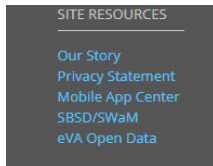


Did you know that the Commonwealth requires transparency? This means that all you do is open for public scrutiny and review. On the eVA homepage, at the bottom of the page under *Site Resources*, is a link to *eVA Open Data*. This link shows eVA orders by fiscal year.



Below is a sample of the data:

"PC02576303"	"Department of Military Affairs"	"07/02/2020"	"Filter"	1	46.96	"859808081"	"WR
"PC02576309"	"University of Mary Washington"	"07/02/2020"	"BLACK NITRILE GLOVES X-LG"	40	7.125	"057945560"	
"PC02576309"	"University of Mary Washington"	"07/02/2020"	"NITRILE GLOVES LATEX AND POWDER FREE X-LG"	30	4.9		
"PC02576309"	"University of Mary Washington"	"07/02/2020"	"NITRILE GLOVES LATEX AND POWDER FREE LARGE"	40	4.9		
"PC02576309"	"University of Mary Washington"	"07/02/2020"	"84" LONG HANDLE DUSTER"	12	6.84	"057945560"	
"PC02576309"	"University of Mary Washington"	"07/02/2020"	"HAND SANITIZER INSTANT WATERLESS PURELL 12 OZ WITH PUMP"				
"PC02576315"	"University of Mary Washington"	"07/02/2020"	"rekey" 1	570	"083045633"	"PROFESSIONAL LOCK	
"PC02576309"	"University of Mary Washington"	"07/02/2020"	"HAND SANITIZER INSTANT WATERLESS PURELL 12 OZ WITH PUMP"				

Across the Commonwealth

Descriptions on the all orders is not only important for the public view, but also for those viewing the requisition for approval, reporting requirements, Accounts Payable when matching the suppliers invoice to purchase order line items, for budget and fixed assets, and orders managed by TESS for end of year.

In eVA NextGen, a closer eye will be paid to orders with incomplete item description. For instance, can you tell what the University is paying for in the order below?

Description	Need By
N035513 Invoice	
N035514 Invoice	

For description comparison, the order below has detailed information on what is being purchased and includes prepay discussed last meeting:

Description
UMW has a contract with Yankee Book Peddler for monographic purchases (Firm/Approval orders) for Simpson Library, contract no. 14UCPJMU4070, COOP 14-318 covering the dates July 1, 2020-June 30, 2021. Titles to be shipped and received in accordance with our contract. Payment will be rendered upon receipt of invoice and accompanying shipment.

## At UMW

After requisition approvals, the EP orders import into Banner where they are manually viewed and posted. The amount of the purchase order is deducted from your operating budget and viewed by you under the *Commitments* (to be paid) column on FGIBDST.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	A
71222S	E	Emp-Subscriptions	0.00	119.88	0.00	
71224	E	Emp-Training incl reg (NON IT ...	0.00	50.00	0.00	
71249	E	Recruitment Advertising	0.00	509.77	0.00	
71268E	E	Skilled Service - Exempt from ...	0.00	9,600.00	0.00	
71285	E	Lodging & Meals-NON Employee	0.00	854.80	0.00	
71312	E	Office Supplies	0.00	630.08	0.00	
71374	E	Educational Supplies	0.00	1,588.61	4,680.00	
		<b>Net Total</b>	-1,020,593.00	-288,295.08	4,680.00	

PCO orders are imported into Works and are coded by the buyer before approved by supervisor and the finance accountant. Transactions are uploaded into Banner when Bank of America is paid and populate the *YTD Activity* (already paid) column on FGIBDST.

ORGANIZATION BUDGET STATUS							Settings	Inse
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments			
71222S	E	Emp-Subscriptions	0.00	119.88	0.00			
71224	E	Emp-Training incl reg (NON IT ...	0.00	50.00	0.00			
71249	E	Recruitment Advertising	0.00	509.77	0.00			
71268E	E	Skilled Service - Exempt from ...	0.00	9,600.00	0.00			
71285	E	Lodging & Meals-NON Employee	0.00	854.80	0.00			
71312	E	Office Supplies	0.00	630.08	0.00			