6xxxxxx3             |
|   PF3= Back to 077  PF4= Exit   PF6= Indirect Accts   PF7= Corrections  |
+-------------------------------------------------------------------------+
```

Screen 77 – Indirect Accounts (PF6)

```
+-------------------------------------------------------------------------+
|                                                                         |
|   Indirect Account Information for Direct Detailed Transaction Record   |
|                                                                         |
|   General Ledger: 027030 COMPUTING INFORMATION SERVIC                   |
|                                                                         |
|     Account         Amount        Account Control Title                 |
|   -----------   ---------------  ------------------------------------   |
|   027030-3200           499.16   Fund Bal-Designated                    |
|   027030-9620           499.16-  Encumb Sum Ledger 2                     |
|   027030-9520           499.16   Expense Sum Ledger 2                    |
|                                                                         |
|     PF3= Back to 077  PF4= Exit                                         |
+-------------------------------------------------------------------------+
```

Basic Steps

- Enter an SL account number and SA number in the fields provided.
- Fill in the **Search on Ref** and **Ref Nbr** fields and press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   11 digits
                          Enter a Subsidiary Ledger + Support Account requiring transaction.

◆ **Search on Ref:**   1 digit
                          Indicates whether to search on reference 2 or 4.

◆ **Ref Nbr:**   7 characters/digits
                          Enter the user defined reference number/PO number.

Display Ref: 1 digit
                          Indicate the reference number to be used for the display.

Bank Option: 1 character
                          Indicates whether or not ("Y" or "N") to display the bank for each transaction.
                          N - Default: **Does not display the bank for each transaction**.

Screen Information

Sbcd: 4 digits
                          Designates a specified subcode.

TC: 3 digits
                          Displays the transaction code designating type of transaction.

Ref: 7 characters/digits
                          Shows the reference number providing details about specified transactions.
                          Usually, Ref 2 is a voucher number.

Date: 4 digits
                          Displays date the batch session was entered.

Description: 20 characters
                          Provides a description of the object code.

Amount: 12 digits
                          Gives the dollar amount of the transaction.

I: 1 character
                          Shows the transaction indicator as credit (C), debit (D), or encumbrance
                          liquidation (P for Partial or F for Final).

BatRef:	6 characters/digits
	Indicates the batch reference header where this transaction was entered.
Offset Acct:	10 digits
	Indicates the offsetting account for direct double-sided transactions.
- OR –	
Bank:	5 digits
	Displays the bank number if "Y" was entered in the **Bank Option** field.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF6	**View**
View	View detailed transaction record.

Transactions by Account/Subcode/Month

FAMIS will allow you to locate transactions posted against a Support Account in a given month by specifying a month, an account number, and a subcode. This information is available on Screen 78.

Screen 78 – Transactions by Account/Subcode/Month (Panel 1)

```
  078 Transaction Inquiry by Account/Subcode/Month              09/21/11 10:27
                        HELP DESK                                FY 2011 CC 02
    Screen: ___   Account: 270300 06000 4010  Month: 6_
                       Display Ref: 2  Bank Option: N   Ref: _____
   Sbcd TC   Ref 2  Date  Description             Amount     I BatRef Offset Acct
   ---- --- ------- ----- ------------------ --------------- - ------ ----------
   4010 055 027031A 06/06 TODAY'S BUSINESS S         180.08  D ZP0606
   4010 068 1512367 06/08 TODAY'S BUSINESS S          22.16  P PVP240 027030 2100
   4010 068 1514674 06/14 TODAY'S BUSINESS S         157.92  P PVP248 027030 2100



                           * End of Data for June *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp              View                     Left  Right
```

When you type "Y" in the *Bank Option* field, the last column heading of Panel 1 displays "Bank" and the bank number is displayed.

Screen 78 - Transactions by Account/Subcode/Month (Panel 2)

```
  078 Transaction Inquiry by Account/Subcode/Month              09/21/11 10:29
                        HELP DESK                                FY 2011 CC 02
    Screen: ___   Account: 270300 06000 4010  Month: 6_
                       Display Ref: 2  Bank Option: N
   Sbcd TC   Ref 2  Date  Description                        Amount     BatRef
   ---- --- ------- ----- ------------------------------ --------------- ------
   4010 055 027031A 06/06 TODAY'S BUSINESS SOLUTIONS LLC         180.08  ZP0606
   4010 068 1512367 06/08 TODAY'S BUSINESS SOLUTIONS LLC          22.16  PVP240
   4010 068 1514674 06/14 TODAY'S BUSINESS SOLUTIONS LLC         157.92  PVP248



                           * End of Data for June *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp              View                     Left  Right
```

Basic Steps

- Type a Subsidiary Ledger account number and object code in the fields provided and press <ENTER> to view the information.
- Place the cursor on a transaction and press *PF6* to view the Detailed Transaction Record.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   15 digits
Enter a Subsidiary Ledger account number.

Month: 2 digits
Designate the month of transactions to be displayed.

Display Ref: 1 digit
Enter the desired user defined reference number to display information sorted by reference number.

Bank Option: 1 character
Type "Y" to display the bank for each transaction.
N - Default: **Does not display the bank for each transaction**.

Ref: 7 characters/digits
Include a user-defined reference number/PO number to place it at the top of the list displayed.

Screen Information

Sbcd: 4 digits
Designates the specified subcode.

TC: 3 characters
Displays the Transaction Code designating type of transaction.

Ref: 7 characters/digits
Shows the reference number/PO number providing details about specified transactions. **Usually, Ref 2 is a voucher number**.

Date: 4 digits
Displays the date the batch session was entered.

Description: 20 characters
Provides a description of the object code.

Amount: 12 digits
Shows the dollar amount of the transaction.

I:	1 character
	Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).
BatRef:	6 characters/digits
	Provides the individual batch reference header where this transaction was entered.
Offset Acct:	10 digits
	Indicates the offsetting account number for direct double-sided transactions.
--OR--	
Bank:	5 digits
	Displays the bank account number if "Y" was entered in the **Bank Option** field.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF6	**View**
View	View Detailed Transaction Record.

Screen 78 – Detailed Transaction Record (PF6)

```
+------------------------------------------------------------------------+
|                                                                        |
|                  Display of Detailed Transaction Record                |
|                                                                        |
|  06/08/2011 : TODAY'S BUSINESS SOLUTIONS LLC        $22.16             |
|                                                                        |
|    TransCode: 068 JE - Voucher                   Dir/Ind: D            |
|      Account: 270300 06000 4010   HELP DESK                            |
|                                   Supplies - Office General            |
|       Offset: 027030 00000 2100   COMPUTING INFORMATION SERVICES       |
|                                   Accounts Payable                     |
| PO/Enc/Ref 1: 027031A      Cost Ref1:          Fiscal  Yr: 2011        |
|        Ref 2: 1512367            2:             Proc Month: 10          |
|        Ref 3:                    3:             Batch Date: 06/08/2011  |
|        Ref 4: 2629928      Bank: 06000          Batch  Ref: PVP240     |
| Vndr/Card Id: 1vvvvvvvvvv1                                             |
|   Enc Obj Cd: 4010                                                     |
| Ovrd Comp Cd:                            Processed: 06/08/2011 17:26:48 |
| Liquidation Amt: 22.16-                   User Id: K702FA              |
|                                           Oper Id:                     |
| Indirect Base Code:                       Term Id: STEP01              |
| Base Amount: 0.00            Internal Tracking Nbr: 53548298           |
|    PF3= Back to 078  PF4= Exit   PF6= Indirect Accts   PF7= Corrections|
+------------------------------------------------------------------------+
```

Screen 78 – Indirect Accounts (PF6)

```
+------------------------------------------------------------------------+
|                                                                        |
|  Indirect Account Information for Direct Detailed Transaction Record    |
|                                                                        |
|  General Ledger: 027030 COMPUTING INFORMATION SERVIC                    |
|                                                                        |
|     Account         Amount        Account Control Title                |
|   -----------   ---------------  ------------------------------------   |
|   027030-3200          22.16     Fund Bal-Designated                    |
|   027030-9620          22.16-    Encumb Sum Ledger 2                    |
|   027030-9520          22.16     Expense Sum Ledger 2                    |
|                                                                        |
|     PF3= Back to 078  PF4= Exit                                        |
+------------------------------------------------------------------------+
```

SA Detail Account Statement for a Month

You can locate transactions against an account in a given month by using <u>Screen 79</u>. The information and column headings on this screen will change depending on the reference number entered in the *Ref* field.

Screen 79 - SA Detail Account Statement For A Month (Panel 1)

```
   79 SA Detail Account Statement For A Month            09/21/11 10:33
                       HELP DESK                         FY 2011 CC 02
    Screen: ___  Account: 270300 06000 Month: 10 Ref: 4 Rev/Exp: E Page 1__ of 1
                                             Sales or
   Date   Description           Ref 4        Budget     Expenses     Encumbrances
   -----  -------------------- ------- ------------- -------------- --------------
   10/01 BALANCE FORWARD

   10/21 XIA*YIN              11179                                      985.38
   10/07 MAC RESOURCE COMPUT 11109                                      965.00
   10/28 STORES                                        124.13
   10/26 MAC RESOURCE COMPUT 11109                     965.00           965.00-

   10/31 Ending Balance                                               2,074.51-
         Account Expense Tot                         1,089.13           985.38




                      * End of data for October *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Bkwd  Fwrd  Print Left  Right
```

> The Reference number entered in the *Ref* field will determine what is displayed in the "Ref" column.

Screen 79 - SA Detail Account Statement For A Month (Panel 2)

```
   79 SA Detail Account Statement For A Month            09/21/11 10:34
                       HELP DESK                         FY 2011 CC 02
    Screen: ___  Account: 270300 06000 Month: 10 Ref: 4 Rev/Exp: E Page 1__ of 1
                                                         P      Offset
   Date   Description                 Ref1    Ref2    Ref4  F    Account
   -----  ---------------------------- ------- ------- ------ - --------------
   10/01 BALANCE FORWARD                                              0.00

   10/21 XIA*YIN                     E104872 E104872 11179
   10/07 MAC RESOURCE COMPUTER & SERVIC L105367 L105367 11109
   10/28 STORES                              S066866        270260-0523 CR
   10/26 MAC RESOURCE COMPUTER & SERVIC L105367 1419664 11109  F  027030-2100 CR

   10/31 Ending Balance                                         2,074.51-
         Account Expense Totals




                      * End of data for October *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Bkwd  Fwrd  Print Left  Right
```

Basic Steps
- Type a Subsidiary Ledger account number and Support Account number in the fields provided. Provide additional information as desired.
- Press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   11 digits
Enter a Subsidiary Ledger account number + Support Account number.

◆ **Month:**   2 digits
Designate the month of transactions to be displayed.

◆ **Ref:**   1 digit
Enter the desired user-defined reference number to be displayed.

Rev/Exp: 1 character
Indicate whether revenue or expense transactions for the month should be listed.

Page _of _: 3 digits
Indicate which page of the report is to be displayed.

Screen Information

➜ **Panel 1**

Date: 4 digits
Shows the date of the transaction.

Description: 20 characters
Provides a description of the transaction.

Ref _: 7 characters/digits
Shows user defined reference number for the transaction. **The display is determined by the number entered in the _Ref_ field.**

Budget: 15 digits
Identifies the funds budgeted and the allocation of these funds to expenses.

Sales or Expenses: 15 digits
Displays the dollar amount of the transaction as sales or an expense.

Encumbrances: 15 digits
Shows dollar amount of the encumbrance.

➜ **Panel 2**

Ref 1:   7 characters/digits
Displays user-defined Reference 1 for the transaction.

Ref 2:   7 characters/digits
Shows user-defined Reference 2 for the transaction.

Ref 4:   7 digits
Displays user-defined Reference 4 for the transaction.

P/F: 1 character
Indicates partial (P) or full (F) encumbrance.

Offset Account: 15 digits
Indicates the account number receiving offsetting credit or debit.

Additional Functions

PF KEYS See the Appendix for explanation of the standard PF keys.

PF9 **Print**
Print Print the information using Entire Connection.

Section V
Departmental Profile Functions

Departmental Profiles Menus

The following menus show the list of screens that pertain to departmental accounting profiles in FAMIS. On the accounting side (FRS), the menu is M07.

FRS Menu M07 - Departmental Planning Budgets Menu

```
  M07 Departmental Planning Budgets                        09/21/11 10:38
                                                           FY 2011 CC 02
    Screen: ___  Account: _____ ____


      715 Dept Defined Profile Maintenance

      *--------------- SL Accounts ------------------*
      720 SL Dept Defined Budget Pool Maintenance
      721 SL Summary by Target Budget
      722 SL Budget Summary by User Defined Categories

      *--------------- SA Accounts ------------------*
      730 SA Dept Defined Budget Pool Maintenance
      731 SA Summary by Target Budget
      732 SA Budget Summary by User Defined Categories




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

In the Sponsored Research (SPR) module, the menu is M12.

