

FAMIS Services Policy for FAMIS Interfaces

FAMIS is the accounting system of record for the Members of The A&M System that use FAMIS as their primary accounting system. FAMIS was designed primarily for the Fiscal/Business Office, which is accountable and responsible for the accounting records for the Member. With many Members and thousands of jobs to run, planning and coordinating the Member interfaces is extremely important.

The focus and mission of FAMIS has always been to provide support to the Fiscal/Business Office in their fiscal responsibilities. Over the years, functionality has been added to accommodate departmental needs, but departmental offices and central offices are increasingly developing or purchasing 'side systems' to better meet their departmental or specialized accounting needs. Many of these systems may be programmed to 'feed' data to FAMIS. Since the Business Office must be ultimately responsible for the data that enters into FAMIS, FAMIS Services needs a Fiscal/ Business Office coordinator for these interfaces.

Coordinator of Interfaces

Each interface has tasks that must be addressed before it can be put into Production. The Coordinator of Interfaces would be the point of contact for both the Fiscal/Business Office (and Member departments) and FAMIS Services. This person assumes the responsibility for the implementation and on-going support of these interfaces. Tasks for this person include:

- Be the point of contact for each interface project.
- Understand the requirements and monitor the process as the representative of the Fiscal/Business Office of the Member.
- Build knowledge of how interfaces work with FAMIS: to include keeping information on the various interfaces that the Member has with FAMIS, keeping layouts of the various transactions that are used for each interface and understanding the schedule that each interface follows.
- Coordinate and attend the initial meeting between Fiscal/Business Office (any Members departments) and FAMIS Services to convey the requirements for the interface.
- Coordinate subsequent meetings, correspondence and phone calls with the Fiscal/Business Office, the department, vendor, and FAMIS Services.
- Assume responsibility for the daily reports and investigate and reconcile any errors that may occur.
- Assume responsibility for the integrity of the data and give final approval for the data to enter the records of the Member.

NOTE: all submitted batch interfaces that pass the FAMIS program edits are posted into the system. These batch feeds are NOT reviewed by the FAMIS Services staff prior to their posting. It is the responsibility of the Business Office to ensure that the data passed to FAMIS has been reviewed and validated as legitimate accounting transactions prior to being FTP'd to FAMIS.

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Interface Processes

New Interface projects require communication between the Part Fiscal/Business Office and FAMIS. The scope and requirements are identified and issues addressed. When both parties have a clear understanding of the needs, then solutions are formulated.

This list details the steps that are necessary for a successful interface with FAMIS.

1. Send a Change/Enhancement form regarding the new interface. The form is available on the FAMIS website: <http://www.tamus.edu/offices/famis/>
2. Schedule and hold a Requirements Meeting with FAMISHelp (can be via phone conference) to discuss the details and process of establishing this new Interface. Topics will include such items as the purpose, the type of transactions, the frequency of feeds, the principal persons involved.
3. FAMIS Services sends the following:
 - Layout for the transactions
 - Name of the file(s)

We will name the file(s) according to the type of data.
We always post test file(s) to our Training Campuses. Note the file for testing will have the extension of “.TEST” to help prevent accidental posting into Production. Below are sample file names:
K7nnXX.deptname.JE.Dyymmdd
K7nnXX.deptname.JE.Dyymmdd.TEST
 - Batch reference in the form of AAANN or AANN (example: BUD001)
 - Name of the program that will be used to post the transactions (example: XFJE1)
4. TAMUS Member requests RACF security. To do this, the Interface Coordinator or equivalent supervisor must send an email to famishelp@tamu.edu. Please include the name, the UIN and UserID for those individuals who perform the FTP process.
5. FAMIS Services prepares Training JCL, INFOPAC & DDRINT for the file testing.
6. TAMUS Member prepares the Test Files and submits them via FTP to K7nnXX directory on the mainframe server -- (TAMMVS1.TAMU.EDU). Send an email to famishelp@tamu.edu to post the test file and include the name of the file to post.
7. FAMIS Services posts the test files into the Training Campus and notifies the TAMUS Member of the results.

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8. TAMUS Member reviews the TEST posting for accuracy of posting data and accounting transactions, as well as any errors that are generated by the posting program. NOTE: this process is to be repeated multiple times until both FAMIS Services and the TAMUS Member are satisfied that the interface is ready to post in the Production Environment.
9. TAMUS Member sends email to both FAMISPROD@tamu.edu and famishelp@tamu.edu that they are ready to prepare for Production posting of the file(s). The email should detail the frequency and notification type that will be used when submitting Production files.
10. FAMIS Services prepares Production JCL, INFOPAC & DDRINT and completes the scheduling of the Production job(s).
11. TAMUS Member prepares the Production files and submits FTP to K7nnXX directory on the mainframe server - (TAMMVS1.TAMU.EDU). TAMUS Member sends email to famisprod@tamu.edu to post the production file. The email should include the name of the file to post and the job name. Remember there is a 3:00 pm Production deadline which means that the file must be created and the email sent by 3:00 pm for posting that evening.
12. FAMIS Services posts the Production files and releases the output to DDRINT.
13. TAMUS Member reviews all output when available and reports any problems or discrepancies immediately.

NOTE:

ANY changes to an established Production Interface must be 're-tested' in the Training Environment before proceeding to Production. Contact famisprod@tamu.edu and famishelp@tamu.edu whenever any change to the process that generates the file(s) is anticipated or planned.