

Accounting Resources

Cristy Gonzalez
Kalee Olivarez



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- Overview of Resources
- Finance Handbook
- Accountant Responsibilities
- Trainings Offered
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- FAQ's




Review of Available Resources

- Website: Financial Services
- <https://www.tamucc.edu/finance-and-administration/financial-services/index.php>
- Online Forms- Signature Card
<https://www.tamucc.edu/finance-and-administration/financial-services/accounting/forms.php>
- Useful Links and Resources/ Reference Material <https://www.tamucc.edu/finance-and-administration/financial-services/accounting/useful-links-resources.php>

Finance Handbook

- Where on the TAMUCC website can I find this?
- <https://www.tamucc.edu/finance-and-administration/financial-services/accounting/finance-handbook.php>

 [Finance and Administration](#) > [Financial Services](#) > Accounting Service

 **FINANCE
HANDBOOK**

Accounting

Finance Handbook

- Highlights

- Section 01.01 Accounting Staff
- Section 02.01 Types of Accounts
- Section 03.02.01 HEAF

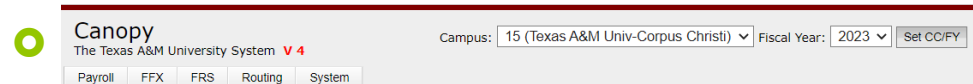


Finance Handbook

- Section 08.03.02.06 Canopy vs. FAMIS

- Looking Back?

- Screen 882 in FAMIS



- Summary by Budget Pool

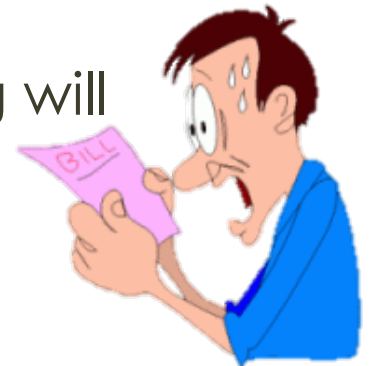
- Screen 34 in FAMIS
 - FRS → Account → Summary → S/L Display → Summary by Budget Pool
 - **Note: Under S/L Display if you select "Summary by Object Code" that is the equivalent of FAMIS screen 19

Finance Handbook

- Section 08.03.02.06 Canopy vs. FAMIS cont'd
 - **Transactions by Month/ Year**
 - FAMIS Screen 23- Transaction Inquiry by Account (screen 63 for support accounts)
 - FAMIS Screen 46- Transactions for a Month (screen 76 for support accounts)
 - FAMIS Screen 48- Transaction Inquiry by Account/ Subcode/ Month → (screen → 78 for support accounts)
 - Account Search
 - FAMIS Screen 29 (screen 68 for support accounts)
 - FRS → Account → Search

Finance Handbook

- Section 11.03 Interdepartmental Transfers
 - Billing between 2 departments on campus
 - Batches with prefix “ID” or “IT”
 - Cutoff 20th of the month; accounting will post by close of month.



Finance Handbook

Section 11.05 T-Codes (Budgets)

023 Transaction Inquiry by Account 05/04/23 10:58
 Screen Account: Ref: 2 Direct/Indirect: D FY 2023 CC 15
 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1100	020	BUD2223	09/01	SALARIES - NON-FAC	102,151.00	D	BBUD01		
1100	020	BUD2223	09/01	UNALLOCATED SALARI	10,514.00	D	BBUD01		
1100	020	BUD2223	09/01	LONGEVITY	2,150.00	D	BBUD01		
1100	022	U300472	11/15	Correcting initial	376.00-	C	6971AR	353001	4000
1100	022	U300687	01/04	Xfer budget for bo	5,000.00-	C	5686AL	353023	4000
1105	051	WDE0901	09/01	WDE SUMMARY ADJUST	102,150.12	D	EPA001		
1105	051	0023090	09/30	SUMMARY MONTHLY PA	8,512.51-	C	PAYM25		
1105	051	I04858	10/06	WE - I04858	1,833.37	D	SENC01		
1105	051	0023100	10/31	SUMMARY MONTHLY PA	8,845.83-	C	PAYM25		
1105	051	I04858	10/31	AUTO ADJ - I04858	166.65	D	SEAA01		
1105	051	0023110	11/30	SUMMARY MONTHLY PA	8,679.17-	C	PAYM25		
1105	051	0023120	12/31	SUMMARY MONTHLY PA	8,679.17-	C	PAYM25		
1105	051	0023010	01/31	SUMMARY MONTHLY PA	8,679.17-	C	PAYM25		
1105	051	0023020	02/28	SUMMARY MONTHLY PA	8,679.17-	C	PAYM25		

* Continued *

Accounting Handbook

Section 11.05 T-Codes (Budgets)

