

# Budgets

## *Overview and Templates*



May 2014

## Outline

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- Introduction
- Overview
- Budget Timeline
  - Calendar
  - Phase I and Phase II
- Agency Budgets
  - Fund Groups & Account Structure
  - FY 15 Budgets
  - Salary policy
  - Salary return policy
- Budget Terminology

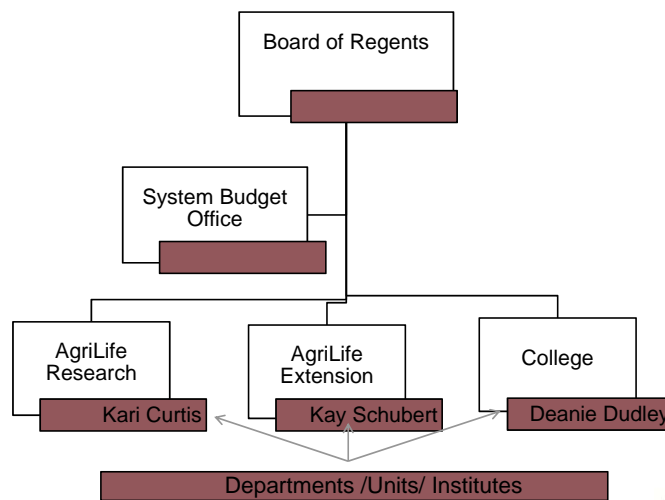


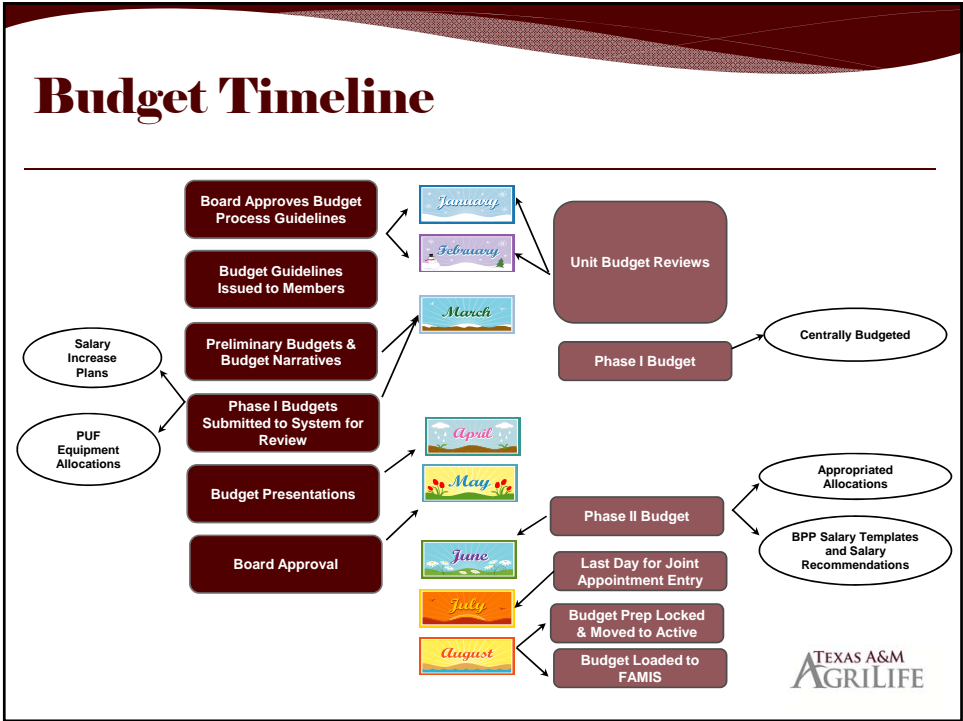
## Outline

- Building the Unit Budget
- Unit Financial Obligations- UFO's
- BPP Salary Template
- Unit Role in Budget Process
- Budget Reminders
- Helpful FAMIS Screens
- Budget Contacts



