



TEXAS A&M SYSTEM
**Sponsored Research
Services**

Financial Reporting Desk Manual

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Approver: Dana Thomas, Director

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Research Foundation – Indirect Cost

Encumbrance and Expense

Purpose:

To encumber in FAMIS the Indirect Cost (IDC) that did not post automatically at month end due to Freeze or Delete flags (FRS screens 44 & 54) being on the account, insufficient account funds, or an incorrect IDC Frequency code on SPR screen 112. FAMIS Reports SBMR200 and FBUD010 list all accounts and the dollar amounts that did not charge. Manual encumbrances are processed in FAMIS and the Project Administrator (PA) for each account is notified. The PA will send an e-mail when corrections have been completed and the IDC can be charged. The account balances should be checked periodically just in case an e-mail was not sent by the PA. Reminder e-mails are sent to each PA in July so that outstanding encumbrances can be cleared before year end. This method is used only by the Texas A&M Research Foundation (TAMRF).

Time Frame:

Monthly – no later than the 3rd or 4th working day of the month.

Procedure:

- ✓ Open Mobius Document Direct for the internet. The Recipient ID and Password is your FAMIS ID and Password.
- ✓ Locate and open ID F99RR200. Open report SMBR200 which is listed underneath that. Download the last page of the report to an excel file.
- ✓ Open excel file “TAMRF Rejected IDC Form” located on the SRS shared drive:
<K:\Business Support Services\Financial Reporting and Analysis\Forms>
- ✓ Copy and paste the rejected account data from the downloaded page of the report onto the “99 rejects” excel worksheet in the appropriate columns. The PA, Base Code, and Rate found on FRS screens 051, 052, or 009 are not listed on the download but are to be entered on the form. When the Indirect Expense Object is pasted onto the excel form, the Indirect Revenue Object is automatically populated. The Description is “MM-YY IDC”
- ✓ Reference 2 (Ref 2:) is a source number found in the Master Source Numbers excel file located in SRS K:\Business Support Services\Financial Reporting and Analysis\Source Numbers\FY Source Numbers - worksheet “99 IDC”. The PO number is “IDC” followed by the month and year of the rejected IDC (IDC0514).
- ✓ Save and print the form, encumber the distribution amounts in FAMIS, and keep in a “Pending” file until all IDC listed has been charged to the correct account.

SBMR200

19:21
FY 2014 CC 99

TEXAS A&M RESEARCH FOUNDATION

05/30/2014

INDIRECT COST CALCULATION FOR May 2014
INDIRECT ENTRIES NOT PROCESSED

PAGE: 1

PROJECT	ACCOUNT	EXP OBJ	BASE AMOUNT	INDIRECT AMOUNT	DISTR CODE	ERROR MESSAGE
4248910000	424891-00001	9610	5,371.34	2,497.67	0000000003 F8901	Rejected - SL Indirect bottom line exceeded on 424891 b
4296610000	429661-00001	9610	4,528.42	2,105.72	0000000002 F8901	Rejected - SL Indirect bottom line exceeded on 429661 b
4793100000	479310-00001	9617	10,059.58	4,677.70	0000000005 F8911	Rejected - SA Indirect bottom line exceeded on 479310-0

F0013 Please enter desired modifications

051 Support Account Attributes

07/10/14 09:59

FY 2014 CC 99

Screen: ___ Account: 429661 00001

CATEGORIES, HOPF ALGEBRAS, AND ALGE

SRS: Y

Account Title: CATEGORIES, HOPF ALGEBRAS, AND ALGE Security: _____
 Resp Person: 701002274 AGUIAR, MARCELO SA Group: _____
 Bot Ln Cntl: Y Deflt Cat Cntl: N Deflt Cat Tol Pct: _____
 Default Bank: 00010 Override: N Delg Type: _ Old Acct: _____
 Alt. Banks: _____ Roll BBA To Base: _
 P-Card Bank: _____ SL Function: 15 SA Function: _ Effort Cat: _____
 CC Dept S-Dept Exec Div Coll Mail Cd Stmt
 Primary: 00062 _____ TI C3368 Y Sys Member: 02
 Secondary: _____ Off Campus: N
 Admin For: 02 MATH_ _____ Indirect Cost _____
 Center: _____ Base: MTDC _____
 90 Day Pre: _ Classing Cd: N Rate: 46.50_
 Start Date: 08/15/2010 TAMRF Nbr: _____ Distribution: 0000000002
 End Date: 07/31/2014 CS Acct Link: _____ Expense Obj: _____
 Long Title: CATEGORIES, HOPF ALGEBRAS, AND ALGEBRAIC Revenue Obj: _____
 COMBINATORICS

*** 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---

F0013 Please enter desired modifications

052 Support Account Attributes 2

07/10/14 10:01

FY 2014 CC 99

Screen: ___ Account: 429661 00001

CATEGORIES, HOPF ALGEBRAS, AND ALGE

SRS: Y

Accountant Resp: 903002467 BIENSKI, NATALIE M Funding:

Foreign Per: _ Admin/Clerical: _
 Salary Sav. Dist: _____ Pyrl Acct Anal: _____ TE Certify: _
 Fac Salary Sav. Dist: _____ Int Exempt: _ Int Exe Reason: _
 Fac Savings Form 500: _____ Interest Acct: _____
 Grad Savings Form 500: _____ ETravel Fee: _____

Obj Trans	---	Subcode	Edits	---
Cat Type	Low	High	Match	

Cost Ref 1:	_	_	_____	_____	_____
Cost Ref 2:	_	_	_____	_____	_____

----- Responsible Persons -----

1:	___	701002274	AGUIAR, MARCELO	_____	_____	_____
2:	___	_____	_____	_____	_____	_____
3:	___	_____	_____	_____	_____	_____
4:	___	_____	_____	_____	_____	_____

*** 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---

F0013 Please enter desired modifications

009 SL Grant/Contract Attributes

07/10/14 10:02

FY 2014 CC 99

Screen: ___ Account: 429661 _____ CATEGORIES, HOPF ALGEBRAS, AND

SRS: Y

Sponsored Project: 4296610000 CATEGORIES, HOPF ALGEBRAS, AND

Sponsor: 0000719 NATIONAL SCIENCE FOUNDATION

Total Awarded

Award Nbr: DMS1001935

178362.00

90 Day Pre: _

Billing Revenue Object: 0250

Funding

Start Date: 08/15/2010

Indirect Expense Object: 9610

End Date: 07/31/2014

Indirect Revenue Object: 0320

AMRF Acct/Proj Nbr: _____

System Member: 02

CS Acct Link: _____

TE Certify: Y E-Verify: _

----- Indirect Cost -----

----- Responsible Persons -----

Base: MTDC_____

1: ___ 701002274 AGUIAR, MARCELO

Rate: 46.50_

2: ___ _____

Distribution: 0000000002

3: ___ _____

FDA Nbr: 47.049_ NSF Category: NSF_____

4: ___ _____

Activity: 1A_

Science/Engineering Field: 2D_

----- Special Areas of Interest -----

Character of Work: 4A_

Selection Process: 5A_

SRS MANUAL INDIRECT COST INPUT SHEET FOR REJECTED IDC

SYSTEM MEMBER 99

May 2014

FRS SCREEN 11 - ENCUMBRANCES		FRS SCREEN 14A - EXPENSE IDC		RATE/DISTRIBUTION CHANGE:		** Account Info **		SCREEN 14 ENTRY					
PO No. = "IDC" Plus Month & Year of Charge		"D" Debit to Charge		Update Screen 51 and / or 9		ERS Screens 9 and / or 51		COST REF 2 - IDC					
Example = IDC0812		"C" Credit to reverse Charge		And Move Budget From 9685		SRR Screens 112-123-124		Rate					
REF 2 = PO #		REF 2 = # From IDC Source #'s List		to correct IDC SubCode				COST REF 3 - IDC					
Encumber on Correct IDC Subcode		-- Use Only When IDC has Been Encumbered						System #					
Description = "MM-YY IDC" Plus "New Rate" or "Old Rate"		Description = "MM-YY IDC" Plus "New Rate" or "Old Rate" or "Reverse" or						Distribution					
Encumber ALL Rejected IDC From Month End Run		"Correct Codes / Distributions"						ID - Distribution					
		EXP & REV Object - Auto Populate											
ENC	Date Expensed	PA / SUPPORT ACCOUNT	BASE AMOUNT	DISTRIBUTION AMOUNT	D	BASE CODE	RATE (%)	DISTR CODE 10 digits	REF #2	P.O. No.	DESCRIPTION	EXP OBJ	REV OBJ
		Brant			D								
		424891-00001	5,371.34	2,497.67		MTDC	46.50%	000000003	IDC4080	IDC0514	05-14 IDC	9610	0320
		Natalie			D								
		429661-00001	4,528.42	2,105.72		MTDC	46.50%	000000002	IDC4081	IDC0514	05-14 IDC	9610	0320
		Diane			D								
		470310-00001	10,659.58	4,677.70		MTDC	46.50%	000000005	IDC4082	IDC0514	05-14 IDC	9617	0327

Posting an Encumbrance:

A Batch must be opened prior to posting the encumbrance. Go to FRS screen 030.

Session Reference [May use FAMIS ID - ROYG##].

Session Status is "O" for Open and "C" for Close

Bank is the bank used by each system member - TAMRF Bank is "00010"

Press "Enter" to initialize the batch.

F0019 Session not currently active

030 FA Batch Initialize

07/09/14 16:00

FY 2014 CC 99

Screen: ____

Session Reference: **royg09** Session Date: 07/09/14__
Session Status: **o**
Bank: **00010**
Description: _____
User ID Override: N
Special Process: ____

Batch Balancing Information

Transactions	Amount	Receipts:	
Expected Totals: ____	_____		0.00

Using the data on the Rejected IDC form, enter the following fields on screen 011:

Account: as listed on form
Type: always "0".
Override Budget Edit: "Y"
PO No: as listed on form
Date: automatically populates when entered
Description: as listed on form
Amount: Distribution Amount from form
Debit / Credit: "D" to set the encumbrance "C" to release it
Ref 2: as listed on form

Press "Enter" to post the entry. The amount of the encumbrance will now show on FRS screens 069 & 019. The encumbrance description is on FRS screen 062.

011 Encumbrances

06/27/14 18:42

FY 2014 CC 99

Screen: ___ Account: 424891 00001 9610 FIDELITY OF TRANSCRIPTION BY RNA PO

Type: 0	Override Budget Edit: Y	Type	Description
P.O. No: idc0514		-----	-----
Date: _____		0-6,8	Encumber using SL
Description: May 2014 IDC _____			account's budget
Amount: 2497.67 _____			suppress rules.
Debit / Credit: D			Override rules with
Ref 2: IDC0514			'Y' in Override
Ref 3: _____			Budget Edit.
Ref 4: _____			
Cost Ref 1: _____	2: _____	3: _____	7 Encumbrance Begin
ID No: _____			Year Carry Forward.
			9 Encumber only if
			sufficient budget
			balance available.

ransactions: 0 Amount: 0.00 Batch: ROYG26 Date: 06/27/2014
 ter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Warns

Print the “99 misc postings” worksheet from the “rejected IDC” excel form. This is for any IDC corrections made during the current month to accounts not on the rejected list.

Indirect Cost report FBDU010 is also found under ID F99RR200. This report shows any rejected IDC due to accounts with coding errors. An account may reject due to the Delete or Freeze flag being in place on FRS screens 044 or 054. Some of the rejected amounts may not need to be entered due to a manual IDC charge for the current month being processed prior to the end of the month in order to close or final bill. Delete flags would have been put on the account at that time. Just note on the report that no entry is needed. For the accounts that IDC should be charged, enter the account’s information on the “99 misc postings” worksheet and enter into FAMIS on FRS screen 14A. The Base amount found on screen 069 for the month it rejected is the CM Actuals less any exempt expenses. TAMRF accounts show exempt codes with an asterisk (*) in front of the Object Description. The other fields for screen 14A are found on FRS screens 051, 052, and 009. Source number is in the Master FY Source Numbers excel file listed in the section above. The IDC distribution amount is a calculation of the Base amount multiplied by the Rate. The “99 misc postings” form will not have a Ref / PO Ref field entered because the funds are not encumbered.

