

# Financial Record System

## Support Accounts

Texas A&M University

Financial Management Services

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famis-aid@tamu.edu

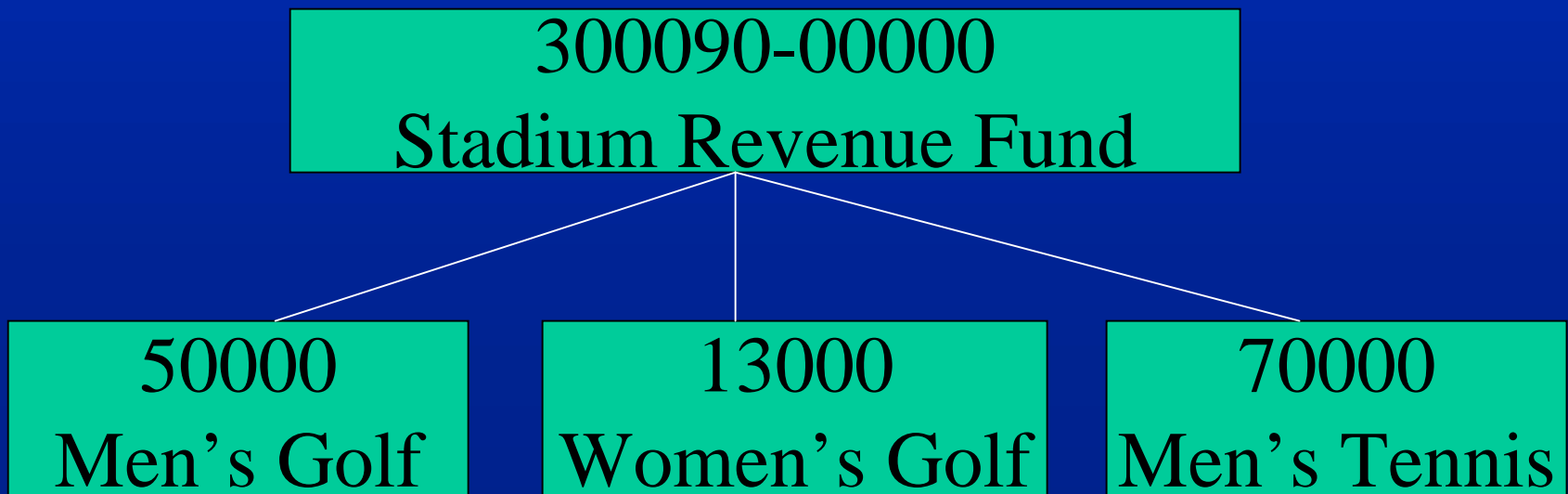
<http://finance.tamu.edu/fms/famis/default.asp>

# Objectives

- Explain basic support account terms and processes
- Learn how to create your own support accounts
- Move:
  - Budget between support accounts
  - Transactions between support accounts
- Locate useful support account screens

# What is a Support Account?

- Support accounts are subdivisions of Subsidiary Ledger (SL) accounts.



# Support Accounts

Screen 68 lists Support Accounts:

068 Support Account Search

Screen: \_\_\_ Account: **300090** \_\_\_ Title Search: \_\_\_  
Dept/SDept Search: \_\_\_ Resp Person Search: \_\_\_

Sel	Description	Account	Dept	SDept
—	STADIUM REVENUE FUND	300090-00000	ATHL	
—	MEN'S ADMINISTRATION	300090-10000	ATHL	
—	WOMEN'S ADMINISTRATION	300090-11000	ATHL	
—	WOMEN'S BASKETBALL	300090-12000	ATHL	
—	WOMEN'S GOLF	300090-13000	ATHL	
—	ARCHERY	300090-13500	ATHL	
—	SOFTBALL	300090-14000	ATHL	
—	EQUESTRIAN	300090-14500	ATHL	
—	WOMEN'S SWIMMING	300090-15000	ATHL	



# Support Accounts

**Departments can:**

- **Create Support Accounts (SA) for Subsidiary Ledger Accounts (SL)**
- **Distribute SL budget to SAs**
- **Create purchasing documents using SAs**
- **Move transactions between SAs within same SL**