FY 2024 CC

Screen: ___ Account: _____ Ref: 2 Direct/Indirect: D
Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Ac
0001	027	BBF2023	09/01	BUDGET BROUGHT FOR	5,000.00	D	BBF001		
0001	021	11B9035	11/03	BBF001	5,000.00-	C	BD1113		
4000	027	BBE2023	09/01	BUDGET BROUGHT FOR	21.65	D	BBE001		
4000	021	11B9036	11/03	BBF001	5,000.00	D	BD1113		
4000	021	01B9394	01/26	REVISE BUDGET	5,000.00-	C	BD0171		



Accounting Handbook

Section 11.05 T-Codes (Budgets)

FY 2024 CC 15

Screen: ___ Account:

Sbcd	TC	Ref 2	Date	Description	Bank Option: N Amount	I	BatRef	Offset	Acct
0001	027	BBF2023	09/01	PROJECT BUDGET FOR	254,903.00-	C	BBPJ01		
0262	098	BBF2023	09/01	PRIOR YEAR ACTUALS	126,311.96-	C	BBPA01		
1100	027	BBF2023	09/01	PROJECT BUDGET FOR	37,355.00	D	BBPJ01		
1325	098	BBF2023	09/01	PRIOR YEAR ACTUALS	30,000.00	D	BBPA01		
1510	098	BBF2023	09/01	PRIOR YEAR ACTUALS	5,894.63	D	BBPA01		
1610	098	BBF2023	09/01	PRIOR YEAR ACTUALS	205.78	D	BBPA01		
1900	027	BBF2023	09/01	PROJECT BUDGET FOR	10,701.00	D	BBPJ01		

FY 2024 CC 15

Screen: ___ Account:

Sbcd	TC	Ref 2	Date	Description	Bank Option: N Amount	I	BatRef	Offset	Acct
4000	022	U400385	11/01	transfer to accoun	28,800.00	D	5686AL	284530	4000
5350	055	144389B	09/01	MARTS & LUNDY INC	28,800.00	D	PUR001		
5350	068	2401518	10/17	MARTS & LUNDY INC	2,400.00	P	VCLK22	028400	2100
5350	068	2401538	10/17	MARTS & LUNDY INC	2,400.00	P	VCLK22	028400	2100

Accounting Handbook

Section 11.05 T-Codes (Journal Entries & Encumbrances)

LICENSING										FY 2026 CC 15	
Screen: <input type="text"/>		Account: 320031 5752		Ref: 2		Direct/Indirect: D		Bank Option: N			
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct		
5752	055	340893B	10/14	COSTUME SPECIALIST	111.23	D	ZP1014				
5752	060	10J0610	10/31	OBJ CODE CORR PO#3	8,236.80		EJ1032	320031	8424		
5752	068	2602010	11/05	COSTUME SPECIALIST	3,085.23	P	PVP462	032003	2100		
5752	060	11J0087	11/11	OBJ CODE CORR PO#3	3,085.23-		JE1128	320031	8421		
5752	055	428405B	11/26	MAINSTREET DESIGNS	4,285.00	D	ZP1126				
5752	054	53615BE	12/02	Arrow Display Sign	5,508.00	D	ZR1202				
5752	055	428405B	12/05	MAINSTREET DESIGNS	37.93	D	ZP1205				
5752	055	432471B	12/09	HPS SIGNS LLC DBA*	2,188.80	D	ZP1209				
5752	068	2603223	12/15	MAINSTREET DESIGNS	4,322.93	P	PVP510	032003	2100		
5752	068	2603301	12/17	HPS SIGNS LLC DBA*	2,188.80	P	PVP514	032003	2100		
5752	054	53615BE	12/18	Arrow Display Sign	5,508.00-	C	ZP1218				
5752	055	436156B	12/18	ARROW DISPLAY SIGN	5,508.00	D	ZP1218				
5752	055	440998B	01/13	HPS SIGNS LLC DBA*	595.00	D	ZP0113				
5752	068	2604006	01/26	HPS SIGNS LLC DBA*	595.00	P	PVP553	032003	2100		

Accounting Handbook

Section 11.04- Header Codes

048 Transaction Inquiry by Account/Subcode/Month 03/12/24 13:50
FY 2024 CC 15

Screen: ___ Account: _____ Month: 1_ Direct/Indirect: D
Display Ref: 2 Bank Option: N Ref: _____

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1610	063		01/28	BANNER LOAD	147,440.00-	N	BNR001	000200	1615
1610	063		01/28	BANNER LOAD	271,761.14	N	BNR001	000200	1615
1610	030	01A0634	01/25	1/24 UBT CDS DISB	47,951.00-	C	AC0178		
1610	030	01A0638	01/26	1/25 UBT CDS DISB	38,813.00-	C	AC0181		
1610	030	01A0816	01/29	1/26 UBT CDS DISB	11,892.00-	C	CA0109		
1610	063		01/31	BANNER LOAD	131,957.00-	N	BNR001	000200	1615
1610	063		01/31	BANNER LOAD	212,164.00	N	BNR001	000200	1615
1610	030	01A1020	01/31	01/30 UBT CDS DISB	17,096.00-	C	CA0139		
1610	030	01A0127	01/31	01/31 UBT CDS DISB	48,500.00-	C	CA0142		

