FY2016 Year-End Workshop
PURPOSE OF WORKSHOP

1) Review of Year-End Memo – Will Hobart, Director of Procurement & Disbursements
2) Receiving – Will Hobart, Director of Procurement & Disbursements
3) Voucher Creates – Cynthia Turner, Assistant Director Procurement & Disbursements
4) Travel and Procurement Card – Elizabeth Longoria, Card Services
5) Accounting – Dustin Hall, Accountant II
6) Fiscal Year 2017 – Will Hobart, Director of Procurement & Disbursements
7) Questions & Answers
The deadlines and instructions for online submittal of requisitions for the remainder of fiscal year 2016 are listed below.

**FISCAL YEAR 2016**

<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Modification Request (FMR) and Information Technology Modification Request (ITMR) for Large Scale Construction Projects submitted to Facilities Services ($25,000 or above)</td>
<td>May 2, 2016*</td>
</tr>
<tr>
<td>FMR and ITMR for Small Construction Projects submitted to Facilities Services (below $25,000)</td>
<td>May 2, 2016*</td>
</tr>
<tr>
<td>Requisitions ($50,000 or above) Formal bids required</td>
<td>June 1, 2016</td>
</tr>
<tr>
<td>Requisition ($\leq 50,000) Informal bids required</td>
<td>June 20, 2016</td>
</tr>
<tr>
<td>State &amp; TX MAS Contracts, Cooperatives and Blanket Awards</td>
<td>July 29, 2016</td>
</tr>
<tr>
<td>Limited Purchases through FAMIS/Direct Open Market through BAM (&lt; $5,000)</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td>Procurement Credit Card purchases</td>
<td>August 26, 2016</td>
</tr>
</tbody>
</table>

* FMRs submitted after May 2\textsuperscript{nd} will be completed in FY17 with FY17 funds.

**GRANT ACCOUNTS**

If you have a grant account fund and an exception is necessary to meet your contractual obligation, it will be granted after review on a case by case basis.
FISCAL YEAR-END DETERMINATION

Use the following guidelines to determine which fiscal year to charge when submitting a requisition, a limited purchase order or a BAM direct open market.

**Consumable items** - (object codes 4010-4030, 4030-4090) purchase of consumable items must be charged to the fiscal year in which the delivery of the consumable item occurred. Example of consumables - general office supplies, paper, batteries, cleaning and janitorial supplies, etc.

If your FY 2016 order is received at the University **after August 31, 2016** it will be charged to your **FY2017** account. Remember when preparing limited purchase orders or direct open market purchase orders towards the end of the fiscal year, departments must allow time for the order to be shipped or delivered. It is recommended to use local vendors to assure delivery of the order **prior** to **August 31, 2016**.
Example A

Ordering Consumable Items at Year-End
Consumable Items (Object Code: 4010)

10 Cases of copy paper ordered on AUGUST 12th
10 Cases of copy paper received on AUGUST 26th

FY2016 funds are OK since the order was received within Fiscal Year 2016
Example B

Order using Consumable Items at Year-End
Consumable Items (Object Code: 4010)

10 Cases of copy paper ordered on AUGUST 13th
10 Cases of copy paper received SEPTEMBER 04th

FY2016 funds CANNOT be used AND the object code used will NOT rollover into FY2017.

Resolution: FY2017 funds must be used to pay for the order (Prepare voucher create and submit to Accounts Payable)
SERVICES:
(object codes 5350-5680)

The purchase of services must be charged to the fiscal year in which the services are rendered. DON’T issue purchase orders or submit requisitions for services that will cross fiscal years.

Create a Limited Purchase Order, Direct Open Market or Requisition for current fiscal year to end August 31, 2016 and then create a Limited Purchase Order, Direct Open Market or Requisition for the service to begin on September 01, 2016, for FY17.
CAPITAL ASSETS & CONTROLLED ASSETS
(object codes 5750-5772, 5773-5797 & 8000)

Equipment that has a value of $5,000.00 or more and an estimated useful life of more than one year is considered a Capital Asset.