# Screen 6 – SA Authority

- **FMS uses Screen 6 to set up SL**
- **The Primary Department on the SL (identified by Screen 6) can create and maintain SAs**

# Why Use Support Accounts?

You can divide your accounts by:

- Areas within your department  
(ex. FAMIS Training - 210350-50000 FISC OPS)
- Professors/Administrators
- Grants - Cost Sharing

# Steps to Creating SAs

1. Request SA Access (**FAMIS Security**)
2. Contact FMS to set flags
3. Use Screen 50 to create SAs
3. Use Screen 53 to move budget
4. Contact FMS to change flags on screen 6

# Step 1: Request Access

- Send the completed original FD-825 FAMIS Access Request to MS 6000
  - <http://finance.tamu.edu/fms/famis/forms.asp>

# Step 2: SA Create Screen 6 Flags

- **Contact FMS at 845-8106 to set flags, email at [new-accounts@tamu.edu](mailto:new-accounts@tamu.edu), or memo**



# Screen 6 – SA Authority

```

006 SL 6 Digit Account (FSA)                                02/01/01 09:28
                                                           FY 2001 CC 02
Screen:  ___ Account: 300090  ___ STADIUM REVENUE FUND
Account Title: STADIUM REVENUE FUND                      SA create enable: Y
Resp Person: 11111111 Smith, Joe                          Old Acct: 40140
  ABR Rule: 001      Map Code: 30009 Reporting Group:  ___
Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct:  ___
  AFR Fund Group: 30      Fund Group: AX      Sub Fund Group: AX Sub-Sub:  ___
Year-End Process: E      Year-End Acct:  ___      Function: 70 Sub-Fun:  ___
  Default Bank: 03000      Override: Y      Proj FYTD End Mo: 08 Aux Code: INT
  Alternate Banks: ***** Security:  ___
State Funds:  ___      ----SA Transactions----
  Dept      S-Dept Exec Div Coll Mail Cd Stmt      Budget Actual
Primary: ATHL_      PR DA      C1228 Y      Expense: B      Y
Secondary:  ___      Revenue: B      Y
Fund Source: 09 INCLUDES GIFT MONEY
Long Title: STADIUM REVENUE FUND
Account Letter:  ___      Setup Date: 12/20/1988 TRS/ORP Exempt:  ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Next
  
```

# Screen 6 – SA Authority

- SA create enable = Y
- SA Transactions:

	Budget	Actual
Expense:	B	B
Revenue:	B	B

N=no Y=yes B=both



# Cost Sharing

- **Cost sharing** - cost sharing or matching contributions are sometimes required by the sponsor and/or a contribution of a University effort.
- **We are required by Federal Govt to track our cost sharing expenses.**
- **Set up cost share accounts prior to any expenditures being made.**

# Screen 6 – Cost Share Flags

- SA Transaction flags on Screen 6 must be set to B for Budget Expense and Actual Expense
  - If not, then problems could arise in posting of salary savings transactions.

# **Step 3: SA Create**

## **Screen 50**

- Departments create SAs using FAMIS Screen 50:
  - SA Number
  - Account Title
  - Responsible Person
  - Budget Controls
  - Departments - Primary & Secondary

050 Dept Support Account Attributes

02/01/01 09:41

FY 2001 CC 02

Screen:  Account: 300090 20000

Account Title: BASEBALL

Resp Person: 111111111 Smith, Joe

Security: \_\_\_\_\_

Old Acct: \_\_\_\_\_

SA Group: \_\_\_\_\_

Roll BBA to Base: \_

Bottom Ln Cntl: N Deflt Cat Cntl: N Deflt Cat Tol Pct: \_\_\_\_\_

	Dept	S-Dept	Exec	Div	Coll	Mail	Cd	Stmt
Primary:	ATHL_	_____	PR	DA		C1228		Y
Secondary:	_____	_____				_____		_

\*\*\* All fields entered on this screen override fields on the Parent SL \*\*\*

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

Hmenu Help EHelp

# Cost Sharing Numbering

- SA must be the first 5 digits of the project number
  - Project number 44150
  - Account number: 241870-44150

# Cost Share Title

- **Always start description with CS.**
  - Easy for Contract Admin to find accounts to verify effort categories for indirect cost calculation.
  - CS-PI Last Name-TAMU, RF, etc-Project Number
    - CS-Hall-RF #445566

# Screen 50 Departments

The departments on Screen 50 do not have to be the same departments as on Screen 6.

