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

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

Maintain Users

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

Break

Routing and Approval
- FAMIS Maintained Approval Settings
- Approval Paths
    - Naming Conventions
    - Recommended Settings
        - Departmental Routing
        - Executive Routing
        - PILOT Path
    - 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