## 2017 Financial Manager Certification Course
### Other Financial Matters

<table>
<thead>
<tr>
<th>Class #</th>
<th>Date</th>
<th>Description</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>1</td>
<td>2/22</td>
<td>Expenditure Guidelines</td>
<td>UC 324 Swordfish</td>
<td>10:00 a.m.-11:30 a.m.</td>
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<tr>
<td>2</td>
<td>3/1</td>
<td>Central Receiving/Object Codes</td>
<td>UC 324 Swordfish</td>
<td>10:00 a.m.-11:30 a.m.</td>
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<tr>
<td>3</td>
<td>3/8</td>
<td>Procurement Card – Do’s &amp; Don’ts</td>
<td>UC 324 Swordfish</td>
<td>10:00 a.m.-11:30 a.m.</td>
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<td>4</td>
<td>3/22</td>
<td>eTravel/Concur</td>
<td>UC 324 Swordfish</td>
<td>10:00 a.m.-11:30 a.m.</td>
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<td>5</td>
<td>3/29</td>
<td>HUB Purchasing Requirements</td>
<td>UC 324 Swordfish</td>
<td>10:00 a.m.-11:30 a.m.</td>
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<td>6</td>
<td>4/5</td>
<td>Accounts Payable</td>
<td>UC 324 Swordfish</td>
<td>10:00 a.m.-11:30 a.m.</td>
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### TrainTraq

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<tr>
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<th>Date</th>
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<th>Location</th>
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<tbody>
<tr>
<td>1</td>
<td>3/15</td>
<td>Dealing with Contracts – TAMUCC #2111861</td>
<td>Online</td>
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<tr>
<td>2</td>
<td>3/15</td>
<td>Purchasing 101 – TAMUCC #2112383</td>
<td>Online</td>
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<td>3</td>
<td>3/15</td>
<td>Inventory 101 – TAMUCC #2112466</td>
<td>Online</td>
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### COURSE DESCRIPTIONS

#### Expenditure Guidelines Matrix
- Review the history, and process of revisions and updates
- What is allowed & documentation needed.

#### Central Receiving/Object Codes
- Receiving/Tracking/Returning Shipments “By the Truckloads” - This segment will clearly define the various shipment processes involving Central Receiving
- Surplus – Go over management controls involving controlled and non-controlled surplus items that are transferred to Central Receiving.
- Records Retention – An informative segment on how to properly prepare your records for storage in Central Receiving.
- Object Codes – Outline why Object Codes are important when preparing purchase orders that involve controlled and capitalized furnishings and equipment.

#### Procurement Card – Do’s & Don’ts
- Rules – Do’s, Don’ts and exception to state and local purchasing rules will be discussed.
- Cardholders/Supervisors responsibilities
- Reconciling - We will go over reconciliation and audit processes.

#### eTravel/Concur
- Concur Rules – We will focus discussion on state and local rules.
- Traveler/approvers responsibilities – Pre-trip, Post trip and approval requirements will be discussed.
- Reconciling – We will go over reconciliation process and auditing.

#### HUB Purchasing Requirements
- Defines Historically Underutilized Business (HUB)
- Describes why it is important to purchase from HUBs
- Provides guidelines for purchasing from HUBs.

#### Accounts Payable
- Vendor Create Form-W-9 – A brief discussion on why it’s important to have a W-9 completed before a vendor is set-up in FAMIS.
- Voucher Create Forms- Instructions will be given on how to fill out a Voucher Create Form and when it should be used.
- No Receiving – Discussion on purchase orders sitting in No Receiving and generating interest.
**TrainTraq**

**2111861: Dealing with Contracts – TAMUCC**
This course discusses contracts by reviewing the definition of a contract agreement; reviewing different types of contracts/agreements; reviewing contract/agreement routing & approval process; expediting the contract review; knowing who can sign your contracts; reviewing available online forms and an overview of the contract checklist.

**2112383: Purchasing 101 - TAMUCC**
This course provides a guideline to departments and buyers for the procurement of goods and services within the Purchasing Policy & Procedures Handbook. The primary function is to familiarize faculty & staff with the basic information necessary to communicate with the Procurement & Disbursement Department.

**2112466: Inventory 101 - TAMUCC**
This session will focus on the importance of property management; understanding financial liability for fixed assets; recognizing employee’s responsibility for equipment, and knowing types of items that must be inventoried.