



FAMIS TRAINING

Welcome. We offer FAMIS Training classes every fiscal year. These classes are designed to teach **new users** and refresh **current users** of the Purchasing FAMIS module.

Prerequisites: These two classes are available through TrainTraq using your Single Sign-On credentials and **MUST** be taken before you sign up for the FAMIS Enterer's Training classes. For class description see FAMIS Training webpage at http://comptroller.tamucc.edu/famis_and_training/training%20.html. Questions related to these classes contact the FAMIS Hotline at ext. 3614.

- 1) The Guidelines for Disbursement of Funds
- 2) FAMIS Access Training

FAMIS Enterer's I: This class is designed to offer hands-on training related to Limited Purchase Orders.

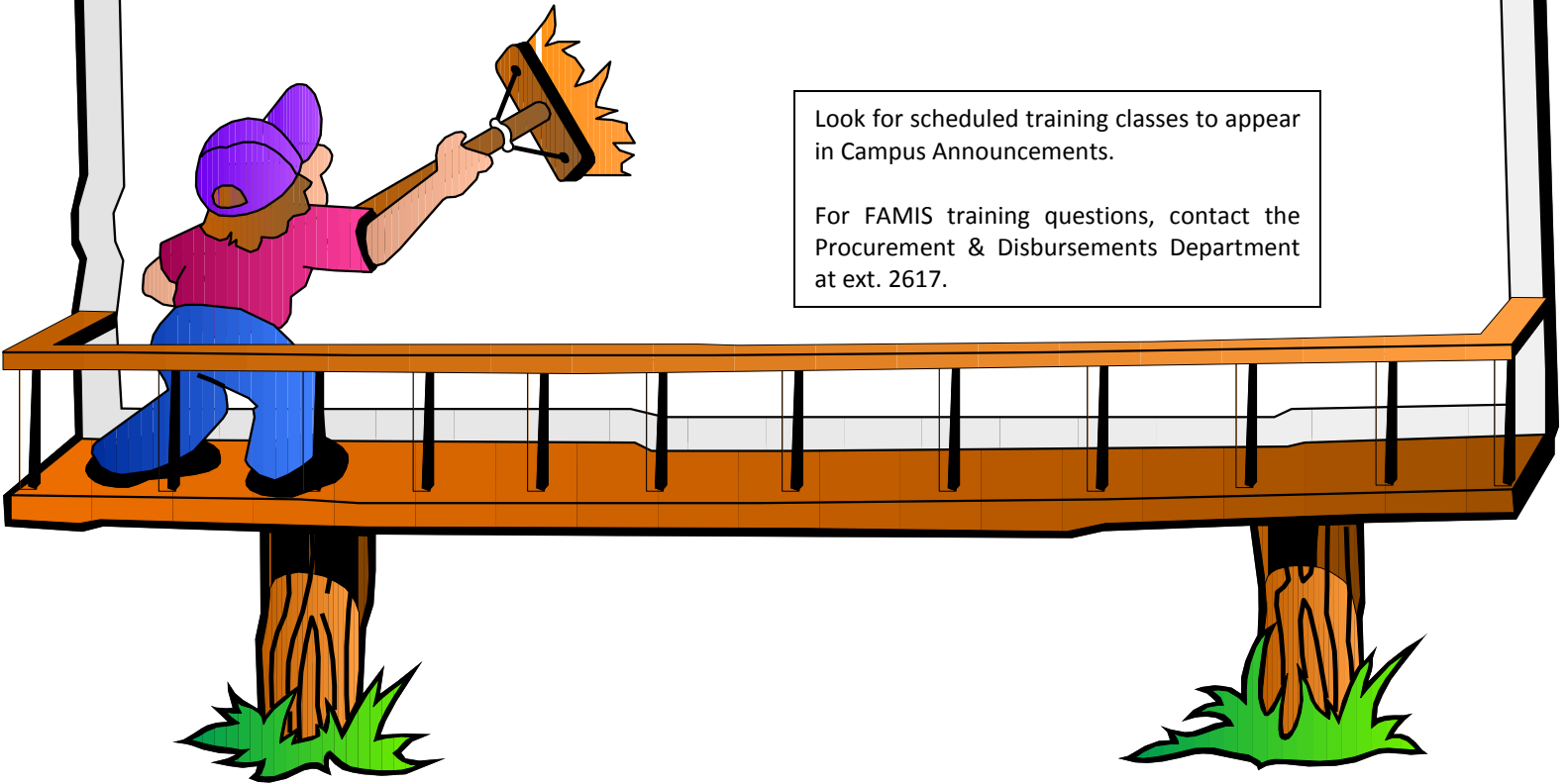
FAMIS Enterer's II: This class is designed to offer hands-on training related to Requisitions that become Purchase Orders.

The links below are powerpoint presentations used for FAMIS Enterer's Training I & II and are very helpful:

Limiteds: http://adminsives.tamucc.edu/procurement_disbursements/assets/LIMITED2.ppt

Requisitions: http://adminsives.tamucc.edu/procurement_disbursements/assets/Requisitionpresentation.ppt

Training Schedule: To be determined



Look for scheduled training classes to appear in Campus Announcements.

For FAMIS training questions, contact the Procurement & Disbursements Department at ext. 2617.