TRAFFIC CLASSES

Accounts Receivable/Invoicing in FAMIS Training
March 7th

Canopy Training
March 20th

How to Read Your FAMIS Account Statement Training
April 3rd

Attendees must have FAMIS Security Access prior to attending this class. Maximum class size is 20 participants. RSVP to Cynthia.Turner@tamucc.edu to reserve a seat.

Canopy Training: Accounting Services will hold training for Canopy on Tuesday, March 20, from 1:45–3:30 p.m. at Corpus Christi Hall, room 206. Attendees must have FAMIS Security Access prior to attending this class. Space is limited to 20 participants. Reservations required. To make a reservation, email Cynthia Turner at Cynthia.Turner@tamucc.edu.

How to Read Your FAMIS Account Statement Training: Accounting Services will hold training on “How to Read Your FAMIS Account Statement”. CCH103, April 3, 2012 from 10:30 – 12:00 pm. Attendee’s must have FAMIS Security Access prior to attending this class. Maximum 20. RSVP to Cynthia.Turner@tamucc.edu to reserve a seat.

Department Correction Request/DCR Training available by appointment. Email Cynthia Turner at Cynthia.Turner@tamucc.edu.
**FAMIS Training**

**COURSES CURRENTLY AVAILABLE ON TRAIN TRAQ AT** https://sso.tamus.edu/

### 2111614 : Canopy Training - TAMUCC
Canopy Applications Training provides an overview of the Canopy Web-Based Application, which is the web-version of FAMIS. For questions about this course please contact the FAMIS Hotline at ext. 3614.

### 2111465 : Cash Handling - TAMUCC
This course identifies proper cash handling procedures. It is required annually of all employees/volunteers handling cash for the university. For more information contact the Comptroller’s office at 361-825-5620.

**NOTE:** This course will not record your completion properly if you are using an older browser version, such as Internet Explorer 6. If you are currently running an older browser version, please upgrade before launching the course.

### 2111615 : FAMIS Access Training - TAMUCC
FAMIS Access Training provides a basic overview of FAMIS (Financial Accounting Management Information System – the university’s accounting system) operations for first time users. For questions about this course please contact the FAMIS Hotline at ext. 3614.

### 2111616 : FAMIS Intermediate User Training - TAMUCC
FAMIS Intermediate Training provides a more detailed breakdown of the FAMIS accounting system. For questions about this course please contact the FAMIS Hotline at ext. 3614.

### 2111519 : How to Read Your Monthly Account Report - TAMUCC
This course describes what a monthly account report is, why it is important, and what you need to know about it. For questions about this course, please contact the FAMIS Hotline at ext. 3614.

### 2111573 : Invoice and Payment Processing Training - TAMUCC
This course covers the key elements of FAMIS invoicing: the Accounts Receivable invoice; creating an invoice; invoice processing; payment processing; invoice and payment status review; and dealing with invoice adjustments and overpayments. For questions about this course, please contact the Accounts Receivable Department at Accounts.Receivable@tamucc.edu.

**Internet Explorer 6 (IE6) users:** This course will not record your completion properly. If you are currently running IE6, please upgrade to a newer version before launching the course.

### 11013 : Payment Card Industry Data Security Standard
This course reviews the Payment Card Industry Data Security Standard, and how the A&M System meets each requirement of the Standard. This course is for A&M System employees who accept debit/credit card payments or are responsible for some part of the processing of card transactions. Must be completed upon hire and annually thereafter.

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**Department Updates:**

- **FAMIS Security Contact**—Ida Moreno, Ext. 2412
- New Accountant Department Listing located on Accounting/Accountant Department Listing.
- Departments accepting credit cards for summer camps must set up a Marketplace Account.

**Check Deposits**

Remember to use the Incoming Check Log located on Accounting Services/online forms for all checks that are deposited.