CURRENT BATCH: INDZ01 20140531 INDIRECT COST

```

F6222 Account 425444 is deleted          0612600230324          20140531INDIRECT COST          0000000
*****
*          COUNTS          AMOUNTS          READ IN          REJECTED          PROCESSED          *
*
* BANK = 00010
* MAINTENANCE RECORDS          0          0          0
* DOLLAR RECORDS          328          1          327
* EXPECTED BY USER          0
* PROCESSED BY SYSTEM          327          772,757.69
* RECEIPTS          .00
    
```

OSRS MANUAL INDIRECT COST INUT SHEET FOR MISCELLANEOUS IDC SYSTEM MEMBER 99
 June 2014

FRS SCREEN 11 - ENCUMBRANCES		FRS SCREEN 14A - EXPENSE IDC		RATE / DISTRIBUTION CHANGE:		** Account Info **		SCREEN 14 ENTRY					
P O No. = "IDC" Plus Month & Year of Charge Example = IDC0812 REF 2 = P O # Encumber on Correct IDC Subcode Description = "MM-YY IDC" Plus "New Rate" or "Old Rate" Encumber ALL Rejected IDC From Month End Run		"D" Debit to Charge "C" Credit to reverse Charge REF 2 = # From IDC Source #'s List -- Use Only When IDC has Been Encumbered Description = "MM-YY IDC" Plus "New Rate" or "Old Rate" or "Reverse" or "Correct Codes / Distributions" EXP & REV Object - Auto Populate		Update Screen 51 and / or 9 And Move Budget From 9685 to correct IDC Code		FRS Screens 9 and / or 51 SPR Screens 112-123-124		COST REF 2 - IDC Rate COST REF 3 - IDC System # Distribution ID - Distribution Code					
ENC	Date Posted	SUPPORT ACCOUNT	BASE AMOUNT	DISTRIBUTION AMOUNT	D	BASE CODE	RATE (%)	DISTR CODE 10 digits	REF #2	P.O. No.	DESCRIPTION	EXP OBJ	REV OBJ
					D			IDC		IDC			
					D			IDC		IDC			
					D			IDC		IDC			

Charging the Indirect Cost:

Open a batch in FAMIS on FRS screen 030 as described in the above section for posting encumbrances. Indirect Cost charges are entered on FRS screen 14A. Enter the fields from the data on the Rejected IDC form. The Indirect Expense and Revenue Objects codes do not have to be entered on screen 14A as long as they are the same as the codes listed on screen 009 or 051. They automatically pull from screen 051 or 009. When all fields have been entered press "Enter" and the Distribution amount populates based on the Base and Rate. Verify that all fields are correct. Press "Enter" again to post the entry.

F0020 Please enter transaction

14A Indirect Cost Journal Entries

06/27/14 18:46

FIDELITY OF TRANSCRIPTION BY RNA PO FY 2014 CC 99

Screen: ___ Debit Account: **424891 00001**

Base Amount: **5371.34** _____ Distribution Amount:
 Debit/Credit: **D**
 Base Code: **MTDC** _____
 Rate(%): **46.5** _____
 Distribution Code: **000000005**
 Ref 2: **IDC4080**
 Ref/PO Ref: **IDC0514**
 Partial/Final: _

Date: _____
 Description: **05-14 IDC** _____
 Indirect Expense Object: _____
 Indirect Revenue Object: _____

Transactions: 0 Amount: 0.00 Batch: ROYG26 Date: 06/27/2014

Verify all outstanding encumbrances every two or three months since the Project Administrator may not always send notification when IDC funds are available. The rejected IDC form can be used or Support Account Open Commitment screen 066. Enter the PO # in the reference number field and press "Enter". Use screen 069 to check the IDC funds available. If there are sufficient funds available charge the IDC.

066 Support Account OC Inquiry by Reference

06/27/14 19:15

FY 2014 CC 99

Screen: ___ **Reference Number: IDC0514** Acct: _____ 00000 _____

Thru Month: 6_ June

Totals Only: _ (Y/N) Reference Indicator: E

Account	Vendor	Description	Original	Liquidated	Adjustments	Current
429661-00001-9610		MAY 2014 IDC				
06/02/2014	06/02/2014		2,105.72			2,105.72
479310-00001-9617		MAY 2014 IDC				
06/02/2014	06/02/2014		4,677.70			4,677.70

Reference Total 6,783.42 0.00 0.00 6,783.42
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp

Research Foundation – Texas Transportation Institute FBAR322B Report

Purpose:

To save the FAMIS report FBAR322B – Expenditures and Unexpended Balances as a pdf file and send to Texas Transportation Institute (TTI) for financial reporting by the system member.

Time Frame:

Monthly – no later than the 2nd working day of the month

Procedure:

- ✓ Open Mobius Document Direct for the internet. The Recipient ID and Password is your FAMIS ID and Password.
- ✓ Locate and open report ID F99F322B. Open the current month report then open the “12 – Texas Transportation Institute” section. Double clicking on the name opens the file. Print as a pdf file and send by e-mail to Candy Martell c-martell@tamu.edu

FBAR322	TEXAS A&M RESEARCH FOUNDATION				06/30/2014 18:36					
FY 2014 CC 99	Expenditures and Unexpended Balances as of June 2014				PAGE: 31					
YTD Expenditures Sorted by System Member, College, Dept										
SYSTEM MBR: 12 - TEXAS TRANSPORTATION INSTITUTE					ONLY ACCOUNTS WITH FUNCTION TYPE 15 INCLUDED					
SPONSOR	SPONSOR	SALARY &			OTHER		TOTAL	TOTAL	TOTAL	UNEXPENDED
ID	NAME	ACCOUNT	WAGES	CAPITAL	TRAVEL	DIRECT	DIRECT	INDIRECT	DIR & IND	BALANCE

0000550	TEXAS A&M RESEARCH F	476030-00002						761.73		
0000550	TEXAS A&M RESEARCH F	476030-00005	64.36		8,146.20	8,210.56	8,210.56	222,299.37		
0000680	WESTERN RESEARCH INS	476360-00001	243,096.88	20,000.00	11,708.26	23,332.22	298,137.36	118,145.45	416,282.81	107,602.98
0000680	WESTERN RESEARCH INS	476360-00002			54,927.48	54,927.48	54,927.48	13.78		

Research Foundation – Expenditures by Function & System

Purpose:

The Director of Business Support Services uses this Business Objects report to complete monthly financial reports for the Texas A&M Research Foundation (TAMRF).

Time Frame:

Monthly – No later than the 3rd working day of the month

Procedure:

Run Business Objects report “99 FYTD Expenses by Function” located under Public Folders / TAMUS – OSRS / Business Support Services /. Query is based on fiscal month so the ending month filter in the query must be updated each time. Save the document to SRS K:\Business Support Services\Financial Reporting and Analysis\Reports\TAMRF Systems Expenses by Function.

Add the International Ocean Drilling Program (IODP) amounts to the “Sys Function Summ” worksheet under System Member 02. Insert a total line to show the Member 02 amount without IODP. Those amounts are found on the “Sys Function coll Summ” worksheet. Send Excel file to Director of Business Support Services.

RF (99) EXPENSES BY FUNCTION

June 2014

01

FY	Function	Direct Expense	Indirect Expense	Total Expense	Balance Available
2014	15	456,419.26	60,719.29	517,138.55	563,919.93
		456,419.26	60,719.29	517,138.55	563,919.93

02

FY	Function	Direct Expense	Indirect Expense	Total Expense	Balance Available
2014	15	59,479,844.68	4,161,627.01	63,641,471.69	41,434,874.10
	IODP 15	48,545,987.83	360,881.50	48,906,869.33	20,743,244.14
	15 W/O IODP	10,933,856.85	3,800,745.51	14,734,602.36	20,691,629.96
2014	20	0.00	0.00	0.00	40,000.00
2014	60	0.00	0.00	0.00	-
		59,479,844.68	4,161,627.01	63,641,471.69	41,474,874.10

Research Foundation – Texas A&M University **Indirect Cost Earnings Report**

Purpose:

Texas A&M University (TAMU) uses the Indirect Cost expense report in their IDC distribution back to the departments, Deans, Principal Investigators, etc.

Time Frame:

Every 4 months. September – December, January – April, May – August. The report is due to the system member by the 15th day after the close of the fourth month.

Procedure:

The Research Foundation’s Activity Report is used by the system member for the September – December reporting period since it is Fiscal Year to Date (FYTD) totals.

Run Business Objects report “99 TAMU IDC Specific Months” report for the two remaining reporting periods. Document is located under Public Folders / TAMUS – OSRS / Business Support Services /. Update the fiscal month query filter each time the report is run. This report has less data fields than the Activity Report but has all fields that are required by the system member. Verify that totals for each reporting period equals the grand total of indirect on the Activity Report for the same month. Save the report as SRS K:\Business Support Services\Financial Reporting and Analysis \Reports\TAMRF Systems Activity Report\FFYY\02 TAMU\“MBR 99 TAMU IDC mth – mth yyyy”. E-mail the report to: Annette Shenkir @ ashenkir@vprmail.tamu.edu and Cindy Williams @ c-williams@tamu.edu.

JANUARY - APRIL 2014 TAMRF (99) IDC TO TAMU (02)

Fiscal Year	Mbr ID	OSRS Flag - Account	Offset Account	College Description - SA Account Org	Department Description - SA Account Org	SA Responsible Person Name	SA Responsible Person UIN	Account	SA Account	Short Title	Sponsor Name	Sponsor Award Nbr	Actual
2014	99	Y	260002	Hsc-College Of Medicine	Hsc-Com-Neuroscience-Exper.Therapeutics	Schapiro, Michelle A	201008621	501711	00001	Morphine Undermines Recovery of Function	Dhhs-Nih-Nida	1R01DA031197-01	2,969.13
2014	99	Y	260002	Tamu-Academic Affairs	Tamu-International Programs	Kluver, Alan R	917004110	499702	00001	Rote Language and Culture Program	Institute Of International Education	SUBAWARD-2009-ROTC-U634007-1-TAMU	0.63
2014	99	Y	260002	Tamu-Agricultural & Life Sciences	Tamu-Nutrition & Food Science	Dabney, Alan R	308002425	502171	02001	Effects of Estrogen On Sporadic and	American Cancer Society	RSG-11-179-01-TBE	911.23
2014	99	Y	260002	Tamu-Architecture	Tamu-Crs Ctr. For Leadership & Mgmt.	Lavy, Sarel	316004288	424221	00001	Enhance Facility Performance Metric	Alpha Facilities Solutions, Llc	01062009	996.07
2014	99	Y	260002	Tamu-Architecture	Tamu-Health Systems & Design, Ctr. For	Hamilton, Daniel K	415006700	422952	00001	Area Calculations and Net:Gross Rat	Herman Miller, Inc.	09152011	687.89
2014	99	Y	260002	Tamu-Architecture	Tamu-Health Systems & Design, Ctr. For	Varni, James W	602004744	424645	00001	Rdsafe: A Multi-Institutional Study of	University Of Utah	10007823-04	7,587.51
2014	99	Y	260002	Tamu-Architecture	Tamu-Landscape Architecture & Urban Plan	Van Zandt, Shannon S	802003859	426141	00001	Developing A Living Laboratory for	National Science Foundation	CMMI-0928926	3,303.12
2014	99	Y	260002	Tamu-Architecture	Tamu-Visualization, Department Of	Mclaughlin, Timothy D	106006932	429781	00001	Hcc-GV: Small: Generating Animal Avatar	National Science Foundation	IIS-1016795	5,615.21

Activity Report Summary

TEXAS A&M UNIVERSITY

FYTD INDIRECT COST EARNINGS

Month Earned	Month To Be Paid	9616 / 0333 Federal Flow Thru TAMRF	9628 / 0335 Other Flow Thru TAMRF	9621 / 0334 State of Texas Flow Thru TAMRF	System Monthly Total
01 September	December	334,706.82	11,064.25		345,771.07
02 October	January	447,351.96	7,570.77		454,922.73
03 November	February	381,778.95	33,378.69		415,157.64
04 December	March	321,802.91	3,831.31		325,634.22
05 January	April	343,006.54	12,814.31		355,820.85
06 February	May	313,182.38	12,203.19		325,385.57
07 March	June	363,198.33	14,523.42		377,721.75
08 April	July	352,177.85	17,746.84		369,924.69
SYSTEM TOTALS		2,857,205.74	113,132.78	0.00	2,970,338.52

Jan - Apr IDC Report 1,428,852.86
 Sep - Dec IDC Report 1,541,485.66
 2,970,338.52

Research Foundation – JP Morgan Credit Card Account Reconciliation

Purpose:

To verify that all JP Morgan Credit Card charges that were expensed to the clearing account 99-402001-02001 have been reversed and charged to the correct research account. The reconciliation should list the charges that have not been cleared by date and Voucher number. A copy of the reconciliation is given to the Accounts Payable person responsible for making the entries.

