FY 2021-
EMPLOYEE DEVELOPMENT WORKSHOP
BUDGET, FAMIS AND WORKDAY
INTRODUCTIONS

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AGENDA

- Administrative Services Website and Helpful links
- Overview of Presentations
  - Budget Process- Research and Extension account structure and budget overview
  - FAMIS- FAMIS screens, Canopy features and Maestro viewing
  - Workday and FAMIS integrations
- Discussion and Questions after each presentation
- Contact information
ADMINISTRATIVE SERVICES WEBSITE AND HELPFUL LINKS

- Agrilife Administrative Services website link: [https://agrilifeas.tamu.edu/](https://agrilifeas.tamu.edu/)
  - Core Business Services, Forms and Other Resources, Directory and E-news
    - Administrative services unit by functional area, includes resources, links and guides
    - Core Business Services
      - Fiscal/Budgets link: [https://agrilifeas.tamu.edu/fiscal/fiscal-budgets/](https://agrilifeas.tamu.edu/fiscal/fiscal-budgets/)
        - Current budget information as available
        - Resources and links
    - Forms and Other resources link:
      - Forms, Rules and Procedures by entity
    - Contact Directory
      - Alphabetical and by group
OVERVIEW OF PRESENTATIONS

- **Budget Process**
  - An outline of Research & Extension current account structures, budgeting process, revenue/expenditure overview, and year-end processing. Discussion on salary savings, budget pools, and support accounts, federal and match SL and SA structures. Overview of DBR process.

- **FAMIS Screens and Canopy Features**
  - Discuss commonly used FAMIS screens and Canopy tabs, including new Canopy payroll features. Overview of Payroll correction module in Canopy (PCT’s) including guidelines and deadlines for payroll correction processing. Agency payroll default account and Project Zero accounts by part. Maestro- how to view account information. Brief update on FAMIS re-platforming.

- **Workday and FAMIS Integrations**
  - Best practices for costing allocation process. Overview of encumbrance process from Workday to FAMIS.
BUDGET PROCESS AGENDA

- Research and Extension account structures
- Cost Share support accounts
- Overview of DBR (Departmental Budget Request)
- Research and Extension budget pools
- Salary savings policy
- Budget processing – Unit
- Year end processing
BUDGET PROCESS

RESEARCH AND EXTENSION ACCOUNT STRUCTURES

- Administrative Services website- In budget resources section- the following are available

  - Guide to account structure by fund group and account ranges, with descriptions and notes (Research and Extension) Research & Extension account structures
  - Tables to identify allowable and non-allowable transfers by account ranges (for Departmental Budget Requests-DBR) (Research and Extension)
  - Extension one-pager on expending designated funds Extension designated ("2") account grid
BUDGET PROCESS

RESEARCH ACCOUNT STRUCTURE

- **Appropriated Funds - Research Account Structure**
  - **1Y0000- 1Y4999**: Research & General (R&G) and Initiative Funding
    - Can be used for cost share
  - **1Y4410- 1X4417**: Air Quality (Initiative funding)
  - **1X6000-1X6999**: Federal Match*
  - **1X8400-1X8499**: Hatch Federal (Federal) * 50% Hatch/50% match
  - **1X8500-1X8599**: Hatch Multi State (Federal) * 45% Multi-state/55% match
  - **1X8800-1X8899**: McIntire Stennis (Federal) * 50% Hatch/50% match
    - X in odd fiscal years is a “1”
    - X in even fiscal years is a “2”
    - Unencumbered balances do not roll forward (end 8/31) these are swept to central accounts.
    - *Federal/match require a valid project to source. Funds cannot be moved by departments in/out or between these account ranges
    - *Federal accounts/match cannot be used for cost share
    - NO revenue can be booked into any of the above appropriated accounts
    - Salary savings policy applies to these funds
  - **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

*Federal accounts/match cannot be used for cost share.
BUDGET PROCESS

RESEARCH ACCOUNT STRUCTURE

- **Non-Apperopriated Funds: Research Account Structure**
  - 200000-203999 Designated-general research*
  - 212000-212999 Unrestricted gift*
  - 215000-215999 Conference accounts*
  - 230000-239999 Patent and Licensing*
  - 240000-249999 Indirect cost*no revenue deposits
  - 270000-270099 Service center accounts (self supporting)
  - 28XXXX Departmental Project Zero (holding)
    - Balances are cleared to departmental designated accounts at fiscal year end
  - 400000-470999 Non Federal grants
  - 500000-589999 Federal grants
  - 59XXXX Animal Health*Match is required and identified centrally
  - 800000-899999 PUF accounts (Plant funds)

