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.

Preparing Financial Reports for your Supervisor
• We will utilize Canopy to download and create a balance sheet and income statement in Excel.

Reconciling G/L-S/L Accounts
• We will focus on accounts that have a year-end process of “F” and a 1-1 GL/SL relationship. We will go through a step by step process on how to reconcile your G/L to S/L account.

Time Tracking
• Basics of Time Tracking in Workday
• FAQ’s

Payroll Resources
• Where to go and when
• FAQ’

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

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

Reconciling Budgeted Salary Transactions
• Useful FAMIS Screens
• Encumbrance auto adjustments and associated budget impact