SPR Menu M12 – SPR Project Inquiry Menu

```
  M12 SPR Project Inquiry Menu                             09/21/11 10:41
                                                           FY 2012 CC 02
    Screen: ___
                          Project Inquiry Screens

    --- General Project and Award Data ---     ----- Accounting Data -----------
    140 Awards for a Project                    150 Project Summary By Budget Pool
    141 Project High Level Summary              151 Project Indirect Cost Assessed
    142 Projects for a Researcher               152 Account Summary for a Project
    143 Project Due/Over Report Tracking        153 Revenue for a Project
    144 Parent Project Inquiry                  154 Accounts for a Project
    145 Project Browse by Keyword               155 User Defined Categories
    146 Projects for a Sponsor                  156 Project Summ by Target Budget
    147 Awards for a Researcher                 157 Project Summ by User Category
    148 Awards for a Sponsor                    158 Project Summ by Acct/Budget Pool

                                                --- Departmental Planning Budgets --
                                                159 Dept Defined Profile Inquiry
                                                160 Proj Dept Defined Budget Pool
                                                161 Project Summ by Target Budget
                                                162 Project Summ by User Category
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp     Next
```

Departmental Accounting Profiles: Basic Concepts

Departmental accounting profiles are tools designed to allow you to look at your FAMIS accounts the way YOU want to see them. You can define the way the transactions are grouped together, and you can do this without involving the central fiscal office.

Each profile consists of a set of categories. The profile is unique because you control the naming of your categories and what object codes you want to group into each of your categories. The profile you define is saved, so it can be used over and over again. You may create many different profiles, using them to see transactions in different ways.

Define Departmental Profiles: A Scenario

All of the profile screens displayed in this section will be covered in greater detail in later sections. To find more information on the inquiry screens shown, see the **Financial Accounting User's Manual**.

How does my account look in FAMIS and why does it look that way?
The fiscal office sets up your accounts in FAMIS. Each account is assigned an ABR rule (**A**utomatic **B**udget **R**eallocation). Your account's ABR rule may be seen on Screen 34, which defines the budget pools considered part of the official accounting records of your institution.

Budgets are posted to your account based on the pools of the ABR rule associated with the account. These budgets, as controlled in the fiscal office, may be viewed on many FAMIS screens, such as Screen 19 and Screen 34.

Screen 34 – SL Summary By Budget Pool (Panel 1)

```
   034 SL Summary By Budget Pool                        09/21/11 10:43
                        STUDENT FINANCIAL AID                FY 2012 CC 02
    Screen: ___   Account: 210500  Fiscal Year: 2012
             Thru Month: 9_  September   FY/PY/IN to Date: FY  Calc CM IDC: N
  Resp Person: FAUST, FRED F              Bottom Line Exclusion:
   Department: SFAOP Flags: D F B C Z G ABR         Net Dir BBA:
    Map Code: 21050        N N Y R N   001  Unprotected Available:
    Obj    Description         Budget       Actual    Encumbrances  Available
    ---- -------------------  ------------ ------------ ------------ ------------
    0001 Revenue Pool
    **** Total Revenue

    1005 Lump Sum Salaries        16204                              16204
    1006 Salary Savings Budge
    1000 All Expense Pool       1065638        1539      1004888      59211
    9470 Unrestricted - Alloc    29000                               29000
    **** Total Expenses        1110842        1539      1004888     104415



       * Account Total        1110842        1539      1004888     104415
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                                Left  Right
```

ABR rules and their budget pools may be viewed on Screen 804. In ABR rule 001 below, three budget pools have been assigned:

Revenue Pool	Pool Object Code 0001	Object Codes from 0005 to 0999
All Expense Pool	Pool Object Code 1000	Object Codes from 1011 to 8999
Indirect Cost Pool	Pool Object Code 9600	Object Codes from 9600 to 9699

Screen 804 – Maintain Automatic Budget Reallocation Rules

```
   804 Maintain Automatic Budget Reallocation Rules          09/21/11 10:44
                                                             FY 2012 CC 02

    Screen: ___    Rule: 001

   F Pool Low High Act Messages           F Pool Low High Act Messages
   _ 0001 0001 0999 _                      _ ____ ____ ____ _
   _ 1005 1005 1005 _                      _ ____ ____ ____ _
   _ 1006 1006 1006 _                      _ ____ ____ ____ _
   _ 1000 1008 9699 _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   _ ____ ____ ____ _                      _ ____ ____ ____ _
   ********************* End of Data ***********************
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

This means any income transaction posted with an object code within the range of 0005 to 0999 (i.e. 0292 - Private Gifts) will reduce the estimated income that has been posted to the pool object code of 0001.

Likewise, any expenditure transaction posted with an object code within the range of 1001 to 8999 (i.e. 3310 - Foreign Travel) will reduce the expense budget that has been posted to the pool object code of 1000.

How can I group my account transactions into different categories?
The ABR budget pools, as seen on Screen 34 (previous page), are very broad and may not summarize data at meaningful levels for all departments.

For example:
Your department receives income for providing sales and services. This income from sales and services must be tracked separately from all the other income that you bring into your account. However, the FAMIS ABR rule lumps all income together, so you have to use another method, perhaps creating an EXCEL spreadsheet and re-keying all of the FAMIS transactions, in order to separate and report the different types of income.

Now, using the FAMIS departmental accounting profiles, you can define your view of the transactions using Screen 715. (For a detailed explanation of how to use Screen 715, see the Profile Maintenance section of this manual.)

Step 1 - Define the Profile

Screen 715 - Department Defined Profile Maintenance

```
 715 Dept Defined Profile Maintenance                    09/21/11 08:55
                                                         FY 2011 CC AA
   Screen: ___   Profile Dept: MISP_   Profile Name: PROFILE1__

       Profile Long Name: Profile Number 1_____

   F  Category Description  Low    High   Message
   _  General Revenue_____ 0001   0499
   _  Sales & Services_____ 0500   0999
   _  Salaries_____ 1000   1999
   _  Travel - In State____ 2000   2999
   _  Travel - Other_____ 3000   3999
   _  Office Supplies_____ 4000   4999
   _  Other Expenses_____ 5000   8999
   _  Indirect Cost_____ 9000   9999
   _  _____  ____   ____
   _  _____  ____   ____
   _  _____  ____   ____
   _  _____  ____   ____
   _  _____  ____   ____
                ****** End of List ******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Each profile is defined by a department and with a unique name; the profile above belongs to the department "MISP" and is named "PROFILE1."

Profile search and select is available for all profiles within a particular department. If you do not know the name of the profile, enter an asterisk (*) in either the **Profile Dept** field or the **Profile Name** field and press <ENTER> to access a pop-up window. Enter the department code in the **Search** field and press <ENTER> to display a list of profiles for the department. Type an "X" to the left of the desired profile and press <ENTER> to select the profile.

In PROFILE1, the account revenues are divided into two groups: General Revenue and Sales & Services Revenue. When you link this profile to an account, you will be able to see the actual transactions grouped according to these two categories.

Similarly, the expenses are broken out to reflect two types of travel: In State and Other. The category Office Supplies has also been created so that expenditures on office supplies may be viewed separately from all other expenses.

Every object code should fit into one of the categories. Order is also important. A transaction will be lumped into the first category that its object code "fits." Categories may include more than one object code range.

Step 2 - Tie Each Account to a Profile

As a time saver, you can attach a profile to each of your accounts. When you do this, the profile view screens (Screen 721, Screen 722, Screen 731, and Screen 733) will show your account detailed at the categories defined by the attached profile without the need for you to key the profile department and name each time.

For account 339999, associated with "Profile1," the entire FAMIS ABR budget posted by the fiscal office appears in either the *FY Unallocated Revenue* or *FY Unallocated Expense* fields (see below).

Screen 720 - SL (6 Digit) Dept Defined Budget Maintenance

```
    720 SL (6 Digit)  Dept Defined Budget Maintenance          09/21/11 16:24
                         MISP                                  FY 2012 CC AA
   Screen: ___   Account: 339999        Fiscal Year: 2012
         Profile Dept: MISP_ Name: PROFILE1__ Profile Number 1


   FY Unallocated Revenue:     600000.00
   FY Unallocated Expense:     520438.65


   Category Description    FY Budget
   General Revenue         _____
   Sales & Services        _____
   Salaries                _____
   Travel - In State       ____100000.00
   Travel - Other          _____
   Office Supplies         _____
   Other Expenses          _____
   Indirect Cost           _____



                    ****** End of List ******
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Again, you are not required to attach profiles to your accounts. This is merely a convenience.

The bottom portion of the screen shows the categories, as defined by the attached profile. The lines under the *FY Budget* heading will be used for target budgets, as explained in the next scenario.

Step 3 - Look at Your Account Transactions by Profile

You may view the transactions posted to your account by their user defined categories using either Screen 722, for Subsidiary Ledger (SL) Accounts, or Screen 732, for Support Accounts.

Screen 722 – SL (6 Digit) Summary by User Defined Categories

```
 722 SL (6 Digit)  Summary by User Defined Categories        09/21/11 16:29
                   MISP                                       FY 2012 CC AA
   Screen: ___   Account: 339999      Budget FY: 2012
             Thru Month: 2_  February     FY/PY/IN to Date: FY
                                       Profile Dept: MISP_ Name: PROFILE1__
   Department: MISP    Resp Person: DREW, DAVID D           Flags: D F D B  R
     Map Code: 33333                                        N N N Y 001

     Category Description        Budget        Actual   Encumbrances   Available
   ------------------------   ------------  ------------ ------------ -------------
   General Revenue               599900-                                599900-
   Sales & Services                 100-         100-
   ** Total Revenue **           600000-         100-                    599900-

   Salaries                      299027                                  299027
   Travel - Other                   299                       299
   Office Supplies                21113                       174         20939
   Indirect Cost                 300000                                  300000
   ** Total Expenses **          620439                       473        619965


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--+PF9--+PF10-+PF11-+PF12---
       Hmenu Help   EHelp                            Print|Left| Right
```

Now, you can see the Sales/Service Revenue separate from the remaining income. Because FAMIS is online and real time, when you access the inquiry screens, you will see the transactions that have actually posted to your account up to that point in time.

Should you choose to look at your account using a different profile, you simply change the profile department and/or profile name and press <ENTER>. The data on the screen will then reflect the groupings of the new profile. Profiles may be used across departments since you can link any department's profile to your account*.

> Only the department that owns the profile can update the profile categories (Screen 715).

Users of ENTIRE CONNECTION may also print this view of the account by pressing *PF9*. **For information about ENTIRE CONNECTION, consult the ENTIRE CONNECTION User Manual or contact the FAMIS Hotline at (979) 458-6464.**

Assign Target Budgets: A Scenario

The previous scenario demonstrated how you can use FAMIS to define a department budget profile to track actual FAMIS transactions using online screens. Departmental profiles may also be used to ask "*what if I want to change my view of the budget dollar amounts.....?*"

> **For example:**
> Your boss asks you to find out how much is left of the department's internal In-State Travel budget of $100,000.00. Unfortunately, the All Expense Budget pool defined by the ABR rule on the account is all you have.
>
> The FAMIS ABR rule lumps all expenses together, so you have to use another method, perhaps even creating an EXCEL spreadsheet and re-keying all of the FAMIS transactions in order to separate and report the different types of expenses.
>
> However, by using Screen 720, you may create "target budgets" for the profile categories. This can be especially useful at budget planning time and again when the new year is open. You can track how your actuals match up with the target budgets.

Step 1 - Assign the Target Budget on Screen 720

Screen 720 - SL (6 Digit) Dept Defined Budget Maintenance

```
 720 SL (6 Digit)  Dept Defined Budget Maintenance            09/21/11 16:24
                     MISP                                      FY 2012 CC AA
 Screen: ___  Account: 339999         Fiscal Year: 2012
        Profile Dept: MISP_ Name: PROFILE1__  Test Profile Number 1


 FY Unallocated Revenue:     600000.00
 FY Unallocated Expense:     520438.65


 Category Description    FY Budget
 General Revenue         _____
 Sales & Services        _____
 Salaries                _____
 Travel - In State       ____100000.00
 Travel - Other          _____
 Office Supplies         _____
 Other Expenses          _____
 Indirect Cost           _____




                     ****** End of List ******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

The amount budgeted for the account by the fiscal office (for the fiscal year specified on the Action Line) will appear in the *FY Unallocated Revenue* or *FY Unallocated Expense* fields. You may distribute these funds across the profile categories as necessary. In this example, $100,000.00 of the expense budget has been moved to the Travel - In State category.