## Overview





## Budget Timeline- Calendar

- **Phase I**
  - “Lump sum” budgets developed centrally
    - College           Deanie Dudley
    - Extension       Kay Schubert
    - Research         Kari Curtis
  - Due to System Budget Office March 7
  - Board of Regents May 1-2

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## Budget Timeline-Calendar

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- **Phase II**

- June 27
  - Agencies release:
    - ✓ Electronic budget templates for salary recommendations
    - ✓ FY 2015 appropriated budget allocations to units
- July 9
  - Budget templates due to budget office by 5pm
- July 16
  - Form 901's distributed via email for units to verify
- July 22
  - Last day for joint appointments



## Budget Timeline-Calendar

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- **Phase II – continued**

- July 25
  - Final salary changes due to [budget@ag.tamu.edu](mailto:budget@ag.tamu.edu) by 5 p.m.
- July 31
  - SEP requests due to H/R by 5 p.m.
- ★ August 8
  - Deadline- 2014 payroll corrections due to Payroll Office by 5 p.m.
- Mid- August
  - BPP prep budget moved to active
  - FY 2015 Budget loaded to FAMIS



## Fund Groups & Account Structure

- Fund Groups

Appropriated

Designated

Restricted

Plant



## Fund Groups & Account Structure

Appropriated

- *Functional & General (F&G)*
- *Research & General (R&G)*
- *Extension & General (E&G)*
- *Education & General (E&G)*
  
- *State Appropriated Funds*
  
- *Federal Formula Funds*



## Fund Groups & Account Structure

### Appropriated

#### - Research

- **1X0000- 1X4999- Research & General (R&G)**
  - odd fiscal years X= "1"
  - even fiscal years X= "2"
  - Balances do not roll forward
- **1X7620-1X7630- ARP Advanced Research Program**
  - odd fiscal years X= "1"
  - even fiscal years X= "2"
  - Two year grants, balances roll to next year account
- **130000-139999- Sales funds-** per Texas Education Code Section 88.205... *Proceeds from the sale, barter, or exchange of crops raised on any experiment station shall be applied to defray the expenses of operating the station.*
  - Balances roll forward



## Fund Groups & Account Structure

### Appropriated

#### - Extension

- **100000- 169999, 185820- Extension & General (E&G)**
  - Balances do not roll forward
- **170000-179999- Continuing Education funds**
  - Federal funds
  - Balances available October 1 to September 30 (federal FY)
- **Extension uses support accounts to designate fiscal year**
  - 2X000 State funds where X is the fiscal year, ie: 122000-25000
  - 9X000 Federal funds where X is the fiscal year, ie: 122000-95000



## Fund Groups & Account Structure

### Designated

- **Local funds**
  - 2XXXXXX
- **Balances roll forward**
- **Types of Accounts**
  - Sales and Service
  - Gifts
    - Restricted
    - Unrestricted
  - Residual
  - Indirect Cost



## Fund Groups & Account Structure

### Restricted

- **Contract and Grant funds**
  - Non federal 4XXXXX
  - Federal 5XXXXX
  - Federal appropriation 6XXXXX (Extension only)

### Plant

- **PUF funds** 8XXXXX (Research only)



