**Financial Services Certification Course**

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### Financial Services Manager Certification Tentative Dates

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<th>Class #</th>
<th>Date</th>
<th>Accounting Class Description</th>
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**Course Offerings**

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

**FAMIS Accounts (Tamara Freed & Aimee Olivarez)**
- 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 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.

**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
Financial Services Certification Course

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