

**From:** [Hsieh, Patricia Y](#)  
**Subject:** New course: Fiscal Transactions - Preventing Impostor Fraud  
**Date:** Tuesday, June 16, 2020 8:40:08 AM

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Dear A&M System Training Coordinators,

As mentioned in our System Training Coordinator meeting last Friday, there is a new TrainTraQ online course entitled *Fiscal Transactions - Preventing Impostor Fraud* (2114125). The direct link is: <https://traintraq.tamus.edu/CourseDetails.aspx?cnum=2114125>

The objective of this course is to help employees learn actions that can help prevent impostor fraud when initiating or approving fiscal transactions. The content was provided by Elaine Welch in System Treasury Services.

[System Regulation 33.05.02](#), which was updated on May 18, now states that this course is required of all A&M System employees on an annual basis. An email was sent to System CEOs and CFOs on Tuesday, May 9, that explained the requirement.

***The assignments to take this course will be made in two phases as follows.***

- In the first phase, the course will be assigned to employees in these three categories. The first phase assignments will be made centrally; you do not need to take any action to make these assignments.
  - Those who are authorized to input or approve payment instructions (bank ABA and account numbers) for FAMIS and other payment software programs (both initial instructions and changes to instructions).
  - Those who input or approve wire transfer transactions and/or wire template instructions.
  - CFOs, comptrollers, controllers, and directors of accounting.
- In the second phase, the course will be assigned to all other employees. We will work with System Offices and you to coordinate the assignment process. ***Please don't assign the course to all employees at this time, as it needs to have more accessibility features added to accommodate a broader audience.***

If you have questions, please let Lesley or me know.

Thanks,

Pat

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