Screen 50 Departments only create, sign and approve purchase documents.



068 Support Account Search

02/01/01 09:52  
FY 2001 CC 02

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

Sel	Description	Account	Dept	SDept	Responsible Person
-	CENTER FOR ACADEMIC ENHANCEMENT	120401-00000	AECN		MATHEWS, KARON S
-	C/S-AECN FOR 425306/TEA GEARUP	120401-10000	AECN		STURDIVANT, KARON
-	PRECOLLEGE OUTREACH CENTER-LARE	120415-00000	AECN		STURDIVANT, KARON
-	ACADEMIC SKILLS PROGRAM - REMED	163201-00000	AECN		STURDIVANT, KARON
-	CENTER FOR ACADEMIC ENHANCEMENT	212700-00000	AECN		STURDIVANT, KARON
-	SUMMER ENRICHMENT PROGRAMS	212710-00000	AECN		STURDIVANT, KARON
-	SEP - ARC	212710-00001	AECN	CLAR	STURDIVANT, KARON
-	SEP - AGR	212710-00002	AECN	CLAG	STURDIVANT, KARON
-	SEP - BUS	212710-00003	AECN	CLBA	STURDIVANT, KARON
-	SEP - EDU	212710-00004	AECN	CLED	STURDIVANT, KARON
-	SEP - ENG	212710-00005	AECN	CLEN	STURDIVANT, KARON
-	SEP - CLLA	212710-00006	AECN	CLLA	STURDIVANT, KARON
-	SEP - MED	212710-00007	AECN	CLMD	STURDIVANT, KARON
-	SEP - SCI	212710-00008	AECN	CLSC	STURDIVANT, KARON

Use Screen 69 for 15-Digit Information

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

Hmenu Help EHelp

Dload

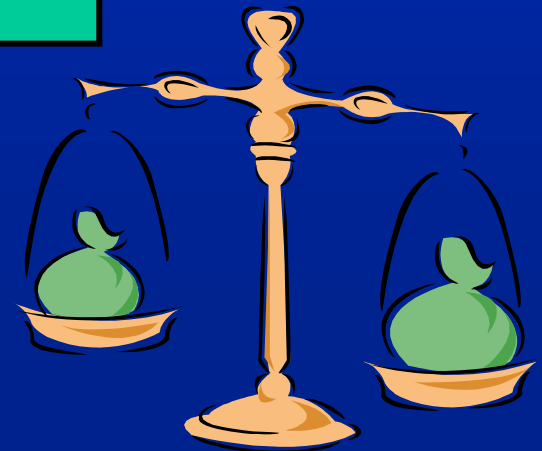
# SA Flags: Bottom Line Budget Control (Screen 50)

- Indicates whether or not bottom line budget checks are made on the SA
  - N = SA **CAN** go over budget and take money from the base account
  - Y = SA **CANNOT** go over budget and take money from the base