Step 2- View the Target Budget for Your Account

When you have distributed all necessary funds for the account, you can monitor transactions against your target budgets using the profile categories. Screen 721 will show your target budget (as defined on Screen 720), actual, and encumbrance transactions made against the profile categories, and the resulting target budget balance available.

Screen 721 - SL (6 Digit) Summary by Target Budget

```
   721 SL (6 Digit)   Summary by Target Budget                09/21/11 10:56
                      ENHANCEMENT FEE - LIBRARY                FY 2012 CC 02
      Screen: ___   Account: 289010       Budget FY: 2011  Actuals FY: 2011
              Thru Month: 9_  September      FY/PY/IN to Date: FY
                                          Profile Dept: ADRC_  Name: ADRC_____
      Department: LIBR    Resp Person: GILBERT, GREGORY G      Flags: D F D B  R
        Map Code: 28906                                        N N N Y 001
                             Target
      Category Description    Budget      Actual    Encumbrances   Available
      ----------------------- ------------ ------------ ------------ -------------
      Uncategorized Revenue                    253                        253-

      Unallocated Budget Exp    6540186                             6540186
      Uncategorized Expense                  27883                      27883-
      Salaries                                4135       190754        194889-
      Benefits                                3535        33555         37090-
      Travel                                  5966        10736         16703-
      Supplies                               11877        11186         23063-
      Food                                      49                         49-
      Utilities                               2035        19325         21360-


   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                             Print Left  Right
```

You may change the view of the account by keying another profile department and/or profile name and pressing <ENTER>. The screen will adjust the data to reflect the new profile you have selected. When budget planning is your objective, you can view the current or past year actuals (Actuals FY) against the planning budget for the future year (Budget FY). Profiles may be used across departments since you can link any department's profile to your account.

> **Only the department that owns the profile can update the profile categories on Screen 715.**

Users of ENTIRE CONNECTION may print this view of the account by pressing *PF9*. **For information about ENTIRE CONNECTION, consult the ENTIRE CONNECTION User's Manual or contact the FAMIS Hotline at (979) 458-6450.**

Section VI
Profile Maintenance

Maintain Department Defined Profiles

Department defined profiles have been designed to allow you to view accounts differently from the central fiscal office. You may use Screen 715 to define profiles for your department. It is possible for your department to have more than one profile.

Screen 715 - Department Defined Profile Maintenance

```
 715 Dept Defined Profile Maintenance                    09/21/11 10:53
                                                           FY 2012 CC 02
   Screen: ___   Profile Dept: ADRC_  Profile Name: ADRC_____

         Profile Long Name: Admissions and Records_____

   F  Category Description  Low   High  Message
   _  Salaries_____  1100  1699
   _  Benefits_____  1900  1999
   _  Wages_____  1700  1799
   _  Supplies_____  4000  4049
   _  Supplies_____  4051  4090
   _  Centrex_____  5100  5199
   _  Centrex_____  5770  5770
   _  Centrex_____  8445  8445
   _  Printing_____  5471  5471
   _  Printing_____  5615  5617
   _  Mail_____  5650  5655
   _  Travel_____  3000  3999
   _  Travel_____  5215  5215
      ***** press ENTER to view more Entries *****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps

Add New Department Profiles
- Type a profile department and profile name in the fields provided, and press <ENTER>.

  To see all of the profile names tied to a department, type an asterisk (*) in the **Profile Name** field and press <ENTER> to view a list in a pop-up window. You may select a profile name from the pop-up display and press <ENTER> to return to Screen 715.

- Type an "A" in the **F** (Function) field to add a profile category.
- Enter the **Category Description**, the **Low** object code value, and the **High** object code value which define each of the profile categories in the fields provided.
- Press <ENTER> to record the profile information.

Modify Department Profiles
- Type a profile department and profile name in the fields provided and press <ENTER> to display existing profile information.
- Type a "U" in the **F** (Function) field to update a profile category.
- Type data in the available fields, as desired, and press <ENTER> to record the profile information.

Profile Maintenance Process

Profile Categories

Profile categories, as entered on Screen 715, are similar to ABR rule budget pools. However, ABR rules are defined by the central fiscal office for the TAMUS member. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

For each profile category, you must enter a short description identifying the type of transactions to be tracked by the category and a range of object codes. The object codes determine which transactions you wish to be grouped together to form a category. For instance, The General Revenue and Sales & Services categories could be subsets of an ABR pool for revenue. This allows you to track all sales revenues (transactions with object codes that fall in the range from 0500 to 0999) separately from other revenue transactions, regardless of the ABR rule defining budget pools for the account.

Every object code should fit into one of the categories. Order is also important. A transaction will be lumped into the first category that its object code "fits." Categories may include more than one object code range.

<div align="center">The category descriptions are limited to 65 items.</div>

Profile Search and Select

Profile search and select is available for all profiles within a particular department. If you do not know the name of the profile, enter an asterisk (*) in the **Profile Dept** or **Profile Name** field and press <ENTER> to access a pop-up window (see below). Enter the department code in the **Search** field and press <ENTER> to display a list of profiles for the department. Type an "X" to the left of the desired profile and press <ENTER> to select the profile and return to Screen 715. Press **PF4** if you wish to return to Screen 715 without selecting a profile.

Profile Search and Select Pop-Up Window

```
+----------------------------------------------------------+
|   2202 Mark field with an "X" to select                  |
|    Screen: ___  Search: ADRC_ _____                 |
|      Profile        Profile Name                         |
|  X  ADRC ADRC       Admissions and Records               |
|  _  ADRC ADRCO      ADRC Other                           |
|  _  ADRC SALSVG     ADRC Salary Savings                  |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
|     ** END OF LIST - 4 PROFILE(S) FOUND **               |
|               PF4=Exit                                   |
+----------------------------------------------------------+
```

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Profile Dept:**   5 characters
                          Identify the department to which the profile belongs.

◆ **Profile Name:**   10 characters
                          Indicate the profile to be created or modified.

Screen Information

◆ **Profile Long Name:**   40 characters
                          Enter the full name of the profile to add/update.

F: 1 character
                          Indicates whether you wish to
                          A   =   Add a new line to the profile
                          U   =   Update/change a line of the profile
                          D   =   Delete a line from the profile.

Category
Description: 20 characters
                          Displays a short description of the profile category. Limit is 65 items.

Low: 4 digits
                          Identifies the lower boundary of object codes to be tracked for a particular
                          category of the profile.

High: 4 digits
                          Indicates the upper boundary of object codes to be tracked for a particular
                          category of the profile.

Message: 50 characters
                          Displays system messages about the status of a particular profile category.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

SL Department Defined Budget Categories

Once your profile has been created, you may associate it with a Subsidiary Ledger (SL) account using Screen 720. When an account is linked to a profile, the profile inquiry screens (Screen 721 and Screen 722) will display the SL account data detailed at the profile categories without requiring you to separately key in the profile department and name each time. Screen 720 is also used to allocate funds for the individual categories of the profile.

> A profile may be associated with many accounts, but in a specific fiscal year an account may only be linked to **one profile at a time**.

Screen 720 - SL (6 Digit) Dept Defined Budget Maintenance

```
 720 SL (6 Digit)  Dept Defined Budget Maintenance              09/21/11 16:56
                     MISP                                       FY 2012 CC AA
  Screen: ___   Account: 339999          Fiscal Year: 2012
        Profile Dept: MISP_ Name: PROFILE1__ Profile Number 1

  FY Unallocated Revenue:          0.00
  FY Unallocated Expense:      100000.00

  Category Description    FY Budget
  General Revenue        ____200000.00
  Sales & Services       ____400000.00
  Salaries               ____100000.00
  Travel - In State      _____50000.00
  Travel - Other         _____50000.00
  Office Supplies        _____
  Other Expenses         ____200000.00
  Indirect Cost          ____100000.00




                      ****** End of List ******
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps
- Type a Subsidiary Ledger (SL) account number in the **Account** field and press <ENTER> to display any existing profile information.
- Type a profile department and name and press <ENTER> to link the profile to the account.
- Enter target budget amounts for the profile categories as desired, and press <ENTER> to record the budget changes.

Budget Maintenance Process

Unallocated Revenue and Expense
The dollar amount of "unallocated" revenue or expense is the dollar amount budgeted for the Subsidiary Ledger (SL) account by the fiscal department. The ABR budget pools and the amount allocated to them by the fiscal department may be viewed using Screen 19.

Profile "target budgets" set using Screen 720 do not affect the budget pools set by the fiscal department. They are strictly for departmental use. Any funds not distributed among the profile categories will remain "unallocated."

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**
6 digits
Identify the Subsidiary Ledger (SL) account to be viewed with the profile.

◆ **Fiscal Year:**
4 digits
Enter the fiscal year of the account data.

◆ **Profile Dept:**
5 characters
Identify the department to which the profile belongs.

◆ **Name:**
10 characters
Enter the profile name attached to the account.

Screen Information

FY Unallocated Revenue:
15 digits
Shows revenue funds available for an account for a fiscal year not allocated to a profile revenue category.

FY Unallocated Expense:
15 digits
Displays the expense funds available for an account for a fiscal year not allocated to a profile expense category.

Category Description:
30 characters
Shows a short description of the profile category.

FY Budget:
14 digits
Indicates the fiscal year budget amount allocated to the profile category.

Additional Functions

PF KEYS
See the Appendix for an explanation of the standard PF keys.

SA Department Defined Budget Categories

Once your profile has been created, you may attach it to a Support Account (SA) using Screen 730. When your support account is linked to your profile, the profile inquiry screens (Screen 731 and Screen 732) will display the SA data detailed at the profile categories without requiring you to key the profile department and name each time you wish to view the account data. Screen 730 is also used to allocate funds for the individual categories of your profile.

> Your profile may be associated with many accounts, but in a specific fiscal year your account may only be linked to only one profile at a time.

Screen 730 - SA (11 Digit) Dept Defined Budget Maintenance

```
 730 SA (11 Digit) Dept Defined Budget Maintenance            09/21/11 17:00
                     MISP                                      FY 2012 CC AA
   Screen: ___   Account: 339999 00000   Fiscal Year: 2012
         Profile Dept: MISP_ Name: PROFILE1__ Profile Number 1

   FY Unallocated Revenue:     300000.00
   FY Unallocated Expense:     250000.00

   Category Description    FY Budget
   General Revenue        ____120000.00
   Sales & Services       _____50000.00
   Salaries               _____50000.00
   Travel - In State      _____50000.00
   Travel - Other         _____10000.00
   Office Supplies        _____25000.00
   Other Expenses         _____10000.00
   Indirect Cost          _____30000.00



                     ****** End of List ******
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

Basic Steps

- Type a Support Account (SA) number in the **Account** field
- Press <ENTER> to display any existing profile information.
- Type a profile department and name.
- Press <ENTER> to attach the profile to the account.
- Type target budget amounts for the profile categories, as desired.
- Press <ENTER> to record the budget changes.

Budget Maintenance Process

Unallocated Revenue and Expense

The dollar amount of "unallocated" revenue or expense is the dollar amount budgeted for the Support Account (SA) by the fiscal department. The ABR budget pools and the amount allocated to them by the fiscal department may be viewed using Screen 74. Profile "target budgets," as set using Screen 730, do not affect budget pools set by the fiscal department. They are strictly for departmental use. Any funds not distributed among the profile categories will remain "unallocated."

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   6 digits
                      Identify the Support Account (SA) to be viewed with the profile.

◆ **Fiscal Year:**   4 digits
                      Identify the fiscal year of the account data.

◆ **Profile Dept:**   5 characters
                      Identify the department to which the profile belongs.

◆ **Name:**   10 characters
                      Indicate the profile name attached to the account. The full profile name will be
                      displayed when you press <ENTER>.

Screen Information

FY Unallocated   15 digits
Revenue: Displays the revenue funds available for an account for a fiscal year not
                      allocated to a profile revenue category.

FY Unallocated   15 digits
Expense: Displays the expense funds available for an account for a fiscal year not
                      allocated to a profile expense category.

Category   30 characters
Description: Shows a short description of the profile category.

FY Budget: 14 digits
                      Indicates the fiscal year budget amount allocated to a profile category.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

Sponsored Projects
Department Defined Budget Categories

Once your profile has been created, you may attach it to a Sponsored Research (SPR) project. This is accomplished using SPR Screen 160. When your project is linked to your profile, the project profile inquiry screens (SPR Screen 161 and Screen 162) will display the project account data detailed at the profile categories without requiring you to key the profile department and name each time. Screen 160 is also used to allocate budget for the individual categories of the profile.

> Your profile may be associated with many projects, but your project may only be linked to one profile at any given time. All account transactions for a project will be grouped according to the designated profile categories.

SPR Screen 160 - Project Dept Defined Budget Maintenance

```
 160 Project Dept Defined Budget Maintenance                    09/21/11 10:50
                        INSECTS                              FY 2012 CC AA
    Screen: ___   Project: 0000000001   Fiscal Year: 2012
         Profile Dept: MISP_ Name: D-TEST____ Determination Test Profile

    FY Unallocated Revenue:    -150000.00
    FY Unallocated Expense:      -5000.00

    Category Description   FY Budget
    General Revenue      ____100000.00
    Training Revenue      _____50000.00
    Salaries & Wages      _____
    Benefits              _____
    Office Supplies       _____
    Travel - In State     _____
    Travel - Not n State _____
    Other Expenses        _____2500.00
    Capital Outlay        _____
    Indirect Cost         _____2500.00


                     ****** End of List ******
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Basic Steps
- Type a project number in the *Project* field and press <ENTER> to display any existing profile information.
- Type a profile department and name and press <ENTER> to attach the profile to the project.
- Type target budget amounts for the profile categories, as desired, and press <ENTER> to record the budget changes.

