



May 23, 2017

TO: Texas A&M AgriLife Unit Heads & Business Administrators  
SUBJECT: BAM Exit Strategy, FAMIS Usage and AggieBuy

Subsequent to the announcement that the e-procurement system Buy A&M (BAM) will be de-commissioned on August 31, 2017, Texas A&M AgriLife Research and Texas A&M AgriLife Extension Service have made the decision to adopt AggieBuy as its replacement. AgriLife Administrative Services and Texas A&M are working together to plan and execute this implementation as soon as possible but it is likely to be later in the fall before this can be accomplished. Therefore, to ensure an orderly transition from BAM to AggieBuy, Agrilife will discontinue the use of BAM effective May 31, 2017. If a document is entered into BAM on June 1<sup>st</sup> or later, it will be returned to the unit to be re-entered into FAMIS.

Beginning June 1<sup>st</sup>, all documents must be entered into FAMIS and invoices dropped into Laserfiche into one of the Accounts Payable folders under:

Work in Progress-Disbursements-TAES → Accounts Payable – Research →

- A/P-Invoices-Local-Research
- A/P-Invoices-SRS-Research (NEW)
- A/P-Invoices-State-Research

(NEW)

- A/P-Rush Invoices-Research
- A/P-Tuition-Research
- A/P-Wire-Research

**OR**

Work in Progress-Disbursements-TCE → Accounts Payable – Extension →

- A/P-Invoices-Local-Extension
- A/P-Invoices-SRS-Extension (NEW)
- A/P-Invoices-State-Extension

(NEW)

- A/P-Rush Invoices-Extension
- A/P-Tuition-Extension
- A/P-Wire-Extension

Backup documentation for FAMIS R-docs (purchases over \$10K) shall be dropped into the Laserfiche folder “Work in Progress – Purchasing” and titled as the R-doc number (ex. R76xxxxx). All current Purchasing guidelines still apply.

For the short term, split purchases will be entered in FAMIS on each System member paying a portion of the invoice. SRS documents should be dropped into the folder labeled *Work in Progress-Disbursements-TAES → Accounts Payable – Research → A/P-Invoices-SRS-Research* or *Work in Progress-Disbursements-TCE → Accounts Payable – Extension → A/P-Invoices-SRS-Extension*. SRS invoices will be reviewed by Disbursements for high risk object codes. A subset of these codes will be reviewed prior to payment of the invoice and will be approved by SRS. If found to be an

ineligible expense, SRS will reject it to the unit to be coded to a local account. The remaining high risk object codes will be processed as entered. Weekly reports will be reviewed by SRS for high risk object codes and post payment audits will be done on these charges. If SRS deems an expense to be disallowed, the unit will be contacted and the charge will need to be corrected to a local account in a timely manner. If a unit wants to get SRS approval before processing, the unit can contact the PA and get their approval prior to entering into FAMIS.

During this transition, units will continue to process existing vouchers in BAM which will be available to complete receiving and pay invoices on documents entered prior to June 1<sup>st</sup>. Please monitor these vouchers closely so they can be cleared by August 31<sup>st</sup>. We will monitor documents in process and work with the units to get encumbrances cleared and vouchers paid by the deadline.

FY18 accounts have been loaded into FAMIS and purchasing guidelines for FY18 will be sent out soon. **No FY18 accounts will be loaded into BAM.** If you have any questions regarding the use of FAMIS as we work through this transition, please contact Dee Ann Schneider at [DeeAnn.Schneider@ag.tamu.edu](mailto:DeeAnn.Schneider@ag.tamu.edu) or Shiao-Yen Ko at [Shiao-Yen.Ko@ag.tamu.edu](mailto:Shiao-Yen.Ko@ag.tamu.edu).