048 Transaction Inquiry by Account/Subcode/Month 03/12/24 13:55
FY 2024 CC 15

Screen: ___ Account: _____ Month: 2_ Direct/Indirect: D
Display Ref: 2 Bank Option: N Ref: _____

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1610	060	02J1105	02/29	RC AC1048 THECB	11,616.00-		JE2085	619010	0274
1610	060	02J1106	02/29	RC AC1164THECB	7,789.00-		JE2085	619010	0274
1610	063		02/29	BANNER LOAD	70,331.00-	N	BNR001	000200	1615
1610	063		02/29	BANNER LOAD	134,720.25	N	BNR001	000200	1615

Accounting Handbook

Section 11.04- Header Codes

BATCH HEADER CODES

TYPE	MONTH	STARTING ENTRY # EACH MONTH	EXAMPLE
JE (Journal Entry)	09	01	JE0901
JEU (Journal Entry Upload)	09	01	JEU901
EJ (Journal Entry)	09	01	EJ0901
IT (IDT) Interdepartmental Transfer	09	01	IT0901
ID (ID) Interdepartmental Transfer	09	01	ID0901
IDU (ID) Interdepartmental Transfer Upload	09	01	IDU901
CD (CDA) Accounting Cash Disbursement	09	01	CD0901
CDU (CDA) Accounting Cash Disbursement Upload	09	01	CDU901
CA (CRA) Accounting Cash Receipt	09	01	CA0901
CAU (CRA) Accounting Cash Receipt Upload	09	01	CAU901
AC (CRA) Accounting Cash Receipt	09	01	AC0901
BT (Bank Transfers)	09	01	BT0901
EN (Encumbrances)	09	01	EN0901
CM (Compound Journal Entry)	09	01	CM0901
BD (Budget)	09	01	BD0901
BDU (Budget Upload)	09	01	BDU901
BG (Beginning Balances)	09	01	BG0901
MP (Marketplace)	09	01	MP0901
CB (Contract Batches)	09	01	CB0901
CRT*(CircuiTree Cash Receipt)	N/A	N/A	N/A
JET*(CircuiTree Journal Entry)	N/A	N/A	N/A

*A CircuiTree batch consists of two entries: a cash receipt(CRT) and a journal entry(JET). The numbers for each batch will correlate. For example,CRT112 will correlate with JET112.

Accounting Handbook

Section 11.04- Header Codes

MONTH (Assume September)	Entry Number Reference		EXAMPLE
	TYPE	STARTING ENTRY #	
		EACH MONTH	
09	J (Journal entry)	0001	09J0001
09	I (IDT) Interdepartmental Transfer	0001	09I0001
09	D (CDA) Accounting Cash Disbursement	0001	09D0001
09	A (CRA) Accounting Cash Receipt	0001	09A0001
09	T (Bank Transfers)	0001	09T0001
09	E (Encumbrances)	0001	09E0001
09	C (Compound Journal Entry)	0001	09C0001
09	B (Budget)	0001	09B0001
09	G (Beginning Balance)	0001	09G0001

Laserfiche

Section 13

Let's find JE1 103 in
Fiscal Year 2024

Login to Laserfiche and go to:

FISC-ACCT-Batches → FY2024 → JE → 03.NOV

After you click on 03.NOV you will see all documents and you can double click on the document you need to retrieve the back up

Folders

- [-] FISC-ACCT-Batches
 - [+] FY2020
 - [+] FY2021
 - [+] FY2022
 - [+] FY2023
 - [-] FY2024
 - [+] AC
 - [+] AFR
 - [+] BD
 - [+] BT
 - [+] CA
 - [+] CD
 - [+] CM
 - [+] DB
 - [+] EJ
 - [+] EN
 - [+] ID
 - [+] IT
 - [-] JE
 - [+] 01.September
 - [+] 02. October
 - [+] 03.November

Name ▲	Page Count	Creation Date	Last Modified	Template Name	Volume
JE1101	7	11/6/2023 2:23 PM	11/6/2023 2:23 PM	ACCT-Batches	FISC-ACCOUNT...
JE1102	5	11/3/2023 12:24 P..	11/3/2023 12:24 P..	ACCT-Batches	FISC-ACCOUNT...
JE1103	6	11/6/2023 2:25 PM	11/6/2023 2:25 PM	ACCT-Batches	FISC-ACCOUNT...
JE1104	4	11/3/2023 12:23 P..	11/3/2023 12:23 P..	ACCT-Batches	FISC-ACCOUNT...
JE1105	8	11/3/2023 12:30 P..	11/3/2023 12:30 P..	ACCT-Batches	FISC-ACCOUNT...

Accountant Responsibilities

- Assist with questions on various postings to your accounts
- Create a new non-grant account per your request
- Change responsible person or department on your non-grant account
- Make a correcting entry on your account if you are unable to fix it with a DCR



If not Accounting, Then Who?