Time Frame:

Monthly

Procedure:

The Excel reconciliation form is located in SRS K:\Business Support Services\Financial Reporting and Analysis\Reconciliations\Clearing Accounts \402001-02001\FY 402001-02001 Reconciliation.xlsx.

The file has a worksheet for each month of the fiscal year. Download the monthly transactions from screen 076 for the account to an excel file using the FAMIS Entire Connection Terminal application. The monthly transactions that do not zero out during the month are added to the prior months' outstanding items on the reconciliation spreadsheet. Totals are balanced to the Actuals on screen 069 by object code.

99-402001-02001 Reconciliation

June 2014

Lynn Hodge is working on this list - FY 2012 Vouchers First

\$7,555.96

AS OF 06-18-2014

SUB CODE	DESCRIPTION	REF #2	REF #3	REF #4	AMOUNT	COMMENTS
7751	JP MORGAN COMMERCIAL CARD SOLUTI	2018829		DEC2011	320.00	
7751 Total					320.00	
7752	JP MORGAN COMMERCIAL CARD SOLUTI	2027123			136.11	
7752	JP MORGAN COMMERCIAL CARD SOLUTIO	3016371			35.97	
7752	JP MORGAN COMMERCIAL CARD SOLUTIO	3016383			(23.34)	Move to 7758
7752	JP MORGAN COMMERCIAL CARD SOLUTIO	3022438			23.02	
7752 Total					171.76	

069 SA 11 Digit List with Category Totals

07/10/14 14:33

CORPORATE CREDIT CARD UNRESOLVED

FY 2014 CC 99

Screen: ___ Account: 402001 02001 ___ Fiscal Year: 2014

Thru Month: 6_ June FY/PY/IN to Date: IN Zero Balance: N

Resp Person: THOMAS, DANA R Bottom Line Exclusion: 0.00

Department: 00084 Flags: D F B C Z G ABR Net Dir BBA: -8330.82

Map Code: 43000 N N N N N N 000 Unprotected Available: -8330.82

Obj C P Budget CM Actual Actual Encumbrances Available

7751				320.00		320.00-
7752				171.76		171.76-
7753		764.53-		55.57-		55.57

Research Foundation – System Members’ Activity Report

Purpose:

To report to each system member the amount of Direct and Indirect expenditures on their Research Foundation accounts. The report also divides direct expenditures into categories of Salary & Wage, Travel, Equipment, and Subcontracts. Other data fields include College, Department, Principal Investigator, Period of Performance, Sponsor information, account type, NSF codes, etc. There are approximately 40 data fields in all. The report is also used as a database for extracting information for other reports that might be required at a later time since the totals have already been verified and reported. This helps insure consistency in SRS TAMRF reporting.

Time Frame:

Monthly - no later than the 10th working day of the month

Procedure:

- ✓ Run Business Objects report “MBR 99 Activity Report” and export to Excel. Document is located under Public Folders / TAMUS – OSRS / Business Support Services. Be sure to change the fiscal month on all queries each month.
- ✓ Save the report as – SRS K:\Business Support Services\Financial Reporting and Analysis\Reports\ TAMRF Systems Activity Report\FY \“mth yyyy MBR 99 Activity Report”. There will be four worksheets in the report – FYTD activity – monthly activity – IDC detail – IDC summary, which are used to complete the report to each system member.
- ✓ Next, open Excel file “FYTD Earnings Summary Master BO”.xlsx which is located in SRS K:\Business Support Services\Financial Reporting and Analysis\Reports\TAMRF Systems IDC Earnings\YTD Earnings. There is a worksheet for each system member and one for the invoices.
- ✓ Update cell F24 in each Member’s worksheet with the correct earnings month and F25 will update automatically. Fill in cells G28 – G30 and cells L – P using the data from the Business Objects reports.
- ✓ When all worksheets are complete, save each one as a separate Excel file in SRS K:\Business Support Services\Financial Reporting and Analysis\Reports\TAMRF Systems Activity Report\FY \under corresponding System folder.
- ✓ Open each Member’s current month file and copy & paste their corresponding activity detail section from the Business Objects Activity report into a separate worksheet in the file. Verify that the IDC totals from the “Activity” worksheet balance with the IDC totals on the “Summary worksheet. Save and close the file. E-mail the report to the system members’ recipients as listed on the Summary worksheet.

receives a copy of the School of Public Health report. Use the Business Objects reports of FYTD and Monthly activity reports to extract these two college sections. Create one Excel file for each college that contains two worksheets, one for the monthly activity and one for the FYTD activity. Do not send a Summary worksheet to the Colleges.

Prairie View A&M University (PVAMU) has an additional report that is sent monthly along with their Activity Report. It details their monthly and fiscal year IDC in a format specific for PVAMU. Open Excel file "09-13 – 08-14 PVPIIDC.xlsx. It's located in SRS (K:) Business Support Services / Financial Reporting and Analysis / Reports / Indirect / PVAMU IDC /. The file contains two worksheets for each month of the fiscal year. The Business Objects reports of FYTD and Monthly activity is used to prepare these as well. Copy and paste the IDC amounts from the reports to the PVAMU IDC worksheets. Update cells A3 and C5 – C31 on both worksheets.

TEXAS A&M RESEARCH FOUNDATION

MONTHLY PVAMU INDIRECT COST BY PI

May 2014

PI	Research Foundation Account	PVAMU Share Indirect Cost \$\$\$	Department	Rev Code	PI PVAMU Account	PI Share (%)	PI Share \$\$	GOB Share (%)	GOB Account 240001-00000 \$\$\$	OSP Share (%)	OSP Account 222214-00000 \$\$\$	VPRD Share (%)	VPRD Account 241001-10000 \$\$\$	Dean's Share (%)	Dean's Account #	Dean's Account \$\$\$	Dept Share (%)	Department Account #	Department Account \$\$\$
Amarasekara, Ananda	429871-00001	386.11	Chemistry	0320	241010-30025	20%	77.22	50%	193.06	12%	46.33	8%	30.89	5%	241010-10000	19.31	5%	241010-30001	19.31
Boyd, Ronald D	437601-00002	620.08	Eng	0320	241020-50005	20%	124.02	50%	310.04	12%	74.41	8%	49.61	5%	241020-10000	31.00	5%	241020-50001	31.00
Faison, Rebecca L	500771-00003	53.20	Grad School	0327	241031-10000	38%	20.22	50%	26.60	12%	6.38								
Oki, Aderemi R	429811-00001	1,104.73	Chemistry	0327	241010-30015	20%	220.95	50%	552.37	12%	132.57	8%	88.38	5%	241010-10000	55.24	5%	241010-30001	55.24
Oliver, J D	429821-00001	8,565.27	Comp Sci	0327	241020-20005	20%	1,713.05	50%	4,282.64	12%	1,027.83	8%	685.22	5%	241020-10000	428.26	5%	241020-20001	428.26
Oliver, J D	429821-00002	1,216.97	Comp Sci	0327	241020-20005	20%	243.39	50%	608.49	12%	146.04	8%	97.36	5%	241020-10000	60.85	5%	241020-20001	60.85
Qian, Lijun	429941-00001	780.05	Elect Eng	0320	241010-30055	20%	156.01	50%	390.03	12%	93.61	8%	62.40	5%	241020-10000	39.00	5%	241020-30001	39.00
Grand Total		12,726.41					2,554.86		6,363.21		1,527.17		1,013.86			633.66			633.66

TEXAS A&M RESEARCH FOUNDATION

FYTD PVAMU INDIRECT COST BY PI

May 2014

PI	Research Foundation Account	PVAMU Share Indirect Cost \$\$\$	Department	Rev Code	PI PVAMU Account	PI Share (%)	PI Share \$\$	GOB Share (%)	GOB Account 240001-00000 \$\$\$	OSP Share (%)	OSP Account 222214-00000 \$\$\$	VPRD Share (%)	VPRD Account 241001-10000 \$\$\$	Dean's Share (%)	Dean's Account #	Dean's Account \$\$\$	Dept Share (%)	Department Account #	Department Account \$\$\$
Amarasekara, Ananda	429871-00001	4,611.89	Chemistry	0320	241010-30025	20%	922.38	50%	2,305.95	12%	553.43	8%	368.95	5%	241010-10000	230.59	5%	241010-30001	230.59
Annamalai, Annamalai	458261-01005	6,535.73	Comp Sci	0324	241020-300025	20%	1,307.15	50%	3,267.87	12%	784.29	8%	522.86	5%	241020-10000	326.79	5%	241020-20001	326.79
Boyd, Ronald D	437601-00002	5,453.18	Eng	0320	241020-50005	20%	1,090.64	50%	2,726.59	12%	654.38	8%	436.25	5%	241020-10000	272.66	5%	241020-50001	272.66
Faison, Rebecca L	500771-00002	4,862.59	Grad School	0327	241031-10000	38%	1,847.78	50%	2,431.30	12%	583.51								
Faison, Rebecca L	500771-00003	490.70	Grad School	0327	241031-10000	38%	186.47	50%	245.35	12%	58.88								
Huang, Tian-Sen	491061-00003	46,724.03	Solar Obser	0320	241010-60010	20%	9,344.81	50%	23,362.02	12%	5,606.88	8%	3,737.92	5%	241010-10000	2,336.20	5%	241010-60001	2,336.20
McWhinney, Sharon	498075-03007	(2,143.66)	Ag	0320	241070-10005	20%	(428.73)	50%	(1,071.83)	12%	(257.24)	8%	(171.49)	5%	241070-10000	(107.18)	5%	241070-10001	(107.18)
Oki, Aderemi R	429811-00001	9,955.11	Chemistry	0320	241010-30015	20%	1,991.02	50%	4,977.56	12%	1,194.61	8%	796.41	5%	241010-10000	497.76	5%	241010-30001	497.76
Oliver, J D	429821-00001	103,994.74	Comp Sci	0327	241020-20005	20%	20,798.95	50%	51,997.37	12%	12,479.37	8%	8,319.58	5%	241020-10000	5,199.74	5%	241020-20001	5,199.74
Oliver, J D	429821-00002	14,076.61	Comp Sci	0327	241020-20005	20%	2,815.32	50%	7,038.31	12%	1,689.19	8%	1,126.13	5%	241020-10000	703.83	5%	241020-20001	703.83
Osuj, Godson O	501461-03001	4,507.94	CARC	0320	241008-10025	10%	450.79	50%	2,253.97	12%	540.95	8%	360.64	5%	241070-10000	225.40	5%	241008-00000	225.40
Qian, Lijun	429941-00001	6,391.15	Elect Eng	0320	241010-30055	20%	1,278.23	50%	3,195.58	12%	766.94	8%	511.29	5%	241020-10000	319.56	5%	241020-30001	319.56
Grand Total		205,460.01					41,604.80		102,730.01		24,655.20		16,008.54			10,005.34			10,005.34

Research Foundation – Payment of System Member Monthly Indirect Cost Earnings

Purpose:

To send each system member the monthly Indirect Cost earnings on their Texas A&M Research Foundation accounts. Earnings are paid on a three month delayed basis. For example, earnings for June will be paid in September.

