

Wednesday, July 12th, 2023

# Business Process Workshop

## Agenda

Time	Session	Room #
8:15	<ul style="list-style-type: none"><li>• Breakfast</li></ul>	Banquet
8:45-9:50	<ul style="list-style-type: none"><li>• Opening Session - Year End Procedures and Due dates</li></ul>	Banquet
10:00-10:50	<ul style="list-style-type: none"><li>• Purchasing Policies and Procedures</li><li>• iPayments Review</li><li>• Maximizing the HCM Costing Errors Report</li><li>• Get Started Accepting Credit Cards</li><li>• Account and Department Set-up and Maintenance</li><li>• AggieBuy - Shopping/Requisition Creation and Change Requests</li><li>• Concur - Travel Booking</li><li>• Concur - Payment Card Expense Report Processing</li><li>• Payment and Travel Card Administration</li><li>• International and State Tax Compliance</li><li>• FAMIS E-Office Review</li><li>• TWAPMTS - The Basics</li></ul>	Banquet 254 240 242 244 246 248 250 260 270 274 276
11:00-11:40	<ul style="list-style-type: none"><li>• Preliminary Assets and Transfer Departmental Property (TDP)</li><li>• iPayments Review</li><li>• Maximizing the HCM Costing Errors Report</li><li>• E-Commerce 101</li><li>• Wire Transfers and Other Payment Types</li><li>• AggieBuy - Reporting</li><li>• Concur - Travel Expense Report Processing</li><li>• Concur - Mobile Applications</li><li>• Purchasing Policies &amp; Procedures</li><li>• International and State Tax Compliance</li><li>• Access and Security Form Review</li><li>• Reviewing Student Accounts</li></ul>	Banquet 254 240 242 244 246 248 250 260 270 274 276
11:40 -12:30	<ul style="list-style-type: none"><li>• Lunch</li></ul>	Banquet
12:30-1:20	<ul style="list-style-type: none"><li>• Keynote - Jen Buck: Creating Golden Buzzer Moments</li></ul>	Banquet



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1:30-2:20	<ul style="list-style-type: none"> <li>• AggieBuy - Shopping/Requisition Creation and Change Requests</li> <li>• iPayments Review</li> <li>• Wire Transfers and other payment types</li> <li>• Get Started Accepting Credit Cards</li> <li>• Account and Department Set up and Maintenance</li> <li>• Concur - Travel Booking</li> <li>• Concur - Payment Card Expense Report Processing</li> <li>• Payment and Travel Card Administration</li> <li>• Departmental Budget Request (DBR) and Departmental Correction Requests (DCR)</li> <li>• FAMIS E-Office Review</li> <li>• TWAPMTS – The Basics</li> </ul>	Banquet 254 240 242 244 248 250 260 270 274 276
2:30-3:20	<ul style="list-style-type: none"> <li>• AggieBuy - Receiving and Non-PO Invoice Creation</li> <li>• Accounts Receivable Form Processing - Laserfiche</li> <li>• Preliminary Assets and Transfer Departmental Property (TDP)</li> <li>• E-Commerce 101</li> <li>• Account and Department Set up and Maintenance</li> <li>• AggieBuy - JaggaerPay</li> <li>• Concur - Travel Expense Report Processing</li> <li>• Concur - Mobile Applications</li> <li>• Payment and Travel Card Administration</li> <li>• Departmental Budget Requests (DBR) and Departmental Correction Requests (DCR)</li> <li>• Access and Security Form Review</li> <li>• Reviewing Student Accounts</li> </ul>	Banquet 254 240 242 244 246 248 250 260 270 274 276
3:30-4:20	<ul style="list-style-type: none"> <li>• Cash Handling and State Sales Tax Collection</li> <li>• AggieBuy - Reporting</li> <li>• Preliminary Assets and Transfer Departmental Property (TDP)</li> <li>• Vendor Administration and Supplier Portal</li> </ul>	Banquet 254 240 246