A Controlled Asset is equipment that does not meet the capitalization threshold but must be inventoried and tracked due to the nature of the item (Example: computers, cameras, etc.).

These Assets must be charged to any fiscal year or combination of fiscal years that are in existence on the date that the purchase order is awarded. Note: If order is not delivered by August 31, 2016, purchase order will roll forward and funds remain encumbered until received.
Example A

**Controlled but Non-Capitalized Items at Year-End**

Computers (Object Code: 5787)

10 Computers ordered on **AUGUST 13TH**

10 Computers received on **SEPTEMBER 7TH**

This order WILL rollover with FY16 funds for two reasons:
1) it used object code 5787 and
2) the purchase order was placed **PRIOR** to August 19, 2016.

**NOTE:** ALL REQUISITIONS AFTER AUGUST 19, 2016 REQUIRE TERRY TATUM’S APPROVAL
MIXED PURCHASES

When an order is a combination of a consumable, service, and/or capital item, the dominant purchase would govern the entire purchase order and will determine the fiscal year.
Exceptions to the Fiscal Year-End Determination

Subscription to memberships, registrations, magazines and newspaper
(object code – 5211-5217,5765)

A particular fiscal year may be used to pay for the complete cost of a membership, magazine or newspaper subscription even if the subscription covers more than one fiscal year, providing that the subscription begins in the fiscal year being charged.
### NON-CONTROLLED & NON CAPITALIZED

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNISHINGS &amp; EQP. $0.00 - $4,999.99 (BUDGET POOL/4000)</td>
<td>Office Furn and Equip</td>
<td>5750</td>
</tr>
<tr>
<td>Medical &amp; Lab Equip</td>
<td>5751</td>
<td></td>
</tr>
<tr>
<td>Instit Furn &amp; Equip</td>
<td>5752</td>
<td></td>
</tr>
<tr>
<td>Shop and Indus Equip</td>
<td>5753</td>
<td></td>
</tr>
<tr>
<td>Marine Equipment</td>
<td>5754</td>
<td></td>
</tr>
<tr>
<td>PC Peripherals/Add Ons</td>
<td>5760</td>
<td></td>
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<tr>
<td>Computer Software Expensed</td>
<td>5761</td>
<td></td>
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<tr>
<td>Educ Books, Film &amp; Ref</td>
<td>5765</td>
<td></td>
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<tr>
<td>Purchase of Animals</td>
<td>5767</td>
<td></td>
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<tr>
<td>Telecom - Equip Purch</td>
<td>5770</td>
<td></td>
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<tr>
<td>Fabrication of Equip</td>
<td>5772</td>
<td></td>
</tr>
<tr>
<td>Real Property &amp; Improvements - Expensed</td>
<td>5773</td>
<td></td>
</tr>
</tbody>
</table>

### CONTROLLED BUT NON CAPITALIZED

**Except firearms & cash registers**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 - $4,999.99 (BUDGET POOL/4000)</td>
<td>Fireams $0-4,999.99</td>
<td>5775</td>
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<tr>
<td>FAX Machines $500-4,999.99</td>
<td>5777</td>
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<tr>
<td>Stereo Systems $500-4,999.99</td>
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<tr>
<td>Cameras $500.00-4,999.99</td>
<td>5781</td>
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<tr>
<td>VCR's/TVs/Camcorders $500-4,999.99</td>
<td>5782</td>
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<tr>
<td>Projectors-Agy Cntrld $500-4,999.99</td>
<td>5783</td>
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<tr>
<td>Cash Registers-Agy Ctrl $0-4,999.99</td>
<td>5785</td>
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<tr>
<td>Unfrms/Cloth-Agy Ctrl $500.00-4,999.99</td>
<td>5786</td>
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<tr>
<td>Computers (micro) $500.00-4,999.99</td>
<td>5787</td>
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<tr>
<td>Computer Printers $500.00-4,999.99</td>
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<tr>
<td>Med/Sci/Lab EQ-AGY CT $500-4,999.99</td>
<td>5792</td>
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<tr>
<td>Golf Cart &amp; Terrian Carts &amp; Others $500-4999.99</td>
<td>5799</td>
<td></td>
</tr>
</tbody>
</table>

