FAMIS ACCOUNTS
Tamara Freed
Aimee Olivarez
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- New Account Request
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  - Guidelines

- Accounting Attributes
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- Closing Accounts
  - When
  - What to look for
<table>
<thead>
<tr>
<th>G/L Account Range</th>
<th>S/L Account Range</th>
<th><strong>Fund Group</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>010000-019999</td>
<td>100000-199999</td>
<td>State Funding</td>
</tr>
<tr>
<td>020000-029999</td>
<td>200000-299999</td>
<td>Designated Funds</td>
</tr>
<tr>
<td>030000-039999</td>
<td>300000-399999</td>
<td>Auxiliary Funds</td>
</tr>
<tr>
<td>040000-049999</td>
<td>400000-499999</td>
<td>Scholarship Funds</td>
</tr>
<tr>
<td>050000-059999</td>
<td>500000-599999</td>
<td>Grants &amp; Contracts</td>
</tr>
<tr>
<td>060000-069999</td>
<td>600000-699999</td>
<td>Loans &amp; Endowments</td>
</tr>
<tr>
<td>070000-079999</td>
<td>No SL Accts</td>
<td>Plant Funds</td>
</tr>
<tr>
<td>080000-089999</td>
<td>800000-899999</td>
<td>Agency Funds</td>
</tr>
<tr>
<td>090000-099999</td>
<td>900000-999999</td>
<td></td>
</tr>
</tbody>
</table>

**For fund source information refer to Section 02.03 in Accounting Handbook**
ACCOUNTING HANDBOOK
Section 03.01

### GL/SL MAPPED ACCOUNTS

**039 GL Mapped SLs**

**Screen: ___ Account: 010000**

<table>
<thead>
<tr>
<th>Sel</th>
<th>GL</th>
<th>SL</th>
<th>Description</th>
<th>Dept</th>
<th>SDept</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>010000</td>
<td>E &amp; G REVENUE ACCOUNT</td>
<td>ACCT</td>
<td>CASTORENA, YOLANDA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100010</td>
<td>STATE APPN E &amp; G STATE SUPPO COMP</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>100040</td>
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<td>TORRES, REBECCA I</td>
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<tr>
<td></td>
<td>010005</td>
<td>ART I GROUP INSUREANCE PREM F COMP</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100050</td>
<td>ART I GROUP INS PREM FROM ER COMP</td>
<td>TORRES, REBECCA I</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEW ACCOUNT REQUEST

ACCOUNTING HANDBOOK
Section 02.02

http://comptroller.tamu.edu/accounting/NewAccReqtrial2.html
http://comptroller.tamu.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.

- **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# 211496: 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

- AGENCY FUNDS
- AGREEMENTS
- CONTRACTS
- DESIGNATED TUITION
- GRANTS
- RESEARCH DEVELOPMENT 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 – 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 Flexible** - A flexible budget is a budget that adjusts or flexes for changes in the volume of activity.

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Flexible</th>
<th>0001 Revenue</th>
<th>1100 Salary</th>
<th>1700 Wages</th>
<th>1900 Benefits</th>
<th>3000 Travel</th>
<th>4000 M&amp;O</th>
<th>8000 Capital Outlay</th>
<th>9600 Indirect Cost</th>
</tr>
</thead>
</table>
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.

- 300090.00000 $9000
  - Stadium Revenue Fund
    - 10000 $3,000
      - Men's Golf
    - 20000 $3,000
      - Women's Golf
    - 30000 $3,000
      - Men's Tennis
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:  
Resp Person:  
Old Acct:  
ABR Rule:  001  
Map Code:  
Reporting Group:  
Bottom Line Cntl:  Y  
Deflt Cat Cntl:  N  
Deflt Cat Tol Pct:  
AFR Fund Group:  40  
Fund Group:  RS  
Sub Fund Group:  
Sub-Sub:  
Year-End Process:  P  
Year-End Acct:  
Function:  15  
Sub-Fun:  
Default Bank:  00103  
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  Budget  Actual
Primary:  LSCI  REST  AA  SE  Expense:  B  B  Revenue:  B  B
Secondary:  
Admin for:  
---SA Transactions---
**RESEARCH ACCOUNTS**

