Financial Services Certification Course

Financial Services Manager Certification Dates

<table>
<thead>
<tr>
<th>Class #</th>
<th>Date</th>
<th>Accounting Class Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5/3</td>
<td>Accounting Resources</td>
<td>UC, Bayview 320</td>
</tr>
<tr>
<td>2</td>
<td>5/10</td>
<td>FAMIS Accounts</td>
<td>UC, Jetty 123</td>
</tr>
<tr>
<td>3</td>
<td>5/18</td>
<td>Payroll Resources</td>
<td>UC, Bayview 320</td>
</tr>
<tr>
<td>4</td>
<td>5/24</td>
<td>Payroll 101</td>
<td>UC, Bayview 320</td>
</tr>
<tr>
<td>5</td>
<td>5/31</td>
<td>Extension of Credit and Departmental Invoicing</td>
<td>Online - TrainTraq</td>
</tr>
<tr>
<td>6</td>
<td>6/7</td>
<td>How to Read your Monthly Account Report</td>
<td>Online - TrainTraq</td>
</tr>
<tr>
<td>7</td>
<td>6/14</td>
<td>TAMUCC Cash Handling</td>
<td>UC, Bayview 320</td>
</tr>
<tr>
<td>8</td>
<td>6/21</td>
<td>Bursar’s Office Tuition and Fees</td>
<td>UC, Seahorse 310</td>
</tr>
</tbody>
</table>

Course Offerings

Accounting Resources (Cassie Eyring & Dustin Hall)
- Accounting Handbook – highlights
- Accounting Functions – What are the responsibilities of your accountant?
- Trainings offered
- FAQs

FAMIS Accounts (Tamara Freed & Eliza Garcia)
- 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

Payroll Resources (Lupita Regalado)
- Where to go and when
- FAQ’s

Payroll 101 (Lupita Regalado)
- What drives the Payroll and what do you need to “drive”?
- Payroll Glossary
- Monthly BVD’s
- Biweekly TimeTraq
- Supplemental Pay Documents

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.

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