

To Find a List of Signers for an Account

To determine who has signature authority for a specific account, perform the following steps.

1. Go to screen 006 in FAMIS to find the department code related to the account. In this example, we'll type in 235036 for the "Account" and press "Enter".

```
006 SL 6 Digit Account (FSA)                                05/06/21 13:11
                                                            FY 2021 CC 28
Screen: ___ Account: 235036 ___ WORKFORCE DEVELOPMENT GENERAL OPS
                                                            Panel: 01 More >>
Account Title: WORKFORCE DEVELOPMENT GENERAL OPS__ SA create enable: Y SRS: N
Resp Person: 824002456 LAWLEY, CECELIA D                    Old Acct: 17007 (32294)___
  ABR Rule: 001      Map Code: 23500 Reporting Group: PD Covid: _
Bottom Line Cntl: Y Deflit Cat Cntl: N Deflit Cat Tol Pct: ___
AFR Fund Group: 20   Fund Group: DS   Sub Fund Group: DF Sub-Sub: ___
Year-End Process: T Year-End Acct: 2990101000 Function: 15 Sub-Fun: ___
Default Bank: 07121 Override: Y      Proj FYTD End Mo: 12 Aux Code: ___
Alternate Banks: 0xxxx _____ Security: _____
P-Card Bank: _____ State Funds: N Appropriated: _ --SA Transactions--
  CC Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual
Primary:  WORK_ _____ WD WD _____ N Expense: N N
Secondary: TADM_ _____ FA TE _____ Revenue: N N
Admin For: _____
Center: _____ TRS/ORP Exempt: _
Fund Source: _____ Account Letter: _
Long Title: WORKFORCE DEVELOPMENT GENERAL OPS _____ Setup Dt: 07/01/2013
Iteration Dt: 07/01/2013
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next CAcct CProj AResp Cmnt Left Right
```

2. On that screen, you'll see fields called "Dept" and "S-Dept". Remember what populates those fields.
3. Proceed to FRS860 (in field "Screen" type 860 and press "Enter")
4. Type in the "Dept" and "S-Dept" values from FRS6 onto this screen and press "Enter"

```

860 Department Table Maintenance                                05/07/21 14:46
                                                            CC 28

Screen: ___ Department: WORK_ Sub Dept: ___
  Dept Name: WORKFORCE DEVELOPMENT
  Head/Director ID: 824002456 LAWLEY, CECELIA PH: 979-845-1321
  Alt APO ID: 501005298 EVERETT, KRISANN PH: 979-845-1291
  Reporting ID: _____ PH: 979-458-6463
  IPay IDT Email/ID: CLAWLEY@TAMU.EDUU
  Mail Code: C3126 College Dept: Off Campus Flag: N
  Exec Level: WD Division: WD School/College: ___
  Building Campus: 02 Room: 530 Group Cd: ___
  Building Number: 00518 Other Loc: _____
  Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: ___
  Allow Flags: FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y TDP: B Purch: Y
  eProc: 2 eBill: ___ eShip: ___ eSufx: F1 eDaPriv: _ Surplus: Y
  Maestro: Org Unit: 19098 Parent Dept: _____ Center/Institute: ___
  Workforce Development Mail to Dept Head: N USAS Cd: EP
  Other Part Nbr: ___ Dept Office: WORKFORCE General Comments: N
  Other Part Dept: _____ Dept View: WORKFORCE Hit <PF10>
  Other Part Sub Dept: _____ Exec Office: FFX Comments: N
  Dept Expiration Date: _____ Exec View: Hit <PF11>
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Hmenu Help EHelp Audit Dload GenCm FFXcm

```

5. Find the "Dept Office" and "Dept View" values. Remember what populates those lines.
6. Proceed to screen 921 in FAMIS "FRS921".
7. Type in the Dept Office from the 860 screen (WORKFORCE in our example) and press "Enter".
8. Put cursor on the line with *__ called "SIGNER DSK". You'll want your cursor on the "S" of "SIGNER DSK"

```

921 Dept Paths Create/Modify                                05/07/21 14:52
                                                            CC 28

Screen: ___ Office: WORKFORCE_ View: WORKFORCE_

Description: _____
Office Mgr : MALONE, CHERYL L

F Form Dept/Sub Category
N                                     Status and Desks
-----
- *__ * _____
- DT* * _____ SIGNER DSK
- DTP * _____ SIGNER DSK
- E** * _____ SIGNER DSK
- TDP * _____ SIGNER DSK
-                                     SIGNER E**
-                                     SIGNER TDP

*** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Names

```

9. While your cursor is on the "S", press the F7 key.

```
921 Dept Paths Create/Modify                                05/07/21 14:52
                                                           CC 28
Screen:  ___ Office: WORKFORCE_ View: WORKFORCE_

Descrip Office
-----+-----
F Form      DESK: SIGNER DSK
N          PID      STATUS  NAME
- ---      -
- *___      824002456          LAWLEY, CECELIA D
- DT*       504005684      S      MITCHELL, L M
- DTP       820009353          SAMPLES, KELLI R
-          -
- E**
- TDP
          *** END OF LIST - 3 WORKERS FOUND
          PF4 to Quit
          TDP
-----+-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help EHelp                      Names
```

10. This pop-up window shows the people with signature authority for that account (department). You now know who you can accept an email from when moving funds to a different account.