<table>
<thead>
<tr>
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<th>Select Field of Work</th>
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<tr>
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<td>Select Research Area of Special Interest</td>
</tr>
<tr>
<td>Character of Work</td>
<td>Select Character of Work</td>
</tr>
<tr>
<td>Selection Process</td>
<td>Select Selection Process</td>
</tr>
<tr>
<td>Other</td>
<td>Specify</td>
</tr>
</tbody>
</table>

Prepared By: (print name): [Signature]:

Phone number:
SCREEN 059

059 Support Account CFDA and THECB Codes

Screen: ___ Account: 651110 00000

Sponsor: ______

CFDA Nbr: ______ NSF Category: ______

Activity: 1A
Science/Engineering Field: 2C5
Special Areas of Interest: _____
Character of Work: 4B
Selection Process: 5B

Addtn’l Special Areas of Interest: ________

CS Acct Link:
Year End Flags

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

Section 17.01: Subsidiary Ledger Flag Values
YEAR END FLAGS

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

<table>
<thead>
<tr>
<th>Obj</th>
<th>Ref</th>
<th>Date</th>
<th>Original</th>
<th>Liquidated</th>
<th>Adjustments</th>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td>5750</td>
<td>L265774</td>
<td>0815</td>
<td>4473.65</td>
<td>730.02</td>
<td>132.27</td>
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<tr>
<td>5750</td>
<td>L265711</td>
<td>0017</td>
<td>730.02</td>
<td>353.10</td>
<td>75.27</td>
<td>730.02</td>
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<tr>
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<td>L265371</td>
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<tr>
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<td>4741.94</td>
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<tr>
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<td>0817</td>
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<td>5760</td>
<td>L265575</td>
<td>0014</td>
<td>45.00</td>
<td>2654.00</td>
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<td>2654.00</td>
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* Account Total 17512.34 4651.26 127.16 13033.24

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

Help Menu Help EHelp

1 Sess-1 128.194.103.18 TAMT4021 4/12 ...
YEAR END FLAG

F - Fiscal Year

a. Carry forward all unexpended balances
   • Including encumbrances, revenue and expense budget
b. Creates a Batch Reference
   • BBFE (Budget Brought Forward Encumbrance)
   • BBF (Budget Brought Forward) for all BBA
c. Available amounts only include current fiscal year totals
d. Local accounts – Gift and material fee accounts
YEAR END FLAGS

- F - Fiscal
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
### 2019 SL 6 Digit List with Category Totals

<table>
<thead>
<tr>
<th>Screen</th>
<th>Account</th>
<th>Fiscal Year</th>
<th>Thru Month</th>
<th>13th Month</th>
<th>Fy/PY/IN to Date</th>
<th>IN</th>
<th>Zero Balance</th>
<th>N</th>
<th>Rasp Person</th>
<th>Bottom Line Exclusion</th>
<th>Department</th>
<th>Flags</th>
<th>Net Dir BBA</th>
<th>Map Code</th>
<th>Obj Code</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual Encumbrances</th>
<th>Available</th>
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</thead>
<tbody>
<tr>
<td>0801</td>
<td>199929.96</td>
<td>2012</td>
<td>13</td>
<td>13th Month</td>
<td>Fy/PY/IN to Date</td>
<td>IN</td>
<td>Zero Balance</td>
<td>N</td>
<td>Rasp Person</td>
<td>Bottom Line Exclusion</td>
<td>Department</td>
<td>Flags</td>
<td>Net Dir BBA</td>
<td>Map Code</td>
<td>Obj Code</td>
<td>Budget</td>
<td>CM Actual</td>
<td>Actual Encumbrances</td>
<td>Available</td>
</tr>
<tr>
<td>0232</td>
<td>199929.96</td>
<td>2012</td>
<td>13</td>
<td>13th Month</td>
<td>Fy/PY/IN to Date</td>
<td>IN</td>
<td>Zero Balance</td>
<td>N</td>
<td>Rasp Person</td>
<td>Bottom Line Exclusion</td>
<td>Department</td>
<td>Flags</td>
<td>Net Dir BBA</td>
<td>Map Code</td>
<td>Obj Code</td>
<td>Budget</td>
<td>CM Actual</td>
<td>Actual Encumbrances</td>
<td>Available</td>
</tr>
<tr>
<td>955060.80</td>
<td>2012</td>
<td>13</td>
<td>13th Month</td>
<td>Fy/PY/IN to Date</td>
<td>IN</td>
<td>Zero Balance</td>
<td>N</td>
<td>Rasp Person</td>
<td>Bottom Line Exclusion</td>
<td>Department</td>
<td>Flags</td>
<td>Net Dir BBA</td>
<td>Map Code</td>
<td>Obj Code</td>
<td>Budget</td>
<td>CM Actual</td>
<td>Actual Encumbrances</td>
<td>Available</td>
<td></td>
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</tbody>
</table>