Time Frame:

Monthly – No later than the 20th of the month

Procedure:

- ✓ Print the invoices from the “invoices” worksheet in the excel file “FYTD Earnings Summary Master BO” located in SRS K:\Business Support Services\Financial Reporting and Analysis\Reports\ TAMRF Systems IDC Earnings\YTD Earnings. This is one of the files that were used in the Activity report procedure.
- ✓ Next, print the 2 pages from each system member’s summary worksheet to be used as backup for each invoice. Only AgriLife Research will have 3 pages to print.\
- ✓ Keep the invoice packets in a “Pending” folder until the month they are to be paid.\
- ✓ Take the current month’s invoices to the Director of Business Support Services around the 15th of each month for approval. After approving, the Director will take the invoices to the Accounts

Payable person responsible for paying TAMRF invoices. All payments are sent at the end of each month as Automated Clearing House (ACH) funds.

Invoice



THE TEXAS A&M UNIVERSITY SYSTEM
Office of Sponsored Research Services

TEXAS A&M AGRILIFE RESEARCH

To: Terry Martin
Texas AgriLife Research
2147 TAMU
Terry.Martin@ag.tamu.edu

Debbie Cummings
dacummings@ag.tamu.edu

Kari Curtis
kcurtis@tamu.edu

From: Geraldine Royder
Business Support Services
Sponsored Research Services
The Texas A&M University System
400 Harvey Mitchell Pkwy S, Suite 300
College Station, Texas 77845
Voice: (979)862-4518
Fax: (979)862-3250
E-Mail: groyder@tamus.edu

MONTHLY INDIRECT COST EARNINGS FOR TAMRF ACCOUNTS

INDIRECT COST EARNED IN: **June 2014**
TO BE PAID IN: **September 2014**

IDC EXP / REV CODE / SPONSOR TYPE	Amount
9616 / 0333 Federal Flow Thru TAMRF	234,030.61
9628 / 0335 Other Flow Thru TAMRF	9,796.26
9621 / 0334 State of Texas Flow Thru TAMRF	0.00
SYSTEM MONTHLY TOTAL IDC EARNINGS	243,826.87
LESS OTHER DUES / FEES PAID BY RF	15,000.00
NET DUE	\$ 228,826.87

400 Harvey Mitchell Parkway South, Suite 300 • College Station, Texas 77845-4375
979.862-6777 • 979.862.3250 fax • www.tamus.edu



THE TEXAS A&M UNIVERSITY SYSTEM
Office of Sponsored Research Services

TEXAS A&M AGRILIFE RESEARCH

To: Terry Martin
Texas AgriLife Research
2147 TAMU
Terry.Martin@ag.tamu.edu

Debbie Cummings
dacummings@ag.tamu.edu

Kari Curtis
kcurtis@tamu.edu

From: Geraldine Royder
Business Support Services
Sponsored Research Services
The Texas A&M University System
400 Harvey Mitchell Pkwy S, Suite 300
College Station, Texas 77845
Voice: (979)862-4518
Fax: (979)862-3250
E-Mail: groyder@tamus.edu

MONTHLY INDIRECT COST EARNINGS FOR TAMRF ACCOUNTS

INDIRECT COST EARNED IN: June 2014
TO BE PAID IN: September 2014

IDC EXP / REV CODE / SPONSOR TYPE	Amount
9616 / 0333 Federal Flow Thru TAMRF	234,030.61
9628 / 0335 Other Flow Thru TAMRF	9,796.26
9621 / 0334 State of Texas Flow Thru TAMRF	0.00
SYSTEM MONTHLY TOTAL IDC EARNINGS	243,826.87

LESS OTHER DUES / FEES PAID BY RF 15,000.00

NET DUE \$ 228,826.87

400 Harvey Mitchell Parkway South, Suite 300 • College Station, Texas 77845-4375
979.862-6777 • 979.862.3250 fax • www.tamus.edu

TEXAS A&M AGRILIFE RESEARCH
FYTD INDIRECT COST EARNINGS

Month Earned	Month To Be Paid	9616 / 0333 Federal Flow Thru TAMRF	9628 / 0335 Other Flow Thru TAMRF	9621 / 0334 State of Texas Flow Thru TAMRF	System Monthly Total
01 September	December	209,351.32	2,695.68		212,047.00
02 October	January	317,358.18	2,914.65		320,272.83
03 November	February	236,153.17	4,204.30		240,357.47
04 December	March	234,068.79	9,051.23		243,120.02
05 January	April	284,304.46	2,905.58		287,210.04
06 February	May	242,654.63	5,383.93		248,038.56
07 March	June	233,728.80	3,773.16		237,501.96
08 April	July	244,591.38	3,261.53		247,852.91
09 May	August	230,852.76	2,629.13		233,481.89
10 June	September	234,030.61	9,796.26		243,826.87
SYSTEM TOTALS		2,467,094.10	46,615.45	0.00	2,513,709.55

TEXAS A&M AGRILIFE RESEARCH
MONTHLY IDC EARNINGS LESS AGREEMENT PAYMENTS

System IDC Monthly Total		NAAFP	NAAAS Dues		MONTHLY NET TOTAL DUE SYSTEM
0.00					0.00
212,047.00					212,047.00
320,272.83					320,272.83
240,357.47		(50,000.00)			190,357.47
243,120.02					243,120.02
287,210.04					287,210.04
248,038.56					248,038.56
237,501.96					237,501.96
247,852.91					247,852.91
233,481.89					233,481.89
243,826.87			(15,000.00)		228,826.87
					0.00
					0.00
2,513,709.55	0.00	(50,000.00)	(15,000.00)	0.00	2,448,709.55

TTI ARRA Account 12-600531 Monthly Reporting

Purpose:

To complete a Monthly Employment Report (Form 1589) and a Monthly Recipient Project Status Report (Form 1585) and send to Gulf Coast Rail District, the sponsor on the ARRA project account. The sponsor then reports to the Federal Highway Administration using the SRS data.

Time Frame:

Monthly - No later than the 5th of the month

Procedure:

- ✓ Run Business Objects report “TTI ARRA 600531” for the month that just ended. (ie., May report on June 01) Report is located in Public Folders – OSRS – Geraldine. Complete Forms 1585 and 1589 found in SRS K:\Business Support Services\Financial Reporting and Analysis\Reports\ARRA\TTI Monthly ARRA 600531. Open the prior month’s reports and save as the current month.
- ✓ Only update the following fields on Form 1589:
 - Field #1 Reporting Month
 - Field #8 Employment Data from Business Objects query # Employees - # Hours – Payroll Amount
 - Field #9 Date Actual date form is prepared.
 - Save and close file.
- ✓ Only update the following fields on Form 1585:
 - Fields 1 – 9 Copy and paste the last completed row to the next available row
 - Update Field #2 Reporting Month
 - Field #15 Use FAMIS screen 19 and divide the total expenses by the total budget amount to get the Percent Complete.
 - Save and close file.

E-Mail reports to: Maureen Crocker
 Executive Director
 Gulf Coast Rail District
 (713) 843-5451
Maureen.Crocker@gcrd.net

Form 1585

1. State	2. Report Month (mm/yyyy)	3. Contracting Agency	TxDOT use only Contracting Agency DUNS#	4. Federal-aid Project Number	5. State Project Number or Identification Number	6. Contract Number	7. Advertisement Date (mm/dd/yyyy)	TxDOT use only Letting Date (mm/dd/yyyy)	8. Award Date (mm/dd/yyyy)	9. Notice to Proceed Date (mm/dd/yyyy)	TxDOT use only Actual Work Begin (mm/dd/yyyy)	Contract Amount		12. DBE Goal (percent)	13. DBE Commitment (percent)	14. DBE Actual Payment (\$)	15. Percent Complete Dollars Spent
												10. R.A. Funds (\$)	11. Total Funds (\$)				
48	01/2014	Gulf Coast Rail District		2009705	0912-00-396	83-2XXIA006	4/5/2012		4/5/2012	4/5/2012			\$285,000.00				43%
48	02/2014	Gulf Coast Rail District		2009705	0912-00-396	83-2XXIA006	4/5/2012		4/5/2012	4/5/2012			\$285,000.00				48%
48	03/2014	Gulf Coast Rail District		2009705	0912-00-396	83-2XXIA006	4/5/2012		4/5/2012	4/5/2012			\$285,000.00				52%
48	04/2014	Gulf Coast Rail District		2009705	0912-00-396	83-2XXIA006	4/5/2012		4/5/2012	4/5/2012			\$285,000.00				59%

Form 1589

**MONTHLY EMPLOYMENT REPORT
AMERICAN RECOVERY AND REINVESTMENT ACT**

1. Report Month: (mm/yyyy) 4/1/2014		2. Contracting Agency Texas Transportation Institute	
3. Federal-Aid Project Number 2009705	4. State Project Number or ID Number 0912-00-396	5. Project Location: State, County or Federal Region 48	
6. CONTRACTOR NAME AND ADDRESS Name: Texas Transportation Institute; C/O Office of Sponsored Research Services Address: The Texas A&M University System; 400 Harvey Mitchell Parkway South Suite 300 City: College Station State: Texas Zip: 77845			
7. Contractor/Subcontractor DUNS Number:		938485539	

8. Employment Data

	EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)			
Subcontractor Direct, On-Project Jobs			
Subcontractor Name			
TTI	6	270.6	13,954.41
Prime and Subcontractor Totals	6	270.57	13,954.41

9. PREPARED BY CEO or Payroll Official:	DATE:
Name: Becky Carranza Title: Business Support Payroll Coordinator	5/1/2014

Form FHWA-1589

April 2014

TTI - 600531 Monthly ARRA

Fiscal Year	Fiscal Month	SL Account	SA Account	Payroll Voucher	UIN	Employee Name	Calculated Hours	Salary Mont	Amount
2014	08	600531	00002	0005058	301006105	Voigt, Anthony P	17.3330	0.1000	1,578.4
2014	08	600531	00004	0005058	611007648	Brooks, Jonathan P	27.9928	0.1615	1,022.3
2014	08	600531	00006	0005058	402003784	Patke, Alisa K	42.8125	0.2470	1,730.1
2014	08	600531	00006	0005058	501004563	Vickich, Michael J	8.6665	0.0500	664.3
2014	08	600531	00009	0005058	301007487	Warner, Jeffery E	35.0993	0.2025	1,938.8
2014	08	600531	00009	0005058	704006209	Protopapa, Anna A	138.6640	0.8000	7,020.2
						Sum:	270.5681	1.5610	13,954.4

Sponsored Research Services - Journal Entries

Purpose:

To post into the FAMIS Accounting System any corrections to revenue, expenditures, indirect cost, wire fees, or transfers between banks that may be required on Sponsored Research Services (SRS) accounts. Journal entries / adjustments may be received from Accounts Payable, Accounts Receivable, Project Administrators, Travel Department, Financial Reporting, Closeout Team, Sub Award Team, or Cash Management. Various forms are used depending on the purpose of the entry. The type of entry determines the FRS screen to use to for posting.

Time Frame:

Daily – within 3 working days of receiving

Procedure:

Each Journal received is verified for correctness of accounts, voucher #'s, sufficient available balances, proper justification, approvals, and supporting documentation. When journal verification and entry into FAMIS is complete all documents are scanned into the appropriate imaging system by SRS Accounts Payable Student worker. System members use different document imaging systems. Original documents are kept for a minimum of 12 months in compliance with FAR guidelines and destroyed approximately 18 months after the annual audit is complete. Every journal must have a Z source number. Z#'s are found in the Master Source Numbers excel file located in SRS K:\Business Support Services\Financial Reporting and Analysis\Source Numbers\FY Source Numbers - worksheet "Z adj master".

