University of Mary Washington
Training, Evaluation, and System Support

Introduction to Finance Systems

System	Description	Primary Users	Compliance & Regulations	Key Takeaways
eVA	State-required procurement platform managed by the Department of General Services. Used to source vendors and create electronic purchase order.	Department buyers responsible for the procurement of goods and services	All purchases, including reimbursements and food, must follow state procurement rules. Compliance is reviewed internally, and state audits may occur	• Do not make purchases without consulting your department buyer or Procurement Services. • Do not sign contracts unless you are authorized to do so. eVA Login
Works	Electronic system for tracking and approving charge card transactions, managed by the Department of Accounts and provided by Bank of America.	Cardholders & Approvers	Most card purchases must follow procurement rules and require eVA entry. Activity is monitored by the PA and Department of Accounts. Cardholder files may be audited.	• Bank due dates are firm. • Cardholders and approvers must review and approve transactions on time. • Missed deadlines or misuse can result in suspension. • Annual training for cardholders and approvers is required. Available Charge Cards Works Login
eCommerce	An Online event and payment tool.	UMW Departments managing programs and events requiring attendance fees	Departments wanting to use the system must have a designated Banner budget contact and complete eCommerce system training	• New site requests may take up to 30 days. • Site requests should be submitted via the eCommerce webform.

System	Description	Primary Users	Compliance & Regulations	Key Takeaways
Banner	Enterprise-wide system with integrated HR, Finance, Registrar, Student, and Budget modules. Access is available through Banner 9 or Banner SSB (self-service)	The majority of the UMW community, including students, relies on Banner for a wide range of needs. .	Banner Finance access is tightly controlled and audited internally and by the state. Non-Admin and non-Faculty users must provide an EWP and Banner Admin Form to request access to Banner Finance. Finance Security Compliance UMW Security Awareness UMW Access Policy	• FOAP security is assigned to department buyers based on the high level chart of account structure. This ensures department can support the procurement needs when required. • Budget and office managers must understand funding sources, regulations and budget management.
Emburse	Online Travel Pre-Approval & Reimbursement Management System	All Employees	Travel information is maintained on the AP website> Emburse	• Emburse uses Single Sign-On (SSO) for employee access. • Enrollment in Direct Deposit is required to receive reimbursements.
Cardinal	Centralized standard vendor database shared by all state agencies and managed by the Commonwealth Vendor Group (CVG).	All agencies in the Commonwealth of Virginia.	Each State Agency is responsible for verifying the vendor's Cardinal ID prior to check payment.	• Department buyers are responsible for verifying the Cardinal ID via the *Cardinal Verified Vendor Report* within the *Finance Report Center*.