### 2023 Transaction Inquiry by Account

<table>
<thead>
<tr>
<th>Screen</th>
<th>Account</th>
<th>Ref</th>
<th>Direct/Indirect</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I DatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>0801</td>
<td>027</td>
<td>007</td>
<td>FYF2012 09/01</td>
<td>Project Budget For</td>
<td>395,808,93</td>
<td>C BPJ01</td>
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</tr>
<tr>
<td>0252</td>
<td>099</td>
<td>007</td>
<td>FYF2012 09/01</td>
<td>Prior Year Actuals</td>
<td>755,871.94</td>
<td>C BPJ01</td>
<td></td>
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<tr>
<td>0252</td>
<td>065</td>
<td>007</td>
<td>09/30 COMPTROLLER OF PUB</td>
<td>154,587.75</td>
<td>SPR001 8679 10 1300</td>
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</tr>
<tr>
<td>0252</td>
<td>039</td>
<td>007</td>
<td>01/14 1/14 SECU PAYMT FO</td>
<td>5,142.96</td>
<td>C CA0146</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0252</td>
<td>039</td>
<td>007</td>
<td>01/14 1/14 SECU PAYMT FO</td>
<td>6,355.90</td>
<td>C CA0146</td>
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<td></td>
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<tr>
<td>0252</td>
<td>064</td>
<td>007</td>
<td>02/26 COMPTROLLER OF PUB</td>
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<td>SPR001 8679 10 1300</td>
<td></td>
<td></td>
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<tr>
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<td>064</td>
<td>007</td>
<td>03/12 COMPTROLLER OF PUB</td>
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<td>R100145 0769 10 1300</td>
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<tr>
<td>4870</td>
<td>099</td>
<td>007</td>
<td>FYF2012 09/18</td>
<td>Prior Year Actuals</td>
<td>728.97</td>
<td>D BPJ01</td>
<td></td>
</tr>
<tr>
<td>5451</td>
<td>068</td>
<td>007</td>
<td>02/13 ARIS &amp; ASSOCIATES</td>
<td>1,217.20</td>
<td>CSF015 8679 2100</td>
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<tr>
<td>5451</td>
<td>068</td>
<td>007</td>
<td>02/13 ARIS &amp; ASSOCIATES</td>
<td>1,681.60</td>
<td>CSF015 8679 2100</td>
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<tr>
<td>5451</td>
<td>068</td>
<td>007</td>
<td>02/13 ARIS &amp; ASSOCIATES</td>
<td>1,978.60</td>
<td>CSF015 8679 2100</td>
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<tr>
<td>5451</td>
<td>068</td>
<td>007</td>
<td>02/13 ARIS &amp; ASSOCIATES</td>
<td>2,488.99</td>
<td>CSF015 8679 2100</td>
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Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Imenu Help EHelp
DLoad Left Right

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

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Imenu Help EHelp
DLoad Left Right
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
**ENCUMBRANCE TRANSACTIONS**

- Year End Entry

---

### 2012 Transaction Inquiry by Account

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>TC</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>5460 064</td>
<td>L102639</td>
<td>09/31</td>
<td>SAL*RASTEGAR</td>
<td>112.60</td>
<td>N RYR217 067805 2101</td>
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<tr>
<td>5460 064</td>
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<td>09/31</td>
<td>SAL*RASTEGAR</td>
<td>112.60</td>
<td>D RYR217 067805 2101</td>
</tr>
<tr>
<td>5460 064</td>
<td>L102639</td>
<td>09/30</td>
<td>BRENT ALLEN-BELL</td>
<td>838.00</td>
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<tr>
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<td>09/30</td>
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<tr>
<td>5460 064</td>
<td>L102639</td>
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<td>BRENT ALLEN-BELL</td>
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<td>N RYR217 067805 2101</td>
</tr>
<tr>
<td>5460 064</td>
<td>L102773</td>
<td>09/31</td>
<td>MOLINODIN-HASSAN</td>
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<tr>
<td>5460 064</td>
<td>L102773</td>
<td>09/31</td>
<td>MOLINODIN-HASSAN</td>
<td>444.48</td>
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</tr>
<tr>
<td>5460 064</td>
<td>L102773</td>
<td>09/31</td>
<td>MOLINODIN-HASSAN</td>
<td>444.48</td>
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</tbody>
</table>

