Year-End Procedures User Manual

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FAMIS Services The Texas A&M University System

Introduction

The purpose of this manual is to assist in understanding Year-End procedures in the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Purchasing, Receiving, Fixed Assets, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to functions. All associated screens and processing information are included along with field descriptions. The required fields are designated by a diamond symbol (\blacklozenge). Data entry information (Help) can be accessed on some screen fields with the use of the *PF2* key or typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to process reports and programs required at the end of the fiscal year, and prepare for closing procedures.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. 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 Texas A&M University System 1144 TAMU College Station, TX 77843-1144
Non-College Station based:	The Texas A&M University System FAMIS Services A&M System Building 301 Tarrow Street College Station, TX 77840-7896

Table of Contents

I .	Introduction	PAGE
	Overview	I-9

II Year-End Procedures

General Section

Delete Flag	II-3
Year-End Process Flags	II-3
Account Attributes and Tables - Parameters and Prodcards	11-4
Security Changes	11-4
AFR Batches (Reversing)	II-5
Interface/Feed Files	II-5
Deferred Student Revenue/Expense	
Purchasing Document Default Year	II-6
Rolling Balances after August Close	II-7
Request Voucher Sequences	
Citibank	II-7
Concur	II-8
Balance Forward Process	11-9
Encumbrance Process	II-11
Summary Steps – Year-End Close Procedures	II-13
Opening FFX in the New Fiscal Year	II-16
FFX Decisions	
SPA Feeds – Year-End	II-20

Scheduling Section

Checklist #1A	Open New Year and Create Tables	II-22
	Options for the YU800	II-23
Checklist #1B	Purchasing Prefixes – Exclude Option	II-25
Checklist #2	Accounts in the New Year	II-27
	Special Account Programs	II-28
	Banks	II-28
	Map Code Changes	II-29
	ABR Rules	II-30

П	Year-End Procee	dures (cont'd)	PAGE
	Checklist #3	FFX Class Code Table	II-33
		Daily Batch Reporting	II-33
		Controlled Data Entry – New Fiscal Year	II-33
	Checklist #4	Budget Load	
		Budget Pre-Load Tasks	II-35
	Checklist #5	Budget Transfers Load	II-37
		Payroll	II-38
		Payroll Activities After Last August Payroll	II-38
	Checklist #6	Salary, Benefit and Longevity, Encumbrances	
	Checklist #7	Wage Encumbrances	
	Checklist #8A	Accrued Payrolls	II-43
		August Salary Savings	
	Checklist #8B	Salary Savings – New Year	
	Checklist #9	Zero Out Accounts	II-47
	Checklist #10	Load Payroll Budget	II-48
		Extended Pay Plan	II-49
		Finish Old Year August Processing	II-50
	Checklist #11A	Purchasing Prefixes – Include Option	II-51
	Checklist #11B	Voucher Prefixes	II-53
	Checklist #12	Complete Purchasing Documents	II-55
		Open Invoice Headers	II-55
		Hanging Encumbrances	II-56
		New Year Entry	II-57
		Important New Year Activities	II-57
	Checklist #13	Purchasing Accruals	II-59
	Checklist #14	Encumbrances Forward	II-61
		Encumbrances, Vouchers and Checks	II-61
		Other Feeds and Interfaces	II-62
		Student Feeds	II-62
		Accounts Receivable Feeds	II-62
	Checklist #15A	DBR and DCR Documents	II-63
	Checklist #15B	TDP Documents	II-64
	Checklist #16	Close August – All Members	II-65
	Checklist #16A	FBMU821	II-66
	Checklist #16B	YU215 (Optional)	II-67
	Checklist #16C	YR217 Post	
	Checklist #16D	YU850	II-69
		Default to New Year	II-69
	Checklist #16E	YR010 Post	II-70

П	Year-End Proced	lures (cont'd)	PAGE
	Checklist #16F	YUDCL – DBR and DCR Documents	II-71
		FBYU523 Post - DBR Documents	II-71
		VBYU275 Post - DCR Documents	II-71
	Checklist #16G	YU851 Post - TDP Documents	II-72
	Checklist #16H	YU015 - SciQuest Account Preparation	II-73
	Checklist #17	Balance Forward GL, SL Budget and Project Actuals	11-74
	Checklist #18	USAS File – Purchasing Accruals	II-75
	Checklist #19	Year-End Accruals	II-76
		Student Deferred	II-76
	Checklist #20	Accrued Payroll	II-78
	Checklist #21	Endowments	11-80
		Special Daily Reporting	11-80
		Month 13 Processing	
		AFR Batches	II-81
	Checklist #22	Close Budgets	11-82
		Balances	II-83
	Checklist #23	FFX-Depreciation/Amortization	II-84
	Checklist #24	RR200	II-86
		End of Year Sequence - Month 13	
		Month 13 Close	
		Reports	11-89
	Checklist #25	Zero Out Revenue Budgets	11-90
	Checklist #26	Reversing AFR Entries	II-91
		Special Year-End "YEnnnn" Batch	II-91
	Checklist #27	Reversing AFR A/R Entries	
	Checklist #28	Zero Out AFR Encumbrances	
	Checklist #22	Repeat – Close Budgets	11-94
	Checklist #29	Close September	11-95
	Checklist #30	Old Year/AFR Finalization	II-96
		Submitting the AFR	II-97
		FFX and DSPA	II-97
	Checklist #31	Close 13th Month Officially	
		Reporting	
	Checklist #32	GEB – Generate Expense Budget	II-100

ш	Year-End Refere	nce	PAGE
		Overview	111-3
		SL Year-End Flag Values	III-3
		F – Fiscal	III-3
		E – Encumbrance Only	111-4
		P – Project Accounts	111-4
		T – Transfer	III-5
		Examples	III-6
		GL Year-End Flags	111-9
		F – Fiscal	111-9
		P – Project Accounts	111-9
		SA Expense Budget Transaction Flags	III-10
		Deferred Student Revenue	III-10
		AFR Batches and Encumbrances	111-11
		Ending Accounts Payable and Inventory/Prepaid Expenses	III-12
		Accrued Payroll	III-13
		Year-End Check and Voucher Production	
		New Year Voucher Number Sequences	III-13
		Default and Alternate Bank Changes – State Banks Only	111-14
		Map Code Changes in the New Year	111-14
		Reporting Month 13	
		Opening the New Year	III-15
IV	Year-End Program	ns and Reports	
		Programs Listing	

Year-End Related Programs	IV-3
New Year Budget and Salary Encumbrance Programs	IV-7
Table Roll Forward Programs	IV-8
Miscellaneous Programs	IV-9
Parameters	IV-11
Prodcards	IV-13
Reports Listing	IV-15
Sample Year-End Reports	IV-23
AFR Exhibits/Schedules and Associated FAMIS Reports	
Overview	IV-25
Exhibits	IV-25
Schedules	IV-25

V Appendix

Instructions	V-3
Glossary	V-9

Introduction

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

You will find important information to help you follow recommended procedures and run the reports and programs to close the financial records for the fiscal year.

Please read and understand this manual *in its entirety* before beginning the Year-End Process.

Please direct any questions to the FAMIS HOTLINE at (979) 458-6464 or send email to <u>famishelp@tamus.edu</u>.

Please remember:

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

Symbols



Action to be taken by the **user**

Action taken by **FAMIS** but requested and recorded by the user

Helpful tips provided for a process

When you run reports, you must **REVIEW** the transactions, NOT just the errors!!!

Section II Year-End Procedures

General Section

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

Delete Flag

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

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

Delete Flag:

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

Year-End Process Flags

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

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



: To correct/change the flag online, use <u>Screen 2</u> for GLs and <u>Screen 6</u> for SLs.

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

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

Account Attributes & Tables - Parameters & Prodcards

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

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

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

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

Table Example Department Table (Screen 860)

Report Parameters FBMR220 FBAR230 FBAR232 FBAR233 Prodcards FBAR230 FBAR233 FBAR236 FBAR237

Security Changes

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

fiscal year access entity access home department

User Access

Remember, beginning September 1, some users only require access to the new fiscal year. Others in the business office need access to both old and new fiscal years.

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

 need both old and new year
- (can update in old year until Allow flag off)
 need both old and new year
 should only need current year
 should only need current year

Person File

<u>Screen 850</u>, the person file, is updated if B/P/P processes an ADLOC account change for an employee. Two fields may change: the ADLOC account for the employee and the employee's home department will be updated to match the department on <u>Screen 6</u> for the new ADLOC account.

Security screens in ZSS are **not automatically updated**.

AFR Batches (Reversing)

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

AFR batches created in August and Month 13 will be processed.

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

◆TIP: the key to all AFR batch processing is that the batch reference must be entered as "AFRnnn", but not AFRFnn. This includes all corrections to AFR batch postings!!

And don't forget about **AFR postings to your Suspense** account due to errors. If entries from AFR batches go to Suspense, these entries must be cleared with an "AFR" batch. If this is not done, the corrections will not be automatically reversed by the reversing programs in the new year.

Interface/Feed Files

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

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

Deferred Student Revenue/Expense

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

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

Purchasing Document Default Year

Change Purchasing Document Default Year - optional

The purchasing document default year is the year that displays on the document header screens when creating a new document. Two fields on <u>Screen 311</u> control the default purchasing year.

DEPT Default Year.....,____, PURCH Default Year.....,____,

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

At your discretion, request that FAMIS Production Services change your Purchasing Default Year to the new FY on <u>Screen 311</u> for "DEPT" documents (limiteds, exempts, and requisitions) and/or "PURCH" (purchase orders) documents. This means that while working in the old year, as users enter purchasing documents, the default document year on the document header screens will be the new fiscal year. Should they wish to pay with current year funds, they would have to change the default year on the document header to the current (old) year. These two fields can be changed at different times.

Rolling Balances After August Close

Beginning with the 2011 August Close, in an effort to reflect balances that carry forward from the old year to the new year on a more frequent basis, the YR002, YR003 and YR006 programs will be run daily by FAMIS Production. These programs will roll old year SL, GL, Bank balances and Project Actuals into the new year each day through Month 13 close.

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

Request Voucher Sequences

We have simplified the request process for voucher sequences by incorporating the use of our existing Year-end Request process. With this change, we have also added Checklist # 11B. The checklist item improves audit and review, ensuring that all the steps necessary for the Year-end process have been completed. The new Year-end request step is VONUM.

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

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

Citibank

With the transition from JPMorgan to Citibank, FAMIS began automatically running the Citibank posting jobs each month based on a set schedule, rather than requiring each Member to request its own Citibank posting jobs. There were some concerns with the year-end posting last year, so a workgroup met to improve the process for FY12.

FAMIS will process the FY12 year-end Citibank postings as described below.

OLD Process

Post AFR reversing entries to accrue expenses for Citibank card transactions included in the billing cycle that begins early August and ends early September.

- AFR accruals for purchasing card transactions are very confusing to departmental users, which generates phone calls for fiscal offices
- For those using DCR (departmental corrections) module, there are also problems with corrections initiated in error

NEW Process Effective FY12

Effective for August 2012, the transactions for the Citibank billing cycle that ends in early September will be treated like every other billing cycle. FAMIS will pull the transactions and create journal entries for local expenses, and vouchers for state expenses. No AFR reversing entries will be generated. Citibank Billing Cycle (both Purchasing and Travel): **08/04/2012 through 09/03/12**

FY 12 – August Business

On September 4th, FAMIS will pull Citibank transactions dated 08/04/12 through 08/31/12 and post them in August business the night of September 4th. The transactions will post just like any other billing cycle, except the transactions will *exclude* the last few days of the billing cycle that occur in early September. After the transactions are pulled by FAMIS, cardholders will no longer have access to reallocate these transactions online through CitiDirect.