A Batch must be opened prior to posting any journal entry.

Go to FRS screen 030.

Session Reference [May use FAMIS ID - ROYG##]

Session Status is "O" for Open and "C" for Close

Bank is the bank used by each System Member

Press "Enter" to open the batch.

F0019 Session not currently active
030 FA Batch Initialize

07/09/14 16:00
 FY 2014 CC 99

Screen: ____

Session Reference: **royg09** Session Date: 07/09/14__
 Session Status: **o**
 Bank: **00010**
 Description: _____
 User ID Override: N
 Special Process: ____

Batch Balancing Information
 Transactions Amount

Expected Totals: _____ Receipts: 0.00

System Banks

System	Bank	System	Bank
01 TAMUS Texas A&M University System	05102	10 TAMUG Texas A&M University Galveston	07008
02 TAMU Texas A&M University	06000	12 TTI Texas A&M Transportation Institute	08215
04 TSU Tarleton State University	00020	20 TVMDL Texas A&M Veterinary Medical Diagnostic Laboratory	06617
05 PVAMU Prairie View A&M University	00033	23 HSC Texas A&M Health Science Center	04100
06 Texas A&M AgriLife Research	08063	27 TAMUSOTC Texas A&M Sys Office of Tech Comm	02702
07 Texas A&M AgriLife Extension	08082	99 TAMRF Texas A&M Research Foundation	00010

Cash Entries are processed ONLY for System Member 99 – Research Foundation. This is any adjustment where the Debit or Credit Account is “CASH”. The account can be a Project account or a General Ledger (GL) account. These are entered on the FRS Disbursements screen 013. Enter the following fields:

Account: as listed on the form
 Type: 5
 P. O. No: as listed on the form
 Date: automatically fills in
 Description: as listed on the form
 Amount: as listed on the form
 Debit / Credit: “D” if the account is listed in the Debit Acct field

Ref 2: "C" if the account is listed in the Credit Acct field
 as listed on the form unless nothing is listed, then the Z#
 Ref 3: as listed on the form
 Ref 4: will always be the Z#

Press "Enter" to post the entry.

013 Disbursements

07/09/14 16:21
 FY 2014 CC 99

Screen: ___ Account: _____

Type: _
 P.O. No: _____
 Enc Obj: _____
 Date: _____
 Description: _____
 Amount: _____
 Debit / Credit: _ (D=Debit C=Credit P=Partial F=Final N=No)
 Ref 2: _____ Maximum 7 Digits
 Ref 3: _____ Maximum 7 Digits
 Ref 4: _____ Maximum 7 Digits
 Cost Ref 1: _____ 2: _____ 3: _____
 ID No: _____
 Bank: 00010

Transactions: 0 Amount: 0.00 Batch: ROYG09 Date: 07/09/2014

FAMIS FRS SCREEN 14

TAMUS SPONSORED RESEARCH SERVICES
JOURNAL ENTRY / COST TRANSFER / WITHIN SAME SYSTEM

MBR ID # 99 BANK: 00010

REF # 4 Z499896
ASSIGNED BY B S S

1. Why is the Original entry incorrect?
2. How did error occur?
3. How was error discovered?
4. Justification for making retroactive charge to the account.

Purpose of Journal Entry: To record monthly charge for dental and vision insurance

Originated By: Brenda Schroeder Date: 07/09/2014 System Approval / Date (> 90 Days): _____

Director Approval / Date: _____

APPROVAL REQUIRED ON COST TRANSFER > 90 DAYS

Input By Business Support Services

FIELDS IN RED ARE REQUIRED FOR ALL SYSTEMS ON COST TRANSFERS / EXPENDITURE REVISION* REQUIRED BY TTI & IODP -- 7 DIGITS MAX (TTI = DEPT CODE)

	VOUCHE# CK / ACH #				
D# Ref 2# OS# : VOUCHER#					
ACH / CHECK DATE					
DESCRIPTION INVOICE NBR:					
DEBIT ACCT / TO ACCOUNT	014166 00000 2210	014169 00000 2210			
	SL SA SUBCODE				
* DEBIT COST REF 1:					
* DEBIT COST REF 2:					
* DEBIT COST REF 3:					
AUTO FILL TYPE:	1	1			
P. O. NO:					
P. O. ENC OBJ:					
DATE:	07/09/14	07/09/14			
DESCRIPTION / VENDOR NAME:	Guardian	Guardian			
AMOUNT \$\$ AMOUNT \$\$:	\$533.48	\$43.01			
CREDIT ACCT / FROM ACCOUNT	CASH	CASH			
	SL SA SUBCODE				
* CREDIT COST REF 1:					
* CREDIT COST REF 2:					
* CREDIT COST REF 3:					
UTO FILL VCHR# D# OS# REF 2:					
AUTO FILL ACH / CK # REF 3:	July 14	July 14			
Z# REF 4:	Z499896	Z499896			

Bank Transfers are processed ONLY for System Member 99 – Research Foundation. This entry moves funds between Research Foundation’s Wells Fargo and State Street Bank (Merrill Lynch). These are entered on FRS screen 016. Enter the following fields:

Account: as listed on the form – 6 digit GL plus 4 digit subcode
 Debit Bank: as listed on the form
 Transfer Type:4
 Ref 1: is blank
 Date: automatically fills in
 Description: “Bank Transfer”
 Amount: as listed on the form
 Credit: Bank as listed on the form
 Ref 2: as listed on the form unless nothing is listed, then the Z#
 Ref 3: “ML PRIN”
 Ref 4: will always be the Z#

Press “Enter” to post the entry.

016 Bank Transfers

07/09/14 16:52
 FY 2014 CC 99

Screen: ___ Account: _____

Debit Bank: _____
 Transfer Type: _
 Ref 1: _____
 Date: _____
 Description: _____
 Amount: _____
 Credit Bank: _____
 Ref 2: _____ Maximum 7 Digits
 Ref 3: _____ Maximum 7 Digits
 Ref 4: _____ Maximum 7 Digits
 ID No: _____

Transactions: 0 Amount: 0.00 Batch: ROYG09 Date: 07/09/2014
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Z499891

TAMUS SPONSORED RESEARCH SERVICES

SRS - TAMRF BANK TRANSFER JOURNAL ENTRY

MBR ID # 99 - TAMRF

BANK: 00010

(28 CHARACTERS) **DESCRIPTION:** Bank Transfer

(7 CHARACTERS) **REF#2:** Z499891

(7 CHARACTERS) **PO / REF #1:** _____

(7 CHARACTERS) **REF #3:** Principal

(7 CHARACTERS) **REF#4:** Z499891

SCREEN 016 BANK TRANSFERS		SCREEN 016 BANK TRANSFERS	
Account	011005-1100	Account	011005-1100
Debit Bank Code	00010	Debit Bank Code	00060
Transfer Type	4	Transfer Type	4
Amount	1,300,000.00	Amount	
Credit Bank Code	00060	Credit Bank Code	00010

PURPOSE: Transfer principal between Wells Fargo and State Street Bank (Merrill Lynch)

Funds transferred on 07-03-2014

Brenda Schroeder
ORIGINATED BY

July 03,2014
DATE

DATE POSTED BY
BUSINESS SUPPORT SERVICES

Accounts Receivable Journal Entries can be for any system member. These entries transfer actual revenue between accounts, charge wire fees, or record minimal gain/loss amounts. The form has a cover page which lists the member ID / bank and a screen 014 entry sheet. Write the Z# on the cover page since all adjustments are imaged by the Z#. They are entered on FRS screen 014. Enter the following fields:

- Debit Account: as listed on the form
- Type: 0
- P. O. No: is blank
- Enc Obj: is blank
- Date: automatically fills in
- Description: as listed on the form
- Amount: as listed on the form
- Partial / Final: is blank

Credit Account: as listed on the form
 Ref 2: as listed on the form unless nothing is listed, then the Z#
 Ref 3: as listed on the form
 Ref 4: will always be the Z#
 No other fields are entered
 Press "Enter" to post the entry.

014 Journal Entries

07/09/14 18:18
 FY 2014 CC 99

Screen: ___ Debit Account: _____

Type: _	Type Description
P.O. No: _____	-----
Enc Obj: _____	0-8 (Except 2) Invalid
Date: _____	for frozen accounts
Description: _____	2 Override Freeze Flag
Amount: _____	
Partial / Final: _	
Credit Account: _____	
Ref 2: _____ Maximum 7 Digits	--- Indirect Cost

Ref 3: _____ Maximum 7 Digits	Base Amt:

Ref 4: _____ Maximum 7 Digits	Base Cd: _____
Debit Cost Ref 1: _____ 2: _____ 3: _____	
redit Cost Ref 1: _____ 2: _____ 3: _____	
ID No: _____	
Bank: 00010	

Transactions: 0 Amount: 0.00 Batch: ROYG09 Date: 07/09/2014

ID Number: is blank
 Account: as listed on the spreadsheet – Revenue code “0250” for research account
 The 1st account is always the GL “001046000001610” and will be a “D”
 Amount: as listed on the spreadsheet
 The 1st amount is always the subtotal of first AR grouping
 D/C: “D” for a Debit or “C” for a Credit

Review the screen for correctness of accounts, codes, and amounts. Press “Enter” to post the entry. FAMIS will reject the screen if the total Debits do not equal the total Credits, or if an account or revenue code does not exist. It will accept an incorrect account if that account exists in the system. Continue with next group of accounts until entire AR list has been entered.

Accounts Receivable Spreadsheet

23	FBAR 335			7/2/14 9:56 AM	(+)		(+)		(-)	
LOC	Award Number	Account	ITD Budget	ITD Revenue	Revenue BBA	ITD Expense	Expense BB#	Encumbranc	Net Fund Bal	
HHS	1K08HL11487701	461461	373,953.00	239,375.28	134,577.72	246,625.91	127,327.09	(0.00)	-7,250.63	
G1	1R01A095293-01A	461451	704,458.00	647,517.45	56,940.55	665,476.60	12,711.57	26,269.83	-17,959.15	
	1R01AR066033-01	463471	313,123.00	2,390.40	310,732.60	3,403.52	162,232.30	147,487.18	-1,013.12	
	1R01DE02212901A	462301	826,242.00	511,125.47	315,116.53	542,662.96	216,547.91	67,031.13	-31,537.49	
	1R01DE022549-01A	461911	728,750.00	552,516.14	176,233.86	587,706.54	102,160.28	38,883.18	-35,190.40	
	1R01DE022804-01A	463591	389,747.00	0.00	389,747.00	0.00	389,747.00	0.00	0.00	
	1R01DE023365-01	462351	657,000.00	295,923.17	361,076.83	307,112.28	340,574.30	9,313.42	-11,189.11	
	1R01DK095013-01A	462161	613,430.00	381,895.89	231,534.11	402,844.71	184,938.58	25,646.71	-20,948.82	
	1R01DK095118-01	460891	812,558.00	533,650.49	278,907.51	555,549.69	198,519.54	58,488.77	-21,899.20	
	1R01DK099221-01	462771	584,000.00	264,054.89	319,945.11	291,552.07	262,028.12	30,419.81	-27,497.18	
	1R01ES023206-01	462701	1,073,229.00	201,546.09	871,682.91	263,879.73	347,795.08	461,554.19	-62,333.64	
	1R03AI103627-01A	462631	72,771.00	19,282.58	53,488.42	20,609.23	51,470.71	691.06	-1,326.65	
	1R03DE022838-01A	462281	218,344.00	57,770.05	160,573.95	58,625.56	159,718.44	0.00	-855.51	
	1R03DE023873-01	463341	109,125.00	19,465.78	89,659.22	27,212.67	73,186.37	8,725.96	-7,746.89	
	1R21HD06884101A	460381	393,536.00	354,723.57	38,812.43	357,207.93	21,013.77	15,314.30	-2,484.36	
	1R56DE022789-01A	462831	291,000.00	1,388.07	289,611.93	1,388.07	289,611.93	0.00	0.00	
	1R56DE023106-01A	462961	284,780.00	78,552.90	206,227.10	80,915.18	201,539.30	2,325.52	-2,362.28	
	1U01NS083460-01	462671	664,487.00	446,633.90	217,853.10	495,345.19	89,335.61	79,806.20	-48,711.29	
	2R01DK076898-04	462471	577,127.00	151,005.81	426,121.19	175,027.78	361,353.70	40,745.52	-24,021.97	
	2R01GM044530-21	462011	646,979.00	459,437.62	187,541.38	474,689.69	168,959.82	3,329.49	-15,252.07	
	2R56HL084299-06A	462891	363,750.00	95,778.79	267,971.21	118,143.71	228,235.10	17,371.19	-22,364.92	
	5K01DK081661-05	460961	350,169.97	232,403.20	117,766.77	232,430.85	117,459.12	280.00	-27.65	
	5R01A090142-02	461681	808,528.92	586,874.59	221,654.33	621,209.15	129,655.81	57,663.96	-34,334.56	-396,306.89

