Accounting Resources
Cassie Eyring
Dustin Hall
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- FAQ’s
Review of Available Resources

- Website
  http://comptroller.tamucc.edu/accounting/

- Online Forms- DCR Access, Signature Card, NAR
  http://comptroller.tamucc.edu/accounting/online_forms.html

- Reference Material
  http://comptroller.tamucc.edu/accounting/reference_material.html
Accounting Handbook

- Located on Comptroller’s Page
- [Texas A&M University-Corpus Christi - Accounting Handbook](#)
Accounting Handbook

- Highlights
  - Section 01.01 Accounting Staff
  - Section 01.05 Controlling Risks
  - Section 04.08.04 State Funds
  - Section 03.02.01 HEAF
Accounting 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
Accounting 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 48 for support accounts)
    - FRS ➔ Account ➔ Transactions
  - Account Search
    - FAMIS Screen 29 (screen 68 for support accounts)
    - FRS ➔ Account ➔ Search
Accounting 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.
Accounting Handbook
Section 11.05 T-Codes (Budgets)
Accounting Handbook

Section 11.05 T-Codes (Budgets)
Accounting Handbook
Section 11.05 T-Codes (Budgets)
Accounting Handbook
Section 11.05 T-Codes (Journal Entries & Encumbrances)

023 Transaction Inquiry by Account

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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp View DLoad Left Right
# Accounting Handbook

## Section 11.04- Header Codes

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*Continued*
Login to Laserfiche and go to:
FISC-ACCT-Batches ➔ FY2017 ➔ 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 backup.
Accountant Responsibilities

- Assist with questions on various postings to your accounts
- Create a new account per your request
- Change responsible person or department on your 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
- Lift flags on the accounts for insufficient budget
- Instruct you on how to return an overpayment on an invoice
If not Accounting, Then Who?

- Freeze/Delete your accounts
- Instruct you on what object code to use when creating a limited purchase order
- Request your HEAF funds to roll over to next year
- Assist you with completing a voucher create
- Make budget corrections to your accounts
Trainings Offered

- In the Classroom
  - Canopy Training
  - FAMIS Training
  - Routing & Approvals
  - Department Correction Request (DCR)
Trainings Offered

- Available on Train Traq
- Guidelines for Disbursement of Funds
- FAMIS Training
- Canopy Training
- Controlling Risks
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**
  - View names on the desks in the routing path
*Disclaimer on Routing*

- This is just a quick preview and review

- Any questions directly related to routing should be directed to famis.security@tamucc.edu.
Primary vs. Substitute

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

Substitute signer - The sub can go into the Primary Signer’s box and sign for them, but they do not automatically receive notifications.
Screen 860 Dept Table Maintenance

Not sure of your 4/5 letter Department code?

Place an* beside Department: and hit enter
Lists all the departments

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<tr>
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<td>Y</td>
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** More Entries **

** Press <PF4> to Quit **

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

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

** Press <PF4> to Quit **

 Doesn’t start with a U? Replace with another letter and hit enter
Screen 860 Dept Table Maintenance

Please enter desired modifications

D860 Department Table Maintenance

04/27/16 16:01
CC 15

Screen: 1
Department: DTHE_ Sub Dept: 

Dept Name: THEATRE - COLLEGE OF LIBERAL ARTS

Head/Director ID: 261087562 QUINTANILLA, KELLY PH: 361-825-2722
Alt APO ID: 701080748 GEYER, JANIS PH: 361-825-6044

Reporting ID: _______ PH: _______

Mail Code: _______ Building Number: _______

Exec Level: RA Building Campus: 15

Division: AH Room: 291

School/College: ______ College Dept: ______ Group Cd: ______

Off Campus Flag: N Other Loc: ______

Budget Sort Dept Nbr: ______ Approx Inv Count: ______ FFX Cert Month: ______


Maestro: Org Unit: 19495 Parent Dept: DMUS Center Institute: 

Theatre - College Of Liberal A Mail to Dept Head: _ USAS Cd: _

Other Part Nbr: ______ Dept Office: DEPTTHEATR General Comments: N

Other Part Dept: ______ Dept View: DEPTTHEATR 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 Dload GenCm FFXCm
Screen 860 Dept Table Maintenance