There will be a short window for online reallocations; cardholders have access to reallocate when the charges are posted. Encourage all cardholders to reallocate early. If any transactions are not reallocated, they will post to the default account and object code. Some object codes are defined based on the credit card transaction information, others will post to the default object code.

If the default account defined by the agency is used, the specified default object code or account control will be used as well.

FY 13 – October Business

In late October, FAMIS will pull Citibank transactions from 09/01/12 through 10/03/12 and post them in October business. Any transactions from the billing cycle ended 09/03/12 not posted in August, will be included with the October processing. (For 2012, September 1st through September 3rd includes Saturday, Sunday, and Labor Day so there should not be many transactions.)

Concur

Travel Encumbrances

For System Members using Concur, encumbrances generated from pre-trip authorizations will remain encumbrances for year-end processing. No payables will be generated.

Expense Reports

Expense reports approved by 5pm on September 6th (the day prior to August Close) will post in August business. Beginning September 7th, approved Concur expense reports will process and post in FAMIS in September, FY13.

Balance Forward Process - YRBBR

Roll Balances Nightly

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

Rolling Balance Forward process will run until Month 13 Closed

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

FRS Screen 6

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

Roll Balances Process (YRBBR)

- User initiated "098" transactions (GL balances and Project Actuals) are not allowed in the new year until the prior FY closes
 - All "098" transactions are looked at in summary; the program cannot distinguish between those posted by YR003 and those that were user initiated.
 - Anything entered in the new year would be reversed when YR003 attempts to sync up the prior FY and the new FY
- User initiated "027" transactions (Budget Brought Forward)are allowed in both years
 - YR006 looks at transactions and is able to ignore user initiated "027" transactions and only utilize the "027" transactions posted by the YR006 to sync up the prior FY and the new FY

> YR412 – Budget Transfers

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

YR414 – Budget Transfer Simulation Process

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

> YR003 - GL Actuals

- Accepts YR412/YR414 simulated feed to add to the actual and then rolls actuals forward
- Performed until Month 13 Closed

> YR006 – SL/SA Budgets

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

> YR002 – Project Actuals

- No more budget processing included in YR006
- Will only process Actuals
 - Roll forward for "P" Year End accounts
 - Reverse Actuals on accounts whose Year End Processing flag changed from "P" to "E," "F," or "T"
- Performed until Month 13 Closed

Encumbrance Process

When Encumbrance Process occurs:

- Begins After August Close
- After YR010 has been run
- Only during Month 13

Process looks forward from the prior FY into the new FY to prevent double entry

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

Transactions posted in both FY's

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

FAMIS will generate a batch in the background in the new FY

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

Errors which occur in the new FY look like the following:

- F8476 FY13/6354/Reversing Encumbrance of 2.75- exceeds current amt of 1.75
- PF12 multiple informational messages
 - o Should have messages for both fiscal years when in the Prior FY

Concept

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

Scenario

•	Prior Year -	\$50	New Year -	\$50
	Enc release	<\$10>	FAMIS	<\$10>

 Before, the adjustment would have had to been made in both years; now FAMIS creates encumbrance adjustment entry in new FY for you

•	Prior Year -	\$50	New Year -	\$50
	Voucher	<\$20>	FAMIS	<\$20>

 Voucher reduces encumbrance in prior year, FAMIS creates encumbrance adjustment entry in new FY for you

•	Prior Year -	\$50	New Year -	\$50
			Voucher	<\$20>

Enc release <\$40>

- Voucher reduces encumbrance in new year, FAMIS creates encumbrance adjustment entry in prior FY for you
- Tries to process encumbrance release of \$40 in old year, but will get an error message because there is only \$30 remaining in the new FY

Summary Steps - Year-End Close Procedures

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

Post Option



Action to be taken by the **user**

Action taken by **FAMIS** but requested and recorded by the user

СК #	STEP	REQUEST / REVIEW / RUN	Post Option	Pg Ref
#1A	Open Fiscal Year	YU800 (Option = YearEnd)	→	II-22
#1B	Create Purchasing Prefixes	FBYU854 Exclude Option Post	→	II-25
#2	Copy Accounts to New Fiscal Year	YU001 (includes YU007) Post	→	II-27
#3	Load FFX Class Code Tables	TU591 Post	+	II-33
#4	Load Budget	YU408	+	II-35
#5	Load Budget Transfers	YU409	→	II-37
#6	Load Salary, Benefit & Longevity Encumbrances	YR405	→	II-39
#7	Load Wage Encumbrances	YR430	→	II-41
#8A	Review Accrued Payroll Encumbrances	PR302 Post and Review	*	II-43
#8B	August Salary Savings	FBPU050 Post and Review	*	11-44
#9	Zero Old Year Salary Encumbrances	YR410 Post and Review	*	II-47
#10	Load Payroll Budget Transactions	PU515 Post and Review	*	II-48
#11A	Create New Year Document Prefixes	FBYU854 Include Option Post	→	II-51
#11B	Create New Year Voucher Prefixes	VONUM – Review Screen 835	→	II-53
#12	Complete Purchasing Documents	PBYU215	+	II-55
#13	Post Purchasing Accruals	YR217 (NO POST)	→	II-59
#14	Roll Old Year Encumbrances	YR010 (NO POST) – includes PBYU216	→	II-61
#15A	DBR Document Review DCR Document Review	YU523 (NO POST) YU275 (NO POST)	→	II-63
#15B	TDP Document Review	YU851 (NO POST)	+	II-64
#16	August Month End Close Review:	RUN BY FAMIS PRODUCTION SERVICES	*	II-65
#16A	Increment Processing Month	FBMU821 - Post	*	II-66
#16B	Complete Purchasing Documents	YU215 Post (optional)	→	II-67
#16C	Accounts Payable Accrual Post	YR217 Post	*	II-68
#16D	Default to New Year	YU850 Post	*	II-69
#16E	Encumbrance Roll Forward	YR010 Post	*	II-70
#16F	DCR & DBR Auto-Cancel	YUDCL Post	*	II-71
#16G	TDP Auto-Cancel	YU851 Post	*	II-72

Summary Steps – Year-End Close Procedures (cont'd)

CK #	STEP	REQUEST / REVIEW / RUN	Post Option	Pg Ref	
#16H	SciQuest Account Preparation	FAMIS Production runs this job	*	II-73	
#17	Balance Forward GL, SL Budget & Project Actuals	YRBBR (Includes YR002, YR003 and YR006) Run nightly by FAMIS Production Services from August Close until Month 13 Close	*	11-74	
#18	USAS Purchasing Accruals file to Austin	FAMIS Production runs this job	•	II-75	
#19	Student Deferred Revenues/Expenses	FAMIS Production runs on Sept. 1	*	II-76	
#20	Accrued Payroll	FAMIS Production runs on Sept. 1	*	II-78	
#21	Post Endowment Earnings	XR051 - FAMIS Production runs as file is available	*	II-80	
#22	Close Budget Accounts	YR412	+	II-82	
#23	Post Monthly Depreciation Amortization	MDEP	→	II-84	
#24	IDC Calculation	RR200	→	II-86	
#25	Zero Out Revenue Budgets	YR150	→	II-90	
#26	Reverse AFR Entries	YR415	→	II-91	
#27	Reverse AFR A/R Entries	YI415	+	II-92	
#28	Zero Out AFR Encumbrances	YR420	+	II-93	
#22	Repeat – Close Budgets for Accounts	Final YR412	→	11-94	
#29	Close September	Normal September jobs and reports	→	II-95	
#30	Old Year / AFR Finalization	Submit AFR to SOBA	+	II-96	
#31	Close Old Fiscal Year – 13 th Month	Request reports needed for year- close	•	II-98	
#32	GEB – Generate Expense Budget Current Month Processing	Begin running DR150 in New Year	→	II-100	

Opening FFX in the New Fiscal Year

While FFX can be open in multiple years, this feature requires careful consideration to avoid errors. It is still preferential to only work in one year.

In order to open FFX in the new fiscal year, the following actions must take place in this order:

Typically SOBA approves the AFR and delivers copies of the memo to the member campus and to FAMIS Production.

- 1. FAMIS Production requests and receives the year-end extract from SPA.
- 2. You must contact SPA and request that the old Fiscal Year be closed. Please copy <u>FAMISHELP@TAMUS.EDU</u> on your email correspondences.
- 3. When FAMISHELP receives a copy of the notification that SPA has closed the old Fiscal Year, they make the necessary changes to your control table and open FAMIS FFX in the new Fiscal Year.

FFX Decisions

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

FFX Questions

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

- 1. When should the Accounts Payable to FFX feed begin for the new near? (FnnTAPFD job, where nn is Part number)
- 2. When should FFX be closed for transactions in the OLD year?

AND

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

To Help You Decide:

We have listed each question with the Pros and Cons. We strongly recommend that the Business Office and Property Office discuss these items and jointly agree on the timing that best suits your organization as a whole.

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

- ≻
 - With the ability to have two Fiscal Years open in FFX, carefully consider to which Fiscal Year the transaction belongs. Posting of a transaction in the wrong Fiscal Year affects the AFR.
- \succ While preliminary and pending assets can be created in two fiscal years, they can only be **approved** in the fiscal year of their Acquisition and In-Service Date. Approved assets should only be modified or deleted in the Old Fiscal Year.
- \geq FFX is automatically closed in the OLD year when the AFR is submitted for review. It will not be reopened without approval from the System Office of Budgets and Accounting, your Business Office, and your Property Office.
- ≻ The NEW FFX year is not open to allow FFX transactions until the Member requests that the NEW FFX year be opened to allow FFX transactions.
- \geq If the NEW FFX year is not opened when the OLD FFX year is closed (like during AFR review), no asset transactions that open batches will be able to be processed. These include: Screen 510 through Screen 519 (Property Office transaction screens).
- \triangleright SPA feeds for the OLD year must be complete before any SPA transactions are fed for the NEW year.
- 1. When should you begin feeding NEW year controlled and capital items from Accounts Payable into FFX?

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

The options are:

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

- **Pro:** This method completely separates OLD year and NEW year FFX activity. There is very little chance that a NEW year item would accidentally be approved in the OLD year. Property Office workers can assume that all pending assets belong to the prior year. When FFX is complete for the year, there should be no outstanding pending assets.
- **<u>Con</u>**: Once the Property area has finished entering the majority of FFX items for the OLD year, there may be slack time that could be used preparing and auditing some of the pending assets that will be created by NEW year A/P activity.
- **Con:** FAMIS bar code labels (TBAR057) for items that have been purchased in the NEW year cannot be automatically created until the voucher has been fed and approved in the NEW year. Departments must be encouraged to physically label assets within 10 calendar days of receipt, as stated in the System Equipment Management Manual.

OR

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

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

- **Pro:** Property Office personnel can begin preparing NEW year pending assets as time permits. This might include changing descriptions, auditing class codes, and preparing manual inventory tags (not FAMIS generated bar codes, however).
- <u>Con</u>: Care must be taken to ensure that only OLD year assets get approved in the OLD year and only NEW year assets get approved in the NEW year.