- Review your accounts for incorrect postings or insufficient funds **Department**
- Lift flags on the accounts for insufficient budget **Budget**
- Instruct you on how to return an overpayment on an invoice **A/R**
- I received a check in the mail, and I don't know what its for. What do I do with it?

**Business
Office**



If not Accounting, Then Who?

- Freeze/Delete your accounts

Budget

- Instruct you on what object code to use when creating a purchase order

**Procurement &
Disbursements**

- Assist you with a costing allocation

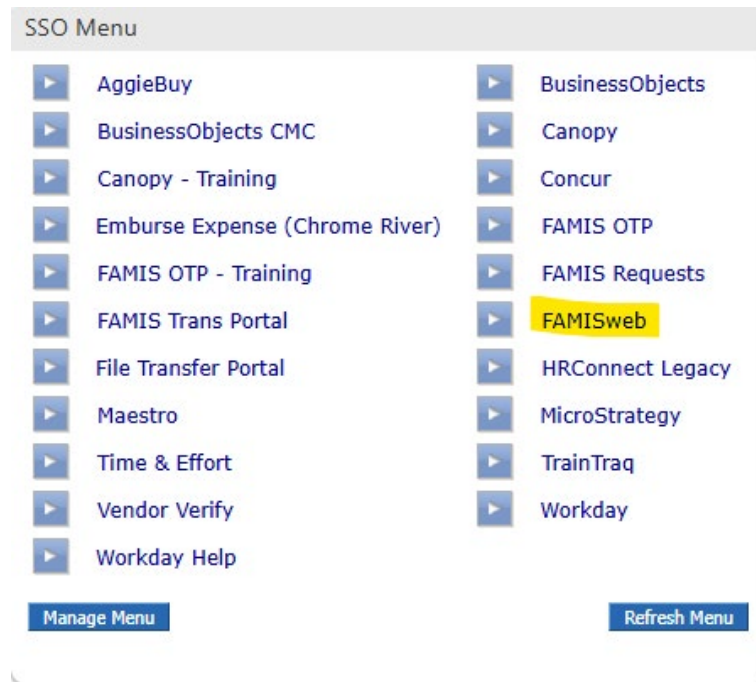
HR

- Make budget corrections to your accounts

Budget



New Application: FAMISWeb



- Replacing canopy in near future
- Link on SSO

New Application: FAMISWeb

Announcements

Welcome – check in here for the latest in features and updates!

The new *FAMISweb* aims to bring a cleaner, more intuitive experience to financial and accounting tasks. It builds on the foundation of our legacy Canopy application, but with easier navigation, better search, and improved accessibility. Key information is now front and center, making it quicker for users to find what they need and get things done.

Need Help?

Have questions? Please send an email to: famishelp@tamus.edu

What do you think?

Please share your experience and ideas in the survey found at the Feedback tab (on every page, right side).

Release Updates

Please click the links below to view the features that are being added with each new release:

- [FAMISweb Release 1.1](#)
 - [FAMISweb Release 1.2](#)
 - [FAMISweb Release 1.3](#)
 - [FAMISweb Release 1.4](#)
-

Navigation Tips

- Access the main menu via the hamburger menu (three horizontal lines, top left corner), then navigate to any page from there.
- View Related dropdown menus allow jumping between pages -- similar to using tabs in Canopy, but with more options.
- Hover over the tool tips (question marks) for an item's definition; use the eye icon to pop open a (modal) window with more details.
- Set your preferences (limited now--more on the roadmap) by clicking on your initials in the top right corner.

Trainings Offered

- Available on Train Traq
 - Guidelines for Disbursement of Funds
 - FAMIS Training
 - Canopy Training
 - Controlling Risks





Disclaimer on Routing

- This is just a quick preview and review
- Any questions directly related to routing should be directed to famissecuritytamucc@tamu.edu



Department Paths

- Screen 860 – Dept Table Maintenance
 - How to look up 4/5 letter department
 - Information needed to view routing path on Screen 921
- Screen 921 – Dept Paths Create/Modify
 - different types of routing paths
 - view names on the desks in the routing path

Primary vs. Substitute

Indicate if P or S

TEXAS A & M UNIVERSITY-CORPUS CHRISTI
DEPARTMENT SIGNATURE CARD

Date: 05/28/2024 Department Name: ABCD Scholars Famis Department Code: ABCD

Authority to Commit Funds: The Department Signature Card designates individuals with direct authority and related responsibility to commit funds for a particular department. The Department Head/Dean has the authority to sign all financial documentation related to his/her department and to delegate authority to other individuals (business coordinators, assistant directors, directors, department chairs, associate/assistant deans, deans, associate/assistant vice presidents). The Department Signature Card is the Department Head's authorization of such delegation. A new signature card signed by all authorized persons will be required each time a change (add or delete) occurs. **The Department is responsible for updating the Department Signature Card and forwarding to FAMIS Security when approval changes occur.**

As Department Head, I authorize the individuals signing below to have direct authority and related responsibility to commit funds for my department. The areas in which they are authorized are indicated in the checkboxes below. Each person understands that they will be required to complete the Guidelines for Disbursement of Funds training prior to committing funds.