### LIVESTOCK & POULTRY (BUDGET POOL/8000)

- **Purchase of Animals** | 8610 |

### CAPITAL OUTLAY $100,000> (BUDGET POOL/8000)

- **Purchase of Land** | 8010 |
- **Purchase of Buildings** | 8110 |
- **Building Improvements** | 8115 |
- **F & O Drives/Prkng Lots/Paths/Trails** | 8210 |
- **F & O Fences** | 8212 |
- **F & O Sports Facilities** | 8213 |
- **F & O Other Facilities Improvements** | 8214 |
- **Infrastructure & Inf Improvements** | 8250 |
- **Motor Vehicles-Cars & Vans** | 8410 |
- **Motor Vehicles - Trucks, Trailers, & Carts** | 8415 |
- **Classroom Teaching Aids/Instr Equip** | 8420 |
- **Office Furnishings and Equipment** | 8421 |
- **Medical and Laboratory Equipment** | 8422 |
- **Specimens/Collections/Works of Art** | 8423 |
- **Other Instf Furn and Equipment** | 8424 |
- **Shop, Farm & Industrial Equipment** | 8425 |
- **Marine Equipment** | 8426 |
- **Computer Equipment** | 8435 |
- **Purchase & Maint of Cmptr Software** | 8440 |
- **Telecom-Equipment** | 8445 |
- **Library Books & Reference Materials** | 8510 |
- **Library Periodicals** | 8511 |

### CONSTRUCTION IN PROGRESS (C.I.P.)*

- **Constr/Rehab of Buildings** | 8710 |
- **Con/Reh - Other than Bldgs** | 8711 |
- **Advertising** | 8712 |
- **Arch/Engineering Services** | 8714 |
- **Construction of Roads** | 8715 |
- **Other Services** | 8725 |
- **Project Mgmt/Admin** | 8726 |
- **Fabrication of Equipment** | 8733 |
- **Computer Software (Purchased > $100K)** | 8810 |
- **Computer Software (Internally developed)** | 8812 |

### CAPITALIZED FURNISHINGS & EQUIPMENT $5,000 + (BUDGET POOL/8000)

- **Shop, Farm & Industrial Equipment** | 8425 |
- **Marine Equipment** | 8426 |
- **Stereo Systems** | 8427 |
- **Cameras** | 8428 |
- **VCR’s/TVs/Camcorders** | 8429 |
- **Cash Registers-Agy Ctrl** | 8430 |
- **Unfrms/Clthg-Agy Ctrl** | 8431 |
- **Computers (micro)** | 8432 |
- **Computer Printers** | 8433 |
- **Purchase & Maint of Cmptr Software** | 8440 |
- **Telecom-Equipment** | 8445 |
- **Library Books & Reference Materials** | 8510 |
- **Library Periodicals** | 8511 |

### NOTES

- **Do not use to purchase a computer, use 5787**
- **Should be used for $0-$99,999.99 - for building and improvements other than building**
- **must have a useful life of more than one year and more than $5,000 in unit value cost (divide cost by number of licensee)**
- **For all C.I.P. Accounts Only, except Acct# 8309XX, use 5471 Intra-System Agreement**
- **Contact Procurement Dept if using state money and over $10,000**

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**SAMPLES OF THE OBJECT CODES THAT WILL ROLLOVER FOR THE YEAR-END CLOSE OUT**

- **NON-CONTROLLED & NON CAPITALIZED**
- **CONTROLLED BUT NON CAPITALIZED (Except firearms & cash registers)**
- **FURNISHINGS & EQP. $0.00 - $4,999.99 (BUDGET POOL/4000)**
- **CAPITAL OUTLAY $100,000> (BUDGET POOL/8000)**
- **CONSTRUCTION IN PROGRESS (C.I.P.)*
- **CAPITALIZED FURNISHINGS & EQUIPMENT $5,000 + (BUDGET POOL/8000)**