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### 2011 Transaction Inquiry by Account

<table>
<thead>
<tr>
<th>Sbdc TC</th>
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<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
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</thead>
<tbody>
<tr>
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<td>L102639</td>
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<tr>
<td>5460 064</td>
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<td>L102639</td>
<td>09/30</td>
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<td>09/31</td>
<td>MOLINODIN-HASSAN</td>
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<tr>
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<td>MOLINODIN-HASSAN</td>
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</tbody>
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**Note:**
- The images show different transaction inquiries for the years 2011 and 2012, highlighting various entries related to encumbrance transactions.
- The transactions include accounts such as SAL*RASTEGAR, BRENT ALLEN-BELL, and MOLINODIN-HASSAN.
- The amounts vary, with some transactions marked as direct entries, while others are indirect.
- The entries are associated with specific banks and account numbers.

---

**Additional Observations:**
- The transactions appear to be part of a year-end entry process, as indicated by the date stamps and the year identification.
- The entries are likely related to financial transactions requiring encumbrance, a term used to describe a lien or an obligation securing a debt or charge against property.
ENCUMBRANCE TRANSACTIONS

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>8422</td>
<td>057</td>
<td>02/08/09</td>
<td>KONICA MINOLTA SEN</td>
<td>5,275.48</td>
<td>D ENCZ85</td>
</tr>
<tr>
<td>9422</td>
<td>058</td>
<td>02/08/09</td>
<td>KONICA MINOLTA EUS</td>
<td>5,275.48</td>
<td>D ENCZ85</td>
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<td>KONICA MINOLTA EUS</td>
<td>5,275.48</td>
<td>D ENCZ85</td>
</tr>
</tbody>
</table>

823 Transaction Inquiry by Account

Sbod TC | Ref 2 | Date     | Description          | Amount | I BatRef Offset Acct |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8422</td>
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<td>KONICA MINOLTA EUS</td>
<td>5,275.48</td>
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</tr>
</tbody>
</table>
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.
GLOBAL SUB-CODE EDIT

F08L3 Please enter desired modifications
883 Maintain Global Subcode Edit Table

Screen: _

Func Mask of Low High Valid
Code Account Subcd Subcd Match Message

---

Element of Cost: ___ Sub-El: ___ Foreign Tvl: ___ Gen Exp Bvd: ___
Effort Category: 00IR__ Foreign Per: ___ Admin/Clerical: ___
Salary Sav. Dist: _____________ Rev Pledged: ___ Restricted: ___
Fac Salary Sav. Dist: _____________ Pyrl Acct Anal: ___ Delg Type: ___
Fac Savings Form SSB: _____________ Int Exempt: ___ Int Exe Reason: ___
Grad Savings Form SSB: _____________ Interest Acct: ___
ETravel Fee: ___ Obj Trans ___ Subcode Edits ___
Cat Type ___ Low High Match

Bond Issue: ______ Budget Sort: ___ Cost Ref 1: ___
Gift Fee Exempt: ___ Cost Ref 2: ___
A/R Clerk Cd: ___ Cap. Campaign: ___
GCP/Constr.Proj: ___
Accountant Resp: 402805659 MORENO, IDA D
Title to Equip: TO REMAIN WITH TAMUCC
Comments: DEFICITS OR REFUNDS TO RETURN TO FUND BALANCE