Each Department will need to decide if the Names below will be a **Primary Signature(P)** or will serve as a **Substitute(S)** for the Primary Signer. Signer must have active FAMIS/ Canopy access and provide their FAMIS ID as indicated below. For IslanderBuy, choose (Y) if Approver or (N) if not an Approver. **If additional space is needed, please use the second page.** (Check boxes below as appropriate)

Name/Job Title Must include the Department Head	Signer FAMIS/Canopy ID (xxxx15p)	Signature	Islanderbuy Purchasing	Payroll	Budget (DBR)	FAMIS (DCR)
John Smith	XXXX15P		Y <input type="checkbox"/>	P <input type="checkbox"/>	P <input type="checkbox"/>	P <input type="checkbox"/>
Jane Doe	XXXX15P		Y <input type="checkbox"/>	S <input type="checkbox"/>	S <input type="checkbox"/>	S <input type="checkbox"/>
			Pick One <input type="checkbox"/>	Pick One <input type="checkbox"/>	Pick One <input type="checkbox"/>	Pick One <input type="checkbox"/>

Will the Responsible Person listed on the current departmental accounts need to be changed? Yes No . If yes, please provide us a UIN for the responsible person _____

LEGEND:

FAMIS/Purchasing: Requisitions and E's; DCR's.
Payroll: E** documents
Budget: DBR's

John Smith, Dean
Department Head Printed Name/Job Title

Department Head Signature

For internal use:
 ISLANDERBUY
 FAMIS

PLEASE FORWARD COMPLETED SIGNATURE CARD TO FAMISSECURITYTAMUCC@TAMU.EDU FOR PROCESSING. (Updated: 01/31/24)

Primary signer - The document is going directly to that person they are the ones in charge of that department and automatically receive notifications that they have documents pending

***If responsible person needs to be updated to the dept head listed, please remember to select yes & provide UIN**

Substitute signer - The sub can go into the Primary Signer's box and sign for them, but they do not automatically receive notifications

<https://www.tamucc.edu/finance-and-administration/financial-services/accounting/assets/documents/department-signature-card.pdf>

Screen 860 Dept Table Maintenance

Not sure of your 4/5 letter Department code?

```

F8209 Field marked is required
860 Department Table Maintenance                                04/26/17 12:00
                                                                CC 15

Screen: ____ Department: *____ Sub Dept: ____
  Dept Name: _____
  Head/Director ID: _____ PH: _____
  Alt APO ID: _____ PH: _____
  Reporting ID: _____ PH: _____
  IPay IDT Email/ID: _____
  Mail Code: _____ College Dept: _____ Off Campus Flag: _
  Exec Level: _____ Division: _____ School/College: _____
  Building Campus: _____ Room: _____ Group Cd: _____
  Building Number: _____ Other Loc: _____
  Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: _____
  Allow Flags: FRS: _ EPA: _ DBR: _ DCR: _ FFX: _ TDP: _ Purch: _
  eProc: _ eBill: _ eShip: _ eSufx: _ eDaPriv: _ Surplus: _
  Maestro: Org Unit: _____ Parent Dept: _____ Center/Institute: _____
  Mail to Dept Head: _____ USAS Cd: _____
  Other Part Nbr: _____ Dept Office: _____ General Comments:
  Other Part Dept: _____ Dept View: _____ Hit <PF10>
  Other Part Sub Dept: _____ Exec Office: _____ FFX Comments:
  Dept Expiration Date: _____ Exec View: _____ Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Hmenu Help EHelp Audit Dload GenCm FFXCm
  
```

Place an* beside Department: and hit enter

Lists all the departments

```

1 - Default 3270 (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F8209 Field marked is required
860 +-----+
Scr  F2202 Mark field with an "X" to select
      Screen:  ___ Search:  _____ Type:  N   Exp Only:  N (Y,N)
                                      Include FRS:  Y (Y,N) FFX:  N (Y,N)

H
      Sel Dept Sub
Head  - ACADV ACADV ACADEMIC ADVISING FRS Y FFX Y
      - AATC ACADV ACADEMIC ADVISING/TRANSITION CENTER FRS Y FFX Y
      - AAAPV ACADV ACADEMIC AFFAIRS ASSOCIATE VP FRS Y FFX Y
      - ACAD COMM ACADV ACADEMIC AFFAIRS- COMMENCEMENT FRS Y FFX Y
      - ACAD ACADV ACADEMIC AFFAIRS-PROVOST FRS Y FFX Y
      - ACAD RES1 ACADV ACADEMIC AFFAIRS-PROVOST FRS Y FFX Y
Budge - ATS ACADV ACADEMIC INFORMATION TECHNICAL SUPPORT FRS Y FFX Y
AL     - ACAD1 ACADV ACADEMIC POLICY & ADMINISTRATION FRS Y FFX Y
      - ACCT ACADV ACCOUNTING FRS Y FFX Y
Ma     - ACCT RES1 ACADV ACCOUNTING FRS Y FFX Y
      - ATS ADCO ACADV ADMIN COMPUTING FRS Y FFX Y
      - ADMIN ACADV ADMINISTRATIVE SERVICES FRS Y FFX Y
      - ADVS ACADV ADVANCEMENT SERVICES FRS Y FFX Y
Othe
Dept  ** More Entries **
Enter ** Press <PF4> to Quit **
+-----+

1 | Sess-1 | 128.194.103.18 | TAMT2554 |