# Step 4: SA Budget Distribution

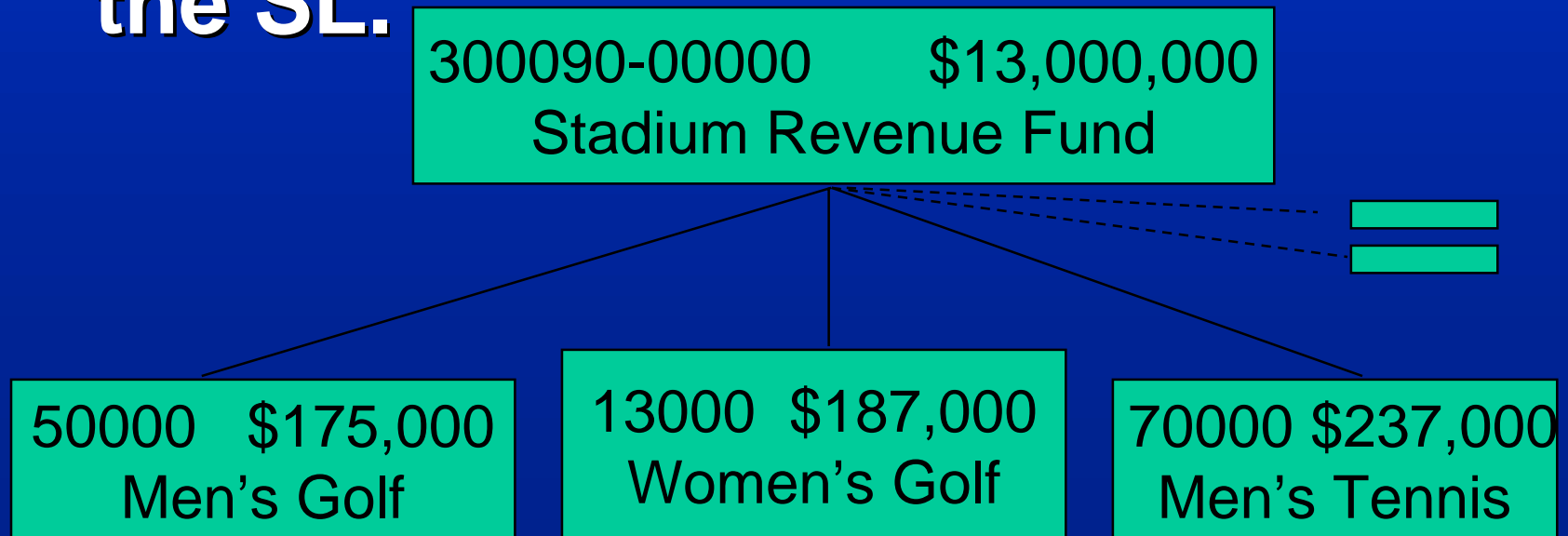
- SL budget is posted by FMS.

300090-00000                      \$13,000,000  
Stadium Revenue Fund



# Support Accounts

- Budget is distributed to the SAs by the departments attached to the SL.



# SA Budget Distribution

- Departments distribute budget to SAs using FAMIS Screen 53.
  - You can distribute budget from SL to SA:
    - From SL/SA: 300090 00000
    - To SA: 300090 70000
  - You can move budget from SA to SA:
    - From SA: 300090 50000
    - To SA: 300090 13000

F0020 Please enter transaction

053 SA Budget Move

02/01/01 10:09

FY 2001 CC 02

Screen:      Acct: 300090 From SA: 00000 STADIUM REVENUE FUND

To SA: 50000 MEN'S GOLF

Thru Month: 1 January

Ref No 1:      2: B0001 3:      4:       
Cost Ref1:      2:      3:      Page: 1 of 1 Viewed

Cat Desc 00000 Budget 50000 Budget Adjust New 50000 Bud

0001	Revenue Pool	30054600.00-			
1005	Lump Sum Salaries	138000.00			
1006	Salary Savings Bu				
1007					
1000	All Expense Pool	26230230.00	1805.82	1000	

**IMPORTANT: Press PF5 to Post the transaction. The message line must read " Accepted - Please enter next transaction" or FAMIS will not accept the entry.**

Totals: 3686370.00- 1805.82 0.00

Transactions: 2 Amount: \$1,000 0.00 Batch: 4595KC Date: 01/31/2001

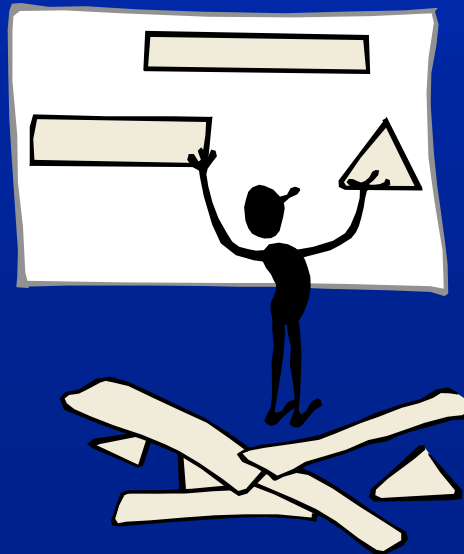
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp Post Bkwd Frwd

# Setting a Budget

- Can move money from SL into SA to set up a budget.
- If only tracking expenditures, do not need to move any money.
  - Transactions will post, making the SA go negative. This still allows us to track expenditures and the total spent on cost share account.

