FAMIS ACCOUNTS

Tamara Freed
Eliza Garcia
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- New Account Request
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  - Guidelines
- Year End Flags
- Encumbrances
- Global Sub-code Edits
- Generate Expense Budget
- Closing Accounts
  - When
  - What to look for
- Department Table Maintenance
## CHART OF ACCOUNTS

<table>
<thead>
<tr>
<th>G/L Account Range</th>
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<th>**Fund Group</th>
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<td>Scholarship Funds</td>
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**For fund source information refer to Section 02.03 in Accounting Handbook**
ACCOUNTING HANDBOOK

Section 03.01

<table>
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<th>Sel</th>
<th>GL</th>
<th>SL</th>
<th>Description</th>
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<th>Responsible Person</th>
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NEW ACCOUNT REQUEST

- ACCOUNTING HANDBOOK
  Section 02.02

http://comptroller.tamucc.edu/accounting/NewAccReqtrial2.html
http://comptroller.tamucc.edu/accounting/online_forms.html
NEW ACCOUNT REQUEST

- **Account Title** - Enter the name you would like displayed for the account. Character limit on account name is limited to 35 characters.

- **Account Purpose** – *NEW* Enter a description of the purpose of the account. If there is an acronym in the account title, please spell it out here.

- **Responsible Person & UIN** - A responsible person must be a permanent PT or FT employee who is compensated by TAMU-CC University. In most cases this will be the Department Head. The responsible person must have completed Guidelines for Disbursement Training within the last **12 Months**. (Course# 2111496: The Guidelines for Disbursement of Funds)

- **Department & Sub Department** – Select the department from the drop-down menu & sub department if applicable. If your department is not listed as an option please email Accounting at accounting.services@tamucc.edu
FUND SOURCE
ACCOUNTING HANDBOOK SECTION 02.05

- AGENCY FUNDS
- AGREEMENTS
- CONTRACTS
- DESIGNATED TUITION
- GRANTS
- COMPREHENSIVE RESEARCH FUNDS
- RESEARCH ENHANCEMENT FUNDS
- STATE APPROPRIATIONS
- STUDENT FEES
- OTHER
USE OF FUNDS
ACCOUNTING HANDBOOK SECTION 02.04

- INSTRUCTION
- RESEARCH
- PUBLIC SERVICE
- ACADEMIC SUPPORT
- STUDENT SERVICES
- INSTITUTIONAL SUPPORT
- OPERATION & MAINTENANCE OF PLANT
- SCHOLARSHIP & FELLOWSHIPS
- AUXILIARY ENTERPRISES
SALARY SAVINGS

- Salary Savings – are the monies remaining from a vacant position after all payroll and termination costs have been satisfied. The types of positions that generate attrition are faculty professional, faculty administrator and classified positions.

Some examples of how salary savings funds are generated include:

1. savings from positions being vacant for long periods of time
2. savings when a member of the faculty or staff goes on leave without pay status.
NEW ACCOUNT REQUEST CONT.

- Any restrictions on funds?

- At termination of the account, what provisions for deficits or refunds of the balance are to be made?

- What is the provision for retaining title to equipment purchased with these funds?
**BUDGET & SUPPORT ACCOUNTS**

- **Budget Flexible** - A flexible budget is a budget that adjusts or flexes for changes in the volume of activity.
What is a support account? – Sub-division of Subsidiary Ledger accounts used to track account activity at a lower level. By creating a support account this enables the department to keep better track of the funds.

300090-00000
Stadium Revenue Fund

10000
Men’s Golf

20000
Women’s Golf

30000
Men’s Tennis
You can divide the SL money up between your Support Accounts.

- Stadium Revenue Fund:
  - 300090-00000 $9000

  - Men's Golf: 10000 $3,000
  - Women's Golf: 20000 $3,000
  - Men's Tennis: 30000 $3,000
SA TRANSACTIONS

“N” No transactions allowed on Support Account

“Y” Yes transactions are allowed on Support Account.

“B” Transactions allowed on both the Base account and Support Account.

Account Title:    SA create enable: Y OSRS: ___ Res Person:    Old Acct: _______
ABR Rule: 001     Map Code:    Reporting Group: __
Bottom Line Cntl: Y  Deflt Cat Cntl: N  Deflt Cat Tol Pct: ______
Year-End Process: P  Year-End Acct: _______  Function: 15 Sub-Fun: __
Default Bank: 08103  Override: Y  Proj FYTD End Mo: 08 Aux Code: __
Alternate Banks: ***** ___ ___ ___ ___ Security: ______
P-Card Bank: ____  State Funds: _ Appropriated: _
CC Dept  S-Dept Exec Div Coll Mail Cd Stmt  Expense: B B
Primary: LSCI RESI AA SE ___ _
Revenue: B B
Secondary: ___ ___ ___ ___ ___ ___ ___ ___ __
Admin for: ___ ___ ___ ___ ___
To view these fields in FAMIS go to Screen 9 for SL or Screen 59 for Support Accounts.
Year End Flags

E = Encumbrances Only
F = Fiscal Year
P = Project Year
T = Transfer BBA
ACCOUNT ATTRIBUTES

