

## Financial Services Certification Course

---

### Financial Services Manager Certification Dates

Class #	Date	Accounting Class Description	Location
1	5/3	Accounting Resources	UC, Bayview 320
2	5/10	FAMIS Accounts	UC, Anchor Ballroom C
3	5/17	How to Read your Monthly Account Report	Online - TrainTraq
4	5/24	Extension of Credit and Departmental Invoicing	Online - TrainTraq
5	5/31	Time Tracking	UC, Bayview 320
6	6/7	TAMUCC Cash Handling	UC, Bayview 320
7	6/14	Bursar's Office Tuition and Fees	UC, Bayview 320
8	6/21	Payroll 101	UC, Lone Star 142B

### Course Offerings

#### **Accounting Resources (Cassie Eyring & Dustin Hall)**

- Accounting Handbook – highlights
- Accounting Functions – What are the responsibilities of your accountant?
- Trainings offered
- FAQs

#### **FAMIS Accounts (Tamara Freed & Eliza Garcia)**

- Chart of Accounts – a brief overview of the chart of account structure and fund groups
- New Account Request – discuss the procedures to complete and request a new account
- Accounting Attributes – Year End Flags, GEB accounts, project accounts
- Request to close an account

#### **How to Read your Monthly Account Report (TrainTraq)**

- This course describes what a monthly account report is, why it is important, and what you need to know about
- A brief description of items that post to your accounts, JE's, IDT's, Vouchers, etc.

#### **Extension of Credit and Departmental Invoicing (TrainTraq)**

- Goals of FAMIS Invoicing
- Key Elements of the Invoice
- What are the responsibilities of the department issuing the invoice?
- Do you know about the handy screens in FAMIS to help you manage your outstanding invoices?
- How to make adjustments, cancel or issue a refund.

## Financial Services Certification Course

---

### **Time Tracking (Maria Alaffa & Raquel Flores)**

- Basics of Time Tracking in Workday
- FAQ's

### **TAMUCC Cash Handling (Jesse Barrios)**

- Principles & Practices for Cash Handlers
- What you may not know about Cash or Checks
- Petty Cash and the Business Office
- Working/Change Fund (Temporary & Permanent)
- Credit Cards, PCI, and Marketplace
- Cash Handling Procedures Manual – FAQ

### **Bursar's Office Tuition and Fees (Christina Holzheuser)**

- A walk-through of New, Increased and Decreased Fees
- Department Payments of Tuition and Fees
- Banner Postings into FAMIS and Research of support

### **Payroll 101 (Lupita Regalado & Maria Alaffa)**

- Monthly BVD Reporting
- Supplemental Pay Documents
- The Basics of PCT