

Financial Managers Certification Course  
Other Financial Matters

**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.

**Concur/E-Travel**

- 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.

**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.

**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.

**HUB Purchasing Requirements**

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

**TrainTraq**

**211861: 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.

**2111412: 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

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**XXXXXX: Inventory (TrainTraq # pending)**

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.