Account Title: CCS TRUCK MAINTENANCE

Account Letter: _

Fund Source: CENTER FOR COASTAL STUDIES TRUCK MAINTENANCE

Long Title: ENTER-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---

Screen: _ Account: ___  Panel: 01 More >>

Resp Person: _

Old Acct: ____________ SA create enable: Y SRS: N

ABR Rule: 001 Map Code: 20439 Reporting Group: __

Bottom Line Cntl: Y Deflt Cat Cntl: N Deflt Cat Tol Pct: _______


Year-End Process: F Year-End Acct: ________ Function: 15 Sub-Fun: __

Default Bank: 00103 Override: Y Proj FYTD End Mo: 08 Aux Code: ___

Alternate Banks: XXXXX Security: ______

P-Card Bank: ______ State Funds: _ Appropriated: _ --SA Transactions--

CC Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual

Primary: CTCS_ ___ AA SE ___ _ Expense: N N

Secondary: _______ _ Revenue: N N

Admin For: ___ ___ ___

Center: __ ___ ___ TRS/ORP Exempt: _

Fund Source: CENTER FOR COASTAL STUDIES TRUCK MAINTENANCE Setup Dt: 07/05/2000

Iteration Dt: 07/05/2000

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp Next CAacct CProj AResp Cmnt Left Right
YEAR END FLAGS

- E – Encumbrances Only
  - Carries forward only encumbrances and budget to cover those encumbrances
  - Rolls forward on Batch Reference of BBFE (Budget Brought Forward Encumbrance)
  - Only certain object codes will roll forward
    - For example: Consumable supplies will not roll forward
    - Procurement & Disbursements Provides list of codes that will and will not roll forward
  - Example – State Account
YEAR END FLAG

E-Encumbrance
YEAR END FLAGS

23 Transaction Inquiry by Account

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| 21 CC File List

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Account Total: 162296.57 | 60695.00 | 78.77 | 181680.34

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**ENCUMBRANCES**

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Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp  View  DLoad Left Right
YEAR END FLAG

F - Fiscal Year

- Carry forward all unexpended balances
  - Including encumbrances, revenue and expense budget
- Creates a Batch Reference
  - BBFE (Budget Brought Forward Encumbrance)
  - BBF (Budget Brought Forward) for all BBA
- Local accounts – Gift and material fee accounts
YEAR END FLAG

- **P-Project Accounts**
  a. Carry forward all balances
     • Including encumbrances, revenue and expense budget and actuals
  b. Creates a Batch Reference
     • BBFE (Budget Brought Forward Encumbrance)
     • BBPJ (Budget Brought Forward Project)
     • BBPA (Beginning Balance Project Actuals)
  c. Can Retrieve totals from inception
  d. Grant and Contract Accounts
YEAR END FLAGS

- **T – Transfer**
  - Only carries forward encumbrances and budget to cover those encumbrances
  - Rolls forward on Batch Reference of BBFE
  - Any remaining balance at year end will be transferred to another account
    - Account specified on screen 006 in FAMIS in field “year-end account”
  - Designated tuition and some indirect accounts
YEAR END FLAGS

T - Transfers
### YEAR END FLAGS

**Transactions for a Month by Reference Number 2 or 4**

**Screen:** ___  **Account:**  **Month:** 13  **Search On Ref:** 2  **Ref Nbr:** ______

**Display Ref:** 2  **Bank Option:** N

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<tr>
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<th>TC</th>
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0320 061  IDC0015  08/31  INDIRECT COST  6.70  MID202  609960  9610

*End of Data for 13th Month*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp View DLoad Left Right
### Year End Accruals

#### Year End Entry

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<td>098</td>
<td>09/01</td>
<td>PROJECT BUDGET FOR</td>
<td>6,560.00</td>
<td>D BBPA01</td>
<td></td>
</tr>
<tr>
<td>9609</td>
<td>027</td>
<td>09/01</td>
<td>PROJECT BUDGET FOR</td>
<td>198,290.74</td>
<td>D BBPA01</td>
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</tr>
<tr>
<td>9609</td>
<td>021</td>
<td>05/02</td>
<td>REVISE BUDGET</td>
<td>21,590.43</td>
<td>C 06534</td>
<td></td>
</tr>
</tbody>
</table>

*Continued*
GLOBAL SUB-CODE EDIT

- Global Sub-code Edit – Determines allowable and non-allowable sub-codes specific to certain types of accounts.
  - Screen 803 in FAMIS is a Sub-code Edit Table that displays standard restrictions and non restrictions applicable to certain types of accounts.
    - The low and High sub-code fields define a specific range that will either be allowable or not allowable for the account listed in “Mask of Account field”.
      - Y – indicates that the sub-code or sub-code range is allowable.
      - N- indicates that the sub-code or sub-code range is not allowable.
  - Screen 008 in FAMIS allows you to place a sub-code edit specific to an account that normally would allow or disallow certain sub-codes.
### Maintain Global Subcode Edit Table

