

**Course AS-1060 is an overview of JMU Finance. Approximate Time Required: 45-55 Minutes**

**Topics covered are:**

- Finding financial information resources on the JMU Web.
- Basics of JMU Finance
- Using the Financial Procedures Manual
- How to request new or changes to Department IDs and Accounts
- Forms: Agency Transaction Vouchers (ATVs); Deposit Transmittal Forms; Funds Transfer Request Forms
- University Banking and Bank Deposits
- Internal Controls & ARMICS
- Reconciliations and Audits
- PeopleSoft Departmental Reports
- Gifts and Donations
- University and Affiliated Business
- Small Purchase Charge Cards

**Course AS-1061 is an overview of procedures handled through the Office of the Vice President of Finance. This course also includes basic information on the Equipment Trust Fund. Approximate Time Required: 20-30 Minutes**

**Topics covered are:**

- Signature Authority
- Bulk E-mail Requests
- Credit Applications
- University Agreements
- Business Activity Approval Process
- Equipment Trust Fund - Flow chart and basic rules and regulations

**Course AS-1062 is an overview of the Office of Accounts Payable. Approximate Time Required: 45-55 Minutes**

**Topics covered are:**

- The sections of Accounts Payable
- Travel and Individual Reimbursements, ChromeRiver
- Accounting Vouchers
- Payables Processing - Required documentation and processing overview
- Incentives & Recognition Awards, Proper & Improper Uses of Public Funds,
- Applicant Recruitment and Travel
- Travel Charge Card Program

**Course AS-1063 is an overview of the Budget Process. Approximate Time Required: 30-35 Minutes**

**Topics covered are:**

- Role and Functions & Services of the Office of Budget Management
- Types of Budgets
- Budget Terminology
- JMU Budget Structure by major components and by funding sources
- Four Stages of the Budget Process
- Budget Revisions and the Budget Workflow System

**Course AS-1064 provides an overview of financial processes handled through the University Business Office.** Approximate Time Required: 25-35 Minutes

**Topics covered are:**

- Deposit Transmittal Forms
- Invoices (due from a company or individual to JMU)
- Endorsement Stamps for checks to be deposited
- Incoming Wires and ACHs
- Accounts Receivable
- Collections
- Student Receivables
- Student Billing
- 1098-T - IRS Tuition Statements

**Course AS-1065 is an overview of financial processes handled through the Office of Payroll Services that are in addition to regular employee payroll.** Approximate Time Required: 20-30 Minutes

**Topics covered are:**

- Moving and Relocation
- Payments to Non-Resident Aliens and Foreign Visitors

**Course AS-1066 is an overview of the Office of Fixed Assets and Surplus Property.** Approximate Time Required: 35-45 Minutes

**Topics covered are:**

- Management of JMU's Fixed Assets
- Definitions of Fixed Assets
- Equipment Trust Fund
- Asset Reports
- Tagging of Equipment
- Equipment Inventories
- EICR Forms
- Sending equipment to Surplus Property
- Departmental "shopping" at Surplus Property
- Surplus sales to the public