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**Notes**

- **Do not use to purchase a computer, use 5787**
- **Should be used for $0-$99,999.99 - for building and improvements other than building**
- **must have a useful life of more than one year and more than $5,000 in unit value cost (divide cost by number of licensee)**
- **For all C.I.P. Accounts Only, except Acct# 8309XX, use 5471 Intra-System Agreement**
- **Contact Procurement Dept if using state money and over $10,000**
### SUPPLIES (BUDGET POOL/4000)
- Supplies - Office General 4010
- Supplies - Paper Goods & Janitorial 4011
- Supplies - Education 4012
- Supplies - Research 4013
- Supplies - Other (incl Ammunition) 4014
- Computer Consumables 4014
- Subscriptions, Periodicals, 4025
- Fuels and Lubricants - Other 4030
- Fuels and Lubricants - Aircraft 4035
- Chemicals & Gases 4040
- Medical Supplies 4045
- Food Purchases (Rasch, Smnrs, Tchng) 4050
- Farm, Ranch and Nursery Supplies 4055
- Fertilizer 4056
- Packing Supplies 4057
- Pesticides 4058
- Suppl&Materials - Roads & Highways 4060
- Parts - Motor Vehicles 4065
- Ports - Machinery and Equipment 4066
- Ports - Marine Equipment 4067
- Ports - Tractors 4068
- Ports - Lifting Machines 4069
- Plants 4070
- Shop and Industrial Supplies 4075
- Building Supplies and Materials 4076
- Landscaping Supplies 4077
- Fabrics and Linens 4080
- Furnishings & Equipment (non-inven) 4085
- Furnishings & Equip - Research 4086
- Computer Parts & Supplies 4090

### SERVICES (BUDGET POOL/4000)
- Insurance Premiums - Appr by Bd Ins 5221
- Employee Bonds-Notary Fees 5225
- Employee Bonds-Surety Bonds 5226
- Employee License/Cert & Fees-Other 5230
- Service Charges 5231
- Credit Card Collection Expense 5232
- Fees - Demurrage 5233
- Employee Awards 5240
- Non-Employee Gifts 5241
- SWCAP Reimbursement to GR 5250

### PROFESSIONAL SERVICES (BUDGET POOL/4000)
- Consultant Services - Other 5350
- Consultant Services - Appr by Gov 5351
- Consultant Services - Computer 5355
- Consult Serv - Computer-Appr by Gov 5356
- Educational/Training Services 5410
- Financial and Accounting Services 5415
- Legal Services 5420
- Legal Services (Appr by OAH) 5421
- Medical Services 5425
- Veterinary Services 5430
- Lecturers - Travel Exp w/Receipts 5434
- Lecturers - Higher Education 5435
- Witness Fees-Other (Civil & Expert) 5440
- Investment Counseling Services 5445
- Architectural Services 5450
- Engineering Services 5451
- Other Professional Services 5455
- Profi Svcs w/ receipts (6/1-10/99) 5460
- Inter-Agency Agreement - Local 5470
- Intra-System Agreement 5471

### TELECOMMUNICATIONS (BUDGET POOL/4000)
- Telecom-Long Distance 5110
- Telecom-Monthly Charge 5115
- Telecom-Monthly Ch Dir Ch to Project 5116
- Telecom-Parts and Supplies 5120
- Telecom-Maintenance and Repair 5125
- Telecom-Other Service Charges 5130
- Telecom-Dedicated Data Circuit 5135
- Telecom-Equipment Rental 5140
- Telecom-Centrex Operation Exp 5145
- Telecom-TEX-AN 5150
- Telecom-Cable 5155
- Telecom-Radio 5156

### MAINTENANCE & REPAIR SERVICES
- M&R - Marine Equipment 5510
- M&R - Motor Vehicles 5511
- M&R - Machinery and Equipment 5512
- M&R - Medical Equipment 5513
- M&R - Tractors 5514
- M&R - Lifting Machines 5515
- M&R - Computer Software Maintenance 5521
- M&R - Aircraft 5525
- M&R - Buildings 5530
- M&R - Computer Equipment 5535
- M&R - Roads and Highways 5540
- M&R - Land and Land Improvements 5545