#### Screen: ___

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Account</th>
<th>Mask of Subcd</th>
<th>Low Subcd</th>
<th>High Subcd</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XXXXXX</td>
<td>0808</td>
<td>0808</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XXXXXX</td>
<td>0115</td>
<td>0115</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XXXXXX</td>
<td>0199</td>
<td>0199</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>1609XX</td>
<td>4000</td>
<td>4000</td>
<td>4000</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1609XX</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1609XX</td>
<td>5773</td>
<td>5773</td>
<td>5773</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1609XX</td>
<td>1100</td>
<td>5629</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1609XX</td>
<td>5631</td>
<td>5699</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1609XX</td>
<td>5755</td>
<td>5755</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1XXXXX</td>
<td>5241</td>
<td>5241</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1XXXXX</td>
<td>6310</td>
<td>6310</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GENERATE EXPENSE BUDGET (GEB)

- Generates Revenue and Expense Budget (GEBZ)
- Self Funding
- Can only spend revenue received
- Examples
  - Indirect Cost Accounts
  - Summer Camp Accounts
  - Residual Accounts
### GENERATE EXPENSE BUDGET (GEB)

#### GEB Account

**034 SL Summary By Budget Pool**
- **Account:** 0001
- **Budget:** 1129.02
- **CM Actual:** 1129.02
- **Actual:** 1129.02
- **Encumbrances Available:** 163.47

#### 046 Transactions for a Month by Reference Number 2 or 4
- **Reference Number:** 2
- **Account:** 0001
- **Date:** 04/30
- **Description:** REVENUE BUDGET
- **Amount:** 163.47

- **Reference Number:** 4000
- **Date:** 04/30
- **Description:** EXPENSE BUDGET ALL
- **Amount:** 163.47

- **Reference Number:** 0329
- **Date:** 04/30
- **Description:** INDIRECT COST
- **Amount:** 120.78

- **Reference Number:** 0320
- **Date:** 04/30
- **Description:** INDIRECT COST
- **Amount:** 38.45

- **Reference Number:** 0321
- **Date:** 04/30
- **Description:** INDIRECT COST
- **Amount:** 4.24

---

*End of Data for April*
CLOSING ACCOUNTS

- Account Balances
  - GL/SL Balances
  - Fund Balance
  - Receivables and Payables
- Request for Closure
ACCOUNT READY FOR CLOSE

034 SL Summary By Budget Pool
ENGAGING IN THE ARTS, 2014
Screen: ___ Account: _____ Fiscal Year: 2015
Thru Month: 5_ May
FV/PY/IN to Date: IN Calc OM IDC: N
Resp Person: Bottom Line Exclusion: 0.00
Department: Flags: D F B C Z G A E N Net Dir BBA: 0.00
Map Code: N N Y N N 001 Unprotected Available: 0.00
Obj C P Budget OM Actual Actual Encumbrances Available
0001 15000.00- 15000.00- 0.00
1100 15000.00- 15000.00-

018 GL 6 Digit List
ENGAGING IN THE ARTS, 2014
Screen: ___ Account: _____ Fiscal Year: 2015
Thru Month: 5_ May
Department: Resp Person
Flags: D F N N
Account Control Description YTD Current Month YTD Thru

1100 Claim on Cash 4583.03
2160 Accounts Payable 4583.03-
2750 Unearned Revenue
3600 Fund Bal.Restricted Led
9140 Restricted Revenue Budge
9150 Restricted Expense Budge
9160 Restricted Surplus/Defi
9360 Revenue Sum Ledger 6
9560 Expense Sum Ledger 6
9660 Encumb Sum Ledger 6

* Account Total 0.00 0.00 0.00
### 018 GL 6 Digit List

**Screen:** __  
**Account:** ___ ___ ___  
**Thru Month:** 5 __ May  
**Department:** ___  
**Resp Person:** __  
**Fiscal Year:** 2013  
**Flags:** D F N N

<table>
<thead>
<tr>
<th>Account Control</th>
<th>Description</th>
<th>YTD Begin Balance</th>
<th>Current Month May</th>
<th>YTD Thru May</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Claim on Cash</td>
<td>31354.79</td>
<td>7.61</td>
<td>7.61</td>
</tr>
<tr>
<td>1320</td>
<td>Travel Advances Receiva</td>
<td>7.61</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1390</td>
<td>Unbilled Receivables -</td>
<td>36302.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100</td>
<td>Accounts Pauable</td>
<td>4940.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3600</td>
<td>Fund Bal-Restricted Led</td>
<td>1088964.86</td>
<td>1088964.86</td>
<td>1088964.86</td>
</tr>
<tr>
<td>9140</td>
<td>Restricted Revenue Budg</td>
<td></td>
<td>64814.54</td>
<td>64814.54</td>
</tr>
<tr>
<td>9150</td>
<td>Restricted Expense Budg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9160</td>
<td>Restricted Surplus/Defi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9360</td>
<td>Revenue Sum Ledger 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9560</td>
<td>Expense Sum Ledger 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Account Sub-total: 0.00  0.00  0.00

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

**05/01/13 17:13**  
**FY 2013 CC 15**
QUESTIONS???
THANK YOU