




Introduction to Finance Systems- Key Points

System Name	Overview	Who Uses	Associated Regulations	Most Important Take Away
eVA  http://eva.virginia.gov/	<p>Mandatory procurement tool managed by the Department of General Services.</p> <p>Portal that allows extraction of vendors/goods to create electronic purchase orders.</p>	<p>All department office managers/buyers in charge of purchasing goods and services.</p> <p>Budget, Fixed Asset, and Procurement Approvals may be required on purchases.</p>	<p>Strict state procurement rules and regulations apply to all purchases. Rules apply to reimbursements and food purchases.</p> <p>Compliance reviews are conducted internally and procurement files are audited at the discretion of the state.</p>	<p>Do not purchase anything w/out consulting the dept buyer or consulting with Procurement Services. eVA buyer securities are in unison with Banner Finance (see below).</p> <p>Do not sign contracts unless authorized to do so.</p> <p>Mandatory and Optional state and university contracts</p>
Works  https://payment2.works.com/works/	<p>Electronic system for tracking, coding, and approving credit card transactions.</p> <p>Owned by Bank of America, overall management by the Department of Accounts.</p>	<p>Those holding a credit card in their own name and those responsible for approving credit card transactions.</p> <p>Rules and card use differs slightly for those purchasing from state and local funding sources.</p>	<p>Most credit card purchases follow procurement rules including the use of eVA.</p> <p>Card activity is closely monitored by the Department of Accounts.</p> <p>Cardholders files are subject to internal and external audit review.</p>	<p>Bank payment due dates are inflexible - Cardholders and Approvers are accountable for transaction review and sign off to meet deadlines.</p> <p>Cards can be suspended for misuse- to include missed deadlines.</p> <p>Training Manuals: http://adminfinance.umw.edu/tess/finance-training/instructional-materials/</p> <p>Available Credit Cards</p> <p>Annual training for Cardholders and Cardholder Approvers is required. Course and Assessment is managed in UMW Global.</p>
MyTime, powered by Kronos  Access MyTime from the UMW menu	<p>Automated time and attendance system.</p>	<p>Student employees, all wage, part-time and full time Classified employees. Faculty and Administrative personnel who approve time and/or leave requests. Faculty enrolled in VSDP may use.</p>	<p>State and Federal regulations on pay, overtime, leave and employee classifications.</p> <p>Internal procedures supporting approval requirements.</p>	<p>Personnel information feeds from the HR Banner module.</p> <p>Supervisor Training Requirement on HR Policy & Law supporting Fair Labor Standards Act (FLSA) available in UMW Global.</p> <p>Course Title: MVP HR Policy&Law- Fair Labor Standards Act</p> <p>Assessment Test: Overtime Compensation Requirements Assessment</p>

<p>UMW Global</p>  <p>http://adminfinance.umw.edu/hr/employee-development-program-2/knowledge-center/ https://covkc.virginia.gov/umw/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx</p>	<p>Centralized Training database managed by the Department of Human Resource Management.</p> <p>Stores a variety of training classes available to state employees</p>	<p>Commonwealth of Virginia. UMW may customize training provided the community.</p>	<p>Regulation on training and date requirements are set by the state for some classes.</p> <p>http://adminfinance.umw.edu/hr/employee-development-program-2/knowledge-center/</p>	<p>HR manages all passwords and assists with KC issues.</p> <p>Complications with Global access can be directed to plowery@umw.edu in HR.</p>
<p>Sharepoint</p>  <p>https://sharepoint.umw.edu/SitePages/Home.aspx</p>	<p>A web application used to store, organize and share information</p>	<p>Used by Faculty/Staff only</p>	<p>System uses your AD password for access</p>	<p>Finance shares specific reporting options to those with finance security. Information shared during Budget training classes.</p>
<p>Commerce Manager</p> <p>http://adminfinance.umw.edu/finance/financial-management/commerce-manager/</p>	<p>Online event payment tool</p>	<p>Used by UMW departments managing programs and events requiring participant attendance fee.</p>	<p>Departments wishing to utilize must have a designated banner budget person and attend Commerce Manager system training.</p> <p>Study Abroad Programs are administered and managed by the Center for International Education.</p>	<p>Sites take 30 days to test and include need of department webmaster. System fees apply. Consultation on needs can be initiated via a web form. http://adminfinance.umw.edu/finance/commerce-manager-new-user-request/</p>
<p>Banner</p>  <p>Access Banner from the UMW menu</p>	<p>Enterprise Wide system with managed modules for HR, Finance, Registrar, Student and Budget.</p> <p>Module access is via Internet Native Banner (INB) or Self Service Banner (SSB)</p>	<p>Most of the community utilizes Banner for various needs, including students.</p> <p>Common Banner functions listed on the Banner site.</p>	<p>Strict internal controls for finance access. User access is audited internally and by state departments.</p> <p>Finance Security Compliance UMW Security Awareness UMW Access Policy</p> <p>Classified EWP's are required for non-Admin or Faculty.</p>	<p>FOAP security is provided to each department buyer by high level chart of account structure. This allows departments to support the procurement needs when situations warrant.</p> <p>Offices closely involved with Banner finance related activities include Budget, Procurement, Accounts Payable, and Accounting.</p> <p>Budget and department office managers must have an understanding of state and local funding sources, purchase & payment regulations, and budget mgt.</p>