Fiscal Offices

• Controller’s Office
  o Accounting Services
  o Bursar
  o Financial Reporting/General Accounting
  o Risk Management/Records Retention

• Office of Budget and Financial Planning

• Procurement & Contracts
Radford University Systems

- **Banner**
  - Administration - INB
    - Access to real time data
  - Self Service Banner - SSB
    - Budget queries
    - Budget transfers

- **Chrome River**
  - Expense management system (travel, SPCC reconciliations, food and beverage)

- **Cognos**
  - Budget reports

- **eVA**
  - State purchasing system

- **Cardinal**
  - State financial system
Radford University Systems

- **eVA-State procurement system**: Approved POs and receiving flow to Banner
- **Chrome River-Travel management system**: Travel expenses and SPCC reconciliations flow from Chrome River to Banner
- **Banner**: Financial data flows from Banner to COGNOS
- **COGNOS-Data warehouse reporting tool**: Financial data flows from Banner to COGNOS
Summary of Common Acronyms

- ERP - Enterprise Resource Planning (ERP) Ellucian Banner
- FY – Fiscal Year (July 1 – June 30)
- CY – Calendar Year
- INB – Banner Admin
- SSB – Self Service Banner
- SPCC – Small purchase charge card
- PO – Purchase Order
- PR – Purchase Requisition
- E&G – Education and General (funding source)
Account Codes & Budgets

FOAP

Fund – Organization – Account – Program

F11020-20102-712680-P10500

- Organizational Listing
- Account Codes

- Budgets are loaded at the pool code level (7120, 7130, etc.)
The majority of goods/services needed by the University are purchased through eVA, Virginia’s eProcurement Marketplace. eVA allows for the creation and approval of purchase orders as well as the receipt of goods/services.

Visit the Department of Procurement and Contracts website for more information on eVA as well as the University’s procurement policies and procedures.
ACCOUNTING SERVICES OVERVIEW

RADFORD UNIVERSITY
Accounting Services Overview

Accounting Services includes Accounts Payable and Accounting Support, which is comprised of Check Write, Small Purchase Charge Card (SPCC), and Vendor Maintenance.
Three-Way Matching

- Purchase Order
- Goods Receipt
- Invoice
- Match
- Exception Handling
Prompt Pay

All payments to non-governmental and privately owned businesses for the purchase of goods and services must be due dated. Agencies should assign a payment due date of 30 calendar days after the receipt of the goods, services, or invoice, whichever is later, or the due date specified in the vendor's contract.
Vendor Management

Know who you are doing business with:

• Vendor must be in Banner & eVA (unless paying with SPCC).

• Use Self-Service Banner (SSB) to see if vendor is established and active.

• Vendor status changes frequently.
If vendor is not in Banner & eVA, obtain a COVA W-9 (unless the vendor is foreign, complete a W8 BEN-E)

- Do NOT email COVA W9s with SSNs!
- Legal name on COVA W9 must match legal name registered with the IRS.
- Form must have a written signature - digital signatures are not accepted.
Small Purchase Charge Card (SPCC)

The Small Purchase Charge Card (SPCC) program offers departments an alternate payment method when making small purchases. This method gives departments the opportunity to purchase goods and services costing $10,000 or less. Use of the charge card allows the University to consolidate multiple vendor payments into one monthly payment to Bank of America.

Visit the Accounting Services website for more information on the SPCC program as well as the University’s policies and procedures for use of the card.
Payment Method Guidelines

Some purchases are exempt from the use of eVA. This includes food/beverages, individual organizational membership dues, and utilities, among others. A full listing of these items along with the appropriate payment method for each can be found on the University’s Payment Method Guidelines.
Policies and Procedures

Policies and Procedures must be followed for all expenditures

• Apparel
• Food & Beverage
• Procurement and Contracts
• Promotional Items
• Small Purchase Charge Card
• Student Payments
• Travel

Visit the Office of Policy and Tax Compliance website
Helpful Hints

• The university’s fiscal year is July 1- June 30.

• Send invoices to Accounts Payable as soon as possible via email (acctspayable@radford.edu) or campus mail (Box 6906). Accounts Payable is NOT notified of invoices attached to eVA purchase orders!

• Ensure eVA receiving is completed in a timely manner, and the receiving date reflects the actual date the goods/services were received on campus.

• Monitor budget encumbrances and expenses to ensure invoices have been submitted and processed to meet prompt pay requirements.