Deposit Forms

Texas A&M Health Science Center

D423479 - LOC

7/7/2014 - \$873,374.94

Requested Date	Requested Time	Amount	Agency	Request Number	Bank Received Date
7/3/2014	1:40 PM	\$873,374.94	NIH	72	7/7/2014
Total:		\$873,374.94			

2423134

Prepared by: Kimberly Johnson
7/8/2014 3:28:38 PM

[Handwritten signature]
07-8-14

Rec'd 07-08-14

TEXAS A&M HEALTH SCIENCE CENTER
HHS NIH - National Institute of Health

C4740G1

G1

Request #: 72

Payment Due Date	<u>7/3/2014</u>	
Total Amount Requested	<u>873,374.94</u>	
Federal Cash Balance on Hand	<u>(873,374.94)</u>	
Expected Disbursement Amount	<u>0.00</u>	
Time of Request	<u>1:40</u>	am/pm
Initials of Requestor	<u>GP D.R. 7/3/14</u>	

CERTIFICATIONS

I certify that this request for funds has been drawn in accordance with the terms and conditions of the letter of credit cited and that the amount for which drawn is proper for payment to the account of the drawer's financial institution. I also certify that the data reported is correct and that the amount of the request for funds is not in excess of immediate disbursement needs.

Kay Leonard
 DATE SIGNATURE TITLE
 7/2/2014 Kay Leonard
 Business Support Services Coordinator

Dana Thomas
 DATE COUNTERSIGNATURE TITLE
 7/2/2014 Dana Thomas
 Director Business Support Services

Prepared by: Ginger Pierce *[Signature]*

025 Compound Journal Entries

07/11/14 09:22
 FY 2014 CC 23

Screen: ___ Account:

CLEARING-OSRS CASH DEPOSITS

Date: _____ Description: **HSC NIH LOC 07-03-14**
 Ref No2: **D423479** PO/Ref No1: _____ Ref No3: **070314** Ref No4: **Z413134**
 ID Number: _____

Account	Amount	D/C	Account	Amount	D/C
001046000001610	396306.89	d	461461000000250	7250.63	c
461451000000250	17959.15	c	463471000000250	1013.12	c
462301000000250	31537.49	c	461911000000250	31537.49	c
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-
_____	_____	-	_____	_____	-

Transactions: 0 Amount: 0.00 Batch: ROYG11 Date: 07/11/2014
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

FAMIS Transaction Screen

046 Transactions for a Month by Reference Number 2 or 4 07/09/14 20:12
 CLEARING-OSRS CASH DEPOSITS FY 2014 CC 23

Screen: ___ Account: **001046** Month: **7** Search On Ref: 2 Ref Nbr: _____
 Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1610	030	D423463	07/03	DEPT OF STATE HEAL	47,500.00	D	DR3463		
1610	030	D423463	07/03	DEPT OF STATE HEAT	47,500.90-	C	DR3463		
1610	030	D423476	07/08	NSF	7,413.83-	C	KJ3476		
1610	069	D423476	07/08	HSC NSF LOC 07-03-	7,413.83		ROYG08		
1610	030	D423477	07/07	NIH	124,006.31-	C	KJ3477		
1610	069	D423477	07/08	HSC NIH LOC 07-03-	124,006.31		ROYG08		
1610	030	D423478	07/07	EPA	797.58-	C	KJ3478		
1610	061	D423478	07/08	HSC EPA LOC 07-03-	797.58		ROYG08	461541	0250
1610	030	D423479	07/07	NIH	873,374.94-	C	KJ3479		
1610	069	D423479	07/08	HSC NIH LOC 07-03-	396,306.89		ROYG08		
1610	069	D423479	07/08	HSC NIH LOC 07-03-	187,215.01		ROYG08		
1610	069	D423479	07/08	HSC NIH LOC 07-03-	289,853.04		ROYG08		

* End of Data for July *

\$396,306.89 + \$187,215.01 + \$289,853.04 = \$873,374.94 Deposit

Research Project Transfers to Designated Account are posted by SRS only for TAMU, TAMUG, & TAMUHSC. These journal entries are received from the Closeout Team. They are entered on FRS screen 014. The SRS research account is debited and the Designated / Residual / Lapse Balance account is credited. Director approval is required on all transfers. TAMU and TAMUG transfers are sent to Janet Killion (jkillion@tamu.edu) for system member approval before posting. Enter the following fields:

Debit Account: as listed on the form (TAMU & TAMUG debit revenue)
 (TAMUHSC debit object code 9650)
 Type: 1
 P. O. No: is blank
 Enc Obj: is blank
 Date: automatically fills in
 Description: as listed on the form
 Amount: as listed on the form
 Partial / Final: N/A
 Credit Account: as listed on the form (all credit revenue code 0258)
 Ref 2: will always be the Z#
 Ref 3: is blank
 Ref 4: will always be the Z#
 No other fields are entered
 Press "Enter" to post the entry.

014 Journal Entries

07/09/14 18:18
 FY 2014 CC 99

Screen: ___ Debit Account: _____

Type: _	Type Description
P.O. No: _____	-----
Enc Obj: _____	0-8 (Except 2) Invalid
Date: _____	for frozen accounts
Description: _____	2 Override Freeze Flag
Amount: _____	
Partial / Final: _	
Credit Account: _____	
Ref 2: _____	Maximum 7 Digits --- Indirect Cost

Ref 3: _____	Maximum 7 Digits Base Amt:

Ref 4: _____	Maximum 7 Digits Base Cd: _____
Debit Cost Ref 1: _____	2: _____ 3: _____
redit Cost Ref 1: _____	2: _____ 3: _____
ID No: _____	
Bank: 00010	

Transactions: 0 Amount: 0.00 Batch: ROYG09 Date: 07/09/2014

Cost Transfer / Expenditure Revision Journal Entries generally come from Accounts Payable, Project Administrators, or the Sub Award Group. These entries move expenses between Projects or Object Codes. The Justification section must be completed. An entry that is correcting a transaction that is over 90 days old must have the SRS Contracts and Grants Director's approval and System approval before entering. In most cases the PA or Director receives the System approval prior to forwarding for input. All Payroll corrections must go through the Payroll Department.

A journal entry does not change the original charge on screen 068 so screen 077 should be used to verify that the expense has not already been moved to another account. Check that the correct System is listed because the same account can be used by multiple Systems. Verify that the account being charged has sufficient funds. If there are Freeze or Delete flags on the account make sure the PA is aware of the revision. Use FRS screen 014 to post.

AgriLife Research and AgriLife Extension use a Departmental Correction Request (DCR) Module for the majority of cost transfers. DCR's are initiated by the departments and route through an approval system that includes the PI and PA. SRS can post an account correction between two SRS accounts if requested to do so by the PA.

TAMU and TAMUG also use a DCR Module for the majority of cost transfers. As in AgriLife the DCR's are initiated by the departments and route through an approval system that includes the PI and PA. Entries that are only changing the SA or object code on an expense can be posted by SRS. If for any reason a department will not initiate a DCR the request may be sent to Elizabeth Aldredge at TAMU Financial Managements Operations (FMO) for processing. e-aldredge@tamu.edu. Janet Killion jkillion@tamu.edu is my contact at TAMU for any problems.

TTI allows SRS to post corrections to account expenses since they do not have a DCR module. Even those that move the charge to a PI's Non SRS account can be posted by SRS. This approval came from Amanda Dotson a-dotson@ttimail.tamu.edu. The account must be one that the PI has total control of like their Designated / IDC account. Proper approval from the PI must be attached to the request form. If a charge is being moved to a TTI Non SRS account controlled by the Business office (Don Bugh) it should be sent to Marie Ethridge m-ethridge@tamu.edu for processing.

TAMUHSC allows SRS to post account corrections as long as the charge is not moving to a Non SRS account. In that case it is sent to Kristin Nace KMNace@tamhsc.edu for processing. A charge that is being taken off of a Non SRS account can be posted by SRS.

TAMUS - PVAMU – TSU SRS can enter cost transfers between SRS accounts.

All TAMRF journal entries are posted by SRS.

Allowable entries are posted on FRS screen 014. Enter the following fields:

Debit Account:	as listed on the form
Type:	1
P. O. No:	as listed on the form
Enc Obj:	as listed on the form
Date:	automatically fills in

Description: as listed on the form
 Amount: as listed on the form
 Partial / Final: is blank
 Credit Account: as listed on the form
 Ref 2: as listed on the form – always Ref 2 of the original charge
 Ref 3: as listed on the form
 Ref 4: will always be the Z#
 Debit Cost Ref 1: only required by TTI - 3 digit Primary Dept code on FRS screen 051
 Credit Cost Ref 2: only required by TTI - 3 digit Primary Dept code on FRS screen 051
 No other fields are entered
 Press “Enter” to post the entry.

014 Journal Entries

07/09/14 18:18
FY 2014 CC 99

Screen: ___ Debit Account: _____

Type: _	Type Description
P.O. No: _____	-----
Enc Obj: _____	0-8 (Except 2) Invalid
Date: _____	for frozen accounts
Description: _____	2 Override Freeze Flag
Amount: _____	
Partial / Final: _	
Credit Account: _____	
Ref 2: _____ Maximum 7 Digits	--- Indirect Cost

Ref 3: _____ Maximum 7 Digits	Base Amt:

Ref 4: _____ Maximum 7 Digits	Base Cd: _____
Debit Cost Ref 1: _____ 2: _____ 3: _____	
Credit Cost Ref 1: _____ 2: _____ 3: _____	
ID No: _____	
Bank: 00010	

Transactions: 0 Amount: 0.00 Batch: ROYG09 Date: 07/09/2014

Sponsored Research Services - Indirect Cost Corrections

Purpose:

To make corrections to Indirect Cost (IDC) expenses based on changes to the Rate, Base, Indirect Expense or Indirect Revenue Objects found on FRS screens 009 by Subsidiary Ledger (SL) or on 051 by Support Account (SA). The IDC Frequency code on Screen 112 in SPR may be incorrect so IDC did not expense when it should or expensed when it should not. It may be that IDC needs to be adjusted by a few cents in order to close the account. On Fixed Price accounts the remaining IDC is captured / charged prior to the balance moving to the Residual / Designated account. There may be entries from prior to SRS that must be reversed or corrected. The correction requests may come from the Project Administrator, Closeout Team, or Administrative personnel at the A&M System.

Time Frame:

Daily as requested

Procedure:

Requests are sent by e-mail. Always use the e-mail as backup for the journal entry. IDC is posted on FRS screen 14A for all Members except TTI. TTI's must be entered on FRS screen 014 to allow the required Primary Dept 3 digit code to be entered in the Cost Ref field. The "IDC Expense" form is located in SRS K:\Business Support Services\Financial Reporting and Analysis\Form.. Z#'s are found in the Master Source Numbers Excel file located in SRS K:\Business Support Services\Financial Reporting and Analysis\Source Numbers\FY Source Numbers - worksheet "Z adj master". Current month IDC should not be manually entered for System Members because it will automatically charge again at month end.