```

Hit enter to see more screens if the dept does not appear
 Place an X beside department to select and hit enter or
 Press F4 to exit pop up.

Screen 860 Dept Table Maintenance

Another way to search for department name

```

1 - Default 3270 (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F8209 Field marked is required
860 +-----+
      F2202 Mark field with an "X" to select
Scr  Screen:  ___ Search:  U_____ Type:  N  Exp Only:  N (Y,N)
      Include FRS:  Y (Y,N) FFX:  N (Y,N)

H
      Sel Dept Sub
Head  Dept Dept Department Name FRS FFX
      - UNCS UNIVERSITY CAMPUS SECURITY Y Y
      - SCNT UNIVERSITY CENTER Y Y
      - UNC1 UNIVERSITY CENTER-OPERATIONS Y Y
      - UNC3 UNIVERSITY CENTER-RETAIL Y Y
      - UNC2 UNIVERSITY CENTER-SCHEDULING Y Y
      - COLI RES1 UNIVERSITY COUNSELING CENTER Y Y
Budge - HOUS UNIVERSITY HOUSING Y Y
Al     - UNSV UNIVERSITY SERVICES Y Y
      - USPRG UNIVERSITY SERVICES - SANDDOLLAR Y Y
Ma     - TRIO RES4 UPWARD BOUND SUBAWARDS Y Y

Othe
Dept
Enter

      ** End of list - 10 Dept/Sub-dept(s) Found **

      ** Press <PF4> to Quit **
+-----+

```

You can search by 1st letter of dept or a general search.

Screen 860 Dept Table Maintenance

860 Department Table Maintenance

03/18/26 16:25

CC 15

Screen: Department: ARTS_ Sub Dept: _____

Dept Name: COLLEGE OF LIBERAL ARTS _____

Head/Director ID: AMANO, KYOKO PH: 361-825-2659

Alt APO ID: OSEI, HAYFORD PH: 361-825-3449

Reporting ID: HEMPSTEAD, CHRISTOPH PH: 361-825-2395

IPay IDT Email/ID: _____

Mail Code: _____ College Dept: _____ Off Campus Flag: N

Exec Level: AA Division: LA School/College: _____

Building Campus: 15 Room: 291_____ Group Cd: _____

Building Number: 00104 Other Loc: _____

Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: _____

Allow Flags: FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y TDP: Y Purch: Y

eProc: A eBill: _____ eShip: _____ eSufx: AP eDaPriv: _____ Surplus: _____

Maestro: Org Unit: 16462_____ Parent Dept: ACAD_ Center/Institute: _____

College Of Liberal Arts Mail to Dept Head: _____ USAS Cd: _____

Other Part Nbr: _____ Dept Office: ARTSHUM General Comments: Y

Other Part Dept: _____ Dept View: ARTSHUM Hit <PF10>

Other Part Sub Dept: _____ Exec Office: _____ FFX Comments: N

Dept Expiration Date: _____ Exec View: _____ Hit <PF11>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

Audit ADelg

GenCm FFXCm

Screen 860 Dept Table Maintenance

```

860 Department Table Maintenance                                03/18/26 16:25
                                                                CC 15

Screen: ___ Department: ARTS_ Sub Dept: _____
      Dept Name: COLLEGE OF LIBERAL ARTS_____
Head/Director ID:      AMANO, KYOKO      PH: 361-825-2659
  Alt APO ID:          OSEI, HAYFORD      PH: 361-825-3449
  Reporting ID:        HEMPSTEAD, CHRISTOPH PH: 361-825-2395
IPay IDT Email/ID:    _____
  Mail Code: _____ College Dept:      Off Campus Flag: N
  Exec Level: AA      Division: LA      School/College: ___
  Building Campus: 15      Room: 291___  Group Cd: _____
  Building Number: 00104  Other Loc: _____
Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: ___
Allow Flags: FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y      TDP: Y Purch: Y
  eProc: A eBill: ___ eShip: ___ eSufx: AP eDaPriv: _ Surplus: _
Maestro: Org Unit: 16462_____ Parent Dept: ACAD_ Center/Institute: ___
  College Of Liberal Arts      Mail to Dept Head: _ USAS Cd: ___
  Other Part Nbr: ___      Dept Office: ARTSHUM      General Comments: Y
  Other Part Dept: _____ Dept View: ARTSHUM      Hit <PF10>
  Other Part Sub Dept: _____ Exec Office:          FFX Comments: N
Dept Expiration Date: _____ Exec View:          Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Hmenu Help EHelp      Audit ADelg      GenCm FFXCm

```

Left click to
highlight
Dept Office
name

Screen 860 Dept Table Maintenance

File Edit Transfer Fonts Options Tools View Window Help

Undo Ctrl-Z
Redo Ctrl-Y
Cut Ctrl-X
Copy Ctrl-C
Copy Append
Paste Ctrl-V
Paste Continue
Select All Ctrl-Clear
Options...