Edit (menu bar) and select Copy
Screen 860 Dept Table Maintenance

Type 921 at Screen: ___
and hit enter

Screen: 921  Department: THEATRE  Sub Dept: ___
Dept Name: THEATRE - COLLEGE OF LIBERAL ARTS___
Head/Director ID: 201007562 QUINTANILLA, KELLY   PH: 361-825-2722
Alt APO ID: 701008744 GEYER, JANIS   PH: 361-825-6944
Reporting ID: _______    PH: ______
Mail Code: _______   Building Number: ______
Exec Level: AA  Building Campus: 15
Division: AH  Room: 291___
School/College: ___ College Dept: ___  Group Cd: ___
Off Campus Flag: N  Other Loc: _____
Budget Sort Dept Nbr: _______  Approx. Inv. Count: _______  FFX Cert. Month: ___
eProc: B  eBill: ___  eShip: ___  eSufx: BN  eDaPriv: ___  Surplus: ___
Maestro: Org Unit: 19495___  Parent Dept: DMUS___  Center/Institute: ___
Theatre - College Of Liberal A  Mail to Dept Head: ___  USAS Cd: ___
Other Part Nbr: __  Dept Office: DEPTTHEATR___  General Comments: N
Other Part Dept: _____  Dept View: DEPTTHEATR___  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  Dload GenCm  FFXCm
On Screen 921 the cursor is at Office.

Go back to Edit in the Menu Bar and select paste.
The Office name and View name usually are the same so hit enter. Even if names are not the same hit enter.
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<th>Dept/Sub</th>
<th>Category</th>
<th>Status and Desks</th>
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**Description:** THEATRE - COLLEGE OF LIBERAL ARTS

* Office Mgr: EYRING, CASSIE A

---

* - Purchasing Documents
DBR - Departmental Budget Request
DCR - Departmental Correction Request
DT* - Department Travel
E** - all EPA documents
921 Dept Paths

Approver Desks

Not final signers

Stops requested by department before the final signer

Desks are created

On screen 922
921 Dept Paths

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

Screen: ___  Office: DEPTTHEATR  View: DEPTTHEATR

Description: THEATRE - COLLEGE OF LIBERAL ARTS
Office Mgr: EYRING, CASSIE A

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<td>Status and Desks</td>
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<td>___</td>
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<td>Status and Desks</td>
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<td>___</td>
<td>Status and Desks</td>
</tr>
<tr>
<td>E**</td>
<td>___</td>
<td>___</td>
<td>Status and Desks</td>
</tr>
</tbody>
</table>

*** Press <ENTER> to view more entries ***
Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Money Help, FHelp, --- Names

Signer Desks

Final signers

They are the names submitted on the Signatures cards.

Desks are created on screen 943 by FAMIS security
### 921 Dept Paths

**Description:** THEATRE - COLLEGE OF LIBERAL ARTS

Office Mgr: EYRING, CASSIE A

To view name on desk(s)

Place cursor anywhere on “CTE APPRVR” or “SIGNER DT*” and press F7 function key. Can only view one desk at a time.

<table>
<thead>
<tr>
<th>Form</th>
<th>Dept/Sub</th>
<th>Category</th>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE APPRVR</td>
<td></td>
<td>SIGNER DSK</td>
<td></td>
</tr>
<tr>
<td>SIGNER DT*</td>
<td></td>
<td>SIGNER DCR</td>
<td></td>
</tr>
<tr>
<td>SIGNER E**</td>
<td></td>
<td>SIGNER DSK</td>
<td></td>
</tr>
</tbody>
</table>

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

Key: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Minimum of 2 names on a desk: P & S – in case primary approver is not able to approve document the Sub can approve or in case one person leaves the University suddenly the other person can go in and approve. Document can continue on path to signer. To exit press F4 function key.
<table>
<thead>
<tr>
<th>PID</th>
<th>STATUS</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>701008748</td>
<td></td>
<td>GEYER, JANIS K</td>
</tr>
<tr>
<td>301995591</td>
<td>S</td>
<td>KUKLINSKI, ZAVA E</td>
</tr>
<tr>
<td>802005187</td>
<td>S</td>
<td>HARTLAUB, MARK G</td>
</tr>
</tbody>
</table>

*** END OF LIST - 3 WORKERS FOUND

PF4 to Quit

Enter: PF1 --- PF2 --- PF3 --- PF4 --- PF5 --- PF6 --- PF7 --- PF8 --- PF9 --- PF10 --- PF11 --- PF12 ---
Hmenu Help EHelp Names
Paths can be simple or more in depth - this is page 1 of 3 path screens for this department
FAQ’s

http://comptroller.tamu.edu/AccountingBudget_faq.html

- Who do I contact to freeze, delete or drop my account?
- Who is my accountant?
- I received a check in the mail and I don’t know what it’s for. What do I do with it?
Questions?