

# **Financial Services Certification Course**

## **Accounting and Bursar Module**

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### **Course Descriptions**

#### **TAMUCC 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

#### **Extension of Credit and Departmental Invoicing**

- 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

#### **Bursar's Office Tuition and Fees**

- Overview of the Types of Tuition and Fees that are assessed to students
- A walk-through of New, Increased and Decreased Fees
- Department Payments of Tuition and Fees
- Banner Postings into FAMIS and Research of support

#### **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