*Revenue deposits will post to the revenue object code, then process overnight in FAMIS to book budget. The process is “GEBZXX” in FAMIS.
EXTENSION ACCOUNT STRUCTURE

- **Appropriated Funds - Extension Account Structure**
  - 100000-169999, 185820- Extension & General (E&G) (state funds)*
    - Expire August 31 each year
    - Can be used for cost share
    - Support accounts are fiscal year specific
    - *Accounts in this range use the support account to distinguish between state fiscal years. E.g. 2YXXX- where “Y” =state fiscal year; 4XXXX-cost share accounts are not fiscal year sensitive and always pay using the current state fiscal year
  - 198137-198256 – License Plate accounts (balances roll forward)
EXTENSION ACCOUNT STRUCTURE

- **Appropriated Funds - Extension Account Structure**
  - 17XXXY-17999Y - Extension & General (E&G) (Federal funds)
    - Effective 9/1/19
    - Some carryforward allowed (oldest federal funds should be spent first)
    - Cannot be used for cost share
    - SLs represent federal award year
    - Support accounts are **NOT** fiscal year specific
    - Funds cannot be moved between accounts
    - Generally used for specialist and agent salaries reflecting effort on Extension federal plan of work.
    - Sept salaries can only be budgeted and paid on a prior year federal account
    - Federal funds in 17XXXX accounts must be matched dollar for dollar on a state cost share account

- **Example**: Unit code is 50 for SCSC 17=federal funds; 50=dept code; Y-fiscal year
  - FFY 19 federal account = 175009
  - FFY 20 federal account = 175000
  - FFY 21 federal account = 175001
BUDGET PROCESS

EXTENSION ACCOUNT STRUCTURE

- **2XX100**: Designated accounts
  - Balances roll forward
- **2XX222**: Project zero accounts
  - Balances roll to 2xx700 at year end
- **2XX300**: Service accounts
  - Balances roll forward
  - *(Labs & POSC chick sales only)*
- **2XX600**: Restricted gift accounts
  - Balances roll forward
- **2XX700**: IDC return accounts
  - Balances roll forward
- **400000-470999**: Non-Federal grants
  - Grant/contract end date
- **500000-589999**: Federal grants
  - Grant/contract end date
EXTENSION ACCOUNT STRUCTURES

- **600000-699999** Federal appropriated accounts Grant/contract end date
  - Extension “6” accounts will no longer use support accounts to distinguish federal fiscal years. They will follow same practice as federal “17” accounts using separate SLs for each federal fiscal year
  - E.g. EFNEP, RREA
  - 630xx0-FFY 20 EFNEP funds
  - 630xx1-FFY 21 EFNEP funds (c/o up to 5 years)
  - 649xx0-FFY 20 RREA funds
  - 649xx1-FFY 21 RREA funds (can only c/o for 1 year with approval)

  - SL's represent federal award year
  - Support accounts are NOT fiscal year specific
  - Funds cannot be moved between accounts
  - Sept salaries can only be budgeted and paid on prior year federal account
BUDGET PROCESS

COST SHARE SUPPORT ACCOUNTS

Research
- For proposal stage, unit needs to identify 06 cost share account
  - 06 State/R&G accounts and designated accounts can be used- no federal/match accounts
- Once project is awarded, SRS (or unit) needs to request a cost share project from Kim Redmond in Project records.
- The cost share support account is set up on the departmental account on screen 50 (first 4 digits of SA are the project number). SRS grant number is listed under “CS Acct Link” field.
- Unit is responsible for managing cost share commitments.

Extension
- For proposal stage, unit needs to identify 07 cost share account
- Once project is awarded, SRS sets up cost share support account number and notifies the Extension budget office. Budget office adds support account and accounting analysis code, (cost share support account will feed to Workday the night after AA code is added).
- Unit is responsible for managing cost share commitments.
BUDGET PROCESS

OVERVIEW OF DBR PROCESS

What is a DBR and when do I need it?

■ Automated budget transfer initiated at the department level
■ Created /modified within Canopy
■ Embedded rules control the creation of most allowed transfers
■ DBR’s transfer budget to/from accounts, move funds between expense pools within an account- example: UFO’s (Unit Financial Obligations)
■ Cannot be used to pay for services or invoices
■ FAMIS access must be updated to include DBR
BUDGET PROCESS

OVERVIEW OF DBR PROCESS

- For Research transfers: https://agrilifeas.tamu.edu/documents/budgets-allowable-non-allowable-research.pdf/ Cannot transfer between even/odd fiscal year Research R&G accounts-Cannot transfer between system parts.