# FY 15 Extension Budget

FDAR670 FY 2015 CC 07		TX A&M AGRILIFE EXTENSION SVCS FY 2015 Operating Budget Statement of Changes in Fund Balance				04/01/2014 12:03 Section: 1 Page: 1	
Description	Functional and General	Designated	Current Funds Auxiliary Enterprises	Restricted	Plant Funds	Total	
<b>Revenues</b>							
State Approp - General Revenue	42,414,675					42,414,675	
State Approp - Benefits pd by St	17,624,470					17,624,470	
State Approp - Other	1,342,881					1,342,881	
Federal Appropriations	11,615,736					16,204,698	
Contracts and Grants	485,621	2,326,500		4,688,962		26,788,473	
Gifts		1,331,852				1,331,852	
Sales and Services		6,484,085				6,484,085	
Investment Income		609,000				609,000	
Other Operating Income	22,000	204,894				226,894	
<b>Total Revenue</b>	<b>73,505,383</b>	<b>10,956,331</b>		<b>28,665,314</b>		<b>113,127,028</b>	
<b>Expenses</b>							
Salaries - Faculty Equivalent	9,644,662	717,530		753,048		11,115,240	
Salaries - Non-Faculty	34,434,824	1,475,184		13,569,730		49,479,738	
Unallocated Salaries	3,657,018					3,657,018	
Longevity	1,508,500					1,508,500	
Wages	143,652	712,114		1,259,883		2,115,649	
Benefits	19,865,584	716,402		4,459,969		25,041,955	
Utilities	817,920	105,000		25,405		948,325	
Scholarships		57,989		47,366		105,355	
Operations and Maintenance	5,133,223	7,680,385		8,549,932		21,363,520	
Equipment (Capitalized)		370,000				370,000	
<b>Total Expense (Less Service Depts)</b>	<b>75,005,383</b>	<b>11,834,604</b>		<b>28,665,313</b>		<b>115,505,300</b>	
<b>Net Service Departments</b>		<b>120,618-</b>				<b>120,618-</b>	
<b>Total Expense</b>	<b>75,005,383</b>	<b>11,713,986</b>		<b>28,665,313</b>		<b>115,384,682</b>	
<b>Transfers</b>							
Retirement of Indebtedness		500,000				500,000	
Other Transfers		500,000				500,000	
<b>Total Transfers</b>		<b>1,000,000</b>				<b>1,000,000</b>	
<b>Net Change in Fund Balance</b>	<b>1,500,000-</b>	<b>257,655-</b>		<b>1</b>		<b>1,757,654-</b>	



# FY 15 Research Budget

FDAR670 FY 2015 CC 06		TEXAS A&M AGRILIFE RESEARCH FY 2015 Operating Budget Statement of Changes in Fund Balance				03/31/2014 18:14 Section: 1 Page: 1	
Description	Functional and General	Designated	Current Funds Auxiliary Enterprises	Restricted	Plant Funds	Total	
<b>Revenues</b>							
State Approp - General Revenue	54,425,232					54,425,232	
State Approp - Benefits pd by St	14,841,523					14,841,523	
Federal Appropriations	9,184,462					9,184,462	
Contracts and Grants	288,750	15,158,000		73,154,253		88,601,003	
Gifts		2,172,974				2,172,974	
Sales and Services	6,249,007	15,975,012				22,224,019	
Investment Income		4,551,438		397,122		4,948,560	
<b>Total Revenue</b>	<b>84,988,974</b>	<b>37,857,424</b>		<b>73,551,375</b>		<b>196,397,773</b>	
<b>Expenses</b>							
Salaries - Faculty	18,131,508	1,726,065		5,042,808		24,900,381	
Salaries - Non-Faculty	26,854,619	6,637,963		22,469,631		55,962,213	
Wages	723,000	1,810,085		5,057,213		7,590,298	
Benefits	17,030,900	1,998,795		3,852,019		22,881,714	
Utilities	4,778,270	877,764		162,043		5,818,077	
Scholarships		712,323		2,587,684		3,300,007	
Operations and Maintenance	16,894,842	20,376,632		32,438,432		69,709,906	
Equipment (Capitalized)	435,000	1,488,601		1,330,269		3,253,870	
<b>Total Expense (Less Service Depts)</b>	<b>84,848,139</b>	<b>35,628,228</b>		<b>72,940,099</b>		<b>193,416,466</b>	
<b>Net Service Departments</b>		<b>6,573</b>				<b>6,573</b>	
<b>Total Expense</b>	<b>84,848,139</b>	<b>35,634,801</b>		<b>72,940,099</b>		<b>193,423,039</b>	
<b>Transfers</b>							
Retirement of Indebtedness		2,046,188-				2,046,188-	
Other Transfers					1,200,000	1,200,000	
<b>Total Transfers</b>		<b>2,046,188-</b>			<b>1,200,000</b>	<b>846,188-</b>	
<b>Net Change in Fund Balance</b>	<b>140,835</b>	<b>176,435</b>		<b>611,276</b>	<b>1,200,000</b>	<b>2,128,546</b>	





