Agenda
Buy A&M - Organization Administrator Training
November 17, 2014 – 1:00 pm

Org Admin Review
- Logon
  o SSO
  o Web
- Navigation Review

Maintain Users

Maintain Departments / Locations
- Departments
  o Locations
  o Ship-To’s
  o Bill-To’s
- Initial Load from FAMIS Extract / Spreadsheets
- Regular Maintenance

Break

Routing and Approval
- FAMIS Maintained Approval Settings
- Approval Paths
  o Naming Conventions
  o Recommended Settings
    ▪ Departmental Routing
    ▪ Executive Routing
    ▪ PILOT Path
  o Account Segment Recommendations
- Clone Feature / Rename

Posting News Items

What’s Next

Buy A&M Support Sites and Contacts
- http://www.tamus.edu/offices/famis/buyam/
- https://it.tamus.edu/bam/
- FAMISHelp@tamus.edu