

LIST OF FAMIS RELATED TRAINING CLASSES

ACCESS CLASS (CD- Contact Shelley Knight 5874)

- For new users to navigate the screens in FAMIS and to log on and off.
- 2. **FAMIS Master Class**
 - For users to navigate the transactions screens and Famis accounts which contains details of entries related to the financial statements. Topics are budget, income, expenses, encumbrances and downloading (Prerequisite – Access Class).
- 3. **ACCOUNTS PAYABLE VENDOR TRACKING**
 - For users to view vendor transactions and payment history. (Prerequisite – Access Class.)
- 4. **VOUCHER TRAINING**
 - For users to become familiar with state and system rules regarding purchases.

PURCHASING

- 5. Purchasing Module Enterers Part I (Prerequisite – Access and Voucher Training).
 - For users to learn how to create a limited purchase order.
- 6. Purchasing Module Enterers Part II (Prerequisite-Access, Voucher to Enteres Part 1)
 - For users to learn to create a requisition that requires bidding process for the procurement.
- 7. Purchasing Module Approvers (prerequisite – Access Class) (**CD- Contact Judy Harral 5936**)
 - For Users learn to approve and reject purchase orders that are created on line in the module.
- 8. Purchasing Module Receiving (prerequisite – Access Class)
 - For Users learn how to finalize order for payment and receive purchases on line.

Purchasing Module In-Box and PIPs (prerequisite - Access, Enterers I&II, Receiving Classes)

- For Users learn how to view In-box messages, to maintain the administration of box, to recall a document and to resolve problems with invoicing in Accounts Payable.

9. TRAVEL HAND BOOK

10. TRAVEL

Travel Exempt Module (prerequisite – Access and Travel Handbook Classes)

- Users learn to encumber travel purchases.