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

The options are:

A. Close the OLD FFX year when the Property Office and Business Office are relatively certain that FFX is current and the Investment in Plant portion of the AFR (Schedule B-11) is complete. You can open FFX for the NEW year for transactions, but **be aware** that any FFX corrections for the OLD year will have to be done as FRS journal (adjusting) entries. The FFX entries will have to be done in the NEW year with the "Feed Accounting" flag set to "N". The final SPA transactions for the OLD year must be FTP'd to SPA before sending any transactions to SPA for the NEW year (refer to the discussion of this scenario found below).

OR

B. Close the OLD FFX year when the AFR is submitted for original review, but wait to open the NEW FFX year for transactions, until the final AFR review is complete. The Property Office and Business Office should be relatively certain that FFX is current and that the Plant portion of the AFR (Schedule B-11) is complete. The final SPA transactions for the OLD year must be FTP'd to SPA before sending any transactions to SPA for the NEW year (refer to the discussion of this scenario found below).



C. Wait until you run your official (final) Month 13 reports before closing the OLD year and opening the NEW year for transactions. This will ensure that all OLD year transactions are processed before the NEW year is opened for processing transactions. A final SPA feed will be run for the OLD year similar to the scenario discussed below.

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

FAMIS will **not send** NEW Year entries to SPA until the OLD year is closed at the state. This is usually after AFR is due at the State. The New Year SPA feeds cannot begin at the same time the NEW FFX year is opened. A couple of days' delay is necessary so that a year-end SPA snapshot (extract) can be captured of the OLD year for reporting purposes.

SPA Feeds – Year-End

As you know, as of September 01, 2000, we started sending automated feeds (DSPA) to SPA on a daily basis. We no longer send monthly feeds to SPA. Since this changes the way we look at feeds related to fiscal year-end processing, we need to explain more about how this will work and what you need to consider related to SPA feeds. The scenario for your agency will be similar to the following:

At your request, the <u>Screen 842</u> FFX Allow Transaction flag is set to "Y" in the NEW year. Day 1 is the last possible day of FFX entry into the OLD year as the flag will be set to "N" in the OLD year per your agency's request or submission of completed AFR.

At this point, the Property Office states it has completed entry of all OLD year activity and the Business Office states it has entered all necessary AFR (Plant/Property transactions and/or A/P transactions) activity for the OLD year. All capital and/or controlled assets for the OLD year have been entered. At this time, your AFR has been delivered to SOBA AFR Representative. SOBA requests FAMIS to lock down your campus code for the OLD year and no other entry into the OLD year will be allowed. All <u>Screen 842</u> flags will be set to "N" in the OLD year.

- Remember, FAMIS DSPA feeds are always a day behind. Therefore, on Day 1, DSPA will be run (after 5pm) for the previous day's OLD year activity and the file will be FTP'd to Austin. Since there is a 2pm deadline for SPA feeds, this file will not update SPA until the following night's SPA cycle.
- 2) On **Day 2**, DSPA will be run (after 5pm) for **Day 1's OLD year activity** and the file will be FTP'd to Austin.
- 3) On **Day 3**, DSPA will be run (after 5pm) for **Day 2's OLD year activity** and the file will be FTP'd to Austin.
- 4) On **Day 4**, since the OLD year is locked down and since the final file for the OLD fiscal year will update that night in SPA, FAMIS will request a SPA extract file. SPA will create it that night after all SPA updates have occurred.
- 5) On **Day 5**, FAMIS will FTP the SPA extract file for the OLD year to our system and verify its receipt. FAMIS will change the fiscal year-end flag (for SPA feeds) to the NEW year (<u>Screen 853</u>) and point the DSPA JCL (Job Control Language) to the NEW year. DSPA can be run that night to begin sending daily feeds to SPA for the NEW year. It will pick up all NEW year FFX activity prior to Day 5.

6) Once SPA has reconciled your AFR and SPA balances, they will "officially" close SPA entry for the old year. FAMIS Production Services will then change the SPA date control table (SPA-OPEN-DT on <u>Screen 853</u>) to "N" and enter the close date. They will create a new entry for the new FY that will control dates in the FFX system. No prior fiscal year dates may be used in FFX after this date. This table is also used to control the effective date as it is set in the daily SPA interface.

Decision Time

Once your Property Office and Business Office agree, please send a Change/Enhancement request from the FAMIS Services website (<u>http://www.tamus.edu/offices/famis/</u>) with your decisions. The information we need to know is:

- 1. when you want to begin feeding Accounts Payable to FFX for the NEW year.
- 2. when you want to close FFX for the OLD year **AND** when you want to open FFX for the NEW year.

	→	Request <u>YU</u> MUST BE RUN	
	Cri	i teria : <u>None (</u>	(prior to 8/31)
	Op	otion:YEAREN	ID
		DATE	ERRORS CHECKED
"Y" Post			
	"Y" Post	Cri	Criteria: <u>None</u> Option:YEAREN DATE

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

This section presents a series of steps to be taken for year-end processing. The order of the steps is important; some jobs must be run before others can be requested. Generally speaking, the numeric order of the list provides the order in which to request the jobs.

New Year Open

There are three options to the YU800:

- BUDGET
- YEAREND
- ALLTABLES

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

- Run **YEAREND** option by August 31
- Creates FRS, AR, and SPR control records
- Rolls some tables forward to next year but leaves current year pointing to old year
- Flags (<u>Screen 842</u>) are set as follows:
 Allow (Attributes, Purchasing, Transactions) flags are set to "N."
 Budget Control flag is set to the same value as the previous FY.

Change appropriate Tables in the new fiscal year.

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

YU800

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

OPTIONS for the YU800

- A. **OPTION=YEAREND** needs to be run as part of year-end processing. It creates the AR, SPR, Purchasing, and most of the FFX control tables and includes the following programs:
 - **FBYU807** rolls forward User Defined Budget Profiles (<u>Screen 710</u>)
 - **FBYU831** rolls forward the IDT Interface Table
 - FBYU840 rolls forward the USAS Strategy Table
 - **FBYU528** rolls forward the DBR Account Access Table
 - **FBYU529** rolls forward the DBR Processing Office Routing Path Table
 - TBYU800 creates the FFX control record for the new FY
 - **TBAR020** unloads the FFX tables (591-599) runs TBIU592-595 to load the master 592-595 tables. Only TBIU591 and TBIU592 run for the Members.
- B. OPTION=YEAREND for Master Campus (cc00) mid-to-end July.
 This option includes ALL of the programs in both the BUDGET and YEAREND options.
- C. OPTION=ALLTABLES is used for TAMRF (usually in mid-July) and the Training Region where all of the tables must be created or replaced. This option includes ALL of the programs in both the BUDGET and YEAREND options.
- D. **OPTION=BUDGET** is run when opening the new fiscal year to begin entry in the budget module. The new year FRS control record <u>Screen 821</u> is created with this option.

BUDGET option includes:

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

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

Checklist #1B – FBYU854: Create Purchasing Prefixes

Purchasing Prefixes

Create New Year Purchasing Prefixes

→ Request <u>FBYU854</u> Option: Exclude

Give any new Purchasing Prefixes to FAMIS Production Services. You can view the current prefixes on <u>Screen 855</u>.

At this time, only the following documents are created:

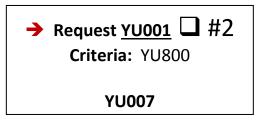
Requisitions Purchase Orders Master Orders Bids Department Budget Request (DBR).

The remaining prefixes (Limited Purchases and Exempt Purchases) must still be created. This is done on Checklist #11, which is closer to the beginning of the new year processing.

Checklist #2 - YU001: Update Accounts to New Year

Accounts in the New Year

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



ERRORS CHECKED

DATE

"Y" Post

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

- Can be re-run with "Y Post" but use caution when running with the Replace Option set to "Y."
- Changes made in the new year accounts may be overwritten by old year data.
- The following fields will NOT be replaced after the initial run of **YU001**:
 - Map code Default Bank ABR rule Budget Sort SA Create Enable Flag SA Rev/Exp Budget Transaction Flags SA Budget Transaction Flags

The *Allow Attributes* flag (<u>Screen 842</u>) will be set to "Y" in **YU001**.

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

REPLACE Option for YU001

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

Value = "Y": updates fields on accounts that already exist in the new fiscal year and copies accounts that do not exist. Any online changes you have made to account attributes in the new fiscal year (<u>Screen 2</u>, <u>Screen 6</u>, <u>Screen 8</u>, <u>Screen 9</u>, <u>Screen 51</u>, and <u>Screen 52</u>) will be overwritten except:

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

Map Code ABR SA Create Enable Flag SA Budget Transaction Flags Default Bank Budget Sort SA Rev/Exp Budget Transaction Flags

Special Account Programs

• YU004 is run to copy AL-RSCH (Part 06) support accounts to the next fiscal year.

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

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

- For AL-EXT (Part 07), the YU001 includes FBYU005 to create new year support accounts. This is needed because the support accounts are different numbers (2nd digit = FY) and is only run once due to additional manual entries that CC07 makes.
- For AL-EXT (Part 07), YU008 Copy Support Accounts from one SL to Another Both SL accounts must exist in the same fiscal year. This is run for AL-EXT.
- With the YU001, **YU007** Update SL Counter Flags for GLs is run by FAMIS, with the **YU001**. This updates the SL counter for the General Ledgers and indicates how many SLs are mapped to the GL. (**YU007** can be run/re-run any time throughout the year, but needs to be run at least once per year.)

<u>Banks</u>

Set up any new fiscal year state banks for the new fiscal year using <u>Screen 28</u>. Contact FAMIS Production Services for instructions to set up any new local banks.

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

If you set up new accounts in the new year with State banks, you must use the correct State bank. YU001 will never increment banks on existing accounts.

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

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

Map Code Changes

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

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

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

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

Option 1:

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

Option 1 (cont'd)

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

Option 2:

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

ABR Rules

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

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

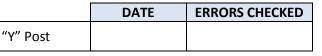
Add new ABRs to GEB Prodcard, if appropriate.

Checklist #3 – TU591: Load the FFX Class Code Table

FFX Class Code Table

Load the FFX Class Code Table master campus (cc00) and each Member → Request <u>TU591</u> #3
Criteria: YU800
YU001

Master campus (cc00) must run the TU591 first.



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

Daily Batch Reporting

Request daily batch reports (**DRPTS**) for **both fiscal years** once entry has started in the new fiscal year.

◆TIP: Beginning September 1, even if you have no activity, FAMIS Production Services will automatically begin running DRPTS for the new FY.

Controlled Data Entry in the New Year

Submit request to set the Allow Transactions Flag on <u>Screen 842</u> to "Y." Send to (<u>famishelp@tamus.edu</u>).

TIP: If not set by 08/31/xx, FAMIS Production Services sets it to "Y" or the **YU408** job (Checklist #4) also sets the flag to "Y."

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

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

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

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

NOTE:

It is EXTREMELY important that careful consideration is taken when setting this flag to "Y." If you post a transaction in the wrong fiscal year, it WILL affect the AFR. No transactions will be sent to SPA until the old year is closed and FAMIS Production receives the final extract.