- For Extension transfers: https://agrilifeas.tamu.edu/documents/budgets-allowable-non-allowable-extension.pdf/

- UFO’s (Unit Financial Obligations) are in the 9000 object code range-see FAMIS screen 806 for applicable UFO codes by part number.
  - UFO’s are created to set funds aside in a protected pool/object code for anticipated future unit expenses.
  - Generally used for start up commitments that may span multiple years.
  - Anticipated future equipment purchases.
  - Anticipated future large departmental expenses.

- Designated fund sources (no R/G or sponsored project accounts)
BUDGET PROCESS

OVERVIEW OF DBR PROCESS

Creating a DBR in Canopy (FRS-DBR-Create DBR)
BUDGET PROCESS

OVERVIEW OF DBR PROCESS

- FAMIS Screen 914 or Canopy routing will show the desk location of the DBR.

- Inquire on a DBR by account number or department on FAMIS screen 521 or in Canopy under FRS- DBR-Search (documents will be named “DBR06UXXXXXXXX” for Research and “DBR07UXXXXXXXX” for Extension.

- DBR number will be ref. 2 in FAMIS and description will be what is entered in “summary” or “description” in document.

- Transaction will be reflected in the “Budget” column on screen 79 for support account.

- Separate DBR training is available.
RESEARCH AND EXTENSION SUPPORT ACCOUNTS AND BUDGET POOLS

- **Research**
  - Support accounts are required for every Research (06) account. No expenses can be paid on the base (00000) support account.
  - Support accounts have a unique numbering system and are based on “projects”, which are based on project type, responsible PI, and department. Departments request and maintain projects through Kim Redmon in project records.
  - Projects are four digits. Support accounts are set up using the project number plus 0-9 within an account. These are used to identify expenditures across multiple accounts relating to the “project”.
  - Projects can be administrative (general department use), grant cost share, federal (Hatch, Multi-state, McIntire Stennis or Animal Health), internal, or Research Initiative (may be pending approval for federal project).
  - A current federal project is required to source on Hatch, Multi-state, McIntire Stennis or Animal Health funds. Federal projects have reporting requirements.
  - It is expected that all Agrilife faculty submit for a federal project.
  - Research appropriated funds budget pools are budgeted in the 1000 pool. Expenses will post in FAMIS to the appropriate object code. (Federal funds have both 1000 and 1900 pools to capture fringe expenses)
BUDGET PROCESS

RESEARCH AND EXTENSION SUPPORT ACCOUNTS AND BUDGET POOLS

- **Extension**
  - Support accounts are required for all “1” accounts - expenses cannot be paid at the base
  - Support accounts on state “1” accounts begin with a 2Y
    - Y = state fiscal year
    - Must notify budget office when new SAs set up so AA code can be added and fed to Workday in order to use for salary costing allocations
  - Cost share support accounts on state “1” accounts begin with a 4
    - Must be set up by the budget office
    - Always use the current fiscal year funds
    - Unit should review cost share support accounts annually and when contract/grant ends should request these be deleted
  - Support accounts on federal “17” accounts begin with a 9 and do NOT denote fiscal year
  - Extension appropriated funds are budgeted in the following pools:
    - 1006 - Unallocated Salaries
    - 1101 - Salaries
    - 1600 - Operating
BUDGET PROCESS

OVERVIEW OF CURRENT SALARY SAVINGS POLICIES AND PROCESSES (06 AND 07)

■ Salary savings are generated and tracked on unit appropriated funding sources

■ Faculty/Faculty equivalent salary policy:
  - Vacant positions: 100% savings retained by administration
  - Source changes: 100% returned to unit; salary savings generate a budget transfer to a central salary savings account in FAMIS. The unit business office is responsible for tracking and requesting salary savings return. Salary savings are returned to the original source account.
  - Refilling vacant positions: Requests route through dept/unit head to the appropriate agency administrative office for review

■ Non-Faculty salary policy:
  - Research: Non faculty salary savings release to the SL base support account (stay in the account)
  - Extension: Non faculty salary savings generate a budget transfer to a central salary savings account in FAMIS. The unit business office is responsible for tracking and requesting their return. Salary savings are returned to the original source account.