When IDC does not automatically charge to a project account at month end it charges to the Member's Suspense GL – 000100. The Member is responsible for clearing the GL and charging the project account.

Monthly IDC is run on the first working day of the new month but is then reflected in the correct month on FRS screen 019 or 069 or any transaction screen.

When changing an account's IDC Expense and/or IDC Revenue objects, correct only the current fiscal year's IDC earnings. Prior years' earnings have already been reported and cannot be changed. The same rule applies when correcting the Billing Revenue Object.

IDC from prior years can be charged or reversed as long as the IDC Expense and IDC Revenue codes remain the same.

The form is for 1 SL but 4 SA's could be corrected or 2 SA's that reverse IDC and then post it correctly. On the form there is a formula for the Base amount when the IDC amount is entered for the first column. Second column has a formula for the IDC when the Base amount is entered. This is helpful when reversing and reposting at a different rate because the Base amount would not change.

Worksheets for auditing IDC actuals, available balances, and splitting an amount in direct and indirect amounts are located in SRS K:\Business Support Services\Financial Reporting and Analysis\Forms\“IDC account audit 05.01.2014”. There are separate worksheets for each type of audit. It also contains a worksheet listing the exempt object codes. This list does not apply to TAMRF accounts which show exempt codes with an asterisk (*) in front of the Object Description on FRS screens 069 & 019.

Exempt codes for various IDC Bases are found in SPR on the Indirect Cost Table screen 801. SPR screen 802 is the Indirect Distribution Table. It shows the IDC revenue accounts used by each distribution code that is loaded to a project account in FRS on screens 009 or 051.

Sample E-Mail Request

Hello Geraldine –

Carolyn came by my desk yesterday and asked me to update the subcodes on 06-504840 and 06-504880. Both of these accounts were previously listed as 0252; however, they should both have been 0260.

On 06-504840, I will need the following adjustments:

From	Amount	To
0252	\$18475.90	0260
0255	\$8929.56	0260
9615	\$2491.41	9617

On 06-504880, the account is newer and it appears that the budget was loaded to 0001. I believe that these funds can stay there. Also, there is no IDC. If you need to make any changes, please let me know. Otherwise, this note is simply to let you know that I have updated the subcodes.

All the best,

Lois

Complete the following fields on the IDC form:

- MBR ID: make a selection from drop down box
- Bank: automatically populates
- Debit Account: 6 digit SL
- SA: 5 digit
- Distribution Amt: calculated amount or amount being reversed
- Base Amount:
- Debit / Credit: "C" to reverse a charge "D" to enter a charge
- Base Code: FRS screen 009 or 051 depending on age of the account
- Rate: FRS screen 009 or 051 depending on age of the account
- Distribution Code: FRS screen 009 or 051 depending on age of the account
- Ref 2: Z#
- Ref / PO Ref not used
- Date: automatically populates
- Description: make a selection from drop down box or type in a description
- IDC Expense Obj: FRS screen 009 or 051 depending on age of the account
- IDC Revenue Obj: FRS screen 009 or 051 depending on age of the account
- Purpose: type an explanation of exactly why the correction is being made
- Originator: will always be the person making the request

When all fields have been entered on screen 14A press "Enter" and the Distribution amount populates based on the Base and Rate. Verify that all data is correct. Press "Enter" again to post the entry.

F0013 Please enter desired modifications

009 SL Grant/Contract Attributes

07/10/14 19:50

FY 2014 CC 06

Screen: ___ Account: 504840 _____ CONSERVING WATER IN RURAL AND URBAN SRS: Y

Sponsored Project: 0000504840 CONSERVING WATER IN RURAL AND U
Sponsor: 0004472 UVALDE COUNTY UNDERGROUND WATER Total Awarded
Award Nbr: SCFB-1314-26 55000.00

90 Day Pre: _ Billing Revenue Object: 0260 Funding
Start Date: 12/01/2013 Indirect Expense Object: 9617
End Date: 03/31/2015 Indirect Revenue Object: 0327

TAMRF Acct/Proj Nbr: _____ System Member: 06

CS Acct Link: _____ TE Certify: Y E-Verify: _

----- Indirect Cost ----- ----- Responsible Persons -----

Base: TDC_____ 1: ___ 302002850 LESKOVAR, DANIEL I

Rate: 10.00_ 2: ___ _____

Distribution: FEDERAL_____ 3: ___ _____

CFDA Nbr: 10.170_ NSF Category: USDA_____ 4: ___ _____

Activity: 1A_

Science/Engineering Field: 2G_ ----- Special Areas of Interest -----

Character of Work: 4B_ 3B_ _____

Selection Process: 5A_ _____

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

069 SA 11 Digit List with Category Totals

07/10/14 18:44

UVALDE COUNTY UNDERGROUND WATER

FY 2014 CC 06

Screen: ___ Account: 504840 80980 _____ Fiscal Year: 2014

Thru Month: 6_ June FY/PY/IN to Date: FY Zero Balance: N

Resp Person: LESKOVAR, DANIEL I Bottom Line Exclusion: 0.00

Department: UVAL Flags: D F B C Z G ABR Net Dir BBA: 25085.95

Map Code: 50000 N N Y R N 011 Unprotected Available: 25085.95

Obj C P Budget CM Actual Actual Encumbrances Available

5230 5967.00 5967.00

5617 625.00 625.00

5650 70.00 70.00

5751 30.87 30.87

5810 607.50 607.50

**** 7430.80 7430.80

*** 50000.00 1616.58 24914.05 BASE AMT 25085.95

9600 2508.59 2508.59

9615 2491.41 161.66 2491.41 IDC AMT

**** 5000.00 161.66 2491.41 2508.59

Hmenu Help EHelp

Dload Left Right

TAMUS SPONSORED RESEARCH SERVICES

Z406176

IDC EXPENSE - FAMIS SCREEN 14A

MBR ID: 06

BANK: 08063

DEBIT ACCOUNT: 504840

	SA 80980	SA 80980	SA	SA
DISTRIBUTION AMOUNT \$:	(2,491.41)	2,491.41		
BASE AMOUNT \$:	24,914.10	\$ 24,914.10		
DEBIT / CREDIT:	C	D		
BASE CODE:	TDC	TDC		
RATE (%):	10.00%	10.00%		
DISTRIBUTION CODE:	FEDERAL	FEDERAL		
REF: #2 (Z#):	Z 406176	Z 406176	Z	Z
REF / PO REF:				
PARTIAL / FINAL:	N/A	N/A	N/A	N/A
DATE:	Jul 10, 2014	Jul 10, 2014		Jul 10, 2014
DESCRIPTION:	Reverse FY IDC Codes	Correct FY IDC Codes		
IC EXPENSE OBJECT:	9615	9617		
IC REVENUE OBJECT:	0321	0327		

PURPOSE: Incorrect IDC Expense and Revenue codes were loaded on the account.

Reverse FY expenses and correct coding

Lois Swanick

July 10, 2014

ORIGINATED / REQUESTED BY:

DATE

POSTED BY BUSINESS SUPPORT SERVICES

F0030 Please press <ENTER> to continue

14A Indirect Cost Journal Entries

07/10/14 20:28

CONSERVING WATER IN RURAL AND URBAN FY 2014 CC 06

Screen: Debit Account: 504840 80980

Base Amount: 24914.10 Distribution Amount: -2491.41
 Debit/Credit: C
 Base Code: TDC
 Rate(%): 10.00
 Distribution Code: FEDERAL
 Ref 2: Z406176
 Ref/PO Ref:
 Partial/Final:

Date: 07/10/2014
 Description: REVERSE FY IDC CODES
 Indirect Expense Object: 9615
 Indirect Revenue Object: 0321

Transactions: 0 Amount: 0.00 Batch: ROYG10 Date: 07/10/2014
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

After Correcting Entries

```

069 SA 11 Digit List with Category Totals                                07/10/14 20:30
                                UVALDE COUNTY UNDERGROUND WATER          FY 2014 CC 06
Screen:  ___ Account: 504840 80980  ___ Fiscal Year: 2014
Thru Month: 7_ July              FY/PY/IN to Date: FY          Zero Balance: N
Resp Person: LESKOVAR, DANIEL I    Bottom Line Exclusion:          0.00
Department: UVAL Flags: D F B C Z G ABR      Net Dir BBA:          25085.95
Map Code: 50000                    N N Y R N 011 Unprotected Available: 25085.95
Obj  C P      Budget      CM Actual      Actual      Encumbrances  Available
-----
5230          5967.00
5617          625.00
5650          70.00
5751          30.87
5810          607.50
****          7430.80

***          50000.00          24914.05          25085.95

9600          2508.59          2508.59
9615          2491.41-
9617          2491.41          2491.41          2491.41
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

```

The same IDC expense form is used for charging TTI's IDC because the same data fields are needed only in different screen fields. FRS 014 must be used in order to enter the required Dept code in the Cost Ref field. The IDC revenue account that TTI uses, the IDC revenue object code, the IDC expense object code, and the distribution % must be manually entered. Only screen 14A automatically credits IDC revenue to the corresponding account. There is a greater margin for error posting IDC on screen 014 since nothing is pulled automatically from FRS 009 or 051.

```

F0013 Please enter desired modifications
009 SL Grant/Contract Attributes                                07/10/14 19:41
                                                                FY 2014 CC 12
Screen:  ___ Account: 603381  ___ TRAFFIC DATA SERVICES FOR MDOT      SRS: Y

Sponsored Project: 6033810000 TRAFFIC DATA SERVICES FOR MISSO
Sponsor: 0007619          HERE NORTH AMERICA, LLC          Total Awarded
Award Nbr: P2014282          Billing Revenue Object: 0255          30000.00
90 Day Pre:  _          Indirect Expense Object: 9630          Funding
Start Date: 04/01/2014    Indirect Revenue Object: 0324
End Date: 06/30/2014     System Member: 15
TAMRF Acct/Proj Nbr: _____
CS Acct Link:  _ _____ TE Certify:  _ E-Verify:  _
----- Indirect Cost -----
Base: MTDC_____          1:  _ 101009700 TURNER, SHAWN M
Rate: 45.50_          2:  _ _____
Distribution: SRS_____          3:  _ _____
CFDA Nbr: _____ NSF Category: _____          4:  _ _____
Activity: 1B_
Science/Engineering Field: 2A7 ----- Special Areas of Interest -----
Character of Work: 4A_
Selection Process: 5B_
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp          Next          CProj AResp

```

S0013 Please enter desired modifications
802 Indirect Distribution Table

07/10/14 19:37
 FY 2014 CC 12

Screen: ___ Dist Code: SRS_____

Delete: N <Y/N>

Description: SRS INDIRECT DISTRIBUTION_____

Func Code Page: 1 of 1

Func Code	Percent	Account	Account Description
-	100.00	240304 00000	SRS ACCT FOR OVERHEAD
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
-	_____	_____	_____
TOTAL:	100.00		** End of list **

FORM UPDATED JANUARY 30, 2014

TAMUS SPONSORED RESEARCH SERVICES
 IDC EXPENSE - FAMIS SCREEN 14A

Z412068

MBR ID: 12

BANK: 08215

DEBIT ACCOUNT: 603381

	<u>SA 00001</u>	<u>SA _____</u>	<u>SA _____</u>	<u>SA _____</u>
DISTRIBUTION AMOUNT \$:	<u>1,629.38</u>	_____	_____	_____
BASE AMOUNT \$:	<u>3,581.05</u>	_____	_____	_____
DEBIT / CREDIT:	<u>D</u>	_____	_____	_____
BASE CODE:	<u>MTDC</u>	_____	_____	_____
RATE (%):	<u>45.50%</u>	_____	_____	_____
DISTRIBUTION CODE:	<u>SRS</u>	_____	_____	_____
REF: #2 (Z#):	<u>Z 412068</u>	<u>Z</u>	<u>Z</u>	<u>Z</u>
REF / PO REF:	_____	_____	_____	_____
PARTIAL / FINAL:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
DATE:	<u>Jul 10, 2014</u>	_____	_____	_____
DESCRIPTION:	<u>May 2014 IDC</u>	_____	_____	_____
IDC EXPENSE OBJECT:	_____	_____	_____	_____
IDC REVENUE OBJECT:	_____	_____	_____	_____

POST ON Screen 14 FOR TTI ONLY: Dept Code: ADV IDC Revenue Account #: 240304

PURPOSE: Charge May 2014 IDC that did not expense automatically. Did not find in Suspense GL.