### IMPORTANT NOTE:
These are the object codes that will **NOT** rollover when:

1. ORDER MADE **PRIOR** TO SEP. 01st
2. ORDER **NOT** RECEIVED BY AUGUST 31st

### OTHER SERVICES (BUDGET POOL/4000)
- Hazardous Waste Disposal Services 5610
- Photographic Services 5615
- Reproduction Services 5616
- Production of Publications & Adv 5617
- Temporary Support Services 5620
- Communication Services 5630
- Cleaning Services 5635
- Advertising Services - Spon Agmt. 5640
- Advertising Services - All Other 5641
- Data Proc Empt Serv 5644
- Data Proc Rent Serv 5648
- Freight/Delivery Services 5650
- Postal Services 5655
- Criminal and Civil Invest Exp 5660
- Contracted Services - System Assess 5661
- Other Contracted Services 5670
- Extermination Services 5671
- Security Services 5672
- Royalty Distribution Services 5680
- Postal Services-Campus Mail Service 5682
- Contracted Services - Officiating 5691

### RENTAL & LEASING (BUDGET POOL/4000)
- Rental of Tools and Equipment 5810
- Rental of Office Equipment 5811
- Rental of Medical Equipment 5812
- Rental of Containers 5813
- Rental of Computer Equipment 5820
- Rental of Radio Towers 5822
- Rental of Copying Machines 5825
- Rental of Computer Software 5830
- Rental of Reference Material 5835
- Rental of Motor Vehicles 5840
- Rental of Aircraft - Private Co. 5845
- Rental of Aircraft - Aircraft Pool 5846
- Rental of Aircraft - Univ Exempt 5847
- Rental of Marine Equipment 5850
- Rental of Land 5855
- Rental of Office Bldg/Space 5860
- Rental of Service Buildings 5865
- Rental of Storage Space 5869
- Rental of Space - Other 5870
- Rental of Exhibit Space 5871
Receiving – FAMIS SCREEN 321

All items delivered by August 31, 2016 should be entered into FAMIS Screen 321 as received by **August 31, 2016**. When entering the receiving information on screen 321 manually enter the date received otherwise it will default to the current date. In BAM, make sure to create receipt to receive item(s).

**Note:** If consumables and/or service items are delivered after August 31, 2016, those orders will be charged to your **FY17** accounts.

**Important:**

If you place an order using FY2017 funds and they are delivered “**BEFORE**” September 1, 2016; department must use FY2016 funds to pay for goods.
EXAMPLE A: (Order delivered to Central Receiving)

- FY17 FUNDS were used
- FY17 Limited Purchase Order or BAM Direct Open Market was created
- 3 Projectors ordered on AUGUST 15TH
- 3 Projectors “RECEIVED” on AUGUST 31st or prior

PROBLEM: FY17 FUNDS may NOT be used for a delivery received prior AUGUST 31, 2016.

RESOLUTION: CANCEL FY17 purchase order

and CREATE a FY2016 voucher create or RPA
If a determination is made by Central Receiving that the item delivered to the University requires an asset tag, Central Receiving will start the receiving process on FAMIS Screen 320. They will add the shipment. When the item is delivered to the department, the department must continue the receiving process on FAMIS Screen 322. Press F5 to close the Receiving on FAMIS Screen 326.
FAMIS Receiving – Entered by Department

For all other shipments delivered to the department, the department creates the receiving process on FAMIS Screen 321. The shipment is added as per illustration below, F5 to continue the receiving process on FAMIS Screen 322 -- enter data, and F5 again to close the Receiving on FAMIS Screen 326.
IMPORTANT

Reminders when doing FAMIS Receiving

- CANNOT receive in FAMIS or in BAM if the item has not been “physically” delivered to campus
- Make sure your order has been routed AND closed
- Go to FAMIS Screen 272 to review any “in processing” IP orders
<table>
<thead>
<tr>
<th>Doc</th>
<th>Vendor Name</th>
<th>Status</th>
<th>User Ref.</th>
<th>Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>L403355</td>
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<td>L702620</td>
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<tr>
<td>P001033</td>
<td>JAH ULLBERG STU</td>
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</table>

More Entries - Press <Enter> to continue
PURCHASING TO OPEN COMMITMENTS

In September, the Procurement and Disbursements Department will review all open commitments for status.

