Accounting Resources

Cassie Eyring
Ida Moreno
Table of Contents

- Overview of Resources
- Accounting Handbook
- Accountant Responsibilities
- Trainings Offered
- Department Paths
- FAQ’s
Review of Available Resources

- Website
  [http://comptroller.tamucc.edu/accounting/](http://comptroller.tamucc.edu/accounting/)

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

- Reference Material
  [http://comptroller.tamucc.edu/accounting/reference_material.html](http://comptroller.tamucc.edu/accounting/reference_material.html)
Accounting Handbook

- Located on Comptroller’s Page

- Texas A&M University-Corpus Christi - Accounting Handbook
T-Codes: Budgets
Section 11.05
T-Codes: Budgets
Section 11.05
## T-Codes: Budgets
### Section 11.05

<table>
<thead>
<tr>
<th>Sbod</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Ref</th>
<th>Offset</th>
<th>Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1720</td>
<td>064</td>
<td>0004014</td>
<td>09/21</td>
<td>Biweekly Payroll</td>
<td>688.50</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>064</td>
<td>0004190</td>
<td>10/26</td>
<td>Biweekly Payroll</td>
<td>162.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>022</td>
<td>0300359</td>
<td>11/06</td>
<td>Transfer between e</td>
<td>6,000.00</td>
<td>6131EL 245350 4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>064</td>
<td>0004278</td>
<td>11/09</td>
<td>Biweekly Payroll</td>
<td>513.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>064</td>
<td>0004322</td>
<td>11/21</td>
<td>Biweekly Payroll</td>
<td>513.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>064</td>
<td>0004410</td>
<td>12/07</td>
<td>Biweekly Payroll</td>
<td>479.25</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>064</td>
<td>0004454</td>
<td>12/21</td>
<td>Biweekly Payroll</td>
<td>513.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1720</td>
<td>064</td>
<td>0004542</td>
<td>01/04</td>
<td>Biweekly Payroll</td>
<td>378.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1740</td>
<td>064</td>
<td>0004014</td>
<td>09/21</td>
<td>Biweekly Payroll</td>
<td>1,117.25</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1740</td>
<td>064</td>
<td>0004058</td>
<td>09/28</td>
<td>Biweekly Payroll</td>
<td>187.50</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1740</td>
<td>064</td>
<td>0004146</td>
<td>10/12</td>
<td>Biweekly Payroll</td>
<td>255.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1740</td>
<td>064</td>
<td>0004190</td>
<td>10/26</td>
<td>Biweekly Payroll</td>
<td>340.00</td>
<td>PAY04 005020 2400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Continued*
T-Codes: Encumbrances

Section 11.05

023 Transaction Inquiry by Account

Screen: ___ Account: ___ Ref: 2 Direct/Indirect: D
Bank Option: N

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000</td>
<td>027</td>
<td>BBF2012</td>
<td>09/01</td>
<td>RESERVE FOR ENCUMB</td>
<td>13,088.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>022</td>
<td>U300634</td>
<td>01/29</td>
<td>ARTS HSF FUNDS TRA</td>
<td>604.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5750</td>
<td>061</td>
<td>L205807</td>
<td>08/31</td>
<td>A &amp; W OFFICE SUPPL</td>
<td>1,960.59</td>
<td>N</td>
<td>RYR217 016090 2101</td>
</tr>
<tr>
<td>5750</td>
<td>051</td>
<td>L205807</td>
<td>08/31</td>
<td>A &amp; W OFFICE SUPPL</td>
<td>1,960.59</td>
<td>D</td>
<td>RYR217</td>
</tr>
<tr>
<td>5750</td>
<td>057</td>
<td>L205774</td>
<td>08/16</td>
<td>BUSINESS INTERIORS</td>
<td>4,473.65</td>
<td>D</td>
<td>ENCZ05</td>
</tr>
<tr>
<td>5750</td>
<td>057</td>
<td>L205811</td>
<td>08/17</td>
<td>BUSINESS INTERIORS</td>
<td>788.02</td>
<td>D</td>
<td>ENCZ05</td>
</tr>
<tr>
<td>5750</td>
<td>068</td>
<td>0300021</td>
<td>09/20</td>
<td>A &amp; W OFFICE SUPPL</td>
<td>1,793.42</td>
<td>P</td>
<td>PVP065 016090 2100</td>
</tr>
<tr>
<td>5750</td>
<td>068</td>
<td>0300022</td>
<td>09/20</td>
<td>A &amp; W OFFICE SUPPL</td>
<td>167.17</td>
<td>F</td>
<td>PVP065 016090 2100</td>
</tr>
<tr>
<td>5750</td>
<td>068</td>
<td>0300063</td>
<td>09/28</td>
<td>BUSINESS INTERIORS</td>
<td>798.02</td>
<td>F</td>
<td>VCL213 016090 2100</td>
</tr>
<tr>
<td>5750</td>
<td>068</td>
<td>0300103</td>
<td>10/18</td>
<td>BUSINESS INTERIORS</td>
<td>4,473.65</td>
<td>F</td>
<td>PVP085 016090 2100</td>
</tr>
<tr>
<td>5752</td>
<td>061</td>
<td>L205371</td>
<td>08/31</td>
<td>PLANK ROAD PUBLISH</td>
<td>132.27</td>
<td>N</td>
<td>RYR217 016090 2101</td>
</tr>
<tr>
<td>5752</td>
<td>051</td>
<td>L205371</td>
<td>08/31</td>
<td>PLANK ROAD PUBLISH</td>
<td>132.27</td>
<td>D</td>
<td>RYR217</td>
</tr>
<tr>
<td>5752</td>
<td>057</td>
<td>L205371</td>
<td>07/24</td>
<td>PLANK ROAD PUBLISH</td>
<td>288.95</td>
<td>D</td>
<td>ENCZ05</td>
</tr>
<tr>
<td>5752</td>
<td>057</td>
<td>L205591</td>
<td>08/07</td>
<td>WEST MUSIC DBA PER</td>
<td>366.66</td>
<td>D</td>
<td>ENCZ05</td>
</tr>
</tbody>
</table>
Header Codes
Section 11.04
Login to Laserfiche and go to:
FISC-ACCT-Batches \(\rightarrow\) FY2013 \(\rightarrow\) JE \(\rightarrow\) 03.NOV2012

