

**ADMINISTRATIVE PROCEDURES**

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| **20.06 FAMIS Access** | **Revised: November 22, 2022** |

1. GOVERNING REGULATIONS

This procedure is governed by A&M System Regulation [29.01.03](http://policies.tamus.edu/29-01-03.pdf) Information Security.

2. GENERAL

Texas A&M Forest Service uses the Financial Accounting Management Information System (FAMIS) as its primary accounting system. The A&M System operates FAMIS, which serves most of the members of the system. Three Finance and Administration division employees serve as FAMIS security officers to manage access to FAMIS information and functionality for agency employees: the Compliance Coordinator (primary), the Policy and Review Coordinator (1st backup) and the Budgets and Accounting Department Head (2nd backup).

3. RESPONSIBILITIES

3.1 Immediate supervisors or department heads have several responsibilities related to FAMIS access.

a. requesting appropriate access for their employees

b. notifying the security officer when access needs to be changed or revoked

c. maintaining a security-sensitive work environment

3.2 FAMIS users (employees with access to FAMIS) have responsibilities related to the use of FAMIS and security of its data.

a. using FAMIS for business purposes only

b. protecting data in FAMIS from improper disclosure

c. maintaining the integrity and timeliness of data entered into FAMIS

d. logging in to FAMIS at least every 6 months to prevent the user account from being eliminated

4. REQUESTING ACCESS

4.1 For new access, the [FAMIS Access Request](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/FAMIS%20Access%20Request.pdf) form is completed and sent to the security officer. Both the user and the immediate supervisor or department head must sign the form before access is provided. The security officer will review the request, obtain additional approvals if necessary, and establish an appropriate user access profile. The security officer will provide instructions for FAMIS log-in after access has been granted.

4.2 A change in a user’s job duties may require a corresponding change in the type of access needed by the user. The immediate supervisor or department head must contact the security officer in writing to request the change.

4.3 When a user terminates employment, the immediate supervisor or department head should notify the security officer so that access may be revoked on the user’s last work day.

5. ROUTING AND APPROVAL FOR FAMIS DOCUMENTS

5.1 FAMIS provides electronic routing for approval of purchasing documents. The security officer manages the routing and approval configuration for the agency.

5.2 The routing and approval data in FAMIS serve as the electronic signature cards for approval of all payment documents, including manually prepared vouchers.

5.3 Authorized approvers are assigned based on department / sub-department (not account number). The immediate supervisor or department head is responsible for notifying the security officer of any needed changes.

6. OTHER ACCOUNTING SUPPORT SYSTEMS

A number of systems in addition to FAMIS support the accounting and reporting process for the agency. Most of the users of these systems are employees in the Finance and Administration division.

6.1 The FAMIS security officer coordinates access to FAMIS and Business Objects/Data Warehouse.

6.2 Budgets and Accounting Department coordinates access to the following support systems:

1. Comptroller of Public Accounts – USAS, SPA
2. Legislative Budget Board – ABEST, LAR, ITD

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