

Financial Services Certification Course

Financial Services Manager Certification Dates

Class #	Date	Accounting Class Description	Location
1	5/2	Accounting Resources	UC, Copano 216
2	5/9	FAMIS Accounts	UC, Bayview 320
3	5/16	How to Read your Monthly Account Report	Online - TrainTraq
4	5/23	Extension of Credit and Departmental Invoicing	Online - TrainTraq
5	5/30	Payroll 101	UC, Bayview 320
6	6/6	Time Tracking	UC, Bayview 320
7	6/13	TAMUCC Cash Handling	UC, Bayview 320
8	6/20	Bursar's Office Tuition and Fees	UC, Lone Star 142B

Course Offerings

Accounting Resources (Cassie Eyring & Yolanda Castorena)

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

FAMIS Accounts (Eliza Garcia & Yolanda Castorena)

- 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.

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Payroll 101 (Lupita Regalado & Maria Alaffa)

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

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