After you click on 03.NOV2012 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

Accounting Resources

HELP WANTED
Trainings Offered

- In the Classroom
  - Canopy Training
  - FAMIS Training
- How to Read Your Monthly Account Report
- 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**
  - different types of routing paths
  - 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.
Not sure of your 4/5 letter Department code?

Place an* beside Department: and hit enter
<table>
<thead>
<tr>
<th>Sel</th>
<th>Dept</th>
<th>Sub Dept</th>
<th>Department Name</th>
<th>FRS</th>
<th>FFX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACADV</td>
<td></td>
<td>ACADEMIC ADVISING</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ARTC</td>
<td></td>
<td>ACADEMIC ADVISING/TRANSITION CENTER</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ARAVP</td>
<td></td>
<td>ACADEMIC AFFAIRS ASSOCIATE VP</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ACAD COMM</td>
<td></td>
<td>ACADEMIC AFFAIRS- COMMENCEMENT</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ACAD</td>
<td></td>
<td>ACADEMIC AFFAIRS-PROVOST</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ACAD RES1</td>
<td></td>
<td>ACADEMIC AFFAIRS-PROVOST</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ATS</td>
<td></td>
<td>ACADEMIC INFORMATION TECHNICAL SUPPORT</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ACAD1</td>
<td></td>
<td>ACADEMIC POLICY &amp; ADMINISTRATION</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ACCT</td>
<td></td>
<td>ACCOUNTING</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ACCT RES1</td>
<td></td>
<td>ACCOUNTING</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ATS ADCO</td>
<td></td>
<td>ADMIN COMPUTING</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ADMIN</td>
<td></td>
<td>ADMINISTRATIVE SERVICES</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ADVS</td>
<td></td>
<td>ADVANCEMENT SERVICES</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

** More Entries **

** Press <PF4> to Quit **

Lists all the departments

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

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

F0013 Please enter desired modifications

860 Department Table Maintenance

Screen: __ Department: ADVS__ Sub Dept: ______

Dept Name: ADVANCEMENT SERVICES________________________

Head/Director ID: ________________________________

Alt APO ID:

HERNANDEZ, SONIA

MACDONALD, MARGARET

Head/Director Phone: 361-825-5559

Alt APO Phone: 361-825-5964

Mail Code: ______ Building Number: _____

Exec Level: DE Building Campus: ____

Division: IA Room: ______

School/College: __ College Dept: ______

Group Cd: ______

Off Campus Flag: N Other Loc: _________________________

Budget Sort Dept Nbr: ______ Approx. Inv. Count: ______


Purch Trn Flag: Y FFX Cert. Month: __ Surplus: __

Maestro: Org Unit: 16461______ Parent Dept: INDV__ Center/Institute: __

Advancement Services

Mail to Dept Head: __

Dept Office: ADV SVCS

Other Part Nbr: __ General Comments: __

Other Part Dept: ____ Dept View: ADVSVCS Hit <PF10>

Other Part Sub Dept: ______ Exec Office: FFX Comments: N

Dept Expiration Date: ____________ Exec View: ____________

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

F0013 Please enter desired modifications
860 Department Table Maintenance

Left click to highlight Dept Office name

04/16/13 17:48
CC 15

Screen: __ Department: ADVS__ Sub Dept: ___
Dept Name: ADVANCEMENT SERVICES_____________________
Head/Director ID: ____________________________ Alt APO ID: ____________________________
Head/Director Phone: 361-825-5559 Alt APO Phone: 361-825-5864
Mail Code: ______ Building Number: ______
Exec Level: DE Building Campus: ______
Division: IA Room: ______
School/College: ___ College Dept: __ Group Cd: ______
Off Campus Flag: N Other Loc: ______
Budget Sort Dept Nbr: ______ Approx. Inv. Count: ______
Purch Trn Flag: Y FFX Cert. Month: ___ Surplus: ______
Maestro: Org Unit: 16461___ Parent Dept: INDV_ Center/Institute: __
Advancement Services Mail to Dept Head: ___
Other Part Nbr: ___ Dept Office: ADV SVCS General Comments: N
Other Part Dept: ______ Dept View: ADVSVCS 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 Dept Paths Create/Modify

On Screen 921 the cursor is at Office

Go to 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.
921 Dept Paths

* - Purchasing Documents
DBR - Departmental Budget Request
DCR - Departmental Correction Request
DTV - 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

Signer Desks

Final signers

They are the names Submitted on the Signatures cards.

Desks are created On screen 943 by FAMIS security

<table>
<thead>
<tr>
<th>Form</th>
<th>Dept/Sub</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>921</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status and Desks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*** End of list ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help   EHelp  Names
921 Dept Paths

To view name on desk(s)

Place cursor anywhere on “CTE APPRVR” or “SIGNER DESK” and press F7 function key. Can only do one desk at a time.
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.
Screen 921 Concur Signer Desk

Minimum of 2 signers. Press F4 function key to exit.
Paths can be simple or more in depth - this is page 1 of 3 path screens for this department
FAQ’s

http://comptroller.tamucc.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?