*Note – Salary savings are generally returned to the operating pool at the base (00000) support account. Transfers can be made by the unit to specific support accounts via sc. 53 or DBR
OVERVIEW OF ANNUAL BUDGET RESPONSIBILITIES - UNIT BUSINESS OFFICES

- Phase I budget is processed centrally
- Phase II budget is focused on managing allocated funds as well as sourcing budgeted employees for the next fiscal year.
- Unit business manager, unit heads and others as needed should attend the annual Agrilife budget meeting.
  - The annual Agrilife budget meeting covers the following:
    - Salary guidelines for the upcoming budget fiscal year (merit, promotion, equity)
    - Updates on legislative actions impacting appropriated funding
    - Overview of the budget process
    - Budget calendar outlining due dates for salary actions/recommendations
    - Training for applications used by the units for budget processing
OVERVIEW OF ANNUAL BUDGET RESPONSIBILITIES - UNIT BUSINESS OFFICES

- Phase II Unit budgeting generally runs from June - August
- Focus is on creating a September 1 “goldplate” of budgeted personnel, with updated salaries and costing allocations for the next fiscal year (9/1 - 8/31)
- Units will have access to applications and reports to assist in budgeting.
- Coordination is needed between units, budget office and Human Resources
- Salary recommendations and costing allocations effective 9/1- are uploaded into Workday and financial budget is loaded into FAMIS.
- The FY22 budget meeting will be held in late June. Date/time and meeting information will be sent out when available.
BUDGET PROCESS

YEAR END PROCESSING

- Year end processing deadlines and procedures are communicated through the E-news emails.

- For appropriated accounts, funds should be encumbered for valid current year expenditures. Encumbered balances will roll over to the next fiscal year for final expense processing.

Research:

- Any unencumbered appropriated (1YXXXX) balance will be swept to a central account during year end processing.

- If you anticipate any final current fiscal expenses that may not physically post to FAMIS until the next fiscal year (e.g. payment card expenses), units should encumber funds (via a manual FAMIS document).

- After accounts roll to the next fiscal year, no payroll corrections (PCT’s) will be allowed on prior year appropriated accounts, unless previously approved by the budget office.
BUDGET PROCESS

YEAR END PROCESSING

- **Extension:**
  - Any unencumbered appropriated (1YXXXX) balances will be swept to a central account as part of year end processing.
    - *While it is recommended that units encumber funds prior to year end, valid prior year expenditures can be processed in the new year if the unit had an available balance. An A/P true up entry on prior year appropriated funds is done in late December.*
  - Extension does not allow PCTs on prior year appropriated accounts to be processed in the new fiscal year.
BUDGET PROCESS

YEAR END PROCESSING

Last biweekly payroll

- During year end processing any remaining salary encumbrances are cleared by FAMIS. This FAMIS process impacts any biweekly encumbrances for August dates that pay in September.

- When the last biweekly pay period includes both August and September dates (new Fiscal year):
  - The payroll expenses will post in FAMIS in the new Fiscal Year.
  - The encumbrances for the August related expenses will be released in the year end processing for the current year.
  - The released funds will be swept unless units choose to manually encumber funds to cover these anticipated expenses.
  - If funds are swept, units may request the funds be transferred back to cover the expenses in the new fiscal year. Extension will automatically cover these via the A/P true up in December.
BUDGET PROCESS

Wrap up and discussions/questions.
FAMIS SCREENS AND CANOPY FEATURES

AGENDA

■ Commonly used FAMIS screens
■ Canopy – available tabs, new Canopy payroll features
■ Overview of Payroll correction module (PCTs)
■ Agency default payroll accounts and Project Zero accounts
■ Overview of Maestro
■ Update on FAMIS re-platforming
COMMONLY USED FAMIS SCREENS

- FAMIS has a guide with all FRS (financial) screens -
  https://assets.system.tamus.edu/files/famis/pdf/FRSScreenCard_Current.pdf

- Screens are listed by functional area (payable, receivable, payroll, purchasing, etc) with the screen number and description.

- FRS/FAMIS main menu also has listing of groups of screens by functional area.

*Note-access to screens is controlled by FAMIS security. Not all screens are available to all users.
FAMIS SCREENS AND CANOPY FEATURES

COMMONLY USED FAMIS SCREENS

- **Recommended screens for available balance/budget/transactions**
  - *For SL/SA*
    - **19/69** - provides snapshot of budget, actuals, encumbrances and balance for the SL/SA by month and YTD by object code.
    - **34/74** - Summary by budget pool of budget, actuals, encumbrances and balance for SL/SA.
    - **21/61 or 62** - Open commitments for the SL/SA
    - **6, 9/51, 59** - account details, including responsible person, responsible department, start and end dates for SL/SA
    - **46/76** - transactions by month SL/SA (searchable by Ref 2 or 4)
    - **23/63** - transactions by object code for the fiscal year SL/SA (searchable by obj. code)
    - **163** - voucher inquiry by SA
FAMIS SCREENS AND CANOPY FEATURES