# Step 5: Changing Screen 6 Flags

- Contact FMS to change screen 6 flags after transition period, if desired.



# Screen 54 – Flags

F0026 Please enter desired modifications

054 Support Account Flag Maintenance

02/01/01 10:16

FY 2001 CC 02

Screen:  Account: 300090 50000

MEN'S GOLF

## Support Account Flags

- N - FREEZE this account from future activity
- N - Flag for DELETE (Not rolled forward at Year End)
- N - Physically DROP this Support Account (Must be deleted first)
- N - Bottom Line Budget Control / Unprotect Budget Control  
Note: A Budget Control Flag of 'N' does not check Bottom Line  
and turns off protection of Protected Categories.
  
- N - Default Category Control  
Default Category Tolerance Pct: \_\_\_\_\_
- N - FREEZE Direct Expenses

Transactions: 0 Amount: 0.00 Batch: Date:

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

Hmenu Help EHelp

Int

Warns

# Screen 56-Transaction Moves

F6550 Account access denied by entity security

056 SA Transaction Move

02/01/01 10:18

MEN'S GOLF

FY 2001 CC 02

Screen:  Account: 300090 50000 Month: 1\_ Search On Ref: 2 Ref Nbr: \_\_\_\_\_

Display Ref: 2 Internal Tracking No: \_\_\_\_\_

Obj Code:	P.O. No:	ID No:	Ref	Cost Ref
Type:	Enc Obj:	Bank:	2: 1:	
Date:			3: 2:	
Amount:			4: 3:	

Modifiable information is Below

Description: _____	Dept Ref #: _____				
----- Account Title -----	To SA	Amount	1	Cost Ref 2	3
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**IMPORTANT: Press PF5 to Post the transaction. The message line must read " Accepted - Please enter next transaction" or FAMIS will not accept the entry.**

Transactions: 0 Amount: 0.00 Batch: 4595KC Date: 01/31/2001

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

Hmenu Help EHelp Post SACct Warns

# Support Account Screens

M05 Support Accounting Inquiry and Maintenance

02/01/01 10:20

FY 2001 CC 02

Screen:      Account: 300090 50000     

MEN'S GOLF

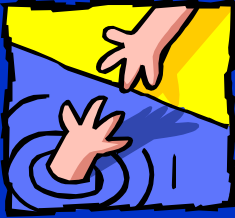
\*----- Inquiry -----\*

\*----- Maintenance -----\*

51B Support Account Dollar Totals  
060 SA OC 15 Digit List  
061 SA OC File List  
062 SA Open Cmnts. by User Ref or PO  
063 Trans. Inquiry by Support Account  
064 Support Account Budget Data List  
066 SA OC Inquiry by Reference  
068 Support Account Search  
069 SA 11 Digit List With Category Totals  
  
071 15 Digit Snapshot  
072 OC Record Snapshot  
073 Annual 15 Digit Activity by Month  
074 SA Summary by Budget Pool

050 Department SA Attributes  
051 Support Account Attributes  
51C SA Effort Category Updates  
052 Support Account Attributes 2  
52B SA Delegation of Authority  
053 Support Account Budget Move  
054 Support Account Flag Maint.  
055 SA 15 Digit Maintenance  
056 SA Transaction Move  
  
076 Trans for Month by Ref 2  
077 Trans Inq. for Ref 2  
078 Trans by Account/Month/Subcd  
079 SA Detail Account Statement

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



# Resources

- **Departmental Accounting User's Manual -**  
<http://sago.tamu.edu/famis/newweb/mframe.htm>
- **TAMU FAMIS Security & Training**  
<http://finance.tamu.edu/fms/famis/default.asp>  
979-458-1147/ 979-847-8833  
Famis-aid@tamu.edu
- **Contract Administration** (for help with cost sharing)  
979-862- 2841
- **New Accounts** (to set up new SL)  
979-845-8106