• If budget encumbrances need to be closed, action should be taken as quickly as possible so that the funds can be made available.
Navigating Banner

SELF-SERVICE

Banner SSB Employee Menu -> Finance ->
- View Document
- Vendor Lookup
- Budget Query

BANNER ADMIN

- FGIOENC – Organizational Encumbrances
- FGIBAVL – Budget Availability
- FOIDOCH – Document History
Chrome River Usage

All employee pre-approvals (authorization to travel) and expense reports (reimbursement) are processed through Chrome River. The system is also used for:

• Guest and Student Travel
  Student Guest Request Form

• Non-Travel Food & Beverage Approvals
  Food & Beverage Policy

• Personal Reimbursements
  (not to exceed $200 for the purchase of goods and professional memberships)
  Personal Reimbursements

• SPCC Reconciliations
  SPCC Procedures
FOOD & BEVERAGE

RADFORD UNIVERSITY
Food & Beverage Policy

- The Food and Beverage Policy establishes requirements that the University community must follow when purchasing food, beverages, and any related services in the conduct of official University business.

- The policy applies to expenditures from any University funds, including Educational & General (E&G), state and local auxiliary, and sponsored program funds.

- Expenditures should be essential to University operations and support the mission of Radford University.
Approved Food & Beverage Expenditures

**Business Function** – Involves substantive and bona fide business discussions with an outside party. Includes interview candidates.

**Internal Function** – Non-routine meetings lasting a minimum of three hours. Includes formal training or staff development sessions, annual departmental staff retreats and meetings, and cross-divisional planning meetings that last through the lunch meal period.

**University-wide Function** – Events typically sponsored by the President’s Office, such as the holiday open house and staff picnic. Events not sponsored by the President’s Office must be approved by the University Controller in advance.
Approved Food & Beverage Expenditures

**Student Academic Function** – Contribute to the academic mission of the University. Current and/or prospective students are the primary beneficiaries. Includes annual award ceremonies, protocol dinners, and programmatic events.

**Student Activity/Club Function** – Contribute to student engagement. Also includes residence hall programs.

**Student Athlete Function** – Based on NCAA regulations. Provides meals for student athletes, athletic staff, recruits, and other related parties.
Chartwells has exclusive rights to provide food and beverages for University-sponsored events on all University property (excluding RUC).

To purchase food and beverages from another vendor, a written waiver must be obtained in advance from Dining Services unless one of the following applies:

- The food and beverage order is $150.00 or less.
- The function/event is held more than 30 miles from campus.
- The event is a Business Function held onsite at a local restaurant with ten (10) participants or less.
Pouring Rights Contract

PepsiCo has exclusive rights to provide beverages for University-sponsored events on all University property. Only Pepsi products may be purchased for these events.
Chrome River pre-approval

All food and beverage purchases must be approved in advance via a Chrome River pre-approval.

- The pre-approval purpose should be **Non-Travel Business Meal**.
- The pre-approval should include a detailed description of the business necessity of the function and how it supports the mission of the University.
- A listing of the names and organizational affiliations of each person expected to attend any **Business or Internal Function** must also be attached.
University Travel Policy

• Travelers on official university business must exercise economical judgment in making travel arrangements.

• All travel must be approved in advance.

• Meal and hotel rates may be reimbursed in accordance with the Federal GSA rates.

• Travelers may be reimbursed up to a 200% maximum of the Federal GSA rate plus associated taxes and fees for their lodging.

• Airbnb and similar online community marketplaces, such as VRBO or HomeAway, are not allowed.
University Travel Policy

• Receipts must be retained and submitted for all expenses except per diem. Please note business meals require an itemized receipt.

• Per diem rates are based on the lodging location. Travelers receive 75% of their per diem on travel days, which are defined as the days of departure and return.

• Personal Vehicle Mileage
  o Travel distances up to 250 miles per day will be reimbursed at $.655 per mile
  o Travel distances more than 250 miles per day will be reimbursed at $.246 per mile

• Enterprise direct bill contract available for rental vehicles

• All airfare must be purchased through Christopherson Business Travel (CBT)
Enterprise Rent-A-Car

Radford University utilizes a competitive contract with Enterprise Rent-A-Car/National Car Rental to secure rental vehicles for employees, students, and guests.

Vehicle reservations can be made at any Enterprise/National location.

The vendor invoices the University weekly for all direct billed rentals.

The invoice is then paid by Accounting Services and the charges are allocated according to the FOAP on the associated Chrome River preapproval.

The majority of reservations (excluding passenger vans) can be made online using the Enterprise Rent-A-Car booking tool, located within the OneCampus portal.