Budget Load

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

Budget Pre-load Tasks

After the budget is approved, B/P/P moves the budget to the active database.

Verify that feed object codes for expense budget patterns on <u>Screen 556</u> are set up correctly.

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

Set the NO FEED flag (Screen 584) if you do not want an account's budget to feed to the new year.

◆TIP: This **NO FEED** flag can be set for a range of accounts by requesting **FBAU581**.

Request final Budget Reallocation – FBAU584 and FBAU672

Budget Load

Load Budget from FAMIS Budget Module (batch BBUD01)

→ Request <u>YU408</u> ↓ #4 Criteria: YU001 Verify feed object codes (Member Patterns)

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

• Creates budget transactions and posts to accounting.

• FBAR599 (download budget data) is included in YU408.

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

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

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

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

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

PRODUCTION NOTE:

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

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

Checklist #5 - YU409: Load Budget Allocations/Transfers

Budget Transfers Load

Load Budget Allocations / Transfers from FAMIS Budget Module (batch BTXR01) → Request <u>YU409</u> → #5 Criteria: YU408

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

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

Notes: Load of Budget Transfers

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

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

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

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

FAMIS	FAMIS/BPP Activities		
ВРР	Move Prep budget to Active in BPP System (including insurance initialization) for ALL System Members		
FAMIS	Manually set <u>Screen 842</u> flag for CC00: EPA-DOC=Y and send email to FAMIS Operations Distribution List that Flag is set.		

Payroll

BPP runs the last August Payroll.

Payroll Activities after Last August Payroll

Update the BPP Accounting Analysis Table

The **BPP Accounting Analysis Table** must be updated in the new year for all Parts. (Done after last payroll of old year – gives small time frame for this step to take place.)

The B/P/P **Accounting Analysis** table MUST be updated with the new fiscal year's information AFTER the last August payroll is run and BEFORE the first September payroll is run. There is usually only a two- to three-day window to accomplish these changes.

Update FAMIS Tables for Insurance Bills

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

Inform FAMIS Production Services of any changes that need to be made to <u>Screen 837</u> (Insurance Liability Accounts Table) and <u>Screen 853</u> (Insurance Bank & Clearing Accounts) before FAMIS processes the September billings (**PR140**).

NOTES:

→

Checklist #6 - YR405: Load Salary Benefit & Longevity Enc

Salary, Benefit, and Longevity Encumbrances

Load Salary, Benefit, and Longevity Encumbrances by PIN

FAMIS Production Runs the Post Job

→ Request YR405 ↓ #6 Request "NO POST" Criteria: YU408 Final August Payroll BPP Insurance Init BPP Acctng Analysis Tbl BPP Active Budget (Goldpl52) EPA-DOC=Y EPA-ENC-TRANS=H

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

YR405 must be run after the new year budget is loaded to accounting, but before the first EPA and Form 500s (**PU510 and PU515**) are processed in the new year. **YR405** loads the beginning salary encumbrances.

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

FAMIS Acti	vity
EPASTART	CRITERIA: YR405 (All Parts)
FAMIS	Manually set <u>Screen 842</u> Flag for cc00: EPA-ENC-Trans=Y and send email to: FAMIS Operations Distribution List that flag is set.

Checklist #7 – YR430: Load Wage Encumbrances

Wage Encumbrances (Optional)

Load Wage Encumbrances

Criteria for POST ONLY option:

→ Request <u>YR430</u> ↓ #7 Criteria: YU408 EPA-ENC-TRANS=Y

YR405		DATE	ERRORS CHECKED
YU408	"N" Post		
EPA-ENC-TRANS=Y (in new year)	"N" Post		
(in new year)	"Y" Post		

Accrued Payrolls



	DATE	ERRORS CHECKED
Run (FAMISPROD)		

FAMIS Production Services runs this job after processing the last payroll.

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

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

In August, some payrolls are expensed in the old fiscal year, but are not to be disbursed until the new fiscal year. If any accounts are not found in the new fiscal year, the transactions go to the **Suspense File** and must be manually corrected online in FAMIS.

August Salary Savings

 Review <u>FBPU050</u> #8B Salary Savings
 Criteria: Last August Payroll BPP Monthend

	DATE	ERRORS CHECKED
Run (FAMISPROD)		

FAMIS Production Services runs this job after processing the last payroll and after the BPP Monthend.

The salary savings programs for August will be posted after the last payroll has been run for the old fiscal year and BPP closes the month. (This payroll can be either the last biweekly or the monthly payroll, whichever is run last.)

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

Salary Savings – New Year

Review Salary Savings for changes needed for the new fiscal year

For example:

Summer faculty salary savings use different accounts, so <u>Screen 8</u> must be changed.

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

"Y" Post

- YR410 sets the flag EPA-ENC-TRANS to "N" in the old year (seen on <u>Screen 842</u>).
- After this job is run, update the BPP accounting analysis table with new fiscal year information.

To correct errors:

Use <u>Screen 753</u> and <u>Screen 754</u> and do a "final" run of the YR410 to zero out the encumbrance.

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

NOTES:

Checklist #9 – YR410: Zero Out Accounts (cont'd)

Load Payroll Budget

 Review <u>PU515</u> #10 Load New Year Payroll
 Budget and Encumbrance Transactions
 Criteria: PU510

	DATE	ERRORS CHECKED
Run (FAMISPROD)		

FAMIS ACTIVITY
PU510 Prepare New Year Payroll Budget and Encumbrance Transactions
Criteria: YR405 Final Prep to Active Final GOLDPL52
 Reads B/P/P Table of Positions and prepares work file Part of former Form 500 process Run for all Parts in cc13 Run after the last payroll for the old year and before the first payroll of the new year.

- Reads Net Funding Table and loads transactions.
- **PU515** and **PU510** can keep running every day. When these are run **the first time** after the setting of the EPA-ENC-TRANS=Y in the New Year, the payroll budget and encumbrance transactions that have been in HELD status will be posted.

Extended Pay Plan

PREPP for August will be posted by FAMIS Production Services into September of the new fiscal year with a batch date of 0901YYYY. The amount to be posted should match the balance in the account, thereby zeroing out the account.

Complete Old Year August Processing

FAMIS Production Services runs **ID020** (*Accounting Feed Generator for Accounts Receivable*) **only** in the old year until Month 13 is closed. If this is not done, old year transactions will be erroneously fed to the new year. This can be run with a "no post" option.

FAMIS Production Services will not normally run **DR150** (*GEB - generate expense budget*) in the new year until Month 13 has been closed for the old year. **DR150** will only be run in one fiscal year. Once the **DR150** begins running in the new year, new activity in the old year will no longer be processed.

Checklist #11A – YU854: Create Document Prefixes

Document Prefixes

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

Option: Include **Criteria:** None

	DATE	ERRORS CHECKED
"Y" Post		

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

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

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

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

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

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

Checklist #11B - VONUM: Request Voucher Prefixes

Voucher Prefixes

Request New Year Voucher Prefixes

→ Request VONUM ↓ #11B Criteria: Must be requested by 08/31

VONUM must be requested before vouchers can be created in the new fiscal year.

• Voucher prefixes must be in place before any vouchers produced through any interfaces (Concur, AggieBuy, Student systems, etc.) can be created.

Checklist #12 - YU215: Complete Purchasing Documents

Complete Purch Documents

Complete Purchasing Documents

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

→ Optionally Request <u>YU215</u> ↓ #12

Option: Include **Criteria:** Must run before YR217. Once YR217 is run, this job cannot be run.

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

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

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

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

◆TIP: Request PBAR221 and PBAR225 to see the "uncompleted documents." You can then analyze potential problems such as hanging encumbrances and invoice headers that need to be cancelled.

Open Invoice Headers

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

Hanging Encumbrances

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

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

(1) <u>Screen 228</u>	purchase orders: manually "complete" the document;	
	purchasing personnel have access	

- (2) <u>Screen 238</u> exempt docs: manually "complete" the document; purchasing personnel have access
- (3) <u>Screen 243</u> limited docs: manually "complete" the document; purchasing personnel have access
- (4) <u>Screen 11</u> all documents: reverse the encumbrance; fiscal personnel have access

Send the new year Voucher Sequence Prefixes and their descriptions to FAMIS Production Services; you can view on <u>Screen 835</u>.

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

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

Notify **FAMIS Production Services** of any new local disbursement banks and the appropriate settings for <u>Screen 833</u>.

New Year Entry

- Change the value of the Global Budget Control flag on Screen 843 as needed especially if the budget has not been loaded or budgets have not been brought forward.
 - **◆TIP:** "Blank" enforces budget checking, and "N" turns budget checking off.

IMPORTANT NEW YEAR ACTIVITIES

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

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

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

→	Request that the <i>Allow FFX Transactions</i> flag (Screen 842) be set to "Y" only when you
	are ready to begin FFX transactions in the new FY and will no longer do FFX
	transactions in the old FY.

Request a re-run of program YU001 (Create New Year Accounts) to roll any new accounts created in the old year and not yet rolled to the new year. (Option = N no replace.)

Checklist #13 - YR217: Post Purchasing Accruals Old Year

Purchasing Accruals

Post Purchasing Accruals in the Old FY

The POST option will run with August Close.

→ Request <u>YR217</u> ↓ #13 NO POST ONLY Criteria: YU215 optional

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		

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

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

Must post into Month 13 Do not use materiality parameter

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

- **YER217:** records expense accrual and liquidates the encumbrance in the old year.
- **RYR217**: one entry re-establishes the encumbrance in the new year second entry reverses the expense accrual in the new year.

YR217 includes:

PBYR217

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

PBYR218

Posts purchasing accruals as JEs and liquidates encumbrances

PBYR219

Creates USAS file for accrued accounts payable

PBYR239

Produces report of capital object codes



Checklist #14 – YR010: Roll Encumbrances Forward

Encumbrances Forward

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

The POST option will run with August Close.

→ Request <u>YR010</u> #14 (includes PBYU216) NO POST Only Criteria: YR217 YR410

	DATE	ERRORS CHECKED
"N" Post		
"N" Post		

- Old year non-Purchasing and Purchasing encumbrances are brought forward.
- Cannot be re-run with "Y Post" can be posted only once
- After this, any encumbrance adjustments must be made in both fiscal years.
- A "No POST" run is highly recommended. This may help in alleviating errors on the POST run.

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

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

Encumbrances, Vouchers and Checks

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

Vouchering should be done in the new year.

After this point, any encumbrance adjustments made in the old FY will also need to be made in the new FY. It is wise to limit the number of persons working in the old year by using the appropriate security controls.

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

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

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

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

Set the "Global Budget Control Flag" (<u>Screen 843</u>) if necessary.

The flag rolls forward at the same value as was set in the old year, but because budgets and balances haven't been rolled forward to the new year, the flag may need to be set to allow accounts to go deficit temporarily.

Other Feeds and Interfaces

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

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

Double check the following after all the postings:

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

Student Feeds

TAMUT must update the voucher prefix to match the new FY in the file they prepare to feed to FAMIS for student refund checks. (STUDENT.REFUNDS.Dyymmdd)

Accounts Receivable Feeds

AL-EXT ONLY – always post the AR feed into the old year until AL-EXT says to post into the new year.