- Capitalized purchases (object codes 5700 and 8000 series) the encumbrance and budget will be rolled forward and paid with FY2016 funds.
- Non-capital items that are physically received on or before August 31, 2016 must be received in FAMIS by **August 31, 2016**.

The encumbrance will be paid with FY2016 funds upon a valid purchase order that can be verified as received by August 31, 2016.

The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

**NOTE:** The Departments should be reviewing and monitoring their Open Commitments on a monthly basis by using screens 021, 022, 061 in FAMIS or CANOPY.
Accounts Payable

Items being paid on a Voucher Create or RPA form must be received in the Accounts Payable Department by **August 25, 2016, by 5:00 pm** in order to be processed with FY2016 funds.

No manual payables will be created.

The first payment for FY2017 will be issued September 6, 2016.

Invoices arriving in Accounts Payable will not begin to be paid until FY2017 is opened for processing which could be approximately September 6, 2016.
eTravel/Concur Expense Reports

All travel related expenses incurred must be processed on an eTravel/Concur Expense Report (FY2016 funds) by Friday, August 19, 2016. Expense reports must be received in the Travel back office by Friday, August 26, 2016. Expense reports processed on September 1, 2016 and beyond will be posted as FY2017 activity. If funds were encumbered properly, the encumbrance and related budget will roll forward to cover these charges. If the travel was not encumbered, a local FY2017 account number will be required to process the payment.

Note:  Travel Office has relocated to:  USC, Room 120, Unit # 5733
Procurement Credit Card

Friday, August 26, 2016 is the last day to do any purchasing with your P-Card in order to allow transactions to post by Wednesday, August 31, 2016.

If expense reports are not reconciled by August 31, 2016, your transactions will default to your local account. There will not be any corrections allowed on Pcard transactions during the year-end closeout.

The Expense Reports will be for all items posted from August 4, 2016 through August 31, 2016.
Schedule for the P-Card

• August 2016 Report billing cycle (07/02/16 thru 08/03/16) – Famis will pull on Thursday, August 25, 2016 and post to Famis on Friday, August 26, 2016.

• 2016 Year End Report (08/04/16 thru 08/31/16) – Famis will pull on Friday, September 2, 2016 and post to Famis on Monday, September 5, 2016 (this will post to FY2016 funds) – Best Practice should be to submit P-Card report as soon as possible after items post to FAMIS.

• 2016 – Year End State Reports (08/04/16 thru 08/26/16) – Reports with State Accounts must be submitted (originals) to USC 119 by 12:00 pm on Monday, August 29, 2016.
Pcard continued:  STATE FUNDS

All expense reports with State funds are due in USC 119 no later than 12:00 p.m., Monday, August 29, 2016.

State Transactions:

Strongly Recommend using Local Funds during month of August.

State and HEAF Funds – Must have original receipts, NO Sales Tax charged and all other required supporting documentation

HEAF Accounts: Remember supplies are not allowed to be purchased.
**Accounting Important Dates**

<table>
<thead>
<tr>
<th>Month</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>July 1</td>
</tr>
<tr>
<td>July</td>
<td>August 3</td>
</tr>
<tr>
<td>August</td>
<td>September 6</td>
</tr>
</tbody>
</table>

**IDT deadline:** Due to Accounting on the 23rd of every month. August close requires all IDTs through August 31st be turned-in by 5:00 on **September 1st**.

