VIII. Update FAMIS with FINAL APPROVED funding information.

A. Go to CP MANAGEMENT FOLDER

1. Go to FCP Capital Project
2. Query (F7) CP Number; Execute (F8)

- **In rare instances where the new account number is not in FAMIS:**
  FAMIS updates nightly with new accounts if for some reason the account is not in the FAMIS account table, please ask the Supervisor or Manager to update the FAMIS table with new account information.

B. Update Charge Account Tab for ALL Funding Requests EXCEPT Supplemental Funding Request

1. Select **Accounts** tab
   i. Go to Charge Accounts Section
      a. **Account Group Name**
         - Verify if CP Account Group is selected
      b. **Billing Type**
         - Verify if ACTUALS is selected
      c. Select **Account** button
         - Enter Assigned Account Number: 3670601755
         - Object Code: Over $100K: 1803
           - Under $100K: see notes

   Click **OK** button
Percentage

- Need to be 100

Click OK button

iii. Go to Detail button

C. Update the Accounts Detail Tab:

1. **New Funding Request approved:**

   ORIGINAL TPF: $$$

   FROM

   ACCT NUMBER (XX-XXXX-XXXX) – FROM ACCT TITLE

   EXISTING

   NUMBER

   $$$ – DATE (APPROVED BY OA) – INITIALS – APPROVED

   Example:
2. **Supplemental Funding approved:**

DATE REVISED TPF: $$$
ORIGINAL TPF: $$$

FROM
ACCT NUMBER (ACCT #) – FROM ACCT TITLE
$$$
– DATE (APPROVED BY OA) – INITIALS – CREATED PENDING FUNDING

TO:
ACCT TYPE– EXISTING
ACCT NUMBER

FROM: 36-0795-0007 – PMCS-R&R CONTROL
R&R: 3570601755
$5000 – 12/01/07 – K Viswanathan – APPROVED
$5000 – TOTAL
Example:

*****
(IF supplemental funding requires a new “36” account follow procedure as a new funding request set up - refer to section VIII-C-1 in Page 21) *****

3. **Situations where a VT4 (Automatic Request to Transfer Funds (RTF)) document is not necessary**
i. **Directly Funded By Department:** In cases such as projects less than $10,000 or if the Department specifically requests to charge their account directly.

TPF:$$$

FROM
ACCT NUMBER (XX-XXXX-XXXX) – FROM ACCT TITLE
$$$– DATE – INITIALS - DIRECTLY FUNDED BY THE DEPARTMENT

_______ ON__________

Example:

Note: Original Funding when the Total Project Cost is less than $10,000
Note:
Supplemental Funding and the Total Project Cost over $10,000
ii. **Account Set up by Budget Office:** In cases such as LERR, STARS, PUF AUF and Overdraft set up by the Budget Office

**Sample Email from Budget Office:**

```
You replied on 7/26/2006 11:12 AM.

From: Ferris, Angela
To: Venanathan, Kavarna
Cc: 
Subject: PW: M1234567 Partial Lapse to CP272087

From: Gordon, Andrew M
Sent: Thursday, July 24, 2008 4:04 PM
To: AustinJCL-group
Cc: Pitas, Michael S; Morshead, Muhammad N; Shrader, Karl L; Ferris, Angela; Parks, Barbara; Romero, Rachel E
Subject: RE: PW: M1234567 Partial Lapse to CP272087

Plaint Funds:

Please transfer $50,000 as requested below as follows:

From: 36-9129-2224 (M1234567) – FIRE SAFETY

To: 36-9129-2227 (M1234567)

Note that sub 24 will need the CP added to the title and sub 27 will need to be setup.

Please let me know if you have any questions.

Thanks,

Andy
```

TPF: $$$

FROM ACCT NUMBER (ACCT #) – FROM ACCT TITLE

TO ACCT TYPE– ACCT

$$$– DATE – INITIALS – FUNDED BY_________ ON__________

Example:
*****Print out of the VJ1 Document and the GT1 Screen for documentation*****

iii. **Overdraft Approved**: In cases such as approved overdraft processed by Business Services or approved overdraft set up by the Budget Office.