## FY 2015 Salary policy

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- **State mandated 2% increase** - *Minimum of \$50/month or \$600/annually for 100% effort budgeted employees*
  - Monthly rate of \$2,500 or less receives \$600 annual increase-salaries less than or equal to \$30,000
  - Hourly rate of \$14.37 or less receives \$0.29/hour increase
  - Agency funded salary sources
- **2088 hours** in FY 2015 budget for hourly employees
- **Merit plan-** Budget approved by Board, detailed salary guidance will be distributed to Department and unit heads soon



## Salary return policy

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- **Faculty/faculty equivalent titles\***
  - 90% to administration
  - 10% returned to unit
- **All other titles\***
  - 100% returned to unit
- **Promotion funding-** Faculty/Faculty equivalent titles
  - Administration funds 10%
  - Increases >10% require director approval; funded from unit sources

*\*Must request return of salary savings on Extension salaries –due to coding of faculty equivalent salary titles FAMIS cannot auto return*



## Budget Terminology

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- **Adloc-** identifies who “owns” employee- **NOTE:** *Salary template only includes employees adloc'd to your unit, do NOT add others even if you fund a portion of their salary*
- **System part number-** unique 2-digit system identifier
  - 02 Texas A&M University
  - 06 Texas A&M AgriLife Research
  - 07 Texas A&M AgriLife Extension Service
  - 11 Texas A&M Forest Service
  - 20 Texas A&M Veterinary Medical Diagnostic Laboratory
  - 26 Office of Sponsored Research



## Budget Terminology

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- **Pin-** determined by Adloc should reflect primary source of funding
  - A-pin Texas A&M AgriLife Research or College of Agriculture & Life Sciences
  - F-pin Texas A&M Forest Service
  - V-pin Texas A&M Veterinary Medical Diagnostic Lab
  - X-pin Texas A&M AgriLife Extension Service



## Budget Terminology

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- **Add to base-** an increase in unit's base general revenue funding
- **One time allocation-** increase to unit funds on a one time basis- not added to unit's general revenue base allocation- funding request must be initiated by unit
- **Salary savings-** funds generated when a position vacates or when salaries are moved from a state source to another source of funds



## Budget Terminology

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- **ACAP/Lump sum payment-** annual leave balance due upon employee termination (accrued compensable absences payable)
  - Research R&G
    - Funded centrally
  - College E&G
    - Funded centrally
  - Extension E&G
    - Faculty equivalent titles funded centrally
    - All other titles funded by unit salary savings
  - Local funds- paid from central accounts funded by percentage assessment as salaries are paid



## Budget Terminology

- **SEP-** Salary Enhancement Program- see Texas A&M AgriLife Extension Service procedure 31.01.01X0.03 or Texas A&M AgriLife Research procedure 31.01.01.A0.03
  - Complete AG 482
  - Scan into laserfische **WIP- Human Resources** folder no later than July 31 each year.
    - Request will be routed for appropriate SRS, budget and administrative approval.
    - Local funds or C&G funds which allow SEP; no federal funds.
    - Approved SEP request will be returned to unit WIP folder.
    - Process EPA effective Sept. 1



## Building the Research Unit Budget

Unit/Department  
Budget Allocation  
FY 2015 Budget Base

<b>FY 2014 General Revenue Base – 12XXXX</b>	<b>\$749,067</b>
<b>Additions to Base Funding:</b>	
Return on faculty vacancy per salary policy	9,500
New Faculty Appointments – New Hire effective 1/1/14	25,500
Promote Faculty	4,500
Merit Increase	2,500
Retention packages	5,000
General Appropriations Act Mandated Increase	17,970
Other Add to Base Adjustments - Increase Operating/ As approved by Admin	10,000
<b>Deductions to Base Funding:</b>	
Faculty Terminations/Vacancies – Vacated Position effective 12/31/14 -per salary policy	(95,000)
Budget Reduction	(10,000)
Other Deductions	(2,000)
<b>FY 2015 General Revenue Base – 11XXXX</b>	<b>\$717,037</b>