Budget Maintenance Process

Unallocated Revenue and Expense

The dollar amount of "unallocated" revenue or expense is the amount budgeted for all of the Subsidiary Ledger (SL) and Support Accounts (SA) by the fiscal department. The ABR budget pools and the amount allocated to them may be viewed using FRS Screen 19 and Screen 74, respectively. Profile "target budgets," set using SPR Screen 160, will not affect budget pools set by the fiscal department. They are strictly for departmental use. Any funds not distributed among the categories will remain "unallocated."

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Project:**   * Help 10 digits
Enter the project to be viewed with the profile.

◆ **Fiscal Year:**   4 digits
Defaults to the current fiscal year. Change if needed.

◆ **Profile Dept:**   5 characters
Include the department to which the profile belongs.

◆ **Name:**   10 characters
Enter the project profile name.

Screen Information

FY Unallocated Revenue: 15 digits
Shows revenue funds available for a project for a fiscal year, not allocated to a profile revenue category.

FY Unallocated Expense: 15 digits
Identifies the expense funds available for a project for a fiscal year, not allocated to a profile expense category.

Category Description: 30 characters
Displays a short description of the profile category.

◆ **FY Budget:**   14 digits
Indicates the fiscal year budget amount to be allocated to a profile category.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

Section VII
Profile Account Inquiry

SL Account Summary by "Target" Budget

You may view your Subsidiary Ledger (SL) account data based on the profiles you defined on Screen 715. You may display your SL accounts and their transactions using Screen 721.

Screen 721 - SL (6 Digit) Summary by Target Budget (Panel 1)

```
   721 SL (6 Digit)  Summary by Target Budget                09/21/11 11:03
                       PROTEIN CHEMISTRY LABORATORY            FY 2012 CC 02
   Screen: ___   Account: 271020        Budget FY: 2012  Actuals FY: 2012
              Thru Month: 9_  September      FY/PY/IN to Date: FY
                                          Profile Dept: FISC_ Name: TELE_____
   Department: BCBP    Resp Person: RICHARDS, ROBERTO R    Flags: D F D B  R
     Map Code: 27102                                              N N N Y 001
                             Target
     Category Description    Budget      Actual    Encumbrances   Available
   ----------------------- ------------ ------------ ------------ -------------
   Uncategorized Revenue                   8019-                     8019

   Unallocated Budget Exp     35489                                 35489
   Uncategorized Expense                    154-        15262       15109-
   ** Total Expenses **       35489         154-        15262       20380




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                               Print Left  Right
```

Screen 721 - SL (6 Digit) Summary by Target Budget (Panel 2)

```
   721 SL (6 Digit)  Summary by Target Budget                09/21/11 11:04
                       PROTEIN CHEMISTRY LABORATORY            FY 2012 CC 02
   Screen: ___   Account: 271020        Budget FY: 2012  Actuals FY: 2012
              Thru Month: 9_  September      FY/PY/IN to Date: FY
                                          Profile Dept: FISC_ Name: TELE_____
   Department: BCBP    Resp Person: RICHARDS, ROBERTO R    Flags: D F D B  R
     Map Code: 27102                                              N N N Y 001
                 Target
   Category      Budget      CM Actual      Actual    Encumbrances   Available
   --------   ------------- ------------- ------------- ------------- -------------
   Uncatego                   8018.50-       8018.50-                   8018.50

   Unalloca    35489.07                                               35489.07
   Uncatego                    153.52-        153.52-     15262.11    15108.59-
   ** Total    35489.07        153.52-        153.52-     15262.11    20380.48




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                               Print Left  Right
```

Basic Steps
- Type an account number in the *Account* field and press <ENTER>.
- Type a profile department and name if one is not already linked to the account.
- Press <ENTER> to display the account information.

Target Budget Process

Target budgets are the profile categories you defined on Screen 715 and assigned budgets to on Screen 720. Profile categories, as entered on Screen 715, are similar to the ABR rule budget pools. However, ABR rules are defined by the central fiscal office for a TAMUS member. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   6 digits
Identify the Subsidiary Ledger (SL) account number to display the transaction summary.

◆ **Budget FY:**   4 digits
Displays the current fiscal year, but may be changed to display desired year's target budget.

◆ **Actuals FY:**   4 digits
Enter fiscal year for transactions to be displayed.

◆ **Thru Month:**   2 digits
Identify the month through which account transaction activity is to be displayed.

◆ **FY/PY/IN to Date:**   2 characters
Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account's Inception to date (IN).

◆ **Profile Dept:**   5 characters
Include the department to which the profile belongs.

◆ **Name:**   10 characters
Indicate the profile name for the categories to be used to view the account transactions.

Screen Information
→ **Panel 1**

Department: PF2 Help 5 characters
Identifies the department to which the selected account belongs.

Resp Person: PF2Help 30 characters
Displays the name of the person responsible for the selected account.

Flags:	**PF2Help** 1 character/3 digits (ABR flag)	
	Indicates values for flag maintenance.	
	Y	=	On
	N	=	Off
	R	=	Reject

	D	=	Delete
	F	=	Freeze
	B	=	Bottom Line
	C	=	Category Control
	Z	=	Freeze direct only
	G	=	Generate Expense Budget (GEB)
	ABR	=	ABR number rule

Map Code: **PF2Help** 5 digits
Shows the General Ledger (GL) account associated with Subsidiary Ledger (SL) account.

Category Description: 25 characters
Displays a brief description of the profile category.

Target Budget: 12 digits
Identifies the dollar amount budgeted for the profile category in the Budget Fiscal Year.

Actual: 12 digits
Indicates actual dollar amount of transactions processed in Actual FY for the profile category.

Encumbrances: 12 digits
Shows the dollar amount of encumbrances processed in the Actual FY for profile category.

Available: 12 digits
Identifies the net amount available after all transactions (actuals and encumbrances) have been processed against target budget category.

→ Panel 2
CM Actual: 12 digits
Shows dollar amount of actual transactions completed during current month (i.e. month indicated in "Thru Month" for profile category.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF keys.

PF9 **Print Account Information**
Print Used to print account information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for more information.**

SA Summary by "Target" Budget Category

You may view your Support Account (SA) transactions based on the profiles you defined on Screen 715. You may display your SAs and their transactions using Screen 731.

Screen 731 - SA (11 Digit) Summary by Target Budget (Panel 1)

```
  731 SA (11 Digit) Summary by Target Budget                  09/21/11 11:06
                      STADIUM REVENUE FUND                     FY 2012 CC 02
   Screen: ___   Account: 300090 00000  Budget FY: 2012  Actuals FY: 2012
             Thru Month: 9_  September      FY/PY/IN to Date: FY
                                          Profile Dept: ATLT_ Name: GENERAL___
   Department: ATHL     Resp Person: BOLTON JR, BENJAMIN B   Flags: D F D B  R
     Map Code: 30009                                         N N N N 001
                            Target
    Category Description    Budget        Actual    Encumbrances    Available
  ----------------------- ------------ ------------ ------------ -------------
  Unallocated Budget Rev   70551247-                              70551247-
  Uncategorized Revenue                   22580-                     22580
  ** Total Revenue **      70551247-      22580-                  70528667-

  Unallocated Budget Exp   61607086                              61607086
  Contracted Services                     179156                    179156-
  ** Total Expenses **     61607086       179156                 61427930



  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-PF11--PF12---
       Hmenu Help  EHelp                             Print Left  Right
```

Screen 731 - SA (11 Digit) Summary by Target Budget (Panel 2)

```
  731 SA (11 Digit) Summary by Target Budget                  09/21/11 11:06
                      STADIUM REVENUE FUND                     FY 2012 CC 02
   Screen: ___   Account: 300090 00000  Budget FY: 2012  Actuals FY: 2012
             Thru Month: 9_  September       FY/PY/IN to Date: FY
                                          Profile Dept: ATLT_ Name: GENERAL___
   Department: ATHL     Resp Person: BOLTON JR, BENJAMIN B   Flags: D F D B  R
     Map Code: 30009                                         N N N N 001
                 Target
   Category     Budget        CM Actual       Actual    Encumbrances    Available
   --------   ------------- ------------- ------------- ------------ -------------
   Unalloca   70551247.00-                               70551247.00-
   Uncatego                    22580.00-     22580.00-                  22580.00
   ** Total   70551247.00-    22580.00-     22580.00-                70528667.00-

   Unalloca   61607086.00                               61607086.00
   Contract                   179156.37     179156.37                 179156.37-
   ** Total   61607086.00     179156.37     179156.37               61427929.63

   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                             Print Left  Right
```

Basic Steps

- Type an account number in the *Account* field and press <ENTER>.
- Type a profile department and name if one is not already attached to the account.
- Press <ENTER> to display the account information.

Target Budget Process

Target budgets are the profile categories you defined on <u>Screen 715</u> and assigned budgeting for on <u>Screen 730</u>. Profile categories, as entered on <u>Screen 715</u>, are similar to ABR rule budget pools. However, **ABR rules are defined by the central fiscal office for a TAMUS member**. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:**   11 digits
                        Identify the Support Account (SA) number for desired transaction summary.

◆ **Budget FY:**   4 digits
                        Displays the current fiscal year, but may be changed to view the target budget
                        for a specific fiscal year.

◆ **Actuals FY:**   4 digits
                        Indicate the fiscal year for which transactions are to be displayed.

◆ **Thru Month:**   2 digits
                        Identify month through which account transaction activity is to be displayed.

◆ **FY/PY/IN to**   2 characters
   Date: Indicate whether to display account activity for the Fiscal Year (FY), Project Year
                        to date (PY), or from the account's Inception to date (IN).

◆ **Profile Dept:**   5 characters
                        Include the department profile.

◆ **Name:**   10 characters
                        Identify name of profile whose categories will be used to view the account
                        transactions.

Screen Information
→ **Panel 1**

Department: PF2 Help 5 characters
                        Shows the department to which the selected account belongs.

Resp Person: PF2 Help 30 characters
                        Displays the name of the person responsible for the selected account.

Flags: PF2 Help 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.

Y	=	On
N	=	Off
R	=	Reject

D	=	Delete
F	=	Freeze
B	=	Bottom Line
C	=	Category Control
Z	=	Freeze direct only
G	=	Generate Expense Budget (GEB)
ABR	=	ABR number rule

Map Code: PF2 Help 5 digits
Shows General Ledger (GL) account associated with the Support Account (SA).

Category Description: 25 characters
Displays a brief description of the profile category.

Target Budget: 12 digits
Identifies dollar amount budgeted for profile category in the Budget Fiscal Year.

Actual: 12 digits
Indicates the actual dollar amount of transactions processed in Actuals FY for the profile category.

Encumbrances: 12 digits
Displays the dollar amount of encumbrances processed in Actuals FY for the profile category.

Available: 12 digits
Indicates the net amount available after all transactions (actuals and encumbrances) have been processed against the target budget category.

➡ **Panel 2**

CM Actual: 12 digits
Identifies dollar amount of actual transactions completed during the current month (i.e. month indicated in the *Thru Month* field) for the profile category.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

PF9   **Print Account Information**
Print   Used to print account information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for greater details.**

SL Account Summary by Categories

You may view your transactions (budget, actuals, and encumbrances) for your Subsidiary Ledger (SL) account with the user-defined categories by accessing <u>Screen 722</u>.