Close out DBR and DCR

→ Request <u>YUDCL</u> ↓ #15A NO POST ONLY Criteria: NO

	DATE	ERRORS CHECKED
"N" Post		

DBR Documents:

FBYU523

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

DCR Documents:

VBYU275

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

Checklist #15B - YU851: Close out TDP

Close out TDP

TBYU851

→ Request <u>YU851</u> ↓ #15B NO POST ONLY Criteria: NO

	DATE	ERRORS CHECKED
"N" Post		

TDP Documents:

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

Complete all TDP documents PRIOR to the August Close.

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

Checklist #16A - FBMU821: Close August - All Members

Close August – All Members

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

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

Criteria: YU001 PBYU215 (Optional) YR217 YR010 – No Post (includes YU216) YU523 – No Post YU275 – No Post YU851 – No Post YU015 – SciQuest Account Preparation

New Year Voucher Sequence Numbers

New Year Check Number Increments

FBYU854

- Verify Suspense is Cleared
- Verify voucher sequence and check number increments are set in new year.

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

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

Checklist #16A – FBMU821: Close August – All Members (cont'd)

Changes the current month to Month 13 and the last closed month to August.		♦ FBMU821 □ #16А	
_		DATE	ERRORS CHECKED
	Aug Close Date Posted		
• Changes the current month and fiscal year to September of the new year.			
Changes the current TAMRF ONLY – After Aug	t month and fiscal year		-

Checklist #16B - YU215: Close August - All Members

Sets the flag to "Y" and the status code to	4 4 1 6	ional)
"CO" – Completed on Purchasing documents which have no open commitments		DATE
	YU215 (Optional)	DATE
Members may request a final post option Close processing.	of this program before Au	gust

-

VII21E (Ontional)

This may not be run after the August Close.

Checklist #16C – YR217: Close August – All Members

♦ YR217 POST ☐ #16C

	DATE	ERRORS CHECKED
YR217 Post		

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

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

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

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

Default to new year

♦ YU850
₩16D

YU850 Post	

DATE

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

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

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

Changing the Default Year

Purchasing documents **can only be closed in one fiscal year-the one that is open.** They cannot be closed in Month 13.

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

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

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

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

Checklist #16E – YR010: Close August – All Members

♦ YR010 Post□ #16E

ERRORS CHECKED

YR010 Post

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

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

Encumbrances, Vouchers, and Checks

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

Vouchering should be done in the new year.

After this point **–any encumbrance adjustments made in the old FY will also need to be made in the new FY.** It is wise to limit the number of persons working in the old year by using the appropriate security controls.

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

DBR and DCR Documents

YUDCL Post#16F

YUDCL Post

ERRORS CHECKED

DBR Documents - FBYU523 Post

Changes the status of active documents to Cancel Changes the status of the routing documents to Cancel

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

DCR Documents - VBYU275 Post

Changes the status of active documents to Cancel Changes the status of the routing documents to Cancel

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

TDP Documents

YU851 Post#16G

ERRORS CHECKED

YU851 Post

TDP Documents:

Changes the status of active documents to Cancel Changes the status of the routing documents to Cancel

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

This is not year-end related.

Checklist #16H - YU015: Close August - All Members

SciQuest Account Preparation

♦ YU015	
🖵 #16H	

	ERRORS CHECKED
PQAU761	

This program will prepare the SciQuest accounts for the new year.

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

Balance Forward GL, SL Budget, and Project Actuals

Includes the following:

YRBBR – Account
 Balance Daily Roll
 #17

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

Beginning with the 2011 August Close, in an effort to reflect balances that carry over from the old year to the new year on a more frequent basis, the YR002, YR003, and YR006 programs will be run daily by FAMIS Production. A special version of the YR412 runs with this process, which allows for the simulation of the balance roll.

These programs will roll old year SL, GL, and Bank balances into the new year each day.

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

During this period these reports should be checked daily.

• You will need to request the YR412 as part of the normal year end process; the version in the YRBBR is for simulation purposes only.

Checklist #18 – USAS FILE: Purchasing Accruals

USAS File – Purchasing Accruals

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

→ USAS FILE	= 🗖 #18
Criteria:	YR217

	DATE	ERRORS CHECKED
Request Sent		

This file is created by PBRY219 in the YR217 job.

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

NOTES:

•

Year-End Accruals

Post Student Deferred Revenue/Expense

XSTFC or XSTFD
 #19
 Post Student Deferred
 Revenue/Expense
 Criteria: None

	DATE	ERRORS CHECKED
Posted		

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

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

FAMIS Production Services posts the Student Deferred Revenue/Expense transactions with a batch date of September 1 using a "special" run of the student feed to accounting— XSTFC/XSTFD. (This currently applies to TAMU, TAMUC, TAMUG, TAMUT, and TAMHSC.) Checklist #19 – XSTFD: Post Student Deferred Revenue/Expense (cont'd)

Year-End Accruals

Post Accrued Payroll Batches

Post Accrued Payroll	
Batches] #20
Criteria:	None

	DATE	ERRORS CHECKED
Posted		

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

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

Endowments		Review#2	
		Post Endo Earnings – Old FY	wment 4th Quarter of
		Criteria:	SAGO File
		DATE	ERRORS CHECKED
	Posted		

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

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

Special Daily Reporting

Request 1 Week in Advance!!

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

Month 13 Processing

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



AFR Batches

Use AFRxxx pattern only!

Do <u>not</u> use AFRFxx – This is for posting endowments.

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

Non-AFR corrections, use YExxxx batches.

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

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

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

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

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

Checklist #22 – YR412: Close Budgets

Close Budgets

Close Budgets –

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

→ Request YR412 ↓ #22 Run NO POST Option First Criteria: XR051 YR217

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

- Should be done once at the beginning of Month 13.
- **Can** be re-run with "Y Post" can be posted multiple times.
- Must be done once with "Y" option just before AFR is finalized and member campus locked down (<u>Screen 842</u>).
- Lapses revenue and expense budget for all SL accounts with a year-end process flag "T."
- Entries are posted into the old fiscal year.
- Required for SL accounts with a year-end process flag set to "E" or "T."

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

Balances

→ Verify the system is in balance:

Cash Analysis

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

<u>Accounts Payable</u>

VBMR220 AP acct cntl 2100 total = VSMR093

Open Commitment Analysis

FBMR009 = FBMR095 FBMR094 9600 acct cntls = FBDR043 9600 acct cntls

<u>Revenue Analysis</u>

FBDR043 9300 acct cntls

- = FBMR094 9300 acct cntls
- = FBMR061 totals
- = FMBR095

Expenditure Analysis

FBDR043 9500 acct cntls

- = FBMR094 9500 acct cntls
- = FBMR061 totals
- = FBMR095

Checklist #23 – MDEP: FFX – Depreciation/Amortization

FFX - Depreciation/Amortization

 Periodically request the TAPFD, Fixed Assets AP feed, for the old year. → Request MDEP □ #23
Criteria: Final FFX Updates

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

Calculate and Post Depreciation/Amortization

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

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

- Should be done only once between August and Month 13 Close, after all FFX entry for the fiscal year, and prior to the finalization of the AFR.
- Entries are posted into the old fiscal year.
- It must post in Month 13 after the last TAPFD is run and before finalizing the AFR.
- You MUST be finished with all FFX entries in the old year.

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

Checklist #24 - RR200: Indirect Cost Calculation

RR200 – IDC Calculation

→ Request RR200 □ #24 Criteria: None

Indirect Cost Calculation

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

- Month 13 does not really exist for SPR, but RR200 must be requested for Month 13.
- Can be requested with "N" Post.
- Required before AFR is finalized and member campus locked down (<u>Screen 842</u>).

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

End of Year Sequence Month 13

FAMIS provides the ability to have a Month 13 for year-end accounting entries.

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

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

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

End of Year Sequence

Month 13 Close

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

• Preliminary Month 13 Reporting

- XR051

- RR200
- RR260
- RU280
- RR290
- TAPFD
- TFAFD
- Selected Statements
- FAMIS will run nightly
 - YR002
 - YR003
- Request
 - YR150 - YR006 - YR415
 - YI415 -YR420
 - YR412 (includes YR413)
- Close September
- Year End/AFR Finalization
- Final Month 13 Close
- Begin running GEB in new year (**DR150**)

Reports

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



Verify that **XR051** – (Endowment Earnings, 4th Quarter - CHECKLIST #21) has been run by FAMIS.

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

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

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

Includes the 13th month **RU280** (Cost Sharing Calculation)

Includes the 13th month **RR290** (Cost Share Reports)

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

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

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

FBMR291	FSMR291
FBMR293	FSMR293
FBMR295	FSMR295

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

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

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

Checklist #25 – YR150: Zero out Revenue Budgets

Zero Out Revenue Budgets

Zero Out Revenue Budgets

→ Request 13th Month YR150 ↓ #25 Criteria: None

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

- Special run of FBDR150 to zero out all revenue budgets in a given range of accounts. This run would be for a different range than the daily FBDR150. Only run by a few campuses.
- **Can** be re-run with "Y" Post can be posted multiple times.
- May be run in either August or Month 13, prior to September Close.

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

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

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

Checklist #26 – YR415: Reversing AFR Entries

Reversing AFR Entries

Create/Post AFR Reversing Entries

→ Request YR415 □ #26 Criteria: AFR Batches

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

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

Special Year-End "YEnnnn" Batch

If you are doing a Preliminary Month 13 Reporting and need to make any additional nonreversing entries in the old FY, do so with a *new* specified batch header, YEnnnn (i.e. YE6 = yearend 2006), and keep a list of all these old year entries.

These YE batches (YEnnnn) will NOT be reversed programmatically. Your list identifies those entries which need adjustments in the new year.

Checklist #27 – YI415: Reversing AFR A/R Entries

Reversing AFR A/R Entries

→ Request YI415 □ #27 Criteria: AFR Batches

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

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

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

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

Checklist #28 – YR420: Zero out AFR Encumbrances

Zero Out AFR Encumbrances

→ Request YR420 ↓ #28 Criteria: AFR Batches

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

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

Repeat Checklist #22 – YR412: Close Budgets

Repeat – Close Budgets

Close Budgets Again – Accounts with Year-End Process Flag "E" or "T" Run with NOPOST option first → Request YR412 #22 Criteria: XR051 YUY215 YR217

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

- Should be done once at the beginning of Month 13
- Can be re-run with "Y" Post can be posted multiple times
- Must be done once with "Y" option just before AFR is finalized and member campus locked down (<u>Screen 842</u>)
- Lapses revenue and expense budget for all SL accounts with a year-end process flag "E" and transfers budgets for SL accounts with a year-end process flag "T"
- Entries are posted into the old fiscal year.
- Required for SL accounts with a year-end process flag set to "E" or "T"
- This job cannot be run after submitting your AFR.

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

Close September	•	CRITERIA: <u>A</u>	Above Jobs
	RF	RR200 (for Month 13)	
Close September Officially			
		DATE	ERRORS CHECKED

Closed

• Request normal monthly jobs and reports.

• Includes September SPR billing RU250 and 13th month IDC billing and activity.

• Business Office will not allow any more old fiscal year entry into FFX.

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

Request normal monthly jobs/statements for September.

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

No more old fiscal year entry into FFX should be done.

NOTES:

→

Checklist #30 – RR200: AFR Finalization

Old Year/AFR Finalization

CRITERIA: YR412
 RR200
 MDEP for August
 SO Notification of AFR Finalization

	DATE	ERRORS CHECKED
Flags Set		

→ Verify that old year Suspense items have been handled.