## Building the Extension Unit Budget

Unit/Department  
Budget Allocation  
FY 2015 Budget Base

<b>FY 2014 E&amp;G Base – 1XXXXX</b>	<b>\$621,500</b>
<b>Additions to Base Funding:</b>	
Return on faculty per salary policy	9,500
Promote	4,250
Merit Increase	2,500
General Appropriations Act Mandated Increase	14,920
Other Add to Base Adjustments – Dept Head commitment	10,000
<b>Deductions to Base Funding:</b>	
Faculty per salary policy	(95,000)
Budget Reduction	(5,000)
Other Deductions	(1,500)
<b>FY 2015 E&amp;G Base – 1XXXXX</b>	<b>\$561,170</b>
<b>Partial Cost Recovery Funds</b>	<b>\$8,050</b>
<b>Total Budget</b>	<b>\$569,220</b>

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## Unit Financial Obligations- UFO's

- Tool to reserve local funds for future departmental commitments
- Must be valid, supportable and documented
- Within same SL use DBR- justification code: EP (*transfer between expense pools*)

TEXAS A&M  
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## Unit Financial Obligations- UFO's

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- **Codes (FAMIS screen 806)**

- **9465** Building & renovation projects that will exceed \$100,000
- **9473** Furnishings & equipment- for future furnishings and/or equipment purchases, IT initiatives, software or operating expenses
- **9476** Staff initiatives- used for funds set aside for one time merits, career ladder, professional development etc.
- **9477** Maintenance and repairs- used for maintenance/renovations less than \$100,000 that do not meet capitalization threshold. May include furniture and equipment if part of renovatio.



## Unit Financial Obligations- UFO's

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- **9478** PI Indirect cost-IDC funds set aside for use by PI or for particular research initiative
- **9479** Scholarships-funds set aside for scholarships
- **9480** Graduate initiatives- funds for fellowships, assistantships, grad tuition & fees
- **9485** Research/sponsored project- code can be used on all research accts including cost share
- **9486** Faculty start up- record and obligation for faculty start up costs
- **9487** Faculty initiatives- record obligations for funds set aside for faulty teaching or hiring initiatives, adjunct faculty, summer teaching etc.



## BPP Salary Template

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- Employees in your unit's adloc only
- Account for all unit adloc'd budgeted personnel
- Budget employees for their full appointment
- C&G accounts can only have salaries budgeted within contract end date on screen 9
- Coordinate joint appointments with appropriate adloc
  - May be another System part or campus
  - May be another unit or department
- Budgeted salaries on E&G/R&G accounts cannot exceed general revenue allocation for that account



## BPP Salary Template

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- **Order of salary actions**
  - Mandate            Rec 1    Action 1
  - Promote            Rec 1    Action 2
  - Merit                Rec 2
  - Equity                Rec 3
- **Return SEP participants to base salary\***
  - Rec 0    Action    Other

*\*if you take stipends off during budget, you also use REC 0 to return employee to base salary*



## Unit Role in the Budget Process

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- Stay within E&G/R&G allocation on E&G/R&G accounts
- Phase II- prepare and submit the BPP salary template via email to [budget@ag.tamu.edu](mailto:budget@ag.tamu.edu) by due date
- Use unit designated account (2XXXXX) to budget salaries awaiting valid contract/grant account numbers
- Sept 1- contact budget office for administrative bridge account if needed (*salaries will not pay on bridge account*)