Screen 722 – SL (6 Digit) Summary by User Defined Categories (Panel 1)

```
   722 SL (6 Digit)  Summary by User Defined Categories      09/21/11 11:08
                         STADIUM REVENUE FUND                 FY 2012 CC 02
   Screen: ___   Account: 300090        Budget FY: 2012
            Thru Month: 9_  September      FY/PY/IN to Date: FY
                                         Profile Dept: ATLT_ Name: GENERAL___
   Department: ATHL    Resp Person: BOLTON JR, BENJAMIN B   Flags: D F D B  R
     Map Code: 30009                                        N N N N 001

     Category Description       Budget       Actual    Encumbrances   Available
   ------------------------ ------------ ------------ ------------ -------------
   Unallocated Budget Rev    70551247-                              70551247-
   Uncategorized Revenue                  10381402-                 10381402
   ** Total Revenue **       70551247-    10381402-                 60169845-

   Unallocated Budget Exp     1478228                               1478228
   Uncategorized Expense                   1478228                  1478228-
   Budget Entries            37082192                               37082192
   Salaries                  16358497        20259    16338238
   Wages                       227275       227275
   Fringe Benefits            3066651        54641     3012010


   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                             Print Left  Right
```

Screen 722 – SL (6 Digit) Summary by User Defined Categories (Panel 2)

```
   722 SL (6 Digit)  Summary by User Defined Categories      09/21/11 11:09
                         STADIUM REVENUE FUND                 FY 2012 CC 02
   Screen: ___   Account: 300090        Budget FY: 2012
            Thru Month: 9_  September      FY/PY/IN to Date: FY
                                         Profile Dept: ATLT_ Name: GENERAL___
   Department: ATHL    Resp Person: BOLTON JR, BENJAMIN B   Flags: D F D B  R
     Map Code: 30009                                        N N N N 001

   Category   Budget       CM Actual       Actual    Encumbrances   Available
   -------- ------------- ------------- ------------- ------------- -------------
   Unalloca  70551247.00-                              70551247.00-
   Uncatego               10381402.28-  10381402.28-               10381402.28
   ** Total  70551247.00- 10381402.28-  10381402.28-               60169844.72-

   Unalloca   1478228.41                                1478228.41
   Uncatego                1478228.41    1478228.41                 1478228.41-
   Budget E  37082191.84                               37082191.84
   Salaries  16358497.03     20258.80      20258.80   16338238.23
   Wages       227275.20    227275.20     227275.20
   Fringe B   3066651.26     54640.80      54640.80    3012010.46


   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                             Print Left  Right
```

Basic Steps

- Type an account number in the **Account** field and press <ENTER>.
- Type a profile department and name if one is not already linked to the account.
- Press <ENTER> to display the account information.

Transaction Matching Process

FAMIS determines where transactions are displayed on <u>Screen 722</u> based on their object codes. When your post your transactions on-line, FAMIS compares the object code of your transaction with the profile object code ranges that you specified on <u>Screen 715</u>. Your transaction is then displayed on <u>Screen 722</u> next to the category name whose object code range it falls into. All data is pulled from the fiscal year entered in the ***Budget FY*** field.

For example, on the previous screen shot, a disbursement of $100.00 was processed for account 339999 with an object code of 3010. FAMIS looks at the profile (as defined on <u>Screen 715</u>) and determines that all transactions with an object code of 3010 should fall under the category "Travel - Other."

Field Descriptions (◆ = Required; **Help** = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:** 6 digits
Enter the Subsidiary Ledger (SL) account number to display transaction summary.

◆ **Budget FY:** 4 digits
Indicate the fiscal year for which transactions are to be displayed.

◆ **Thru Month:** 2 digits
Identify the month through which account transaction activity is to be displayed.

◆ **FY/PY/IN to Date:** 2 characters
Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account's Inception to date (IN).

◆ **Profile Dept:** 5 characters
Identify the department to which the profile belongs.

◆ **Name:** 10 characters
Indicate the name of the profile whose categories will be used to view the account transactions.

Screen Information
→ **Panel 1**

Department: **PF2 Help** 5 characters
Identifies the department to which the selected account belongs.

Resp Person: **PF2 Help** 30 characters
Displays the name of the person responsible for the selected account.

Flags:	**PF2 Help** 1 character/3 digits (ABR flag)
	Indicates values for flag maintenance.

Y   =   On
N   =   Off
R   =   Reject

D   =   Delete
F   =   Freeze
B   =   Bottom Line
C   =   Category Control
Z   =   Freeze direct only
G   =   Generate Expense Budget (GEB)
ABR   =   ABR number rule

Map Code:	**PF2 Help** 5 digits
	Shows the General Ledger (GL) account associated with the selected Subsidiary Ledger (SL) account.
Category Description:	25 characters
	Displays a description of the profile category.
Budget:	12 digits
	Identifies the dollar amount of the official budget grouped in the user defined categories.
Actual:	12 digits
	Shows the actual dollar amount of transactions processed for the profile category.
Encumbrances:	12 digits
	Indicates the dollar amount of encumbrances processed for the profile category.
Available:	12 digits
	Displays the net dollar amount available after all transactions (actuals and encumbrances) have been processed against the budget pool.

→ Panel 2

CM Actual:	12 digits
	Identifies dollar amount of actual transactions completed during current month (i.e. month indicated in "Thru Month" for the profile category).

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF9	**Print Account Information**
Print	Used to print account information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for greater details.**

SA Summary Displayed by Categories

You may view your transactions (budget, actuals, and encumbrances) for your Support Account (SA) with the department defined profile categories by accessing Screen 732.

Screen 732 - SA (11 Digit) Summary by User Defined Categories (Panel 1)

```
    732 SA (11 Digit) Summary by User Defined Categories        09/21/11 11:09
                        STADIUM REVENUE FUND                     FY 2012 CC 02
    Screen: ___   Account: 300090 00000  Budget FY: 2012
             Thru Month: 9_  September      FY/PY/IN to Date: FY
                                            Profile Dept: ATLT_ Name: GENERAL___
    Department: ATHL     Resp Person: BOLTON JR, BENJAMIN B   Flags: D F D B  R
      Map Code: 30009                                         N N N N 001

      Category Description       Budget       Actual    Encumbrances   Available
    ------------------------ ------------ ------------ ------------ -------------
    Unallocated Budget Rev     70551247-                             70551247-
    Uncategorized Revenue                    22580-                     22580
    ** Total Revenue **        70551247-     22580-                  70528667-

    Budget Entries             61427930                              61427930
    Contracted Services          179156      179156
    ** Total Expenses **       61607086      179156                  61427930




    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--+PF9---+PF10-+PF11--+PF12---
         Hmenu Help  EHelp                               Print Left  Right
```

Screen 732 - SA (11 Digit) Summary by User Defined Categories (Panel 2)

```
    732 SA (11 Digit) Summary by User Defined Categories        09/21/11 11:10
                        STADIUM REVENUE FUND                     FY 2012 CC 02
    Screen: ___   Account: 300090 00000  Budget FY: 2012
             Thru Month: 9_  September      FY/PY/IN to Date: FY
                                            Profile Dept: ATLT_ Name: GENERAL___
    Department: ATHL     Resp Person: BOLTON JR, BENJAMIN B   Flags: D F D B  R
      Map Code: 30009                                         N N N N 001

    Category  Budget        CM Actual      Actual    Encumbrances   Available
    -------- ------------- ------------- ------------- ------------- -------------
    Unalloca 70551247.00-                              70551247.00-
    Uncatego               22580.00-    22580.00-                     22580.00
    ** Total 70551247.00-  22580.00-    22580.00-                   70528667.00-

    Budget E 61427929.63                                            61427929.63
    Contract   179156.37   179156.37    179156.37
    ** Total 61607086.00   179156.37    179156.37                   61427929.63




    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--+PF10-+PF11--PF12---
         Hmenu Help  EHelp                               Print Left  Right
```

Basic Steps

- Type an account number in the *Account* field and press <ENTER>.
- Type a profile department name if one is not already linked to the account.
- Press <ENTER> to display the account information.

Transaction Matching Process

FAMIS determines where transactions are displayed on Screen 732 based on their object codes. When your post your transactions online, FAMIS compares the object code of your transaction with the profile object code ranges that you specified on Screen 715. Your transaction is then displayed on Screen 732 next to the category name into whose object code range it falls. All data is pulled from the fiscal year entered in the **Budget FY** field.

For example, on the previous screen shot, an encumbrance of $43.54 was processed for account 339999 09090 with an object code of 5010. FAMIS looks at the profile (as defined on Screen 715) and determines that all transactions with an object code of 5010 should fall under the category "Other Expenses."

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Account:** 11 digits
Enter the Support Account (SA) number for which transactions will be displayed.

◆ **Budget FY:** 4 digits
Indicate the fiscal year for transactions to be displayed.

◆ **Thru Month:** 2 digits
Identify through which month to display account transaction activity.

◆ **FY/PY/IN to Date:** 2 characters
Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account's Inception to date (IN).

◆ **Profile Dept:** 5 characters
Enter department to which the profile belongs.

◆ **Name:** 10 characters
Indicate the name of the profile whose categories will be used to view the account transactions.

Screen Information
→ **Panel 1**

Department: PF2 Help 5 characters
Shows the department to which the selected account belongs.

Resp Person: PF2 Help 30 characters
Displays the name of the person responsible for the selected account.

Flags:	**PF2 Help** 1 character/3 digits (ABR flag)
	Indicates values for flag maintenance.

Y	=	On
N	=	Off
R	=	Reject

D	=	Delete
F	=	Freeze
B	=	Bottom Line
C	=	Category Control
Z	=	Freeze direct only
G	=	Generate Expense Budget (GEB)
ABR	=	ABR number rule

Map Code:	**PF2 Help** 5 digits
	Shows the General Ledger (GL) account associated with the selected Support Account (SA).
Category Description:	25 characters
	Displays a brief description of the profile category.
Budget:	12 digits
	Identifies the dollar amount of the official budget grouped in the user-defined categories.
Actual:	12 digits
	Indicates the actual dollar amount of transactions processed for the profile category.
Encumbrances:	12 digits
	Shows dollar amount of encumbrances processed for the profile category.
Available:	12 digits
	Indicates the net dollar amount available after all transactions (actuals and encumbrances) have been processed against the budget pool.

➡ **Panel 2**

CM Actual:	12 digits
	Shows dollar amount of actual transactions completed during current month (i.e. month indicated in "Thru Month" for profile category).

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF9	**Print Account Information**
Print	Used to print account information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for greater details.**

Section VIII
Sponsored Research
Project Profiles Inquiry

View Departmental Defined Profiles

It is possible for you to display the categories of your profile, which is set up in the FRS module of FAMIS, while working in the Sponsored Research (SPR) module of FAMIS using SPR Screen 159.

SPR Screen 159 - Department Defined Profile Inquiry

```
 159 Dept Defined Profile Inquiry                      09/21/11 11:11
                                                        FY 2012 CC 02
    Screen: ___   Profile Dept: CLAR_   Profile Name: CHUD_____

         Profile Long Name: Center for Housing & Urban Development

         Category Description  Low   High
         Faculty Salaries      1410  1410
         faculty salaries      1410  1410
         Support Staff         1510  1510
         Support Staff-Class   1515  1515
         Graduate Assist 1&2   1525  1525
         Wages                 1700  1799
         Capital Expenditures  8010  8999
         Benefits 1            1610  1610
         Benefits 2            1910  1990
         Travel 1              3010  3065
         Travel 2              3110  3165
         Travel 3              3210  3410


             ****** End of List ******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps
- Type a profile department and profile name in the fields provided.
- Press <ENTER> to display user defined categories.

Departmental Profile Process

Profile Categories
Profile categories, as shown on Screen 159, are similar to ABR rule budget pools. However, ABR rules are defined by the central fiscal office for a TAMUS member. In contrast, profile categories may be defined by individual departments within a member institution or agency.

The object code ranges displayed determine which transactions will be grouped together to form a profile category. In the previous example, the category "Sales & Services" tracks all transactions with an object code that falls in the range from 0500 to 0999. This allows a department to track specific transactions regardless of the ABR rule defining the budget pools for the account.

Departmental profiles may be associated with a project using Screen 160. Once a profile is attached to a project, all account (SL or SA) activity will be grouped according to the profile. Account activity may be tracked for a project by profile categories using Screen 161 and Screen 162.

Profile Search and Select

Profile search and select is available for all profiles within a particular department. If the profile is unknown, enter an asterisk (*) in the **Profile Dept** or **Profile Name** field and press <ENTER> to access a pop-up window (see below). Enter the department code in the **Search** field and press <ENTER> to display a list of profiles for the department. Type an "X" to the left of the desired profile and press <ENTER> to select the profile and return to Screen 159. Press **PF4** if you wish to return to Screen 159 without selecting a profile.

Profile Search and Select Pop-Up Window

