Business Professional Development Program
Program History and Future

• Began in 2007
• Response to decentralized environment
• Budget crunch impact
• Outlook going forward
Objectives

• Training on UVA policy and procedure
• Build a network of personnel
• Provide professional development opportunities to staff
• Safe Environment – What happens in Outreach stays in Outreach
Components

• Required Classes
  – 2 courses required to get system access to conduct financial transactions

• Optional Classes
  – 4 additional courses required with testing to obtain certification

• Outreach Brown bag lunches – short topics
University Business Administration

• Required
• Students gain an understanding of the major units and systems involved in the financial and administrative duties of the University and an overview of the business issues that they may encounter on the job.
• Topics include: the University business environment, financial and administrative organizations at the University, an overview of the information systems and reporting available, and basic business processes of the University
Internal Controls

- Required
- Introduces students to important internal control information for activities at the University.
- Overview of state mandated ARMICS and how it relates to employees.
- Also includes ethics and best business practices.
Award and Cash Management

- Certification Course
- Students gain an understanding of the "big picture" of money management using the Integrated System and relevant reports.
- Also provides an overview of all award types.
Basic Fund Accounting

• Certification Course
• Provides an introduction to the principles of fund accounting in higher education and how the Integrated System is utilized to meet those requirements.
Controlling Cash, Checks and Credit Cards at UVA

- Certification Course
- Examines the policies and best practices related to cash handling in departments and units at the University.
- Attendees will be informed of risk management, best practices and internal controls designed to protect University assets and University employees from malpractices.
Mastering Account Reconciliations

• Certification Course
• A guide to performing reconciliations at the University of Virginia.
• Covers the required reconciliations, focusing primarily on expenditure projects/awards.
Brown Bag Lunches

• Short topic educational seminars
• Result largely from departmental requests
• Brings administrators and departments together in informal atmosphere twice a month
• Topics have included: Cash monitoring, cost transfers, ICQ, Student Tuition, Credit Cards, Work Study and many more
Future

• Advanced Certification Courses
  – Capital Outlay
  – Forensic Accounting
  – Gifts, Endowments, & Investments
  – President’s Report
  – Tax Issues
Future

- Online
  - Courses – evaluating presently
  - Short Topics
    - Red Flags
    - PCI
  - Tutorials-slide show with audio for procedures
- Exploring YouTube possibilities
- Explore collaboration with other Virginia state schools to pools some resources
QUESTIONS/COMMENTS?

Tommye Arnold
Senior Associate Comptroller
tca3k@virginia.edu
434-924-4201

http://www.virginia.edu/finance/genacct/training.html