Table Maintenance 03/18/26 16:25
CC 15

Department: ARTS_ Sub Dept: _____
Name: COLLEGE OF LIBERAL ARTS _____
Personnel ID: AMANO, KYOKO PH: 361-825-2659
Personnel ID: OSEI, HAYFORD PH: 361-825-3449
Reporting ID: HEMPSTEAD, CHRISTOPH PH: 361-825-2395
IPay IDT Email/ID: _____
Mail Code: _____ College Dept: _____ Off Campus Flag: N
Exec Level: AA Division: LA School/College: ____
Building Campus: 15 Room: 291____ Group Cd: _____
Building Number: 00104 Other Loc: _____
Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: ____
Allow Flags: FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y TDP: Y Purch: Y
eProc: A eBill: ____ eShip: ____ eSufix: AP eDaPriv: _ Surplus: _
Maestro: Org Unit: 16462____ Parent Dept: ACAD_ Center/Institute: ____
College Of Liberal Arts Mail to Dept Head: _ USAS Cd: ____
Other Part Nbr: _ Dept Office: ARTSHUM General Comments: Y
Other Part Dept: _____ Dept View: ARTSHUM Hit <PF10>
Other Part Sub Dept: _____ Exec Office: _____ FFX Comments: N
Dept Expiration Date: _____ Exec View: _____ Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Audit ADelg GenCm FFXCm

Edit (menu bar) and select Copy

Screen 860 Dept Table Maintenance

Type 921
at Screen:
and hit
enter

```

860 Department Table Maintenance                                03/18/26 16:49
                                                                CC 15
Screen: █ Department: ARTS_ Sub Dept: _____
                    Dept Name: COLLEGE OF LIBERAL ARTS_____
                    Head/Director ID:          AMANO, KYOKO          PH: 361-825-2659
                    Alt APO ID:                OSEI, HAYFORD         PH: 361-825-3449
                    Reporting ID:              HEMPSTEAD, CHRISTOPH  PH: 361-825-2395
                    IPay IDT Email/ID: _____
                    Mail Code: _____      College Dept:          Off Campus Flag: N
                    Exec Level: AA             Division: LA           School/College: __
                    Building Campus: 15        Room: 291_____      Group Cd: _____
                    Building Number: 00104     Other Loc: _____
Budget Sort Dept Nbr: _____      Approx. Inv. Count: _____  FFX Cert. Month: __
Allow Flags:  FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y      TDP: Y Purch: Y
                    eProc: A eBill: ___ eShip: ___ eSufx: AP eDaPriv: _  Surplus: _
Maestro: Org Unit: 16462_____      Parent Dept: ACAD_      Center/Institute: __
                    College Of Liberal Arts      Mail to Dept Head: _    USAS Cd: __
                    Other Part Nbr: ___         Dept Office: ARTSHUM     General Comments: Y
                    Other Part Dept: _____      Dept View: ARTSHUM      Hit <PF10>
                    Other Part Sub Dept: _____      Exec Office:            FFX Comments: N
Dept Expiration Date: _____      Exec View:              Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                    Hmenu Help  EHelp                Audit ADelg           GenCm FFXcm

```

Screen 921 Dept Paths Create/Modify

On
Screen
921 the
cursor is
at Office

Go back to
Edit in the
Menu Bar
and select
paste or
Ctrl V (paste)

marked is required
Paths Create/Modify 03/12/24 16:44
CC 15

Office: _____ View: ARTSHUM____

Description: _____
Office Mgr : _____

F	Form	Dept/Sub	Category
N			Status and Desks
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----
-	---	-----	-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Names

Screen 921 Dept Paths Create/Modify

F8209 Field marked is required
921 Dept Paths Create/Modify

04/17/18 09:29
CC 15

Screen: ____ Office: artshum View: _____

Description: _____
Office Mgr :

F	Form	Dept/Sub	Category	Status and Desks
N				
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----
-	---	-----	-----	-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Names

The Office name and View name usually are the same so hit enter. Even if names are not the same hit enter.