```
+-------------------------------------------------------------+
|   2202 Mark field with an "X" to select                     |
|    Screen: ___  Search: CLAR_ _____                    |
|    Profile            Profile Name                          |
|  X CLAR CHUD          Center for Housing & Urban Dev         |
|  _ CLAR DEANPROJ      Dean's Project Feb 00                  |
|  _ CLAR GRANT         grant                                  |
|  _ CLAR TRAVEL        Travel budget                          |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|    ** END OF LIST - 4 PROFILE(S) FOUND **                   |
|                     PF4=Exit                                |
+-------------------------------------------------------------+
```

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Profile Dept:**   5 characters
                         Enter a department code to view the profile associated with it.

◆ **Profile Name:**   10 characters
                         Indicate the name of the profile to be displayed.

Screen Information

Profile Long Name: 40 characters
                         Shows the full name of the profile.

Category Description: 20 characters
                         Displays a short description of the profile category.

Low: 4 digits
                         Identifies the lower boundary of object codes to be tracked for a category of the profile.

High: 4 digits
                         Indicates the upper boundary of object codes to be tracked for a particular category of the profile.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

SPR Project Summary by "Target" Budget Pool

It is possible for you to view a Sponsored Research project's activity using your profile "target budgets" (set on <u>Screen 160</u>). All transactions against them may be accessed via <u>Screen 161</u>.

SPR Screen 161 - Project Summary by Target Budget (Panel 1)

```
161 Project Summary by Target Budget                        09/27/11 14:49
                   PERFORMANCE CRITERIA FOR RETROREFLECT      FY 2012 CC 99
   Screen: ___   Project: 4761100000  Budget FY: 2011  Actuals FY: 2011
            Thru Month: 9_   September         FY/IN to Date: IN
                                         Profile Dept: ADMN_ Name: RF ADMIN._
   Sponsor: 0000730  DOT-FEDERAL HIGHWAY ADMINISTRA       Begin Date: 09/08/2006
                                                            End Date: 12/31/2010
                                   Target
    Category Description           Budget        Actual    Encumbrances   Available
   -----------------------     ------------   ------------  ------------  ------------
   Unallocated Budget Rev         260939-                                    260939-
   Uncategorized Revenue                        208687-                      208687
   ** Total Revenue **            260939-       208687-                       52252-

   Unallocated Budget Exp         260939                                      260939
   Uncategorized Expense                         166199                       166199-
   Professional Salary                            37606                        37606-
   Fringe - Regulatory                             4882                         4882-
   ** Total Expenses **           260939         208687                        52252


   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                                 Print Left  Right
```

SPR Screen 161 - Project Summary by Target Budget (Panel 2)

```
161 Project Summary by Target Budget                        09/27/11 14:50
                   PERFORMANCE CRITERIA FOR RETROREFLECT      FY 2012 CC 99
   Screen: ___   Project: 4761100000  Budget FY: 2011  Actuals FY: 2011
            Thru Month: 9_   September         FY/IN to Date: IN
                                         Profile Dept: ADMN_ Name: RF ADMIN._
   Sponsor: 0000730  DOT-FEDERAL HIGHWAY ADMINISTRA       Begin Date: 09/08/2006
                                                            End Date: 12/31/2010
                       Target
    Category           Budget        CM Actual      Actual     Encumbrances    Available
   --------        -------------   ------------  -------------  -------------  ------------
   Unalloca         260939.00-                                                  260939.00-
   Uncatego                          8078.03-    208687.11-                     208687.11
   ** Total         260939.00-       8078.03-    208687.11-                      52251.89-

   Unalloca         260939.00                                                   260939.00
   Uncatego                          8078.03     166198.80                      166198.80-
   Professi                                       37606.22                       37606.22-
   Fringe -                                         4882.09                        4882.09-
   ** Total         260939.00        8078.03     208687.11                       52251.89


   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                                 Print Left  Right
```

Basic Steps

- Type a project number in the ***Project*** field and press <ENTER>.
- Type a profile department and name if one is not already linked to the project.
- Press <ENTER> to display the project account information.
- Use ***PF9*** to print account information using Entire Connection.

Target Budget Process

Target budgets are the profile categories displayed on Screen 159 and budgeted for on Screen 160. Profile categories, as shown on Screen 159, are similar to the ABR rule budget pools. However, ABR rules are defined by the central fiscal office for a TAMUS member. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Project:** * Help 10 digits
Identify the project whose account information is to be displayed.

◆ **Budget FY:** 4 digits
Indicate the fiscal year for which the target budget is to be displayed.

◆ **Actuals FY:** 4 digits
Include the fiscal year for which transactions are to be displayed.

◆ **Thru Month:** 2 digits
Indicate the month through which project transaction activity is to be displayed.

◆ **FY/IN to Date:** 2 characters
Include whether to display project activity for the Fiscal Year (FY) or from the project's Inception to date (IN).

Profile Dept: 5 characters
Shows the department to which the profile belongs.

Name: 10 characters
Displays the name of the profile whose categories will be used to view the project account transactions.

Screen Information

→ **Panel 1**

Sponsor: PF2 Help 7 digits
Shows sponsor associated with your project.

Begin Date: PF2 Help 10 digits
Identifies the start date of your project.

End Date: PF2 Help 10 digits
Indicates the ending date of the project.

Category Description: 25 characters
Shows a brief description of the profile category.

Target Budget: 12 digits
Identifies the dollar amount you budgeted for the profile category in the Budget Fiscal Year.

Actual: 12 digits
Shows the actual dollar amount of transactions processed in Actuals FY for the profile category.

Encumbrances: 12 digits
Indicates the dollar amount of encumbrances processed in Actuals FY for the profile category.

Available: 12 digits
Indicates the net amount available after all transactions (actuals and encumbrances) have been processed against the target budget category.

➔ **Panel 2**

CM Actual: 12 digits
Shows the dollar amount of actual transactions completed during the current month (i.e. the month indicated in the *Thru Month* field) for the profile category.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF keys.

PF9   **Print Account Information**
Print   Used to print account information from FAMIS using Entire Connection. **See the Entire Connection User Manual for additional information.**

SPR Project Summary by User Categories

SPR Screen 162 allows you to view your sponsored research project's activity (budget, actual, and encumbrance transactions) using the user defined profile categories.

Inquiry screens, such as Screen 162, may be used to view current data on specific projects using profiles without requesting, printing, and waiting for hard-copy reports.

SPR Screen 162 - Project Summary by User Defined Categories

```
 162 Project Summary by User Defined Categories             09/27/11 14:51
                  PERFORMANCE CRITERIA FOR RETROREFLECT    FY 2012 CC 99
    Screen: ___   Project: 4761100000  Budget FY: 2011
              Thru Month: 9_   September        FY/IN to Date: FY
                                            Profile Dept: ADMN_ Name: RF ADMIN._
    Sponsor: 0000730  DOT-FEDERAL HIGHWAY ADMINISTRA       Begin Date: 09/08/2006
                                                           End Date: 12/31/2010


     Category Description       Budget       Actual     Encumbrances   Available
   ----------------------- ------------ ------------ ------------ ------------
   Unallocated Budget Rev       60330-                                 60330-
   Uncategorized Revenue                     8078-                       8078
   ** Total Revenue **          60330-       8078-                     52252-

   Unallocated Budget Exp       60330                                  60330
   Uncategorized Expense                     8078                       8078-
   ** Total Expenses **         60330        8078                      52252




   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--┌PF9──┬PF10─┬PF11──┐PF12---
        Hmenu Help  EHelp                              │Print│Left │Right │
                                                       └─────┴─────┴──────┘
```

SPR Screen 162 - Project Summary by User Defined Categories

```
 162 Project Summary by User Defined Categories             09/27/11 14:52
                  PERFORMANCE CRITERIA FOR RETROREFLECT    FY 2012 CC 99
    Screen: ___   Project: 4761100000  Budget FY: 2011
              Thru Month: 9_   September        FY/IN to Date: FY
                                            Profile Dept: ADMN_ Name: RF ADMIN._
    Sponsor: 0000730  DOT-FEDERAL HIGHWAY ADMINISTRA       Begin Date: 09/08/2006
                                                           End Date: 12/31/2010

   Category   Budget      ┌ CM Actual ┐    Actual      Encumbrances   Available
   -------- ------------- ------------- ------------- ------------- ------------
   Unalloca   60329.92-                                              60329.92-
   Uncatego               8078.03-      8078.03-                        8078.03
   ** Total   60329.92-   8078.03-      8078.03-                     52251.89-

   Unalloca   60329.92                                               60329.92
   Uncatego               8078.03       8078.03                         8078.03-
   ** Total   60329.92    8078.03       8078.03                     52251.89



   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                              Print Left  Right
```

Basic Steps

- Type a project number in the **Project** field and press <ENTER>.
- Type a profile department and name if one is not already linked to the project.
- Press <ENTER> to display the project account information.
- Use **PF9** to print account information using Entire Connection.

Transaction Matching Process

FAMIS determines where transactions are displayed on SPR Screen 162 based on their object codes. When you post your transactions online, FAMIS compares the object code of your transaction with the profile object code ranges that you displayed on SPR Screen 159. Your transaction is then displayed on SPR Screen 162 next to the category name whose object code range it falls into. All data is pulled from the fiscal year entered in the **Budget FY** field.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line

◆ **Project:** * Help 10 digits
Identify the project whose account information will be displayed.

◆ **Budget FY:** 4 digits
Indicate the fiscal year for which all transactions will be displayed.

◆ **Thru Month:** 2 digits
Include the month through which project transaction activity is to be displayed.

◆ **FY/IN to Date:** 2 characters
Indicate whether to display project activity for the Fiscal Year (FY), or from the project's Inception to date (IN).

◆ **Profile Dept:** 5 characters
Identify the department to which the profile belongs.

◆ **Name:** 10 characters
Include the profile whose categories will be used to view the project account transactions.

Screen Information
→| Panel 1

Sponsor: 7 digits
Shows the sponsor associated with your project.

Begin Date: 10 digits
Identifies the start date of your project.

End Date: 10 digits
Indicates the ending date of the project.

Category Description: 25 characters
Displays a brief description of the profile category.

Budget: 12 digits
Identifies the dollar amount of the official budget grouped in the user-defined categories.

Actual:	12 digits Indicates the actual dollar amount of transactions processed.
Encumbrances:	12 digits Indicates the dollar amount of encumbrances processed.
Available:	12 digits Indicates the net dollar amount available after all transactions (actuals and encumbrances) have been processed against the budget pool.

➡️ **Panel 2**

CM Actual:	12 digits Identifies the dollar amount of actual transactions completed during the current month (i.e. the month indicated in the *Thru Month* field) for the profile category.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF9 **Print**	**Print Account Information** Used to print account information from FAMIS using Entire Connection**. See the FAMIS Entire Connection User's Manual for greater details.**

Section IX
Appendix

Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your 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 you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

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 <u>Screen 164</u> (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 hour glass icon (⏳) will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **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 your *reset* key and then *tab* key to release your 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
```
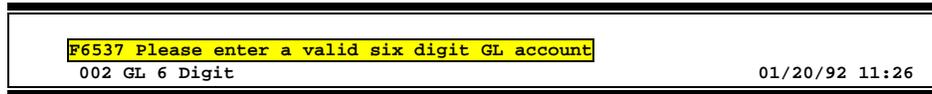
Scrolling Through Data

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 a 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 your 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*. 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 take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.

Field Help Using the PF2 Program Function Key

On selected fields, additional information can be displayed using the **PF2** key. This HELP information is accessed by moving the cursor to the field in question and pressing **PF2**.