Natilie Johnson
 ORIGINATED / REQUESTED BY:

July 10, 2014
 DATE

POSTED BY BUSINESS SUPPORT SERVICES

014 Journal Entries

06/16/14 19:55
FY 2014 CC 12

Screen: ___ Debit Account: 603381 00001 9630

Type: 0	Type Description
P.O. No: _____	-----
Enc Obj: _____	0-8 (Except 2) Invalid
Date: _____	for frozen accounts
Description: May 2014 IDC _____	2 Override Freeze Flag
Amount: 1629.38 _____	
Partial / Final: _	
Credit Account: 240304 00000 0324	IDC REVENUE ACCT FROM SPR 801& REVENUE CODE FRS
009	
Ref 2: Z412068	--- Indirect Cost ----
Ref 3: _____	Base Amt: 3581.06 _____
Ref 4: _____	Base Cd: MTDC _____
Debit Cost Ref 1: ADV _____	2: 0004550 3: 0010000
Credit Cost Ref 1: _____	2: _____ 3: _____
ID No: SRS _____	DISTRIBUTION CODE
Bank: 08215	

Transactions: 0 Amount: 0.00 Batch: ROYG10 Date: 07/10/2014
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Warns

ACTUALS IDC AUDIT 7/11/2014

SA SCREEN 69

ACCOUNT:
SYS SL SA

SL SCREEN 19

1. Actual Direct \$\$ 0.00
 # 2. CM Actual (Direct Expenses) 0.00

(-) SUBTRACT #3 Through # 11

3 Exempt Subcode 8400 0.00
 # 4 Exempt Subcode 6040 0.00
 # 5 Exempt Subcode 0.00
 # 6 Exempt Subcode 0.00
 # 7 Exempt Subcode 0.00
 # 8 Exempt Subcode 0.00
 # 9 Exempt Subcode 0.00
 # 10 Exempt Subcode 0.00
 # 11 Exempt Subcode 0.00

TOTAL \$\$ NOT EXEMPT 0.00

Indirect Cost BASE Indirect Cost RATE

INDIRECT COST SHOULD BE 0.00

Balance In Indirect Cost SubCode 0.00 = actual expense of SubCodes 9600 - 9
 0.00 = indirect on current month actuals
 0.00

ACTUAL INDIRECT COST 0.00

EXCESS -(SHORTAGE) 0.00

Enter the amounts described above from the actuals column on FRS screens 019 or 069. Update the IDC rate. The Excess/Shortage amount is the amount that needs to be corrected.

AVAILABLE IDC AUDIT 7/11/2014

SA SCREEN 69
SL SCREEN 19

ACCOUNT:
SYS SL SA

(+) ADD # 1 Through # 4

# 1. Available Balance - Direct & InDirect \$\$	0.00	
# 2. Encumbrances - Direct & InDirect	0.00	
# 3. CM Actual (Direct Expenses)	0.00	
# 4. Direct & InDirect \$\$ added to this Account	0.00	= Direct & InDirect \$\$ Added FROM another account

(-) SUBTRACT #5 Through # 9

# 5. Direct & InDirect \$\$ taken from this Account	0.00	= Direct & InDirect \$\$ Being Added TO another account
# 6. Reserve 7990-7991-7992-7993-7994-7995	0.00	
# 7. Direct & InDirect dollars @ another rate- 9685	0.00	= Divide the budgeted amount of 9685 by the rate at which it will charge. Add that and the 9685 dollars.
# 8 a. Exempt Subcode 8400	0.00	
# 8 b. Exempt Subcode 6040	0.00	Subtract total amount in cell E23.
# 8 c. Exempt Subcode	0.00	
# 8 d. Exempt Subcode	0.00	
# 8 e. Exempt Subcode	0.00	
# 8 f. Exempt Subcode	0.00	
# 8 g. Exempt Subcode	0.00	
# 8 h. Exempt Subcode	0.00	
# 8 i. Exempt Subcode	0.00	
# 9. Exempt Current Month Actuals	0.00	

TOTAL \$\$ REMAINING IN ACCOUNT 0.00 = Direct & InDirect \$\$

Indirect Cost BASE Indirect Cost RATE

INDIRECT COST SHOULD BE 0.00

Balance In Indirect Cost SubCode 0.00 = available balance of SubCodes 9600 - 9699
 0.00 = indirect not automatically posted at month end
 0.00 = amount of indirect that this adj is moving in (+) OR out (-)

ACTUAL INDIRECT COST 0.00

EXCESS -(SHORTAGE) 0.00

Enter the amounts described above from the available column on FRS screens 019 or 069. Update the IDC rate. The Excess/Shortage amount is the amount that should be moved between the Direct and Indirect budgets.

7/11/2014

ACCOUNT:
 SYS SL SA

SPLIT AN AMOUNT INTO DIRECT AND INDIRECT DOLLARS

(+) ADI # 1 Through # 4

1. TOTAL AMOUNT **0.00**

(-) SUBTRACT #2 Through # 5

2 \$\$ @ Exempt Subcode 8400 0.00

3 \$\$ @ Exempt Subcode 0.00

4 \$\$ @ Exempt Subcode 0.00

5 \$\$ @ Exempt Subcode 0.00

TOTAL \$\$ EXPENSES LESS EXEMPT 0.00 = Direct & InDirect

Indirect Cost BASE

Indirect Cost RATE

1.465

DIRECT COST SHOULD BE (BASE) **0.00**

INDIRECT COST SHOULD BE **0.00**

This can be used to verify that the correct amount of IDC was budgeted on a new or supplemental award or when funds are moved between SA's.

ALL System MTDC					
EFFECTIVE 09-01-2012					
MTDC BASE per SPR Screen 801					
SubCode		SubCode			
1761	thru	1761	8000	thru	8001
5029	thru	5029	8010	thru	8010
5455	thru	5455	8015	thru	8015
5520	thru	5520	8100	thru	8100
5535	thru	5535	8110	thru	8110
5549	thru	5549	8115	thru	8115
5611	thru	5611	8210	thru	8214
5632	thru	5633	8250	thru	8250
5636	thru	5637	8253	thru	8253
5639	thru	5639	8257	thru	8257
5644	thru	5644	8300	thru	8300
5673	thru	5677	8345	thru	8345
5681	thru	5681	8350	thru	8352
5683	thru	5685	8355	thru	8355
5693	thru	5693	8360	thru	8360
5860	thru	5860	8365	thru	8365
5865	thru	5865	8370	thru	8371
5869	thru	5871	8375	thru	8375
5873	thru	5873	8380	thru	8380
5905	thru	5905	8410	thru	8410
5907	thru	5907	8415	thru	8415
5910	thru	5911	8420	thru	8428
5914	thru	5921	8430	thru	8430
5925	thru	5925	8435	thru	8435
5928	thru	5930	8445	thru	8446
6010	thru	6012	8450	thru	8450
6015	thru	6018	8455	thru	8455
6020	thru	6020	8510	thru	8512
6025	thru	6025	8610	thru	8610
6030	thru	6037	8700	thru	8708
6336	thru	6336	8710	thru	8741
6379	thru	6379	8745	thru	8747
6410	thru	6410	8755	thru	8758
6436	thru	6436	8765	thru	8767
6438	thru	6438	8769	thru	8771
6440	thru	6440	8780	thru	8783
6442	thru	6442	8790	thru	8790
6444	thru	6444	8800	thru	8801
6446	thru	6446	8810	thru	8810
6448	thru	6448	8812	thru	8812
6450	thru	6450	8815	thru	8815
6900	thru	6904	8817	thru	8817
6911	thru	6912	8999	thru	8999
6920	thru	6920	9459	thru	9699
6930	thru	6935			

Sponsored Research Services - BARDA Equity Transfer

Purpose:

The Texas A&M University System (TAMUS) has the prime award from DHHS for CIADM/BARDA. In FY 2014 it was decided that this award should be on Texas A&M University Health Science Center's (TAMUHSC) books as a sub award; however, no formal agreement was completed with the sponsor or between TAMUS & TAMUHSC. The funds for the expenditures are received into TAMUS SRS depository account, but they are paying for expenditures on TAMUHSC. In order for the accounting to be correct for financial reporting, the following procedures need to be followed.

Time Frame:

As received

Procedure:

For Cash Management:

For TAMUS, book the revenue to account 01-486000-99999-0250 using FAMIS FRS screen 012 for Bank 05100.

For TAMUHSC, post the payment to the appropriate receivable invoice(s).

Give a copy of the Wells Fargo ACH report showing the incoming funds to Financial Reporting accountant.

For Financial Reporting:

For TAMUHSC, book a federal pass through expense to account 01-486000-99999-6437 / 6438 using FAMIS FRS screen 013 for Bank 01001. Object code 6437 is only for the first \$25,000.00.

Complete the Equity Transfer form with the dollar amount of the ACH.

E-mail the completed Equity Transfer form to Monica Poehl at mpoehl@tamus.edu.

**TAMUS SPONSORED RESEARCH SERVICES
JOURNAL ENTRY / COST TRANSFER / WITHIN SAME SYSTEM**

MBR ID # 01 **BANK:** 01001

REF # 4 **Z401061**
ASSIGNED BY BSS

1. Why is the Original entry incorrect?
2. How did error occur?
3. How was error discovered?
4. Justification for making retroactive charge to the account.

Purpose of Journal Entry: Equity Transfer Entry

Originated By: Geraldine Royder

Date: 07/11/2014

Approval If Required: _____ **Date:** _____

DIRECTOR APPROVAL REQUIRED ON COST TRANSFER > 90 DAYS

Input By Business Support Services

FIELDS IN RED ARE REQUIRED FOR ALL SYSTEMS ON COST TRANSFERS / EXPENDITURE REVISION* REQUIRED BY TTI & IODP -- 7 DIGITS ONLY (TTI = DEPT CODE)

	VOUCHE#	CK / ACH #	VOUCHE#	CK / ACH #	VOUCHE#	CK / ACH #	VOUCHE#	CK / ACH #	VOUCHE#	CK / ACH #
D# Ref 2# OS#: VOUCHER#	D401028	M000746								
ACH / CHECK DATE										
DESCRIPTION INVOICE NBR:										
DEBIT ACCT / TO ACCOUNT	486000	99999 6438	486000	99999 6438	486000	99999 6438	486000	99999 6438		
	SL	SA SUBCODE	SL	SA SUBCODE	SL	SA SUBCODE	SL	SA SUBCODE	SL	SA SUBCODE
* DEBIT COST REF 1:										
* DEBIT COST REF 2:										
* DEBIT COST REF 3:										
AUTO FILL TYPE:	1		1		1		1			
P. O. NO:										
P. O. ENC OBJ:										
DATE:	07/11/14									
DESCRIPTION / VENDOR NAME:	BARDA PT Expense	05-28-14	BARDA PT Expense		BARDA PT Expense		BARDA PT Expense			
AMOUNT \$\$ AMOUNT \$\$:	\$192,557.69									
CREDIT ACCT / FROM ACCOUNT	CASH		CASH		CASH		CASH			
	SL	SA SUBCODE	SL	SA SUBCODE	SL	SA SUBCODE	SL	SA SUBCODE	SL	SA SUBCODE
* CREDIT COST REF 1:										
* CREDIT COST REF 2:										
* CREDIT COST REF 3:										
AUTO FILL VCHR# D# OS# REF 2:	D401028									
AUTO FILL ACH/CK# REF 3:	M000746									
z# REF 4:	Z401061									

