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## **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.

### **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**

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- Useful FAMIS Screens
  - Encumbrance auto adjustments and associated budget impact