For example, place the cursor in the **Year-end Process** field and press **PF2**. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

Screen 2 - GL 6 Digit

```
  002 GL 6 Digit                                        08/01/11 09:15
                                                        FY 2011 CC 02
   Screen: ___   Account: 014000 ____  MEDICINE

 Account Title: MEDICINE_____          SRS: _
   Resp Person: 1uuuuuuu7 COLLINS, CINDY C             Old Acct: 0284_____
 Year-end Process: F    Reclassify: _  Reporting Group: __  Aux Code: ___
   AFR Fund Group: 10   Fund Group: FG  Sub Fund Group:      Sub-Sub: __
```

```
   Flag to indicate what action
   to take with balance at year
   end.
```

From the definition screen, press <ENTER> to view the valid values for the field.

```
+----------------------------------------------------------------+
|                                                                |
|            *** D I C T I O N A R Y - H E L P ***               |
|                                                                |
|   VALUES                          MEANING                       |
|   ------------------------------  ----------------------------  |
|   F                               Fiscal Year                  |
|   P                               Project Year                 |
|   E                               Encumbrance Only (SL's only) |
|   T                               Transfer BBA (SL's Only)     |
|   D                               BBA to Different account (SL)|
|                                                                |
|                                                                |
|                                                                |
|                                                                |
|   Rule : IAFRS-FG-FS-YY-END-PROC        Default value is:      |
|   View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                       |
|   Field: FG-FS-YY-END-PROC                                     |
|                                                                |
|   PF1=Menu PF4=Exit                                            |
+----------------------------------------------------------------+
```

Question Mark (?) or 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                                      08/01/11 09:17
                                                       FY 2011 CC 02
     Screen: ___   Account: 010100 ____  ED & GEN INCOME-TUITION

  Account Title: ED & GEN INCOME-TUITION_____           SRS: _
     Resp Person: 5uuuuuuu4 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: __

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

                 Dept  S-Dept Exec Div Coll Mail Cd Stmt
       Primary:  REV__  _____   UN   AD       C6000   N
     Secondary: VTEA_  _____   AA   CD   VM  C4457   N


  Fund Source: __ _____        Account Letter: Y
   Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION      Setup Dt: 08/26/1991
                _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp        Next
```

Screen 2 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```
+----------------------------------------------------------+
| ** More Codes - Press <ENTER> to View **                 |
|                                                          |
|   Search Criteria:    AFR Fund Group: __                 |
|                                                          |
|    AFR       Sub                                         |
|    Fund  Fund Fund   Description                         |
|  _  01               CLEARING ACCOUNTS                   |
|  X  10    FG         FUNCTIONAL AND GENERAL              |
|  _  20    DS   DF    DESIGNATED/FUNCTIONAL & GENERAL     |
|  _  21    DS   DS    DESIGNATED/SERVICE DEPARTMENTS      |
|  _  22    DS   ST    DESIGNATED/SERV DEPT-MATERIAL & SUP |
|  _  23    DS   SM    DESIGNATED/SERV DEPT-COMM & UTIL    |
|  _  24    DS   SU    DESIGNATED/SERV DEPT-REPAIRS & MAIN |
|  _  25    DS   SR    DESIGNATED/SERV DEPT-RENTALS & LEAS |
|  _  26    DS   SL    DESIGNATED/SERV DEPT-PRINTING & REP |
|  _  27    DS   SP    DESIGNATED/SERV DEPT-CLAIMS & LOSSE |
|  _  28    DS   SC    DESIGNATED/SERV DEPT-OTHER OPER EXP |
|  _  29    DS   SO    DESIGNATED/SERV DEPT-OTHER OPER EXP |
|                  -- IASYS-AFR-FUND-GROUP --              |
|      Select an AFR Fund Group or Press <PF4> to Quit     |
+----------------------------------------------------------+
```

Standard PF Keys

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as **PF9** always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press **PF4** to return to the previous window or inquiry screen. If multiple windows have been opened pressing **PF3** will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

Bkwd   **Backwards**
                 Advances <u>backward</u> to the previous screen or scrolls one page back for a particular item.

Frwd   **Forward**
                 Advances <u>forward</u> to the next screen or scrolls one page forward for a particular item.

Left   **Scroll Left**
                 Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the <u>left</u>.

More Desc   **More Description**
                 Displays complete <u>description</u> text for a document or an item.

```
+---------------------------------------------------------------+
|  R R400007      **Document Item Inquiry **                    |
|  Item:   1.0                                                  |
|                                                               |
|  Line                   Descriptions                          |
|  ----   ---------------------------------------------         |
|    1    1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK           |
|    2    DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING          |
|                                                               |
|                     Press <PF4> to Exit                       |
+---------------------------------------------------------------+
```

Next   **Next Screen**

Advances to the next screen required.

Notes   **Notes**

Displays any notes attached to the document header. Use the **_Position at Line_** field to start the text at a particular line. The **_Page (F/B/E)_** field scrolls Forward (F), and Backward (B) through the text, or End (E) to exit the window.

```
+-------------------------------------------------------------+
|   F0013 Please enter desired modifications                  |
|   P600026   1.0                        Position at line: ___ |
|     Line              ******** Note Text ********            |
|     1          >>Notes Entered 10/12/95 BY CARSON, CARL C___ |
|                                                              |
|     2          THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___ |
|     3          PRIOR TO THE AWARD._____|
|     4          _____ |
|     5          CONTACT DR. WILL W. WADDLESWORK FOR FURTHER_  |
|     6          DETAILS/CLARIFICATION ABOUT THE REQUESTED____ |
|     7          ITEMS._____ |
|     8          _____ |
|     9          _____ |
|     10         _____ |
|     11         _____ |
|     12         _____ |
|         PF4=Exit  PF7=PItem  PF8=NItem    Page (F/B/E): _     |
+-------------------------------------------------------------+
```

Right   **Scroll Right**

Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.

Departmental Accounting Screens List

FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

Financial Accounting

02x - Budgets (Screens 10, 10A, 10B, 10C, 10D)		
020	Original Budgets & Original Budget Corrections	Special FAMIS Processing
021	Revised Budgets (General)	Special FAMIS Processing
022	Budget Transfers	Special FAMIS Processing
023	Base SL to SA (Original)	Special FAMIS Processing
024	Base SL to SA (Revised)	Special FAMIS Processing
025	SA to SA (Within SL Only)	Special FAMIS Processing
027	Begin Year Budget Forward	Special FAMIS Processing
03x - Receipts (Screen 12)		
030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Equity Transfer Receipts - Interpart IDTs – Credit to One Part, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System	Assigned by FAMIS
04x - Disbursements (Screen 13)		
043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements, Equity Transfer Disbursements	Assigned by FAMIS
05x - Encumbrances (Screen 11)		
050	Previous Year(s) Encumbrances	Special FAMIS Processing
051	Salary Encumbrances	Assigned by FAMIS
054	Requisition	Assigned by FAMIS
055	Purchase Order	Assigned by FAMIS
057	Encumbrance Begin Year Carry Forward	Special FAMIS Processing
058	Regular Encumbrance	User Defined
059	Current Year Encumbrances (budget check, regardless of flags)	Special FAMIS Processing
E5x	Blanket Wage Encumbrances	Assigned by FAMIS

Financial Accounting Transaction Codes (cont'd)

06x – Journal Entries (Screens 14, 14A, 25, 35, 36, 37, 85, 86)		
060	Real Journal Entries	User Defined
061	JE for IDTs	Assigned by FAMIS
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS
063	JE from Student Feeds	Assigned by FAMIS
064	JE from Payroll Feeds	Assigned by FAMIS
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS
067	JE from LMS (Loan Management System)	Assigned by FAMIS
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS
069	Compound Journal Entries (system controlled)	Assigned by FAMIS
06A	JE for Procurement Card Entries	Assigned by FAMIS
06C	JE for Concur (eTravel) Entries	Assigned by FAMIS
09x – Beginning Balances, Bank Transfers (Screen 15)		
090	Bank Transfers	Special FAMIS Processing
098	Beginning Balances	Special FAMIS Processing

A/P Voucher

14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen 345)		
140	Regular Vouchers	User Defined
141	Regular Vouchers	User Defined
142	Produce Separate Checks for Vouchers	User Defined
143	State Travel Vouchers	Special FAMIS Processing
147	Revolving Vouchers	Assigned by FAMIS
148	Change Source of Funds	Assigned by FAMIS
149	Force Separate Check	Special FAMIS Processing
15x – Credit Memos (Screen 108) (Invoicing Screen 340)		
151	Regular Credit Memo	User Defined
152	Regular Credit Memo	User Defined
159	Forces Separate Credit Memo (only matches when used on same voucher as charges)	Special FAMIS Processing
16x – Prepaid Vouchers (Screen 109) (Invoicing Screen 345)		
160-164	Prepaid Voucher (Regular) with reconciliation	User Defined
165	Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)	Assigned by FAMIS
166	Prepaid Voucher with NO reconciliation (offset to the bank)	Assigned by FAMIS
167	Prepaid Revolving Voucher	Assigned by FAMIS
169	Prepaid Cash Voucher	User Defined
17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen 340 and 345)		
170-174	Prepaid Credit Memo with reconciliation	User Defined
176	Prepaid Credit Memo with NO reconciliation (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

FAMIS Session Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, **ARP**001 would signify an **A**ccounts **R**eceivable **P**ayment transaction. We recommend that FAMIS users use these batch header codes where appropriate.

ACCOUNTS PAYABLE		
AP ACH	APA	FAMIS ASSIGNED
AP Check	APC	FAMIS ASSIGNED
AP State Voucher	APV	FAMIS ASSIGNED
Fee	FEE	
Travel	TRV	
Corrections-Travel	TRC	
Purchase	PRV	
Prepaid Vouchers	PPV	
Corrections- Purchase	PVC	
Delete Vouchers	DEV	
Housing Interface	HSG	FAMIS ASSIGNED
SIMS Interface	SIMS	FAMIS ASSIGNED
Miscellaneous	MDS	
Procurement Card	PCC	FAMIS ASSIGNED
Corrections-Payroll	CPR	

ACCOUNTS RECEIVABLE		
AR Accounting Feed	FAR	FAMIS ASSIGNED
AR Payments	ARP	FAMIS ASSIGNED

BANK TRANSFERS		
Bank Transfers	BTR	

BUDGET		
Budget Brought Forward	BBF	FAMIS ASSIGNED
Beginning Entries	BEG	
Regular	BJN	
Original Budgets	BUD	
Generated Exp Budget	GEB	FAMIS ASSIGNED

CASH RECEIPTS		
Cashier Deposits-Depts	CDP	
Corrections Receipts	CRC	
Departmental Deposits	DDP	
Distribution to S/L	DTR	
Gifts	GIF	
Interest	INT	
Investment Sales	INS	
Letter of Credit	LOC	
Miscellaneous	MDP	
V/MC Charge Back	CBK	
V/MC Deposits	VDD	

ENCUMBRANCE		
Encumbrance	ENC	

IDTs		
Regular	IDT	
Corrections	IDC	
Gift Fees	FEE	
Interface IDTs	(dept. code) Ex: PHPLxx	
Visa/MC Charges	VMC	
Interagency Payments	IAP	

JOURNAL ENTRIES		
Regular	JEN	
Corrections	JEC	
Investments	JIN	

PAYROLL		
EPA Adjustments	EPA	FAMIS ASSIGNED
Insurance Billing	INS	FAMIS ASSIGNED
Insurance Equity Transfer	INEQ	FAMIS ASSIGNED
Payroll	PAY	FAMIS ASSIGNED
Payroll Auto Adjustment	SEAA	FAMIS ASSIGNED
Salary Encumbrance	SEN	FAMIS ASSIGNED
Salary Savings	SSV	FAMIS ASSIGNED

FIXED ASSETS (FFX)		
FFX Accounting Feed	FFX	FAMIS ASSIGNED
FFX Depreciation Fee	FFD	FAMIS ASSIGNED

SPONSORED RESEARCH (SPR)		
Indirect Cost	INDZ	FAMIS ASSIGNED

SUSPENSE		
Suspense	SUS	

FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 1	Encumbrances Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Revolving Prepaid Vouchers Change Source of Funds Multi Vendor Vouchers (SL and GL)	05x 06x	PO # or Doc #
	Budget (SL) Budget Transfer	02x	Budget #
	Beg Balance #	098	Beginning Balance (GL)
	AFR #	060	AFR Entries/Reversals (SL and GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
 023 Transaction Inquiry by Account                      09/20/11 14:18
                  VET MED - TEACHING HOSPITAL             FY 2012 CC 02
  Screen: ___   Account: 144013 4010   Ref: 1   Direct/Indirect: D
                                        Bank Option: N
  Sbcd TC    Ref 1  Date  Description          Amount      I BatRef Offset Acct
  ---- ---  ------- -----  -----------------  --------------- - ------ -----------
  4010 061 A122411 08/31 KINGDOM ALLIANCE L        17.99- N RYR217 014400 2101
  4010 051 A122411 08/31 KINGDOM ALLIANCE L        17.99  D RYR217
  4010 061 A122422 08/31 KINGDOM ALLIANCE L        17.99- N RYR217 014400 2101
  4010 051 A122422 08/31 KINGDOM ALLIANCE L        17.99  D RYR217
  4010 068 A122411 09/12 KINGDOM ALLIANCE L        17.99  F PVP332 014400 2100
  4010 068 A122422 09/12 KINGDOM ALLIANCE L        17.99  F PVP332 014400 2100
  4010 055 045071A 09/16 DELL MARKETING L P       306.33  D ZP0916
  4010 068 045071A 09/19 DELL MARKETING L P       306.33  P PVP342 014400 2100
  4010 055 045508A 09/20 DELL MARKETING L P       101.19  D ZP0920
  4011 061 A122412 08/31 TEAM SYSTEMS INC        585.00- N RYR217 014400 2101
  4011 051 A122412 08/31 TEAM SYSTEMS INC        585.00  D RYR217
  4011 054 L200100 09/01 PD MORRISON ENTERP      165.92  D PUR001
  4011 068 A122412 09/12 TEAM SYSTEMS INC        585.00  F PVP332 014400 2100
  4011 068 L200100 09/19 PD MORRISON ENTERP      165.92  F PVP342 014400 2100
                         * Continued *
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp          View            DLoad Left  Right
```

Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 2	Disbursements Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Change Source of Funds Multi-Vendor Vouchers Revolving Prepaid Vouchers	068	Voucher #
	Interdepartmental Transfers Receipts	030 061	Bill # or Receipt #
	A/R Addt'l Line Item Entry A/R Line Item Adjust A/R Line Item Payment		A/R Invoice
	Encumbrance (SL)	05x	Document #
	AFR Entries/Reversals (SL and GL)	060	Document #
	DBR Budget Transfer	022	DBR Document #

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
    023 Transaction Inquiry by Account                    09/20/11 14:19
                     VET MED - TEACHING HOSPITAL          FY 2012 CC 02
     Screen: ___   Account: 144013 4010   Ref: 2   Direct/Indirect: D
                                        Bank Option: N
    Sbcd TC   Ref 2  Date  Description         Amount      I BatRef Offset Acct
    ---- ---  ------ ----- ----------------- --------------- - ------ -----------
    4010 061 A122411 08/31 KINGDOM ALLIANCE L       17.99- N RYR217 014400 2101
    4010 051 A122411 08/31 KINGDOM ALLIANCE L       17.99  D RYR217
    4010 061 A122422 08/31 KINGDOM ALLIANCE L       17.99- N RYR217 014400 2101
    4010 051 A122422 08/31 KINGDOM ALLIANCE L       17.99  D RYR217
    4010 068 1601146 09/12 KINGDOM ALLIANCE L       17.99  F PVP332 014400 2100
    4010 068 1601156 09/12 KINGDOM ALLIANCE L       17.99  F PVP332 014400 2100
    4010 055 045071A 09/16 DELL MARKETING L P      306.33  D ZP0916
    4010 068 1604551 09/19 DELL MARKETING L P      306.33  P PVP342 014400 2100
    4010 055 045508A 09/20 DELL MARKETING L P      101.19  D ZP0920
    4011 061 A122412 08/31 TEAM SYSTEMS INC        585.00- N RYR217 014400 2101
    4011 051 A122412 08/31 TEAM SYSTEMS INC        585.00  D RYR217
    4011 054 L200100 09/01 PD MORRISON ENTERP      165.92  D PUR001
    4011 068 1601148 09/12 TEAM SYSTEMS INC        585.00  F PVP332 014400 2100
    4011 068 1603905 09/19 PD MORRISON ENTERP      165.92  F PVP342 014400 2100
                        * Continued *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp            View            DLoad Left  Right
```

Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE	AUTO OR MANUAL
REF 3	AP Disbursements (GL)	04x	AP Check #	A
	Prepaid Vouchers	068		
	Receipts	03x	Teller #	
	Disbursements	04x	(if manually entered)	M

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
    023 Transaction Inquiry by Account                   09/20/11 14:20
                      VET MED - TEACHING HOSPITAL         FY 2012 CC 02
    Screen: ___   Account: 144013 4010   Ref: 3   Direct/Indirect: D
                                         Bank Option: N
    Sbcd TC   Ref 3   Date  Description        Amount      I BatRef Offset Acct
    ---- ---  ------- ----- ----------------- --------------- - ------ -----------
    4075 068          09/19 SYNTHES (USA)             481.10  P PVP342 014400 2100
    4075 068          09/19 DYNATRONICS CORP          115.78  P PVP342 014400 2100
    4075 055          09/20 SYNTHES (USA)           1,023.31  D ZP0920
    4090 055          09/16 DELL MARKETING L P        286.90  D ZP0916
    4090 068          09/19 DELL MARKETING L P        286.90  P PVP342 014400 2100
    5110 060 J200005 09/12 CENTREX CHARGE: 02          86.67  N 1828EA 144004 5110
    5115 060 J200006 09/12 CENTREX CHARGE: 02         748.33  N 1828EA 144004 5115
    5115 060 J200007 09/12 CENTREX CHARGE: 02         241.20  N 1828EA 144004 5115
    5130 061 0495504 09/06 CORE IPAY 20112490         360.00    OSJ250 001004 1610
    5130 060 J200008 09/12 CENTREX CHARGE: 02          42.09  N 1828EA 144004 5130
    5130 060 J200009 09/12 CENTREX CHARGE: 02          30.39  N 1828EA 144004 5130
    5145 060 J200010 09/12 CENTREX CHARGE: 02          96.48  N 1828EA 144004 5145
    5145 060 J200011 09/12 CENTREX CHARGE: 02          91.45  N 1828EA 144004 5145
    5155 060 J200012 09/12 CENTREX CHARGE: 02           8.57  N 1828EA 144004 5155
                            * Continued *
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp              View              DLoad Left  Right
```

Reference # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 4	Vouchers Credit Memo Prepaid Vouchers Prepaid Credit Memos Revolving Prepaid Vouchers Change Source of Funds Multi-Vendor Vouchers	068	Department Voucher #
	A/R Additional Line Item Entry A/R Line Item Adjust A/R Line Item Payment	022	A/R Payment Check #
	AFR #	060	AFR Entries/Reversals (SL and GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
   023 Transaction Inquiry by Account                 09/20/11 14:21
                     VET MED - TEACHING HOSPITAL       FY 2012 CC 02
   Screen: ___  Account: 144013 4010  Ref: 4  Direct/Indirect: D
                                        Bank Option: N
   Sbcd TC   Ref 4   Date  Description         Amount      I BatRef Offset Acct
   ---- ---  ------- ----- ------------------ --------------- - ------ -----------
   4010 061  14387   08/31 KINGDOM ALLIANCE L      17.99- N RYR217 014400 2101
   4010 051  14387   08/31 KINGDOM ALLIANCE L      17.99  D RYR217
   4010 061  14354   08/31 KINGDOM ALLIANCE L      17.99- N RYR217 014400 2101
   4010 051  14354   08/31 KINGDOM ALLIANCE L      17.99  D RYR217
   4010 068  14387   09/12 KINGDOM ALLIANCE L      17.99  F PVP332 014400 2100
   4010 068  14354   09/12 KINGDOM ALLIANCE L      17.99  F PVP332 014400 2100
   4010 055  4676212 09/16 DELL MARKETING L P     306.33  D ZP0916
   4010 068  4676212 09/19 DELL MARKETING L P     306.33  P PVP342 014400 2100
   4010 055  4723697 09/20 DELL MARKETING L P     101.19  D ZP0920
   4011 061  14158   08/31 TEAM SYSTEMS INC       585.00- N RYR217 014400 2101
   4011 051  14158   08/31 TEAM SYSTEMS INC       585.00  D RYR217
   4011 054  14110   09/01 PD MORRISON ENTERP     165.92  D PUR001
   4011 068  14158   09/12 TEAM SYSTEMS INC       585.00  F PVP332 014400 2100
   4011 068  14110   09/19 PD MORRISON ENTERP     165.92  F PVP342 014400 2100
                            * Continued *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp              View              DLoad Left  Right
```

K:\FA\DOC\WRKNPRCS\Charts for Manuals\FAMISReferenceCodesNF.docx

Flag Maintenance Definitions

GL Flags

Delete Flag

The delete flag, when set to "Y" (on), restricts any further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files, but continues to store it for audit purposes.

A delete flag for a 6-digit GL account can be set to "Y" and then set to "N" to reinstate the account.

Before a delete flag can be set for a GL account, the following conditions must be met:

    (1) Each asset, liability and fund balance record must have a zero balance.
    (2) All SL accounts mapped to the GL must be deleted.
    (3) The account must have been inactive for the current month. FAMIS doesn't allow an account that has had activity processed during the current month to be deleted. The account can be deleted after the current month-end process has been run.

Attempts to process real time transactions against a deleted account are rejected.

Drop Flag

The drop flag is used to identify an account that is to be physically purged from the file. when the drop flag is set to "Y" (on), the account is removed from the file.

The drop flag can be set for a 6-digit GL account only if the following conditions are met:

    (1) The delete flag on the GL account must already be set to a value of "Y."

    (2) All SL accounts mapped to the GL account must have both the delete and drop flags set to "Y."

The drop flag may also be set on a 10-digit account, with the additional condition that the 10-digit account must have a zero balance in all dollar fields (i.e., Beginning balance, Current month, Present balance, etc.).

Freeze Flag

The freeze flag restricts posting certain types of direct transactions to an account. This flag may be set ONLY at the 6-digit GL level. Cash receipts, disbursement and journal entries are rejected if processed against a "frozen" account.

Transactions that are accepted against a frozen GL account include attribute modifications, journal entries with a special transaction code of 062 and indirect updates.

All transactions posted against a frozen account generate diagnostic messages.

SL Flag Definitions

Seven flags help control activity against each SL account. These flags allow review, freezing, deleting or dropping of an account, suppressing "over budget" messages, and controlling automatic budget reallocation (ABR).

Flags may be set to "Y" (on) or "N" (off).

Freeze Flag

The freeze flag restricts posting certain types of direct transactions to an account. The following transactions will be rejected or suspended if processed against a frozen SL account:

- original budgets
- encumbrances (except credit encumbrances)
- cash receipts
- cash disbursements
- journal entries, except those with a transaction code of 062.

The following transactions will still be accepted if processed against a frozen SL account:

- - attribute modifications
- - budgets (excluding original budgets)
- - credit encumbrances against an existing OC or Purchase Order
- - disbursements liquidating outstanding commitments
- - journal entries with a transaction code of 062

All transactions processed against a frozen account generate diagnostic messages.

Delete Flag

The delete flag, when set to "Y" (on), restricts all further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files but continues to store it for auditing and comparative reporting purposes. the account can be reinstated by setting the flag to "N" (off), unless the delete flag for the related GL account is on.

Before the delete flag can be set, the following conditions must be met:

(1) The budget balance available must be zero (0).
(2) There can be no outstanding or open encumbrances against the account.
(3) The account must have been inactive during the current month. The system will not delete an account that has had activity during the current month.

Drop Flag
The drop flag identifies an account that is to be physically purged from the file. When the drop flag is set to "Y" (on), the account is removed from the file. It is recommended that an account not b dropped except at the end of the fiscal year, or if the account was created in error and has no dollar activity. Before the drop flag can be set, the delete flag for the account must be set to "Y" (on).

Annual Budget Reallocation (ABR)
The ABR flag specifies the automatic budget reallocation rule that applies to the account (set to 001-009).

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 Records 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 (FRS). 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 into which the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

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

Beginning Balance
Balances posted during implementation.

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 Fiscal Year
Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

Budget Pattern
Used to group individual object codes (or ranges), into budget categories to establish new fiscal year budget. Tracks current and past year account activity in order to develop the new fiscal year budget.

Budget Pool
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

Budget Version
Various versions of a budget can be created and names for comparative purposes.

Buying Account
Account which is allowed to "purchase" from a specific selling account via an interdepartmental transfer.

C

Capital
Assets, cash, means, property, resource.

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 FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

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 money.

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.

Copy

The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

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.

Currency Code

A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

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 online feature that 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.

Default Mandatory

Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Delete Flag

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

Demand Voucher

Voucher to be paid during the next Check Cycle.

Diagnostic Message HELP

An on-line feature that 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) which specifies the type of transaction.

Disbursement

Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

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

Expended

Depleted, used up.

Expense

Cost, disbursement, payments.

F

FA

See Financial Accounting.

Feed

Transactions from other systems that are transferred to the FRS.

Field

That part of a control record, transaction or established for displaying or entering information.

File

A storage area established within a computer system or database for organizing similar kinds if data.

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.

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.

FTE

Full-time Equivalents. Used by the B/P/P System.

Function

Purpose.

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 (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

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

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

I

IDT
Interdepartmental Transfer.

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 (JCL)
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.

Liquidate
Reduce encumbrance through payment; pay off debt.

M

Map Code
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Memo Bank Account
An account that represents the balances of demand 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.

O

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

Open Commitment
An encumbrance.

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.

Purpose
The function.

R

Receipts

Cash received from cash assets, collections on account receivable and sale of other assets. The purpose is to record money received by the institution to the GL, SL and SA or bank accounts.

Recommendation

The budget projection version that is submitted to the Budget Office for approval.

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.

Revenue

Income or receipts.

Run Parameter

A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

S

Save

The process that creates a budget version.

6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

Screen HELP

An online 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.

Secured Submitted Version

Submitted budget version that has been locked. It can be flagged to indicate it is an "official" version.

Selling Account

Account which is allowed to "sell" to specified buying accounts via interdepartmental transfers.

Session

A control mechanism to track real-time posting of a group of financial transactions is order to provide an audit trail.

SL

See Subsidiary Ledger.

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.

Submit

The process that attached a budget version to a budget account as a budget of an account.

Submitted Version

Version of the budget submitted for approval as the official budget of 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 Identification Number that is available for 1099 report preparation.

Taxes

An additional charge on the acquisition of goods that 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.

Value-Based

A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor Automatic

A feature that automatically assigns a specific Number Assignment to the vendor on the Action/Context Line.

Vendor Commodity

A good or service purchased from a specific vendor.

Vendor File

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

Version

Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a "secure version" and can never again be changed.

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