## Unit Role in Budget Process

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- **901 Review-** (*an e-mail report generated from data warehouse*)
  - Separate report by account for Apins (College & Research) and Xpins (Extension)
  - Reflects all salaries funded on unit's accounts
  - Includes shared positions
  - Verify all salaries included
  - Verify hourly and monthly rates
  - Verify source account numbers
  - Verify account numbers are valid (contract and grant end dates)
  - Verify source dates
- **Budget update EPAs** Sept. 1 for any not on budget





# Unit Role in Budget Process

## 122000-24000 Agricultural Economics

Name W	X03001	07-122000	8,439.52 / M	8020	9/1/2013	8/31/2014	100.00	101,274	101,275
07 122000-24000	1211 (F)	Agricultural Economics	0100	8020	9/1/2013	8/31/2014	80.00	81,020	81,020
07 122000-94000	1211 (F)	Agricultural Economics	3100	8020	9/1/2013	8/31/2014	20.00	20,255	
							Total:	101,275	81,020

Name Y	X03003	07-122000	6,666.67 / M	8040	9/1/2013	8/31/2014	100.00	80,001	80,001
06 121200-09500	1310 (F)	Fy14 Ag Economics R&G Base	0132	8040	9/1/2013	8/31/2014	25.00	20,001	
07 122000-24000	1211 (F)	Agricultural Economics	0100	8040	9/1/2013	8/31/2014	60.00	48,000	48,000
07 122000-94000	1211 (F)	Agricultural Economics	3100	8040	9/1/2013	8/31/2014	15.00	12,000	
							Total:	80,001	48,000

Name J - Ext Prog Special I	X05000	07-122000	4,477.54 / M	8310	9/1/2013	8/31/2014	100.00	53,732	53,732
07 122000-24000	1220 (N)	Agricultural Economics	0100	8310	5/1/2014	8/31/2014	100.00	17,911	17,911
07 422160-00000	1220 (N)	Lockney Water Conservation Demonstr	5000	8310	9/1/2013	4/30/2014	100.00	35,821	
							Total:	53,732	17,911

Total: 122000-24000 Agricultural Economics								1,391,066	896,589	494,477
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## 122000-94000 Agricultural Economics

Name W	X03001	07-122000	8,439.52 / M	8020	9/1/2013	8/31/2014	100.00	101,274	101,275
07 122000-24000	1211 (F)	Agricultural Economics	0100	8020	9/1/2013	8/31/2014	80.00	81,020	
07 122000-94000	1211 (F)	Agricultural Economics	3100	8020	9/1/2013	8/31/2014	20.00	20,255	20,255
							Total:	101,275	20,255

Total:	122,475	24,495
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Total: 122000-94000 Agricultural Economics								239,953	224,152	15,801
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Total: 122000 Agricultural Economics								1,631,019	1,120,741	510,278
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# Unit Role in Budget Process

## 422160-00000 Lockney Water Conservation Demonstr

Name J - Ext Prog Special I	X05000	07-122000	4,477.54 / M	8310	9/1/2013	8/31/2014	100.00	53,732	53,732
07 122000-24000	1220 (N)	Agricultural Economics	0100	8310	5/1/2014	8/31/2014	100.00	17,911	17,911
07 422160-00000	1220 (N)	Lockney Water Conservation Demonstr	5000	8310	9/1/2013	4/30/2014	100.00	35,821	35,821
							Total:	53,732	35,821

Total: 422160-00000 Lockney Water Conservation Demonstr								35,821	35,821
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Total: 422160 Lockney Water Conservation Demonstr								35,821	35,821
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Total: AGECE - Agricultural Economics								2,764,519	1,648,352	1,116,167
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Grand Total:								2,764,519	1,648,352	1,116,167
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## 461170-00000 Survey Iraqi Agriculture Leadership

Name G - Program Coordinator	A00000	06-111200	8.29 / H	9181	9/1/2013	8/31/2014	100.00	17,243	17,243
07 461170-00000	1220 (N)	Survey Iraqi Agriculture Leadership	5000	9181	9/1/2013	8/31/2014	100.00	17,243	17,243
							Total:	17,243	17,243