COMMONLY USED FAMIS SCREENS

- Recommended screens for payroll- only available if you have p/r security access
  - 771- payroll detail by SA, person, and pay period;
  - 757- current payroll encumbrances by SA
  - 770- payroll detail by UIN (by current FAMIS part)
  - 755- payroll encumbrances by PIN (will show all parts)
- All screens allow you to select and view further detail
FAMIS SCREENS AND CANOPY FEATURES

COMMONLY USED FAMIS SCREENS

- Miscellaneous screens
  - 53- move budget between SA’s in and SL (must hit pf5 to post)
  - 68- Listing of support accounts for an SL
  - 65- Balance inquiry by support account (hit enter to move through each SA)
  - 29- Listing of SL’s (search by account or dept code)
FAMIS SCREENS AND CANOPY FEATURES

CANOPY SCREENS

- Canopy data is the web version of FAMIS data.
- Main tabs are Payroll, FFX (Inventory), FRS (Financial) and Routing.
- Provides FAMIS data in a report format.
- Can be downloaded into an excel file.
- Can be accessed remotely to view and pull data.
- Generally, cannot be used facilitate transactions (these are done in FAMIS application).
  - Exception: DCRs, DBRs and PCTs- can all be initiated in Canopy
FAMIS SCREENS AND CANOPY FEATURES

CANOPY PAYROLL SCREENS

- Payroll inquiry. Has new available tabs to pull payroll by account, payroll by UIN, encumbrances and encumbrance transactions by pin or account number.
  - Data for current fiscal year, prior fiscal years or by month/range.
  - Data can be pulled by SL or individual SA
  - Reflects payroll details by campus code and fiscal year (to pull other parts or fiscal years, select in “campus” dropdown or “fiscal year” dropdown.
  - Data can be downloaded into Excel (small blue box to the top right of data box)
OVERVIEW OF PAYROLL CORRECTION MODULE (PCT)

- Payroll Cost transfer (PCT). Allows users to submit payroll corrections electronically for expenses that have posted to FAMIS (does not affect prior or future Workday cost allocations). PCTs can be processed to change source percentages, dollar amounts or hours.

- PCT’s can be submitted for the current year and one prior fiscal year
  - PCT’s affecting 06/07 appropriated accounts can only be submitted for the current fiscal year- no prior year changes are allowed on appropriated accounts
  - PCT’s on sponsored projects that are over 90 days require SRS approval forms to be attached to PCT
  - End of year PCT submission deadlines will be communicated to units with year end processing documents and E-news emails.

- The PCT application checks account balances on the account being corrected “TO” and encumbers funds in FAMIS as soon as PCT is submitted.

- Salary expense on account being corrected “Off of” does NOT release funds till PCT is fully approved

- A PCT encumbrance can be identified on screen 757 in FAMIS. The far right column of the screen- “C” will have a “Y” listed if the encumbrance is a pending payroll correction. The encumbrance will release and post the payroll once completed. *if a PCT rejected, but not cancelled, or does not complete routing, the encumbrance will remain. The initiator will need to cancel the PCT.

- All PCT’s in routing status are cancelled at year end as part of year end processing.
Best practices/notes for submitting PCT’s

- When mapping out source changes, go to the line for the source you are moving charges OFF (reducing). In the correction area, list the accounts/amounts/percentages you are moving TO (do not list the same account you are moving OFF of in the correction line)
- For example, March payroll has the following sources:
  - 06-113000-XXXXX 50% ($3,000)
  - 07-125000-XXXXX 20% ($1,200)
  - 02-200920-XXXXX 30% ($1,800)
- You want to change sources to:
  - 06-113000 25%
  - 07-125000 to 45%
- On PCT worksheet
  - choose the correction line for 06-113000, and in the correction area, list 07-125000 for 25%.
  - No other changes need to be made to get the 25%/45% result.
OVERVIEW OF PAYROLL CORRECTION MODULE (PCT)

- Best practices/notes for submitting PCT’s
  - PCT’s are changes to expenses already posted, similar to DCR’s. You cannot change the amount or total percentage paid for a pay period, you can only change the distribution of those charges to accounts.
  - Only 1 PCT per UIN can route at a time for the same payroll period.
  - Once a PCT is final, the only way to change is to submit another PCT for that pay period.
  - PCT’s can be generated to estimate salary/fringe charges (to move to grants or use up funds). You can revise over and over until you have the exact amount of payroll you want to move. *Make sure you cancel any PCT’s generated for estimating.
  - Additional PCT training is available periodically throughout the year.
Agency Payroll Default Accounts

- The agency payroll default accounts which are based on adloc, will be charged when payroll expenditures posting from Workday cannot post to the costing allocation identified in WD. *The department will not be able to see this portion of payroll in FAMIS, as the agency default accounts are centralized.*