Verify that MDEP has been run for August!!! Don't close until it is run. Look at depreciation/amortization batches on <u>Screen 24</u> under FFDxxx batch reference to verify August posting.

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

- Verify that old fiscal year Suspense items have been handled.
- Verify that August MDEP has been posted.
- Set allow flags to "N" on <u>Screen 842</u> for old fiscal year.

Submitting the AFR

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

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

At this time, your AFR is delivered to the SOBA AFR Representative. SOBA requests FAMIS to lock down your campus code for the OLD year, and no other entry into the OLD year will be allowed. All <u>Screen 842</u> flags will be set to "N" in the OLD year. The lock is done using AFR <u>Screen 203</u>.

FFX and DSPA

- **Day 1** Remember FAMIS DSPA feeds are always a day behind. Therefore, on Day 1, DSPA will be run (after 5pm) for the previous day's OLD year activity and the file will be FTP'd to Austin. Since there is a 2pm deadline for SPA feeds, this file will not update SPA until the following night's SPA cycle.
- **Day 2** On Day 2, DSPA will be run (after 5pm) for Day 1's OLD year activity and the file will be FTP'd to Austin.
- **Day 3** On Day 3, DSPA will be run (after 5pm) for Day 2's OLD year activity and the file will be FTP'd to Austin.
- **Day 4** On Day 4, since the OLD year is locked down and since the final file for the OLD fiscal year will update that night in SPA, FAMIS will request an SPA extract file. SPA will create it that night after all SPA updates have occurred.
- Day 5 On Day 5, FAMIS will FTP the SPA extract file for the OLD year to our system and verify its receipt. FAMIS will change the fiscal year-end flag (for SPA feeds) to the NEW year (Screen 853) and point the DSPA JCL (Job Control Language) to the NEW year. DSPA can be run that night to begin sending daily feeds to SPA for the NEW year. It will pick up all NEW year FFX activity prior to Day 5.
- Later Once SPA has reconciled your AFR and SPA balances, they will "officially" close SPA entry for the old year. FAMIS Production Services will then change the SPA date control table (SPA-OPEN-DT on <u>Screen 853</u>) to "N" and enter the close date. They will create a new entry for the new FY that will control dates in the FFX system. No prior fiscal year dates may be used in FFX after this date. This table is also used to control the effective date as it is set in the daily SPA interface.

Checklist #31 – Close 13th Month

Close 13 th Month Officially → Request Official 13 th Month Close Criteria: Final FFX Feed – TFA MDEP for August SAGO Notification of AFR Finaliza		– TFAFD		
			DATE	ERRORS CHECKED

Closed

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

- Sets the last closed month to "Month 13."
- Suspense items for the old year must be cleared up prior to closing Month 13.
- Verify that MDEP for August has been run. If not, run before closing.
- No more updating is allowed in the old fiscal year.
- Run YR415.

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

NOTES:

Reporting

 \rightarrow Request reports needed for 13th month financials and Year-End Reporting.

Specify Year-To-Date for reports that you want to show consolidated reporting.

Examples: FBMR061 FBMR204 FBMR062 FBMR095

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

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

Previously, if you made any additional entries in old FY after the YR415 is run, you should have done so with a new specified batch header, YEnnnn (i.e. YE4 = yearend 2004), and have kept a list of all the entries.

These YE batches (YEnnnn) will NOT be reversed programmatically. For SL activity, manual adjustments MUST be made for changes to the new FY. The list identifies the entries made after the AFR reversing entries that need adjusting. For GL activity, FAMIS job, YR003, can be re-run to make the adjustments for changes.

Checklist #32 – Generate Expense Budget

GEB – Generate Expense Budget

→ Begin GEB for New Year □ #32 Criteria: Close Old Fiscal Year

DR150 GEB FAMIS Production Begins to Run New Year GEB

	DATE	ERRORS CHECKED
"Y" Post		

- FAMIS Production begins to run new FY GEB (DR150).
- This run will "catch up" any outstanding balances in the new year.
- **Cannot** be re-run with "Y-Post" can be posted only once.

This will also catch up the GEB entries.

Verify that your GEB Prodcard includes a pool for each ABR used on a GEB account.

Processing Continues – Current Month of the New Year

END FINAL MONTH 13 CLOSE

NOTES:

NOTES:

Section III Year-End Reference

Overview

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

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

SL Year-End Flag Values THIS IS A REQUIRED FIELD

F (Fiscal)

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

** (Does not carry forward inception to date amounts.)

(Use "**P**" if you need inception to date.)

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

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

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

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

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

E (Encumbrance Only)

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

me account	
	me account

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

- Creates a budget forward transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds
- No transaction for the BBA amount will be carried forward. (Budget will be lapsed by program FBYR412.)

P (Project Accounts)

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

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

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

Budgets and actuals will be carried forward by program FBYR002 into the project to date fields. Full BBA is carried forward into the new year.

T (Transfer)

Carries forward only encumbrances and budget to cover those encumbrances. Transfers BBA to the account specified on <u>Screen 6</u>.

Transfers are posted in the old fiscal year.

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

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

- Creates a budget forward transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds
- Creates a budget forward transaction for each 10-digit account that has BBA. Posts this transaction to a 10-digit account specified on <u>Screen 6</u>.

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

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

Transfer accounts cannot point to themselves.

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

Using the Transfer "T" Year-End Flag

Carries forward only encumbrances and budget to cover those encumbrances to the same account. Transfers BBA to the account specified on <u>Screen 6</u>.

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

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

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

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

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

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

NOTE: The **Year-End Acct** field (Screen 6) should be one of the following:

- 10-digit GL account probably a fund addition
- 10-digit SL account probably an expense budget object code

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

Expense Budget Examples

- Account 120100-1000 (mapped to 012000) has debit BBA of 630.00 (budget balance available) and the year-end "transfer-to" account is general ledger 010400-4910. The following entries will be created.
 - 021 budget entry (lapse the budget) credit 120100-1000 630.00
 - 060 Journal entry to transfer the fund balance to reserve debit 012000-5910 630.00 credit 010400-4910 630.00

Year-End Reference (cont'd)

- 2. Account 120100-1000 (mapped to 012000) has credit BBA of 525.00 (overspent) and the Year-End "transfer-to" account is general ledger 010400-4910. The following entries will be created.
 - 021 budget entry (increase the budget) debit 120100-1000 525.00
 - 060 Journal entry to transfer the fund balance from reserve debit 010400-5910 525.00 credit 012000-4910 525.00
- 3. Account 120100-1000 (mapped to 012000) has debit BBA of 300.00 (available) and the Year-End "transfer-to" account is subsidiary ledger 104000-1000 (mapped to 010400). The following entries will be created.

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

- 060 Journal entry to transfer the fund balance to reserve debit 012000-5910 300.00 credit 010400-4910 300.00
- 4. Account 120100-1000 (mapped to 012000) has credit BBA of 170.00 (overspent) and the Year-End "transfer-to" account is subsidiary ledger 104000-1000. The following entries will be created.

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

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

Revenue Budget Examples

- Account 101000-0001 (mapped to 010000) has debit BBA of 800.00 (over-realized revenue) and the Year-End "transfer-to" account is general ledger 010400-4910. The following entries will be created.
 - 021 budget entry (increase revenue budget) credit 101000-0001 800.00
 - 060 Journal entry to transfer the fund balance to reserve debit 010000-5910 800.00 credit 010400-4910 800.00
- Account 101000-0001 (mapped to 010000) has credit BBA of 940.00 (under-realized revenue) and the Year-End "transfer-to" account is general ledger 010400-4910. The following entries will be created.
 - 021 budget entry (decrease revenue budget) debit 101000-0001 940.00
 - 060 Journal entry to transfer the fund balance from reserve debit 010400-5910 940.00 credit 010000-4910 940.00
- 3. Account 101000-0001 (mapped to 010000) has debit BBA of 250.00 (over-realized revenue) and the Year-End "transfer-to" account is subsidiary ledger 104000 (mapped to 010400). The following budget transfer will be created if the "transfer-to" account has a revenue pool in the ABR rule.
 - 022 budget entry (transfer the budget) debit 104000-0001 250.00 credit 101000-0001 250.00

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

- 022 budget entry (transfer the budget) debit 104000-1000 250.00 credit 101000-0001 250.00
- 060 Journal entry to transfer the fund balance to reserve debit 012000-5910 250.00 credit 010400-4910 250.00

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

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

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

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

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

GL Year-End Flags (THIS IS A REQUIRED FIELD)

F (Fiscal)

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

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

All bank accounts are processed using flag "F."

P (Project Accounts)

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



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



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

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

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

The following values are accepted:

Y – "Yes" Carry Forward Budget at SA Level

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

N – "No" Carry Forward Budget at SL Level Only

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

B - "Both" Carry Forward Budget at Both the SL and SA Levels

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

Deferred Student Revenue

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

AFR Batches and Encumbrances

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

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

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

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

Notes on "YEnnnn" batches

If you need to make any additional entries in old FY after the YR415 job is run, you should do so with a new specified batch header YEnnnn (i.e. YE4 = yearend 2004) and keep a list of all these entries.

These "YEnnnn" batches will NOT be reversed programmatically. For SL activity, manual adjustments MUST be made for changes to the new FY. The list identifies the entries made after the AFR reversing entries that need adjusting. For GL activity, FAMIS job YR003, can be re-run to make the adjustments for changes.

Year-End Miscellaneous Encumbrances

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

Further Notes on Year-End AFR Reversing Entries

Some possible AFR entries are:

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

To the extent that you operate your books on a true accrual basis, these entries do not need to be done. For example, if you leave Allowance for Doubtful Accounts on your books year round, you may want to simply adjust it at year-end. To the extent that your books are not on an accrual basis, you will want to take advantage of these entries.

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

Accounts Payable

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

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

This entry will automatically be reversed in the new year.

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

Inventory/Prepaid Expenses

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

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

This entry will automatically be reversed in the new year.

Accrued Payroll

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

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

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

The disbursement entries will be posted by FAMIS in the new year.

Year-End Check and Voucher Production

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

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

New Year Voucher Number Sequences

Sometime in August, voucher number sequences for the new year need to be established. Submit a Change/Enhancement request with your new year voucher prefix, starting sequence and description. For example:

Old Year Sequence0400000Regular Vouchers5401500Student Refunds

<u>New Year</u> 0500000 5501500

Regular Vouchers Student Refunds

Default and Alternate Bank Changes – State Banks Only

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

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

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

Map Code Changes in the New Year

Two ways exist to change map codes:

- Change the map code on <u>Screen 6</u> if there is a zero balance in the account, there are no SL allocations that have been marked with a "B", "D" or "F" for the SL in the Budget Module, and there are no Member or System locks on the account. Any accounting needed to reflect the GL changes between years will need to be made manually by the Accounting Office.
- Special element security is required before an individual is permitted to change the *Map Code* field on <u>Screen 6</u>.
- Delete, drop, and re-add the SL with the new Map Code. This must be done before any transactions are posted or balances are rolled forward.