TPF: $$$

TO:

ACCT TYPE - ACCT NUMBER

$$$ - DATE - INITIALS - OVERDRAFT APPROVED BY ________ ON

Example:
Funding Details - 1.1-A-4

Comments

01/20/08 ORIGINAL TPF: $50,000

FUNDING SOURCE NOTES:

FROM: 36-0792-0007-PMCS ACAD. SPACE IMPROVEMENT.
TO: ACAD. 3675604151
$50,000 - 01/20/08 - KV - OVERDRAFT APPROVED BY EMAIL FROM STEVE.

$50,000 - TOTAL

MONI ON 05/01/08 - OVERDRAFT TO EXPIRE 1/2/09

OK  Cancel
iv. **Transfer to a new Sub Account:** An email should be sent to Plant Funds – [AustinDL-oa.plt@austin.utexas.edu](mailto:AustinDL-oa.plt@austin.utexas.edu) to create and request to transfer funds to a new sub account. For cases such as creating a new telecom sub account.

**Example of the email to Plant Funds:**

```
Hello,

This is regarding the transfer of funds to new sub account for the project:

CPFP: CF239672  
Project Title: College of Natural Sciences Capital Project Fund  
Amount to be transferred: $7,500  
Project Account: 36-7050-1751 - CAM - CF2 COLLEGE NATURAL SCIENCES  

Please see the attached request, the PM has requested to transfer $7,500 to a new sub account for NMS Install HVAC in 2.114  

Please create a new sub account and let me know if you need additional information.

Thank you,

FAMIS should be updated once the sub account is created and funds are transferred:

TPF: $$$ (won’t change)

FROM:
ACCT NUMBER (ACCT #) – FROM ACCT TITLE     ACCT TYPE– ACCT NUMBER

-$$$ - DATE –INITIALS – TRANSFERRED TO ## SUB

FROM:
ACCT NUMBER (ACCT #) – FROM ACCT TITLE     ACCT TYPE– ACCT NUMBER

$$$ - DATE –INITIALS – TRANSFERRED FROM ## SUB

Example:
```
v. **Manual RTF:** For all 14, 20 and 85 Department Source Accounts the funding requests are processed by Manual RTF, the scanned copy of the funding request along with Manual RTF prepared should be routed by email to the Budget Office for approval. The Budget Office approves it and routes it the Plant Funds.

File path to the Manual RTF:

\flint\Business_Services\CPFM_Common\Business Services\Funding\Manual RTF

Sample Manual RTF:
Sample Email to Budget Office:

Subject: CP267639: Manual RTF for Approval for $100K

Andy

Please review and approved the attached scan copy of the manual RTF for the following capital project.

<table>
<thead>
<tr>
<th>CP:</th>
<th>CP267639</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>WMB: PAR FOR ENVIRONMENTAL TESTING FACILITY</td>
</tr>
<tr>
<td>Funding Request Amount:</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

If you have any questions or need additional information please let me know.

Thank You

D. In FAMIS, in the CP Management folder, go to the account tab, the Funding Accounts Section

1. Enter Information depending on current funded account, date funded and the amount funded.
   i. R&R (Fiscal Year) (Funded Acct Number)
   ii. ADA (Fiscal Year) (Funded Acct Number)
   iii. DEPT (Fiscal Year) (Funded Acct Number)
   iv. ACAD (Fiscal Year) (Funded Acct Number)
   v. PUF/LERR (Fiscal Year) (Funded Acct Number)
   vi. GRANT (Fiscal Year) (Funded Acct Number)
E. Go to **Work Order** tab

1. Click on **View** button, this will take to work order information
2. Click on **Budget** tab
3. Click on **Billing** button
   i. Verify Billing Type
      - Designs will be no charge (A&E will put work order as no charge - no charge)
      - Except AUX which will charge labor (Refer II-D-1)
      - All billable charges, billing method need to be ACTUAL
   ii. Select **Account** button
      - Enter Assigned Account Number: 3670601755
      - Object Code: Over $100K: 1803
         - Under $100K: see notes
         - Under $100K object code will be determined by the work order description
         - Ex. Printing & delivery 1304

      Click **OK** button
   
   ♦ Percentage
   - Enter 100

      Click **OK** button

***This needs to be done on all work orders for the Capital Project***