- Events that can cause payroll to post to one of the Agency default accounts include:
  - Account/support account is frozen in FAMIS (44 or 54).
  - Missing cost allocation in Workday.
  - Cost allocation that does not cover the entire pay period.
  - Cost allocation that did not fully route with all approvals before payroll cutoff date.
  - Cost allocation in Workday is state funds, but individual has no valid SSN. (they cannot be paid on state funds until resolved by unit payroll/HR contact)
  - Benefit adjustment or benefit only charges (FICA or other adjustments, emolument) These benefit charges generally post to the default account

- To resolve default postings, the central payroll or budget office will contact departments. Either central office OR departments can submit the PCT to move the payroll off the default account and onto an appropriate unit account.

- Adjustments going forward should also be made in Workday so next payroll posts correctly.
FAMIS SCREENS AND CANOPY FEATURES

AGENCY PAYROLL DEFAULT AND PROJECT ZERO ACCOUNTS

Project Zero accounts

- Each unit has a “Project Zero” account (06 and/or 07 and/or a holding account on 02)

- Project zero accounts provide a “holding” source for those pending grant account set up, or those sourcing on one-time funds that are transferred after budget. These accounts can be used during budget preparation.

- Units should monitor accounts regularly. Payroll expenses should not post to Project Zero accounts. If expenses post, they should be moved, via PCT to the appropriate departmental account as soon as possible.

- Project Zero accounts on 06 or 07 with a balance fiscal year end will trigger an automatic budget transfer from/to a designated department account to clear the balance.

- PCTs done after the year end budget transfer will impact the default account balance in the new year also.
FAMIS SCREENS AND CANOPY FEATURES

MAESTRO OVERVIEW

- Viewing controlled by responsible persons listed on FAMIS screen 9 (SL) and 52 (SA)- Limit is 4 people
  - Extension units can request people be added by contacting the Budget office.
- Maestro resource for viewing financial data – pages 16-22
UPDATE ON FAMIS RE-PLATFORMING

■ New Canopy Enhancements for Account Transaction Downloads:
  – *Increases the maximum number of transactions allowed in Excel downloads*
  – *Download files are now in a newer version of Excel*
  – *Alert users when all records may not have downloaded*

■ These enhancements are not supported by Internet Explorer; please use an alternate browser

■ Additional Changes
  – *The online display is limited to 1000 transactions, but the warning message displayed when the limit is reached is more proactive, suggesting to try the download option.*

■ New Alert for Very Large Queries
  – *A new alert will tell you when all records MAY NOT have downloaded. This should only happen if you try to download a large number of transactions across multiple months.*
FAMIS SCREENS AND CANOPY FEATURES

UPDATE ON FAMIS RE-PLATFORMING

- Financial Systems Modernization Website–[https://it.tamus.edu/modernization/](https://it.tamus.edu/modernization/)

- Will I have to learn a whole new system when the replatformed FAMIS goes live in February 2022?

  No, at the time of the initial go-live only a few things will have changed from the current way you use FAMIS. After go-live, as we enter into Phase III Modernization, things will begin to change incrementally.
FAMIS SCREENS AND CANOPY FEATURES

Wrap up and discussions/questions.
WORKDAY AND FAMIS INTEGRATIONS

AGENDA

- Best practices for costing allocation process
- Overview of encumbrance process from Workday to FAMIS
BEST PRACTICES FOR COSTING ALLOCATION

- Costing allocations are submitted in Workday to identify FAMIS funding source
  - Position Restriction Costing Allocation- initial account planned to fund a position (these stay with the position). For people funded on C&G accounts, this could be the unit project zero account.
  - Worker Position Costing Allocation – account/s that a person/worker base pay will be paid on (these do not transfer to a new position).
  - Worker Position Earning Costing Allocation- account/s that a person’s additional earning is paid on (e.g. cell phone allowance, stipend, SEP, overtime, etc) (these do not transfer) *If no separate cost allocation exists for earning type, the earning will pay on Worker Position accounts.

- Costing allocations indicate how payroll expenses should be allocated to FAMIS accounts based on account source/percent effort and time frame entered.