Reporting Month 13

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

Opening the New Year

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

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

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

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Section IV Year-End Programs and Reports

Year-End Related Programs

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

- **FBYU001** Copies accounts to the new year. Run initially at the beginning of the new year Budget Preparation process. Can be run several times during the last months of the prior fiscal year. No dollar accounting data is processed.
- **FBYU004** Special program run for AL-RES (06) only. This program copies new year support accounts from the old year SL account. In even years, it will copy to the 12xxxx accounts from the 11xxxx accounts. In odd years, it will do the reverse. This can only be run once.
- FBYU005Special program run for AL-EXT (07) only. This program creates new year
support accounts with the new fiscal year as the second digit of the support
account number. It only processes state or federal fund type SAs within the
ranges 110000-190000 and 600000-699999. This can only be run once.
- **FBYU007** Resets the SL counter flags on all GL accounts in the new year. SL counters can get out of sync in the new year due to activity in both FY's and program FBYU001 running periodically. This program can run any time during the year.
- **FBYU008** Copies support accounts from one SL to another in the same fiscal year. This program can run any time during the year.
- FBYR002Carry forward project accounts and project account closing. Rolls forward
actuals for project accounts into the project accumulator in the new year.
Essentially treats a project account like a month end.

BBPJ01 YEND.PROJACCT.Pnn

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

BBGL01 YEND.GLBAL.Pnn

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

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

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

ITMP01 YEND.ITEMACCT.Pnn

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

ENCZ05 YEND.BEGENC.Pnn

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

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

FBYR410Zeroes out salary encumbrances. Reads the open commitment file in the old
year and creates encumbrance transactions to zero out the salary
encumbrance. These transactions are posted into the old year.

SENZ50 YEND.ZEROSAL.Pnn

FBYR412Closes revenue and expense budgets. Reads the SL file in the old year and for
SL's with year-end process flag of "E" - creates a budget transaction "lapsing"
the available budget. Transfers budgets for year-end process flag "T." This
budget transaction is posted into the old year.

BUDC01 YEND.BUDCLOSE.Pnn

- **FBYR414** This program simulates the posting of the YR412. It reads the transaction file created by the special run of the YR412 in the YRBBR process, and simulates account balances as if these transactions had already been posted. YRBBR is the job that runs daily from August Close until September close to simulate account balances in the new year for Maestro.
- **FBYR415** Reverses AFR entries. Reads the batch and transaction files in months 12 and 13 of the old year to find encumbrances, journal entries, receipts, and disbursements posted in the old year with an "AFR" batch. Creates transactions to reverse these entries. The reversing entries are to be posted into the new year.

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

FBYR420Zeroes AFR encumbrances. Reads the open commitment file in the new year
and finds all encumbrances with a reference number beginning with "AFR."
Encumbrance entries are created to zero out these encumbrances. These
entries are to be posted into the new year.

RENC01 YEND.REV.ENC.Pnn

- FBYU523Departmental Budget Request Year-End Items
Cancels all pending DBR documents and the associated routing documents.
New DBR documents must be created to initiate budget requests in the new
fiscal year.
- FQYU015Sends the new Fiscal Year transactions to SciQuest and rolls the special
routing table forward from one year to the next. This program can be run to
copy from one campus to another, or to skip over years.
- **IBYR415**Reverses AFR accounts receivable entries. Reads the AR invoice file and
creates reversing AR entries for entries posted in the old year with an "AFR"
batch. The reversing entries are to be posted into the new year (posted with
IBDU010).
 - RVAR10 YEND.REV.AR.Pnn

FAMIS Year-End Programs Listing (cont'd)

PBYR217	Purchasing "accounts payable" accrual report. Lists documents which have been received but not invoiced. Includes documents with P, E, and L classes which are in process, closed, frozen or completed statuses.
PBYU215	Purchase YE document complete.
PBYU216	Purchasing YE encumbrance. PUR001 (no dataset – on-line batch posts these)
PQAU761	Sends all outstanding transactions to SciQuest and maintains flags.
TBYU851	Departmental Asset Transfer Year-End Items Cancels all pending TDP documents and the associated routing documents. New TDP documents must be created to initiate asset transfers in the new fiscal year.
VBYU275	DCR Year-End Processor Cancels all pending DCR documents and the associated routing documents. New DCR documents must be created to initiate corrections in the new fiscal year.

New Year Budget and Salary Encumbrance Programs

FBYU408	Loads new year budget. Reads FAMIS budget files and creates budget entries to be loaded into FAMIS accounting in the new fiscal year.			
	BBUD01	BEG.BUDGET.Pnn K713FA.BPP.BUDGET.FY+fy	(020 trans) (shr)	
FBYU409	Loads new year budget transfers. Reads FAMIS budget files and creates budget transfer journal entries to be loaded into FAMIS accounting in the new fiscal year.			
	BTXR01	BEG.TRANSFER.Pnn	(060 trans)	
FBYR405		oads new year salary encumbrances. This program reads the same file as BYR405 and creates a lump sum salary encumbrance to be loaded into the ew year.		
	SENZ99	BEG.SALENC.Pnn K713FA.FAMIS.BUDGET.FY+fy	(051 trans at 1105) (shr)	
FBYR406	A second version of FBYR405. It alternatively loads the salary encumbrances from the Form 500 file as opposed to the budget file. If run, the transactions would be posted into the new year.			
FBYR430	Loads new year wage and/or benefit encumbrances. This program reads the same file as FBYU408 and creates lump sum wage and/or benefit encumbrances to be loaded into the new year.			
	Subcodes to be liquidated are on the Part's 853 DEPT-ENC-TYPE table.			
	PAYB25	BEG.WAGE ENC.Pnn (051 trans BEG BENE ENC Pnn (051 trans K7xxFA.DOWNLOAD.FBAR599.F	at 1906 benefit)	
YF500		ne Form 500 process should be run from the initial Form 500 file provided by PP. All work stations should be combined into a single file prior to running is process.		
		K713FA.BPP.INITF500.FY+fy	(shr)	

Table Roll Forward Programs

FBYU800 Table driver program. Rolls forward the FRS and SPR control record into the new fiscal year. Current year remains the default year. It calls all other FRS table roll forward programs listed below. FBYU801 Rolls forward COA structure for GLs and SLs. FBYU803 Rolls forward the Global Subcode Edit table. FBYU804 Rolls forward the ABR table. FBYU805 Rolls forward the GL Account Control table. FBYU806 Rolls forward the SL Object Code table. Rolls forward User Defined Budget Pools (Screen 710). FBYU807 Rolls forward the IDT Interface table. FBYU831 FBYU840 Rolls forward USAS Strategy table. FBYU854 Rolls forward control records for the Purchasing Type/Prefix Assign table and the Exempt Subcode table (Screen 854, Screen 855, Screen 306). **PBYU306** Rolls forward Exempt Object Code table. **PBYU309** Rolls forward the limited and exempt control records. **FBYU810** Table driver program. Re-rolls the FRS subcodes into the new fiscal year. This job is necessary only if additions/changes have been made to old fiscal year subcodes after the subcodes have been rolled to the new fiscal year. Manual changes can be made in the new fiscal year to avoid needing to run this program. Current year remains the default year. It calls the FRS table roll forward programs listed below. FBYU805 Rolls forward the GL account control table. FBYU806 Rolls forward the SL object code table. **FBYU850** Changes current fiscal year. Run when the current fiscal year is to be changed from the old year to the new year. **VBYU807** Rolls forward the AP check limit table. **VBYU808** Rolls forward the AP discount table. (Not run at this time.) **VBYU809** Rolls forward the AP tax table. (Not run at this time.) **VBYU810** Rolls forward AP currency conversion table. (Not run at this time.) **TBYU800** Creates FFX control record for the new year.

FAMIS Year-End Programs Listing (cont'd)

TBAR020 Unloads FFX tables.

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

- **TBYUDSPA**Sets FFX flag on control table indicating that final SPA extract has been
received from the State. Until this flag is changed, no new year records will be
sent to SPA.
- **TBYU850** Changes the current fiscal year on the fixed assets control table.

Miscellaneous Programs

XXCYEND XXCHGBNK	Special program to change year-end flags in mass. FAMISU Special program to change the default bank for a range of accounts. FAMISU
XXCABR	Special program to change ABR flag on accounts in selected range. FAMISU
XXBBABAS	Special program to set the flag that will roll BBA to base support account. FAMISU
FBPR302	Special payroll program used to distribute accrued payroll to the various fund groups.
FBXR030	Special program for TAMU, TAMUG, TAMUC and TAMUT. Alters the Student SIMS accounting feed for deferred revenue processing.
FBYR402	Reads the BPP budget file and stores the data on <u>Screen 853</u> . This table is used by FBMR265.

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Overview

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

FBAR230 Year-To-Date Expenses

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

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

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

FBAR231 Federal Grant Expense Summary

- Report of SL expenses for a selected range of accounts.
- Sorted by CFDA code.
- Subtotals for CFDA code.
- Columns are:
 - Direct expenses Indirect expenses Total expenses
- Download Option is available—data format is a comma delimited flat file.
- Used for: Schedule D-5.

FBAR232 Endowment Fund Balance Report

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

FBAR233 Year-To-Date Revenue and Expense by Category

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

Major Categories:

Total Revenues	0005-0799
Total Expenses	1000-1999

Minor Categories for Revenues:

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

Minor Categories for Expenses:

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

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

FBAR234 AFR – Plant Funds Revenues & Expenses

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

FBAR236 Year-To-Date Salaries & Wages Paid

- Report summarizes YTD payroll expenditures by fund group and bank account. Similar to report FBMR216, but subtotaled by fund group.
- Within a fund group, subtotals are given by bank.
- Fund group is defined by account ranges in a prodcard.

FBAR237 <u>Year-To-Date Expenditures for Selected Subcodes</u>

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

FBAR238 Budget Transactions Sorted by Restricted Flag, Construction Project

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

FBAR239 Detail Listing of Budget Transfers

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

FBAR240 AFR – Loan Funds – Schedule B-5

- Report of loan fund balances and changes in fund balance.
- Sorted by sub fund group for a given range of GL accounts.
- Column ranges are user-defined and controlled with a prodcard. Currently the ranges are as follows:
 - Gifts Interest Income Transfers In Other Additions Transfers Out Other Deductions
- Download option is available—data format is a comma delimited flat file.
- Used for: Schedule B-5.

FBAR241 Plant Fund Additions/Deductions Detail Listing

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

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

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

FBAR242 AFR Year-To-Date Revenues

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

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

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

FBAR243 Selected Fund Additions/Deductions Detail Listing

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

FBAR244 <u>Texas Higher Education Coordinating Board YTD Expenditures</u>

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

FBAR245 National Science Foundation Report

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

FBAR246 Creates file for Indirect Cost Rate Analysis

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

FBAR247 <u>Selected Transaction History Detail – Sort by Description</u>

- Report of detail expenditures sorted by description and account. The user can select a date range, a range of accounts, and a range of object codes.
- Used for: Schedule B-11, D-6.