Total: 461170-00000 Survey Iraqi Agriculture Leadership								17,243	17,243
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Total: 461170 Survey Iraqi Agriculture Leadership								17,243	17,243
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## Budget Reminders

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- Adloc should reflect majority funding
- Account clean up
  - E&G/R&G and designated accounts to close- send to Budget office
  - Cost share accounts to close- send to Budget office
- Reconcile salary pools on general revenue (appropriated) accounts monthly
- Request salary savings\* & commitments throughout year- these are not automatic

\*All Extension salary savings must still be requested due to how faculty equivalent salaries are defined in FAMIS



## Helpful FAMIS Screens

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- FAMIS screens- subsidiary ledger (SL) accounts
  - 19 Transaction totals by object code
  - 21 List of outstanding encumbrances
  - 23 Transaction inquiry
  - 29 List of accounts
  - 34 Summary balances by budget pool
  - 46 Transactions for month by Ref 2 or 4
  - 48 Transaction inquiry by month, by account, by subcode
  - 49 Account statement for a month (used in reconciling)
  - Use f11 for variety of features depending on screen ex: view current month; view pennies; view SA



## Helpful FAMIS Screens


019 SL 6 Digit List with Category Totals  
 019 SL 6 Digit List with Category Totals  
 FLEET SERVICE CENTER

05/12/14 07:24  
 05/12/14 07:25  
 FY 2014 CC 07

Screen: \_\_\_ Account: 210440 \_\_\_ Fiscal Year: 2014  
 Thru Month: 2\_ February FY/PY/IN to Date: FY Zero Balance: N  
 Resp Person: SCHUBERT, KATHLEEN K Bottom Line Exclusion:  
 Department: FLEET Flags: D F B C Z G ABR Net Dir BBA:  
 Map Code: 21050 N N N N N Y 001 Unprotected Available:

Obj	C P	Budget	CM Actual	Actual	Encumbrances	Available
0527		59708.75-	19101.25-	59708.75-		
0729		362526.40-	21153.20-	362526.40-		
****		422235.15-	40254.45-	422235.15-		
1000		54171.73-				54171.73-
3025		201.44	14.50	201.44		
4010		16.11		16.11		
4030		505699.48	21591.46	190455.43	315244.05	
4065		1166.96	412.90	1166.96		
5221		14207.00		14207.00		
5230		1088.29	90.82	950.79	137.50	
5231		101.50	14.50	101.50		

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



## Helpful FAMIS Screens

- FAMIS screens- support accounts (SA)
  - 50 Support account attributes
  - 61 Encumbrances (similar to 21)
  - 63 Transaction inquiry (similar to 23)
  - 65 Scrolls through each SA on an SL with category totals
  - 68 Lists all SA's on an SL (similar to 29)
  - 69 Transaction totals by object code (similar to 19)
  - 74 Balances by budget pool (similar to 34)
  - 76 Transactions for a month by ref 2 or 4
  - 79 Account statement for a month (used in reconciling)




## Helpful FAMIS Screens

068 Support Account Search 05/12/14 07:00  
FY 2014 CC 07

Screen: \_\_\_ Account: 122000 24000 Title Search: \_\_\_\_\_  
 Dept/SDept Search: \_\_\_\_\_ Resp Person Search: \_\_\_\_\_  
 Include Deleted Accts: N