Enter-PE1-PE2-PE3-PE4-PE5-PE6-PE7-PE8-PE9-PE10-PE11-PE12---
Hmenu Help EHelp

---

05/02/13 11:06
FY 2013 CC 15

Screen: ___ Account: 32887B B199 SANDOLLARS

Element of Cost: ___ Sub-El: ___ Foreign Tvl: ___ Gen Exp Bvd: ___
Effort Category: 00IR__ Foreign Per: ___ Admin/Clerical: ___
Salary Sav. Dist: _____________ Rev Pledged: ___ Restricted: ___
Fac Salary Sav. Dist: _____________ Pyrl Acct Anal: ___ Delg Type: ___
Fac Savings Form SSB: _____________ Int Exempt: ___ Int Exe Reason: ___
Grad Savings Form SSB: _____________ Interest Acct: ___
ETravel Fee: ___ Obj Trans ___ Subcode Edits ___
Cat Type ___ Low High Match

Bond Issue: ______ Budget Sort: ___ Cost Ref 1: ___
Gift Fee Exempt: ___ Cost Ref 2: ___
A/R Clerk Cd: ___ Cap. Campaign: ___
GCP/Constr.Proj: ___
Accountant Resp: 402805659 MORENO, IDA D
Title to Equip: TO REMAIN WITH TAMUCC
Comments: DEFICITS OR REFUNDS TO RETURN TO FUND BALANCE

Enter-PE1-PE2-PE3-PE4-PE5-PE6-PE7-PE8-PE9-PE10-PE11-PE12---
Hmenu Help EHelp Next CRacct Cnt
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
GENERATE EXPENSE BUDGET (GEB)
CLOSING ACCOUNTS

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

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>YTD Begin Balance</th>
<th>Current Month</th>
<th>YTD Thru March</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Claim on Cash</td>
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<tr>
<td>1300</td>
<td>Accounts Receivable</td>
<td>$48231.98</td>
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<td></td>
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<tr>
<td>1312</td>
<td>Dept Receivables - Manu</td>
<td>$48231.98</td>
<td></td>
<td></td>
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<tr>
<td>1800</td>
<td>Due From 8th State Agen</td>
<td>$59135.43</td>
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<td></td>
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<tr>
<td>2130</td>
<td>Over-payments on Accoun</td>
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<td></td>
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<tr>
<td>3600</td>
<td>Fund Bll-Restricted Led</td>
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<tr>
<td>9149</td>
<td>Restricted Revenue Budg</td>
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<tr>
<td>9150</td>
<td>Restricted Expense Budg</td>
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<tr>
<td>9168</td>
<td>Restricted Surplus/Defi</td>
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<td>9369</td>
<td>Revenue Sum Ledger 5</td>
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</table>

**Account Sub-total**

- $0.00
- $0.00
- $86.36

Enter: PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---
Hmenu Help EHelp
DLoad Print
ACCOUNT NOT READY FOR CLOSURE

<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>
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<td>7.61</td>
<td>7.61</td>
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<td>1320</td>
<td>Travel Advances Receivable</td>
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<tr>
<td>1390</td>
<td>Unbilled Receivables</td>
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<td>2100</td>
<td>Accounts Payable</td>
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<tr>
<td>3600</td>
<td>Fund Bal-Restricted Lds</td>
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<tr>
<td>9140</td>
<td>Restricted Revenue Budge</td>
<td>10000364.06</td>
<td>10000364.86</td>
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<tr>
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<td>Restricted Expense Budge</td>
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<tr>
<td>3160</td>
<td>Restricted Surplus/Deficit</td>
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<tr>
<td>9360</td>
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<tr>
<td>9360</td>
<td>Expense Sum Ledger 6</td>
<td>64914.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Account Sub-total</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EMHelp DLoad Print
DEPARTMENT TABLE MAINTENANCE

Screen 860

F0013 Please enter desired modifications
860 Department Table Maintenance

Screen: ___ Department: ___ Sub Dept: ___
Dept Name: ACCOUNTING
Head/Director ID: CASTORENA, YOLANDA
Head/Director Phone: 361-825-5571
Mail Code: ___
Exec Level: FR
Division: CO
School/College: ___ College Dept: ___
Off Campus Flag: N
Budget Sort Dept Nbr: ___
Purch Trn Flag: Y
Maestro: Org Unit: 19456
Accounting
Other Part Nbr: ___ Dept Office: ACCOUNTING
Other Part Dept: ___ Dept View: ACCOUNTING
Other Part Sub Dept: ___ Exec Office: FFX
Depart Expiration Date: ___ Exec View: Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help EHelp Audit DLoad Genm FFXCm
QUESTIONS???
THANK YOU