- Retroactive changes to costing allocations in Workday will not correct previously posted salary, wages, or benefits. (PCT system must be used to correct posted payroll in FAMIS). It is recommended that Workday costing allocations not be changed after the payroll period has passed.
WORKDAY AND FAMIS INTEGRATIONS

AGENDA

BEST PRACTICES FOR COSTING ALLOCATION

- Accounts feed from FAMIS to Workday nightly.
  - Accounts with future start dates feed to Workday one day before their start date- the exception is if the account is flagged to allow expenses 90 days prior to start (these will feed 90 days before start date).
  - New accounts/support accounts feed the day after set up in FAMIS. NOTE: an AA code other than 9999 must exist on the SL/SA for it to feed to Workday
  - Accounts that are frozen or flagged for delete in FAMIS will not feed to Workday (once unflagged, SL/SA will feed overnight)
  - Accounts must have an account analysis code other than 9999 to feed to Workday. The AA code can be viewed on screen 8 by SL or screen 52 if campus assigns AA code on SA- field is called “Pyrl Acct Anal”
    - NOTE- Support account created by the unit on Extension 1xxxxx accounts must have the correct AA code added by the Budget office in order to feed to FAMIS.
  - 06 appropriated accounts are listed in Workday as “1Ywww”
  - 07 state appropriated accounts are listed in workday as “1xxxx-2Yxxx”
  - Costing Allocations in Workday are not restricted by department or campus code.
WORKDAY AND FAMIS INTEGRATIONS

AGENDA

BEST PRACTICES FOR COSTING ALLOCATION

- Costing allocations MUST cover the entire pay period (biweekly or monthly) in order to encumber correctly in FAMIS. For new employees starting in the middle of a pay period, the costing allocation will still be the first day of the pay cycle; the actual pay amount will be calculated (prorated) by Workday based on the hire date, not the costing allocation start date.

- We highly recommend no end date on last cost allocation interval date set.
  - The exception is a sponsored project costing allocation, SRS generally requires an end date for approval.
  - A costing allocation with an OPEN end-date can be added after the sponsored project costing allocation end date.
  - Open ended costing allocations and any costing allocations with end-dates AFTER 8/31 will feed costing allocations to the PBA for budget preparation (minimizing the unit’s tasks in budget process)
  - Costing allocations with end-dates of 8/31 or prior will feed to PBA on agency default account.
  - FAMIS encumbers by fiscal year.

- Costing allocations should cover the entire work period for the employee
  - For those with less than 12 month appointments, leaving the cost allocation end date blank will not effect encumbrances. FAMIS will only encumber the work period dates.
  - Ensure that those with additional/seconds jobs have current cost allocations on the additional job prior to the start of that work period. To view additional job details, view the primary pin, then toggle to the additional position (circle with two arrows under the primary name).
WORKDAY AND FAMIS INTEGRATIONS

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BEST PRACTICES FOR COSTING ALLOCATION

- Common cost allocation processing errors/issues:
  - **No worker cost allocations are entered.** If there are position restrictions cost allocations on valid accounts, the pay will post to the position restriction accounts, but payroll will NOT encumber in FAMIS. If there are no position restrictions and no worker position cost allocations, payroll will post to agency default account.
  - **No separate cost allocation for worker position earnings (cell phone allowance, stipends, SEP).** The earnings pay will post to the worker costing allocation accounts, however, they will NOT encumber in FAMIS. *Cost allocations MUST be submitted for SEP each year.
  - **Worker position earning costing allocation with "regular pay" earning type when a worker position costing allocation already exists.** We have seen examples of regular pay posting to the worker position earning accounts/percentages, and there are issues with encumbrances. – Do NOT select “regular pay” as an earning type.
  - **Worker position earning type does not match the worker position earning cost allocation type.** E.g. Worker has an interim/temporary stipend, but cost allocation was for department head earning type. This will cause a mismatch—will encumber and pay on BASE cost allocations.
  - **Overriding/deleting current cost allocations when submitting new/revised accounts/dates.** Best practice is to end current cost allocations and start new costing allocations with new date range/accounts/percentages to preserve prior costing allocation history.
WORKDAY AND FAMIS INTEGRATIONS

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BEST PRACTICES FOR COSTING ALLOCATION

- **Helpful tips**
  - Costing allocations can be downloaded from Workday. Go to Worker page- Pay- Costing Allocations – View all Costing Allocations button. The top right of the cost allocation grid will have an icon (box with dots and an X) which is download to excel. Click icon and export file.
  - Costing allocations do not reflect amounts. The PCT system can be used to estimate salary/fringe amounts (do not submit or cancel once you have the estimate)
  - The Net Funding Calculator in Canopy has not been upgraded and may or may not provide useful results.
  - End dating costing allocations, removing costing allocations, or not having costing allocations does **NOT** stop payroll from paying.
  - Action must be taken to terminate/transfer the employee, end job, or end the earning in Workday to stop the payroll from processing. This is particularly sensitive for additional jobs that remain active and roll over from year to year.
  - You can only submit cost allocations (or see costing allocations) on positions you own. Many departments source to other departmental accounts- coordination is required to ensure accurate sourcing.
OVERVIEW OF ENCUMBRANCE PROCESS FROM WORKDAY TO FAMIS