Sel	Description	Account	Dept	SDept	Resp. Person	R
-	AGRICULTURAL ECONOMICS	122000-24000	AGEC		WALLER, MARK L	N
-	AG. ECONOMICS - S. AMOSSON	122000-24201	AGEC	22001	AMOSSON, STEPHE	N
-	AG. ECONOMICS - S. BEVERS	122000-24202	AGEC	22003	BEVERS, STANLEY	N
-	AG. ECONOMICS - VACANT	122000-24204	AGEC	22005	WALLER, MARK L	N
-	AG. ECONOMICS - R. DUDENSING	122000-24206	AGEC		DUDENSING, REBE	N
-	AG. ECONOMICS - VACANT	122000-24207	AGEC	22106	WALLER, MARK L	N
-	AG. ECONOMICS - VACANT	122000-24208	AGEC	22111	WALLER, MARK L	N
-	AG. ECONOMICS - W. HAYENGA	122000-24209	AGEC	22026	HAYENGA, WAYNE	N
-	AG. ECONOMICS - D. KLINEFELTER	122000-24210	AGEC	22021	KLINEFELTER, DA	N
-	AG. ECONOMICS - R. HOGAN	122000-24211	AGEC	22020	HOGAN JR, ROBER	N
-	AG. ECONOMICS - J. PARK	122000-24212	AGEC	22022	PARK, JOHN L	N
-	AG. ECONOMICS - VACANT	122000-24213	AGEC	22010	WALLER, MARK L	N
-	AG. ECONOMICS - J. ROBINSON	122000-24214	AGEC	22012	ROBINSON, JOHN	N
-	AG. ECONOMICS - P. ROSSON	122000-24215	AGEC	22023	ROSSON III, CLA	N

\*\*\* Press ENTER to View More Accounts \*\*\*  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Hmenu Help Ehelp Dload



## Helpful FAMIS Screens

- Payroll screens
  - 755 Payroll encumbrance by pin
  - 757 Payroll encumbrance by account
  - 770 Payroll detail by UIN
  - 771 Payroll detail by S/W (salary or wage) account
  
- Budget move screens
  - 53 Move budget between SAs on an SL
  - 520 Create DBR- to move budget between allowable SL's



## Helpful FAMIS Screens

- Voucher inquiry screens
  - 160 Inquiry by vendor, lists invoice numbers
  - 162 Inquiry by vendor, lists vouchers paid
  - 168 Inquiry by voucher number- all accts on voucher
  - 169 Inquiry by voucher number- detail by line item
  - 350 Invoice documents by PO number
  - DCR Document correction request-done from Canopy
- Other screens
  - 080 Displays all accounts that had activity for a subcode
  - 238/243 Voucher complete
  - 288 Document summary
  - 850/859 Contact information- useful when coordinating with other units



## Helpful FAMIS Screens

243 LP Flag Maintenance      ANDY'S TIRE SERVICE      05/12/14 07:47  
 Screen: \_\_\_ Doc: L405615      C l o s e d      FY 2014 CC 07

Cancel / Delete Document: N

I Freeze Document: N

D Reopen Document: N

U Delete all Items: N

D Delete/Undelete Item: \_\_\_ thru Item: \_\_\_

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Completing a document finalizes it and liquidates all encumbrances  
 This process CANNOT be reversed. Do NOT complete a document unless  
 you are certain that no invoicing or receiving will be done in the future

T

Complete PO N

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

Hmenu Help EHelp      Track CnclR Accts Extnd Items Warns

Hmenu Help EHelp      Desc Corr      Addr Det



## Helpful FAMIS Screens

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### FAMIS Links:

- FAMIS online manuals  
<http://www.tamus.edu/offices/famis/usermanuals/>
  
- FAMIS FRS online screens  
<http://www.tamus.edu/offices/famis/usermanuals/sdocs/frsscreens/>



## Website

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<http://agrifeas.tamu.edu/fiscal/budgets/>

- **Budget Instructions**
  - FY 15 calendar
  - Salary object codes
  - FY 15 account analysis tables
  - FY 15 fringe benefit rates
  - Manual form 800
  - BPP template instructions
- **Resources**
  - Budget terminology
  - Account structure
  - Salary pool reconciliation tips
  - SEP request- AG-482



## Budget Contacts

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<b>College</b>	Deanie Dudley <a href="mailto:d-dudley@tamu.edu">d-dudley@tamu.edu</a> 979-845-3748

**Submitting budget documents via email:**  
[budget@ag.tamu.edu](mailto:budget@ag.tamu.edu)