**Petty Cash:** Please submit petty cash reimbursements to the Business Office by **August 29th**.
ACCOUNTING CORRECTIONS

State/Local, Local/State, State to State

• All transaction correction requests involving a state account must be received by **August 5th**

Local to Local

• All local transaction correction requests must be received by the accounting office by **August 26th**

All DCR’s must be entered and routed by **August 26th**

DCR’s will be disabled **August 29th**
Payroll Corrections

- Payroll Corrections – Correcting EPA must be in completed status by **July 21st**
- FY16 EPA & Supplemental Pay Forms need to be in completed status by **August 17th**. Documents received after **August 17th** will require use of FY17 funds.
- *No Manual Payroll* will be processed. Please ensure you follow payroll deadlines to ensure your Time & Effort Reports are updated for final certification **August 31st**.
ACCOUNTING POSTING TIMING

<table>
<thead>
<tr>
<th>Deposits</th>
<th>2-3 days after</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Bi-weekly &amp; end of month</td>
</tr>
<tr>
<td>Banner</td>
<td>Weekly &amp; end of month</td>
</tr>
<tr>
<td>IDT’s</td>
<td>After 25th, After 31st, for August</td>
</tr>
</tbody>
</table>
Accounting Tips

Tips to use your accounts wisely:

1) Check account balances before and after the 25th of each month.

2) Use DBRs (Departmental Budget Requests) and DCRs (Departmental Correction Requests) to move budget or actuals as needed.

3) Review expenses in current month to be sure they are on the correct account.
Accounting Tips, cont.

4) Double check all object codes on documents before you close them.

5) Be sure your documents have completed all their routing.

6) Review Open Commitments and check for documents that are not needed, or manual encumbrances that need to be changed.
OPEN COMMITMENTS

Use Canopy to view and research Open Commitments. Canopy is http://canopy.tamu.edu.
The Open Commitments tab under the FRS Account menu contains all the same filter fields as FAMIS Screen 021. Canopy allows the user to download the list to Excel by pressing the Download button.
Open Commitments are also known as Encumbrances on the account. This is a dynamic list. The Open Commitments stay on this screen until they are fully liquidated or paid. New documents are added to the list as they are closed.

<table>
<thead>
<tr>
<th>Obj Cd</th>
<th>Date</th>
<th>Ref1</th>
<th>Ref4</th>
<th>Description</th>
<th>Original</th>
<th>Adjusted</th>
<th>Liquidated</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>1105</td>
<td>09/01/20XX</td>
<td>SAL0001</td>
<td>A0X4307</td>
<td>SALARY ENCUMBRANCE</td>
<td>$87,413.00</td>
<td>($65,634.76)</td>
<td>$0.00</td>
<td>$21,778.24</td>
</tr>
<tr>
<td>1605</td>
<td>09/01/20XX</td>
<td>LNB001</td>
<td>A0X4307</td>
<td>LONGEVITY ENCUMBRANCE</td>
<td>$4,080.00</td>
<td>($3,060.00)</td>
<td>$0.00</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>4014</td>
<td>04/21/20XX</td>
<td>RX00470</td>
<td>XW</td>
<td>SUPPLY TAGS</td>
<td>$8,647.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$8,647.00</td>
</tr>
<tr>
<td>5110</td>
<td>09/01/20XX</td>
<td>LD200X</td>
<td>LD200X</td>
<td>TELECOMM ENCUMBRANCE</td>
<td>$72.72</td>
<td>($10.68)</td>
<td>$34.20</td>
<td>$27.84</td>
</tr>
<tr>
<td>5231</td>
<td>09/27/20XX</td>
<td>LX00685</td>
<td>XR</td>
<td>REAL-COMP</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
Open Commitments can be identified in the Reference 1 column as one of the following:

- Payroll = SAL0001
- Benefits = BENB001
- Cell Phone = CP
- Copiers = AC
- Telecom = TC & LD
- Exempt Purchase Document = E
- Limited Purchase Document = L
- Requisition Document = R
- Purchase Order Document = P

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<td>XR</td>
<td>REAL-COMP</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
The Encumbrances for Cell Phones, Copiers & Telecom are entered at the beginning of the FY. These are an estimated total of the expenses for the FY. They are liquidated by the actual amount each month. They may also be adjusted as needed.

