



PRAIRIE VIEW A&M UNIVERSITY

**ACCOUNT PROFILE
TRAINING**

**OFFICE OF FINANCIAL
ACCOUNTING**



OBJECTIVES OF THE TRAINING

- To understand the need for establishing an account profile.
- How to properly fill out an account profile form.
- Where to find account profile form.

<http://www.pvamu.edu/pages/2279.asp>

Essential Definitions

- Account Profile – describes an account, establishes signature authority, and routing.
- Routing – the electronic signature path.
- Source of Income – how will the account be funded?

Essential Definitions Continued

- Account Manager – the person responsible for the account, will be a signer.
- Creator – the person creating documents on the account (EPA, DBR, Requisitions).
- Signer – the person approving documents on the account.

Account Profile Form

- Provides important information about an account.
- Needed to create new accounts.
- Needed to update existing accounts.
- Used to grant access to FAMIS/Canopy

When do you complete an Account Profile Form?

- You need a new account established
- You need to change/add creators or approvers on an existing account.
- You need an existing account deleted (must have a zero balance).

How do you complete an Account Profile Form?

- Fill in the appropriate blanks.
- Make sure you complete the reason, purpose, and expenditure restrictions.
- Only check one source of income.
- Get required signatures.

Completing the Profile

- New or Existing Account – place an X on the appropriate line to indicate whether the account is new or existing.
- The Account Title – enter the title of the account.
- Reason for the update – why are you completing the account profile, what updates need to be made?

Completing the Profile Cont.

- Date – enter the current date.
- Account Number – If the account exist enter the account number. The account number should be entered on both pages.
- Account Department – enter the department the account belongs to.
- Code - enter the department code if known. You may leave the code blank.

Sections and Content

- Purpose – provide the purpose for the establishing the account. It should adequately describe the reason the account is being established.
- Questions – answer each yes or no question.

Sections and Content Cont.

- Source of Income – check the appropriate funding source. Only one source of income should be checked. If Transfer from Another Acct or Other is selected, a description must be provided.
- Expenditure Restrictions – enter account restrictions other than all funds are to be expended within the statutes of the state.

Sections and Content Cont.

- Account Manager – enter the account manager name, title, universal identification number, phone number, and email address.
- The account manager's signature is required.
- Print the account manager's name (responsible person).

Sections and Content Cont.

- Authorized Account Manager Signatures – are required, there must be signatures from at least two individuals.
- Other signatures – obtain signatures of the department head, the dean or other division head, the appropriate vice president, and the Vice President for Business Affairs.

Sections and Content Cont.

- Blanket Routing For All Documents – if the creators and approvers for all documents are the same then only Section A should be completed.
- Other Routing – if the creators and approvers are different for different types of documents, complete the appropriate sections.

Sections and Content Cont.

- Creator – creates documents to be reviewed, signed, and processed (purchase requisitions, budget transfers). There must be at least two creators.
- Signer – reviews and approves created documents. There must be at least two signers/approvers.
- The creator and signer can't be the same.

Account Profile Rejected

- No purpose or purpose not clearly stated.
- Source of Income not checked or explained.
- No approval by VPBA.
- Creator is also approver.

Summary

- An account profile needs to be completed to establish a new account, and to update or delete an existing account.
- Fill in the appropriate blanks.
- Make sure you complete the reason, purpose, and expenditure restrictions.
- Only check one source of income.

Summary Continued



- Get required signatures.
- The form can be found at:
<http://www.pvamu.edu/pages/2279.asp>

QUESTIONS



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