FBAR248 AL-RSCH create file for Indirect Cost Rate Analysis

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

FBAR249 Year-To-Date Expenditures for Research Accounts

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

FBAR251 Indirect Cost Expenditures by College, Dept, Principal Investigator

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

FBAR252 Detail Activity – Subsidiary Ledger Accounts

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

FBAR253 AFR – Changes in Fund Balance (200 column report)

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

FBAR254 Funds Awarded But Not Received

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

FBAR258 <u>AFR – Schedule of Current Funds Revenues</u>

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

FBAR260 <u>AL-RSCH Report for IDC</u>

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

FBAR266 AFR – Changes in Fund Balance (200 column report)

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

FBAR383 Detail Activity – Support Accounts

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

FBAR530 Analysis of Fund Balance vs SL BBA

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

FBAR540 Account Listing

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

FBMR220 General Ledger Account Controls

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

PBYR217 <u>Purchasing Accounts Payable</u>

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

Overview

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

Exhibits

- <u>EXHIBIT A</u> Balance Sheet
 FBDR043—Trial Balance by Fund Group
 FBPR302—Year-End Accrued Payroll Report
 (used to determine accrued payroll by fund group)
- 2. <u>Exhibit B</u> Statement of Changes in Fund Balances Obtained from supporting schedules
- 3. <u>Exhibit C</u> Statement of Current Funds, Revenues and Expenditures Obtained from supporting schedules

Schedules

- 1. <u>Schedule A-1</u> Cash and Temporary Investments FBMR204/FBDR043—bank portion of the report
- 2. <u>Schedule A-2</u> Investments by Fund Group
- Schedule A-3 Legislative Appropriations
 FBMR219—(Year to Date)—Bank Balances and Activity Report
 FBMR019—(Year to Date)—Bank Balances and Activity
- 4. <u>Schedule A-4</u> Deposits Held in Custody for Others Agency Funds FBMR061 (YTD)—GL and SL Fund Group Summary
- 5. <u>Schedule B-1</u> Changes in Fund Balances Functional and General Funds FBAR230—Expenditures by fund group, function, broken out by category FBAR239—Detail report of budget transfers FBAR243—GL transfers FBAR253—Changes in SL balances/including expenditures FBAR266—Changes in GL balances

6. <u>Schedule B-2</u> – Changes in Fund Balances - Designated Funds

FBAR230—Expenditures by fund group, function, broken out by category. FBAR239—Detail report of budget transfers FBAR243—GL transfers FBAR253—SL changes in balances FBAR266—GL changes in balances

7. <u>Schedule B-2-a</u> – Changes in Fund Balances - Designated Funds Service Departments

FBAR230—Expenditures by fund group, function, broken out by category. FBAR239—Detail report of budget transfers FBAR243—GL transfers FBAR253—SL changes in balances FBAR266—GL changes in balances

8. <u>Schedule B-3</u> – Changes in Fund Balances - Auxiliary Enterprise Funds

FBAR230—Expenditures by fund group, function, broken out by category. FBAR239—Detail report of budget transfers FBAR253—SL changes in balances FBAR258—Current Funds Revenues FBAR266—GL changes in balances FBMR220—GL Account Control Summary

9. <u>Schedule B-4</u> – Changes in Fund Balances - Restricted Current Funds

FBAR230—Expenditures by fund group, function, broken out by category. FBAR233—Revenues and Expenses by Category FBAR239—Detail report of budget transfers FBAR242—YTD Revenues FBAR243—GL transfers FBAR252—Detail transactions FBAR253—SL changes in balances FBAR258—Current Funds Revenues FBAR266—GL changes in balances

10. <u>Schedule B-5</u> – Changes in Fund Balances - Loan Funds

FBAR240—Loan Funds Report FBMR220—GL Account Control Summary

11. <u>Schedule B-6</u> – Changes in Fund Balances - Endowment and Similar Funds

FBAR230—Year-to-Date Expenses

FBAR232—Endowment Earnings Distribution Report

FBAR233—Revenues and Expenses by Category

FBAR243—GL transfers

12. <u>Schedule B-7</u> – Changes in Fund Balances - Annuity and Life Income

13. <u>Schedule B-8</u> – Changes in Fund Balances - Unexpended Plant Funds

FBAR230—Year-to-Date Expenses FBAR234—Plant Funds FBAR233—Revenues and Expenses by Category FBAR238—Budget Detail for Plant Funds FBAR241—Fund Additions and Deductions for Plant Funds FBAR243—GL transfers FBMR220—GL Account Control Summary

- 14. Schedule B-9 Changes in Fund Balances Funds for Renewals and Replacements
- 15. Schedule B-10 Changes in Fund Balances Funds for Retirement of Indebtedness FBAR233—Revenues and Expenses by Category FBAR243—GL transfers FBAR253—SL changes in balances

16. <u>Schedule B-11</u> – Changes in Investment in Plant

FBAR230—Year-to-Date Expenses FBAR243—GL transfers FBAR247—Transaction History Detail FBMR220—GL Account Control Summary FBMR095—Summary Dollar Totals by Object Code TBAR053—Listing of Items Sold or Auctioned TBAR051—Transfers Within System Part

17. <u>Schedule B-13</u> – Schedule of Transfers

- **18.** <u>Schedule C-1</u> Current Funds Revenues FBAR233—SL Revenues FBAR258—SL Revenues and Expenses
- **19.** <u>Schedule C-2</u> Current Funds Expenditures by Object Class FBAR230—Year-to-Date Expenses - sorted by fund group, function
- 20. <u>Schedule C-3</u> Functional and General Expenditures Summarized by Elements of Institutional Costs FBAR230—Year-to-Date Expenses sorted by fund group, element of cost.
- 21. <u>Schedule D-1</u> Bonds Payable and Debt Service Requirements FBMR222—Bond Issue Report FBMR223—Summary and Detail Bond Issue for Plant Funds

- 22. <u>Schedule D-2</u> Analysis of Funds Available for Debt Service for General Obligation Bonds Outstanding
- 23. <u>Schedule D-3</u> Defeased Bonds Outstanding
- 24. <u>Schedule D-4</u> Higher Education Assistance Funds (HEAF) FBAR230—Year-to-Date Expenses sorted by fund group, element of cost, subelement.
- 25. <u>Schedule D-5</u> Federal Financial Assistance FBAR231—Report of expenditures by CFDA code, Sponsor, and SPR project. FBMR019 and FBMR219—Cash Report for each Bank (used for federal appropriated funds)
- 26. <u>Schedule D-6</u> Medical Services, Research and Development Plan FBMR220—GL Account Control Summary

Section V Appendix

Instructions

Listed below are general instructions that will make 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.

<u>PF Keys</u>

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 (\overline{z}) 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.

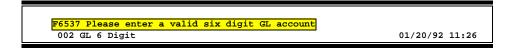
Data that is entered on the Action Line will be carried in "context" from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in "context" until the user keys a different account in the field.

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
Screen: Account: 032365 NAVSO, INC	FY 2011 CC 02
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.



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** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing *PF4* will usually 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 F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing **PF2**.

Screen 2 – GL 6 Digit

002 GL 6 Digit	08/01/11 09:15 FY 2011 CC 02
Screen: Account: 014000 MEDICINE	
Account Title: MEDICINE Resp Person: luuuuuuu7 COLLINS, CINDY C	SRS: Old Acct: 0284
	Group: Aux Code:

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

WHICH FI	TION: DESIGNATES DEPARTMENTS WITHIN SCHOO SCAL REPORTS WILL BE NECESSARY, I.E. CHEM RATION AND COUNSELOR EDUCATION.	
+		+
3		3
3	*** DICTIONARY - H	ELP*** ³
3		3
3	VALUES MEANIN	1G 3
3		3
3	ACCN ACADEM	AIC COMPUTING CENTER 3
3	ACCS ACADEM	AIC COMPUTING SERVICES 3
3	ACCU ACCOUN	NTING ³
3	ADEX ADULT	& EXTENSION EDUCATION ³
3	ADLL ADULT	LITERACY & LEARNING CEN ³
3		3
3	Lookup Value / . Menu	3
3	Rule : IASYS-DEPT Defau	ult value is: ³
3	View : IAFRS-GENERAL-SUBSIDIARY	3
3	Field: FG-FS-DEPT	3

Question Mark (?) and Asterisk (*) Help

FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

To use the Help feature, type a question mark (?) or asterisk (*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values. To make a selection, type an "X" next to a value and press <ENTER> to pass it back to the previous screen. This is called the "Passback" feature.

Screen 2 – GL 6 Digit

002 GL 6 Digit 08/01/11 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:
Alternate banks becuity
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-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp Next

Glossary

ABR

Α

See Automatic Budget Reallocation.

ABR Pool Table

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control

The last four digits in the ten digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID

A 6-digit *identification* number for an account.

Account Number

A 10-position ID within the master file of the Financial Accounting System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

An application of the Financial Records System. AP processes vendor payments and keeps track of financial activity involving vendors.

Action/Context Line

The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

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

В

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.

Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Pool

Cash

A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

С

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

Cash Disbursement

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

Cash Receipt

Cash received from cash sales, collections on accounts receivable and sale of other assets.

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

Check Override

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Claim-On-Cash

The share of ownership that an account has in the institution's monies.

Clearing Account

A temporary summary account (such as a payroll account) which is periodically set to zero.

COA

See Chart of Accounts.

Compound Journal Entry

A two-sided transaction that posts debits and credits.

Context

The information that identifies the record being displayed or to be displayed by the system.

Credit Memo

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Cycle

Two or more programs that are run in a specific sequence.



Data

Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database

The collected information that is accessible to the computer for processing.

Data Control

The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP

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

Data Entry

A means for adding information into the system.

Default

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

Delete Flag

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

Diagnostic Message HELP

An on-line feature which assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Discount Account

The account credited for discounts taken by the system when a check is written.

Discount Table

A table containing user-defined values representing discount terms for vendors.

Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit

A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag

A data element whose condition signifies that a document is to be removed from the data base immediately.

E Encumbrance

F

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, may be predefined by the system. It is also known as the Transaction Code.

Financial Accounting (FA)

A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)

A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction

An entry made to the system to record information.

Flag

A data element used to set controls or conditions on a process or program.

Freeze Flag

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS

See Financial Records System.

Fund

An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

Fund Balance

The equity of a fund (the difference between assets and liabilities).

Fund Group

A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

Fund Group ID

A one-digit identification number representing the fund group with which an account is associated.

Fund Transfer

A movement of dollars from one fund balance to another.



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 <u>Subsidiary Ledger</u> revenue/expense accounts to <u>General Ledger</u> fund accounts.

Global Subcode Edit (GSE)

A system edit which checks each new 10-digit account against a table which specifies valid combinations of 6-digit accounts and subcodes.

GSE

See Global Subcode Edit.

Header

Η

That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

HEAF

Indicates a Higher Education Assistance Fund code number.

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.

JCL

J

See Job Control Language.

Job Control Language

A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry

A non-cash transfer of dollars between two or more accounts.

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.



Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Memo Bank Account

An account that represents the balances of deposits for operating accounts.

Menu

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



Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports on on-line searching.



Object Code

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



R

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.

Regular Order

A type or purchase order that denotes a typical order.

Remit-To Address

The address to which the check for goods and/or services rendered will be sent.

Requisition

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

S

6-Digit Account

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

Screen HELP

An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Session

A control mechanism to track real-time posting of a group of financial transactions 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.

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.

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher

A voucher that must be reported to the IRS on Form 1099.

10-Digit Account

The six-digit account ID combined with the four-digit subcode, *i.e.* an account control or object code.

Tax Code

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID

A Social Security Number or Federal Employer <u>Identification</u> Number that is available for 1099 report preparation.

Taxes

An additional charge on the acquisition of goods which is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

Glossary (cont'd)



V

Update Screen

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

Valid Value

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

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor File

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

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