Course Offerings

# Accounting Resources

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

# FAMIS Accounts

* 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 Statement

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

# Accounts Receivable

* 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.

# Cash Handling

* 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