<table>
<thead>
<tr>
<th>Obj Cd</th>
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<th>Description</th>
<th>Original</th>
<th>Adjusted</th>
<th>Liquidated</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>5130</td>
<td>09/01/20XX</td>
<td>CP20XX</td>
<td>CP20XX</td>
<td>TELECOMM ENCUMBRANCE</td>
<td>$2,384.08</td>
<td>($1,414.91)</td>
<td>$632.94</td>
<td>$336.23</td>
</tr>
<tr>
<td>5110</td>
<td>03/18/20XX</td>
<td>LD20XX</td>
<td>LD20XX</td>
<td>TELECOMM ENCUMBRANCE</td>
<td>$305.28</td>
<td>($99.96)</td>
<td>$141.84</td>
<td>$63.48</td>
</tr>
<tr>
<td>5115</td>
<td>09/01/20XX</td>
<td>TC20XX</td>
<td>TC20XX</td>
<td>TELECOMM ENCUMBRANCE</td>
<td>$7,036.68</td>
<td>($89.46)</td>
<td>$5,210.22</td>
<td>$1,737.00</td>
</tr>
<tr>
<td>5616</td>
<td>03/18/20XX</td>
<td>AC20XX</td>
<td>AC20XX</td>
<td>ADM/LEASE COPIER ENC</td>
<td>$1,215.62</td>
<td>($320.44)</td>
<td>$640.22</td>
<td>$254.96</td>
</tr>
</tbody>
</table>
The Open Commitments (Encumbrances) have an Original amount. The Adjusted column is the total of all changes to the Encumbrance. The next column is for the total of what has been Liquidated (transactions reducing the amount of the Encumbrance). Then the Current column is the remaining Encumbrance total.

<table>
<thead>
<tr>
<th>Original</th>
<th>Adjusted</th>
<th>Liquidated</th>
<th>Current</th>
</tr>
</thead>
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</table>
Canopy also allows the user to filter and sort the Open Commitments (Encumbrances). Type in an Object code next to the account to filter to that code. To sort, click on the column heading and the list is sorted as descending.
FY17 Opening Dates

• July 15, 2016 departments will be able to enter Requisitions for FY2017. (FAMIS Screen 250 or BAM) Funds contingent on final budget and approval.

• August 25, 2016 departments will be able to enter Limiteds (Screen 240) and

• Same opening dates apply to Buy A&M (BAM) for:
  Open Market purchases over $5,001
  Direct Open Market purchases under $5,000
FAMIS FY2017 NOTE:

To enter documents in FAMIS, you must manually change the FY to 2017 for Requisitions and Limited orders and remember the “DOC” section will always be R0 or L0 regardless of Fiscal Year due to the FAMIS program set up.

Upon completion of the first screen, your document will begin with R7 or L7 which verifies encumbrance is for fiscal year 2017.

For emergency orders that must be delivered on or shortly after September 1, 2016, please contact Will Hobart, ext. 2616.
F3192 Document number will be created automatically

240 Limited Purchase Header

05/21/12 15:45
FY 2012 CC 15

Screen: __ Doc: L0____
Doc Year: 2013 Order Date: _________ Cat.: LP State:
Dept: PURC_ Subdept: ____ Total Amt:

Doc Summary: __________________________________________
Vendor: __________ LDT Cd: __
Reimburse ID: __________ FOB: __
User Ref: __________ All Items Received: 
Date Received: __________

Ship To Address Nbr: __ Invoice To Address Nbr: __
Name: __________________________________________________
Addr: __________________________________________________
________________________________________________________________________
City: __________________ State: __ Zip: _______ Country: __
addr: __________________________________________________
________________________________________________________________________
City: __________________ State: __ Zip: _______ Country: __
Phone: _________ Fax: __________ Phone: _________ Fax: __________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
Hmenu Help EHelp ADDR Next Resn Notes AdDpt
That's all folks
~
Thank you for coming.