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U N I V E R S I T Y

FY 2025 Phase 2 FAMIS Guidelines

The FAMIS Budget Module will be available to approved budget creators for Phase 2 updates from **Monday, July 15, 2024** until the close of business (5 pm) on **Tuesday, July 30, 2024.** The complete Budget Calendar is available on our website: budget.tamu.edu

The purpose of Phase 2 of the annual budget process is to match salaries in the Position Budgeting Application (PBA) to the salaries budgeted in FAMIS. Salary adjustments are made in the PBA and then feed to the appropriate accounts in the FAMIS Budget Module and replace the lump sum salary amounts that were entered in Phase 1. Adjustments are made automatically in FAMIS to keep the bottom line on each account in line to the amount budgeted in Phase 1. The final Phase 2 budget will feed into the FAMIS accounting module and be your budgeted expense authority for the next fiscal year.

A Primer on Budget Versions

As the budget is developed in the budget module for the upcoming year, it goes through a series of iterations, such as changes made from Phase 1 to Phase 2 to the final submitted budget once the budget process is complete. So, for each set of each submission or time a budget is loaded or updated for a given account, a version is created. Budget versions can be updated by creating new versions if those versions have not been marked. A version is a given instance of a budget, which is a collection of categories for a given account.

Since multiple versions can be associated with an account, these versions are marked with the given name. The version that can be edited when the budget module is active is called the current version, so each time a budget version is saved, it usually becomes the active version.

During the budget season at specified, fixed times, the budget is marked and "snapshotted" to record where the budget is at the marked time. A process in FAMIS coordinated through the A&M System Budget Office creates this snapshot. FAMIS supports three marks in the budget:

Board – a version of the budget that is frozen and submitted to the board, usually earlier in the summer or in the spring.
Done – usually taken after the salary and merit work are folded into the budget.
Fed – the version fed to FAMIS accounting.

These marks are made at different times during the budget season, and those versions, or the status of those allocations and transfers at the time of the marking, become unchangeable.

Phase 1 Budgets to Phase 2 Budgets

Phase 1 Budgets have been marked with a B (Board) and are no longer updateable. They have been copied into Phase 2 and are available on screen 540 as C (Current) versions. Phase 1 transfers and allocations have also been marked with a B and copied over to a Current Version on Screen 562.
The current version of a budget can be updated in one of two ways:

1. The Phase 1 budget version is copied manually on screen 599 and given a new version name, or
2. A salary adjustment or costing change in the PBA creates a new FEEDxxx version

Copying a Phase 1 Budget Version

To edit a Phase 1 budget on an account that will not get a salary feed from the PBA:

1. First locate the latest submitted budget version by account number on Screen 540
2. Select the budget, hit enter and you will be taken to Screen 599
3. Copy the Phase 1 version by hitting F6
4. Give the budget a new version name for Phase 2
5. Make your changes and then submit by hitting F11
6. This will now be that latest submitted version of your budget on Screen 540

New Budget Versions created by salary feeds from the PBA

Both Faculty and Non-Faculty Salaries were entered as lump sum amounts on Screen 599 in Phase 1. As salary amounts or costing accounts are modified in the PBA, the salary amounts in FAMIS will be automatically adjusted to match the PBA. This will keep your PBA salaries and FAMIS salaries in sync. (The only exception to this is if you choose "Exclude from Budget" in the PBA. These changes will NOT affect salaries in FAMIS.)

Following is the tentative schedule for feeds from PBA > FAMIS > Data Warehouse:

Daily Updates	Start	PBA to Budget Module	Laserfiche Reports Available	Budget Module to EDW	End
1st Update	8:00 am	8:00 am	8:10 am	8:30 am	8:30 am
2nd Update	10:30 am	10:30 am	10:40 am	11:00 am	11:00 am
3rd Update	2:00 pm	2:00 pm	2:20 pm	2:30 pm	2:30 pm
4th Update	5:50 pm	5:50 pm	6:00 pm	6:20 pm	6:20 pm
5th Update	10:30 pm	10:30 pm	10:40 pm	11:00 pm	11:00 pm

FAMIS Budget > Data Warehouse Update Status can also be found on the web here:
Budget Load Status (tamus.edu)

Budget Re-Allocation Process

FAMIS will automatically copy your Phase 1 version adjust your salaries and then save your new budget as a FEEDxxx version. Each time there is a combination of salary adjustments and FAMIS feeds, this FEEDxxx number will increment by 1. If there is a difference in the overall expense budget total from Phase 1 to Phase 2, FAMIS will adjust the Operations & Maintenance category to keep your bottom line the same as it was in Phase 1. This is known as the Budget Reallocation Process. Not every account gets a new version every day. New versions are only created when a salary and or costing adjustment is made in the PBA.