921 Dept Paths

F3003 Security - You may not update on this screen

921 Dept Paths Create/Modify

03/12/24 16:49

CC 15

Screen: ___ Office: ARTSHUM___ View: ARTSHUM___

Description: COLLEGE OF ARTS & HUMANITIES_____

Office Mgr : DERRICK, MARYJO

F	Form	Dept/Sub	Category	Status and Desks
N				
-	---	-----	-----	-----
-	*__	*_____		
		APPROVER1_		SIGNER DSK
-	*__	ARTS RES1_		
		APPROVER1_	C&G	SIGNER DSK
-	*__	ARTS RES2_		
		APPROVER1_	RES2	RES2APP2
				SIGNER DSK
-	DBR	*_____		
				SIGNER DBR
-	DBR	ARTS RES1_		
		C&G		SIGNER DBR

*** Press <ENTER> to view more entries ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

Names

* - Purchasing Documents
 DBR - Departmental Budget Request
 DCR - Departmental Correction Request

DT* - Department Travel
 E** - Payroll documents

921 Dept Paths

F3003 Security - You may not update on this screen

921 Dept Paths Create/Modify

03/12/24 16:49

CC 15

Screen: ___ Office: ARTSHUM___ View: ARTSHUM___

Description: COLLEGE OF ARTS & HUMANITIES_____

Office Mgr : DERRICK, MARYJO

F Form Dept/Sub Category

N Status and Desks

```

-----
- *  * _____
- *  * _____ APPROVER1_ _____ SIGNER DSK
- *  ARTS RES1_ _____ APPROVER1_ C&G _____ SIGNER DSK
- *  ARTS RES2_ _____ APPROVER1_ RES2_____ RES2APP2_ _____ SIGNER DSK
- DBR * _____ _____ SIGNER DBR
- DBR ARTS RES1_ _____ C&G _____ SIGNER DBR
  
```

*** Press <ENTER> to view more entries ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp

Names

Approver Desks

Not final signers

Stops requested by department before the final signer

Desks are created on screen 922 by FAMIS Security

921 Dept Paths

F3003 Security - You may not update on this screen

921 Dept Paths Create/Modify

03/12/24 16:49

CC 15

Screen: Office: ARTSHUM___ View: ARTSHUM___

Description: COLLEGE OF ARTS & HUMANITIES_____

Office Mgr : DERRICK, MARYJO

F Form Dept/Sub Category

N Status and Desks

F	Form	Dept/Sub	Category	Status and Desks
*	*	APPROVER1_		SIGNER DSK
*	ARTS RES1_	APPROVER1_	C&G	SIGNER DSK
*	ARTS RES2_	APPROVER1_	RES2	SIGNER DSK
DBR	*		RES2APP2_	SIGNER DBR
DBR	ARTS RES1_	C&G		SIGNER DBR

*** Press <ENTER> to view more entries ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

Names

Signer Desks

Final signers

These are the names submitted on the dept. signature cards

Desks are created on screen 943 by FAMIS security

Screen 921 Concur Approver Desk

```

F0013 Please enter desired modifications
921 Dept Paths Create/Modify                                03/18/26 15:27
                                                            CC 15

Screen: ___ Office: ARTSHUM___ View: ARTSHUM___

Descrip +-----+
Office  |
        | DESK: APPROVER1
F Form  |
N       |
- ---  |
- *___  | HEMPSTEAD, CHRISTOPHE
-       | AMANO, KYOKO
- DBR   | DSK
- DCR   | DBR
- DT*   | DCR
- E**   | DT*
        | PF4 to Quit
        | E**
*** +-----+

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp      Note      Names

```

CTE Approver – Will need to be set as the expense delegate within emburse.

F3003 Security - You may not update on this screen
 921 Dept Paths Create/Modify

03/18/26 15:33
 CC 15

Screen: ____ Office: **BLUCHER**____ View: **BLUCHER**____

Description: **BLUCHER SURVEY & SCIENCE INSTITUTE**____
 Office Mgr : **O'NEIL, JEN E**

F	Form	Dept/Sub	Category	Status and Desks
N				
-	*__	*_____		
-		_ APPROVER1_	_ APPR1_____	_ _____ _ _____ SIGNER DSK
-	*__	BLUC RES2_		
-		_ APPROVER1_	_ APPR1_____	_ RES2_____ _ RES2APP2__ SIGNER DSK
-	*__	BLUC RES3_		
-		_ APPROVER1_	_ APPR1_____	_ RES3_____ _ RES3APP3__ SIGNER DSK
-	DBR	*_____		
-		_ APPROVER1_	_ APPR1_____	_ _____ _ _____ SIGNER DBR
-	DBR	BLUC RES2_		
-		_ APPROVER1_	_ APPR1_____	_ RES2_____ _ RES2APP2__ SIGNER DBR

*** Press <ENTER> to view more entries ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Note Names

Paths can be simple or more in depth – this is page 1 of 4 path screens for this department

FAQ's



- Who do I contact to freeze, delete or drop my account?

<https://www.tamucc.edu/finance-and-administration/financial-services/budget/account-faq>

- Who is my accountant?

<https://www.tamucc.edu/finance-and-administration/financial-services/accounting/useful-links-resources.php>

Questions?

