

## Account Management Checklist

### Monthly Reviews:

#### 1. Encumbrances:

Review for older items or those that have already been paid that can be cleared.

##### a. Travel

Some line items may remain after expense reports have been submitted and may need to be cleared. Email [travel@tamuk.edu](mailto:travel@tamuk.edu) with questions or concerns.

##### b. Ldoc/Pdoc/Rdoc

To insure accurate information during year-end closeout procedures, it is important to follow the steps on this link to eliminate encumbrances that are no longer needed. Located:

<http://www.tamuk.edu/finance//Accounting/accounts payable/Encumbrance%20Cleanup.html>

If you have any questions feel free to contact accounts payable at [ap@tamuk.edu](mailto:ap@tamuk.edu).

If the department after reviewing these FAMIS screens notices, a "R" or "P" document that should have been completed or no longer encumbered you will need to contact Purchasing 3814 or [procurement@tamuk.edu](mailto:procurement@tamuk.edu) and ask for the appropriate buyer to assist you in completing the PO.

#### 2. Budget:

Review account balances when processing these items.

##### a. Pcard-anticipate these charges when making other purchases

##### b. Scholarships-Reconcile that all have been posted correctly

##### c. Travel-expenses may be more than estimated

**These items or other purchases may cause deficit balances by account or pool.**

If a line item budget transfer is needed, submit a budget transfer request form to [budget@tamuk.edu](mailto:budget@tamuk.edu).  
Link to form: <http://www.tamuk.edu/finance/budget/Forms.html>

Voucher corrections or journal entries can be processed to transfer expenditures to another account. Contact [ap@tamuk.edu](mailto:ap@tamuk.edu) or complete a voucher correction form.

Link to form: <http://www.tamuk.edu/finance/Accounting/accounts payable/Forms.html>

If you need assistance for P-card issues or questions related to P-card charges or reconciliations then contact the P-card team at [pcard@tamuk.edu](mailto:pcard@tamuk.edu).

#### 3. Deposits:

Always review deposits have been made to correct account. Balance sheet or accounting codes may need to be updated.

##### a. Balance Sheet review

##### b. MarketPlace

- Review store and product accounting codes
- Review expired stores and products

Balance sheet account or coding updates and questions can be directed to [moneyconnect@tamuk.edu](mailto:moneyconnect@tamuk.edu).

Codes for various revenue types can be found: <http://apps6.system.tamus.edu/obicodes/default.aspx>

Questions regarding new or existing stores can be directed to [marketplace@tamuk.edu](mailto:marketplace@tamuk.edu).

### c. Invoicing

- Extension of credit-should be completed before invoicing Link
- Invoice template and log-used to keep track of all outstanding items
- End of year reporting-list provided to Financial Reporting Dept.

Questions regarding this process can be directed to [reporting@tamuk.edu](mailto:reporting@tamuk.edu) or ext. 4965.

Link to all forms: <http://www.tamuk.edu/finance/financial%20reporting/index.html>

### 4. Grants:

- a. Check end dates
- b. Review EPA's were processed correctly
- c. Use checklist above to keep accounts in compliance

Questions should be directed to [osr@tamuk.edu](mailto:osr@tamuk.edu) or designated Grant Accountant listed on Screen 8.

## Account Maintenance to be reviewed periodically:

### 1. Account Manager/Signers

- a. Primary Responsible Person
- b. Additional Signers-FAMIS Screen 9 (**Paper Documents only**)
- c. Account Access- Viewing access tied to DEPT codes
- d. Routing & Approvals-Tied to DEPT codes

To update any of these items, complete the form below. Each item follows a different process to update.

Link to Form: <http://www.tamuk.edu/finance/financial%20reporting/index.html>

### 2. Account closeouts

- a. email [reporting@tamuk.edu](mailto:reporting@tamuk.edu)
- b. Remove account from monthly charges (IDT-AT&T, TEXAN, Stores, etc.)

## New Account Establishments

Account request forms must be completed in full for all new accounts. Accounts that will be funded with donations should be submitted to the Office of Development at ext. 2678. All other establishments or questions should be directed to [reporting@tamuk.edu](mailto:reporting@tamuk.edu).

Link to Form: <http://www.tamuk.edu/finance/financial%20reporting/index.html>

## Payroll

1. Payroll questions can be directed to: [payroll@tamuk.edu](mailto:payroll@tamuk.edu).
2. International- If hiring a nonresident alien student, staff, or faculty please email Robyn Wallace at [Robyn.wallace@tamuk.edu](mailto:Robyn.wallace@tamuk.edu) or call her at 593-2520.

## Property Management

All inquiries pertaining to inventory and tagging, contact Jonathan Guzman at [Jonathan.guzman@tamuk.edu](mailto:Jonathan.guzman@tamuk.edu) ext. 2713 or Vilma Castillo at [vilma.castillo@tamuk.edu](mailto:vilma.castillo@tamuk.edu) ext. 4914.

## Financial Accounting & Reporting Department Contacts

### **Main Contact- [reporting@tamuk.edu](mailto:reporting@tamuk.edu)**

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