Below are two examples of how the Budget Reallocator Process works.

Example 1:

	Phase 1	Phase 2	
Sales & Services	$ 100,000	$ 100,000	
Allocation In	100,000	100,000	
Total Available	200,000	200,000	
Non-Faculty Salaries	100,000 →	125,000	*Salaries are increased in the PBA*
Wages	10,000	10,000	
Benefits	29,000	29,000	
Operations & Maintenance	61,000 →	36,000	*O&M is adjusted to keep account in balance*
Total Expenses	200,000	200,000	
Ending Balance	$ -	$ -	

No additional action is necessary on your part.

Example 2:

	Phase 1	Phase 2	
Sales & Services	$ 100,000	$ 100,000	
Allocation In	100,000	100,000	
Total Available	200,000	200,000	
Non-Faculty Salaries	100,000 →	200,000	*Salaries are increased in the PBA*
Wages	10,000	10,000	
Benefits	29,000	29,000	
Operations & Maintenance	61,000 →	(39,000)	*O&M is adjusted to keep account in balance*
Total Expenses	200,000	200,000	
Ending Balance	$ -	$ -	

Although this account is still technically in balance, there is an issue because the Operations & Maintenance category is now negative. This would feed to accounting as is, but it would create a situation where you could overspend the amount of cash available in your account. The Office of Budget & Planning will run error reports daily and require you to take action on this account.

You can correct this in two ways:

1. Increase the allocation to this account from another account where budget capacity is available. If you do this, remember to reduce the budget on the account you are transferring from. This will increase the total available on the destination account. Once you have made the transfer, fix the Operations & Maintenance to a $0 or positive amount. Finally, submit your new budget. Do NOT increase revenues or beginning balance as they must match what was submitted in Phase 1.

2. Move salaries in the PBA to another account that has budget capacity. The accounts will re-balance on the next FEED.

Phase 2 Transfers & Allocations

Similar to Phase 1 budgets, Phase 1 allocations and transfers have also been marked with a B and are not updateable. To adjust your Phase 1 allocation,

1. Find it on Screen 562 and enter a "U" in the function field.
2. FAMIS will make a copy of your "B" allocation and create a "C" version
3. Make the necessary changes and press Enter.
4. You will now see an additional record with a "C" version.

You may also create new allocations or delete old allocations you no longer need in Phase 2:

1. Use the "A" add function or delete allocations with the "D" function and enter your allocation.
2. If you run out of lines on Screen 562 simply go to the top line, enter "A" and enter your transfers.
3. The "A" will not overwrite what has been entered on that line but create a new record.

You can use Screen 541 to inquire on your allocations by using the To and From fields. You can also see your Phase 1 allocations by changing the version on the action line from "C" to "B".

Other Phase 2 Reminders

1. The Phase 2 budget, in total, must match the Phase 1 budget for the university as a whole. This includes Beginning Balance, Revenues, Expenses and the Ending Balance. These amounts may change by account as long as there is a corresponding adjustment on another account (within the same fund group) in another area.

2. Never assume that the version you created in Phase I is the current submitted version in Phase II; there may have been a feed from the PBA creating a new FEEDxxx version. Always look for the most recent submitted version on screen 540. If you make changes on a version that is not the latest FEEDn version, your changes will not be seen by FAMIS as the latest submitted version

3. Monitor your accounts frequently during Phase II as Feeds are made daily and further actions may be necessary on your part.

4. At the conclusion of Phase 2, the budget will be locked and the final submitted versions will be marked with a "D" for Done. These are the versions that will feed to accounting for the next fiscal year. Budgets on accounts in Restricted Fund groups, or budgets that have been specifically been set to NO FEED, will not feed to accounting.

Please contact the Office of Budget & Planning should you need any assistance with FAMIS or the PBA during Phase 2.