- Encumbrance process flow:
  - Effective dates- uses the most restrictive of:
    - Costing allocation date range
    - Position annual term
  - Received Date- When FAMIS receives encumbrance data after final approval in Workday:
    - The timing of business process and approval in Workday, as well as effective date of the BP action may affect the encumbrance calculation in FAMIS. Workday does not transmit action to FAMIS until the “effective date” of an action- e.g transfers, terminates and their resulting encumbrance changes.
    - Encumbrance anomalies may occur- please contact the budget office to research encumbrance issues.
  - Annual Terms-FAMIS will encumber based on the Annual term of the position
    - E.g. Faculty annual term 9/1-5/31 will only encumber through 5/31.
    - Enhancements have been made to account for Future Dates Annual Work terms (e.g. for additional jobs that start 6/1, but you want the funds to be encumbered at the beginning of the year). * Please contact Kari for white paper for additional information/instructions on this process.
WORKDAY AND FAMIS INTEGRATIONS

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OVERVIEW OF ENCUMBRANCE PROCESS FROM WORKDAY TO FAMIS

- Payroll encumbrances are fiscal year based.
  - Budget process feeds new fiscal year cost allocations for budgeted positions to Workday with 9/1/202Y effective date, Workday then feeds to FAMIS (when opened for the new fiscal year) and positions are encumbered.
  - Encumbrances for positions not in budget (e.g. Grad positions, additional jobs) will feed from Workday to FAMIS based on cost allocations existing or submitted (when FAMIS is opened for the new fiscal year).
  - Workday actions will begin feeding nightly to FAMIS, encumbrances will be impacted depending on the action feeding.
  - Encumbrances will not post on accounts that are flagged to freeze or delete. *Encumbrances will also not release if an account is flagged to freeze or delete.
  - For 06 federal accounts (1Y8XXX) if the federal project is not valid (current or on appropriate source), encumbrances will NOT post on federal account. E.g. a faculty member was sourced in budget on Hatch and match, but the project expired. The encumbrance will post on the match account, but not the federal, due to project records/FAMIS validation program. Will also check for project/account mismatches.
WORKDAY AND FAMIS INTEGRATIONS

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OVERVIEW OF ENCUMBRANCE PROCESS FROM WORKDAY TO FAMIS

- Encumbrance posting criteria:
  - Workday produces a file daily, which flows through Data Warehouse, then to FAMIS
  - In general, temp/casual/student wages do not encumber (units can encumber manually in FAMIS). Budgeted positions (faculty, staff, grad) will encumber.
  - Parts 06 and 07 do **NOT** encumber vacant positions.
  - Encumbrances will post for base salary and allowances (SEP, interim increases, department head stipends, cell phone allowances) by person/account. *Note- if a temp/casual employee has an allowance (e.g. cell phone), these **WILL** encumber
  - Allowances encumber at the wage level, but the expense will post in FAMIS to the appropriate object code. (e.g. SEP and stipends will encumber under 1705, but post to 1310 for faculty on 06; cell phone allowance encumbers under 1705, but posts to 1940) . Same process for Extension, different pool numbers.
  - Monthly auto adjust process will post adjustments to both salary and fringe for base pay and allowances, based on data feeding from Workday.
  - Requests for manual encumbrances should be submitted to the appropriate 06/07 budget office. E.g small remaining fringe amounts on grants that have not been released, and SRS is closing the account.
WORKDAY AND FAMIS INTEGRATIONS

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OVERVIEW OF ENCUMBRANCE PROCESS FROM WORKDAY TO FAMIS

- Where to view encumbrances (you must have appropriate FAMIS access to view)
  - FAMIS screens
    - 755 payroll encumbrances by PIN (all FAMIS parts)
    - 19 and 21 accounting view
    - 756 Encumbrance transactions by PIN and account
    - 757 Payroll encumbrances by Account
    - 758 Payroll encumbrance transactions by account
    - NOTE: PCT encumbrances will be identified in the far right column on 757 as “Y”. Allowances (cell phone, stipend, etc) will be identified as “S”.
  - Canopy
    - Payroll - Payroll inquiry. Options to pull and export data. Can toggle by fiscal year and campus/FAMIS part.
      - Payroll by account or payroll by UIN
      - Payroll encumbrances tab and Payroll Enc. Transaction tabs - create report by account or PIN,
WORKDAY AND FAMIS INTEGRATIONS
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Wrap up and discussion/questions.
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