Please note that the pick-up and/or drop-off location may increase the cost of your rental. For example, most airport rentals include a mandatory ‘Airport Fee’.
Rental Car Policies

State employees should decline:

• Pre-paid fuel option

• Liability Damage Waiver (LDW) and/or Collision Damage Waiver (CDW)

• Roadside Assistance Program (RAP)
Christopherson Business Travel

- Mandatory for all faculty/staff, guest, and student airfare.
- Online booking tool - Easy, fast, & only $8.50 per booking.
- Airfare is charged directly to a University credit card at the time of booking.
- Link is located within the OneCampus Portal.
- Detailed user’s guide also within the OneCampus Portal.
- An approved Chrome River preapproval must be obtained prior to booking.
Additional Travel Training

Contact the Accounts Payable Supervisor or Travel Specialist to arrange in-depth travel policy training as well as a demonstration of the Chrome River, Christopherson, and Enterprise systems.
The Records Management Policy establishes the responsibilities for management, retention, and disposition of public records of the University as mandated by the Virginia Public Records Act (VPRA).

The policy is applicable to all public records generated by University divisions, departments, and offices, and all University employees unless specifically excluded.

All departments and offices must complete and submit a Certificate of Records Destruction Form (eRM-3) to the Records Officer prior to disposing of any public records.
The Records Management Policy (#FA-PO-1208) is located on the University’s Office of Policy Compliance website. 

http://www.radford.edu/content/dam/departments/administrative/policies/FinanceAdminPoliciesandProcedures/FA-PO-1208_RecordsManagementPolicy.pdf

Procedures related to the Records Management Policy are found on the University’s Risk Management website.

https://www.radford.edu/content/risk-management/home/record-retention.html
ADDITIONAL TRAINING & CONTACT INFORMATION

RADFORD UNIVERSITY
Controller’s Office - Training Catalog

• Sign into OneCampus

• In the Search bar, type “Learning Management”

• Select “Learning Management System – Desire 2 Learn (D2L)”

• Click “Launch”
Controller’s Office - Training Catalog

- To Locate the Training Catalog-Controller’s Office page, click on “Discover” in the ribbon directly under Radford University and type “Training Catalog” in the search box.

- Click on “Enroll in the Course”. This will add the course to your “My Courses”.
- Click on the icon for the Training Catalog-Controller’s Office within the “My Courses” area of D2L.
Controller’s Office - Training Catalog

- Click on the word “Content” to access the Table of Contents for the page and then select the area to access the trainings and resources.
A 78-page Chrome River user guide along with a detailed Christopherson Business Travel user guide are found in the ‘Travel’ section.

**Travel**

*Chrome River is the university’s travel management system.* The system is used for the authorization of all travel as well as the submission of all reimbursable expenses. Access to system is located within the OneCampus portal. Refer to the user’s guide, provided below, as well as the [Chrome River Frequently Asked Questions](#) for helpful information. Please contact Accounts Payable at (540) 831-7616 for questions regarding University and State Policy. For technical assistance, please contact 540-831-7614.

Effective April 1, 2019, all university funded airfare must be purchased through Christopherson Business Travel (CBT). This partnership leverages travel spending, streamlines the booking process, and provides a duty of care to our travelers. The Online Booking Tool is the preferred and most economical means to book travel, however you may contact a CBT agent for travel assistance if needed. Access to the Online Booking Tool is located within the OneCampus portal. The user’s guide is provided below.

100% 2 of 2 topics complete

**Materials**

- Chrome River User Guide
  - PDF document
  - Updated
- Christopherson User Guide
  - PDF document
Accounting Services Website

ACCOUNTING SERVICES

Accounting Services includes Accounts Payable and Accounting Support, which is comprised of Check Write, Small Purchase Charge Card and Vendor ID. We follow state-mandated accounting regulations. If you have procedural questions, please contact us before committing expenses to ensure that your expenditures meet state guidelines.

News and Announcements

PAYMENT METHOD GUIDELINES

The university’s payment method guidelines have been updated to improve efficiency and eliminate duplicate or redundant processes. The changes to these guidelines are summarized below:

Conference Registrations, Online Courses, and Trainings (expenses coded to 712240) - For consistency purposes, any expense that falls into the 712240 account code may be approved through Chrome River. This includes all virtual conferences, courses, and training programs.

Hotels (non-contract) - All non-contract hotel expenses may now be approved through Chrome River. This applies primarily to local lodging for interview candidates and guests. Any hotel direct bills that include a contract must still be submitted through eVA for Procurement review and signature.

Organizational membership dues (individuals) - Approval for individual membership dues to professional organizations may also be obtained through Chrome River. If Accounts Payable is paying the vendor, a direct pay form referencing the Chrome River pre-approval # must also be submitted along with any necessary documentation. Please note departmental accreditations are excluded from this process.

SPCC RECONCILIATIONS

SPCC Reconciliations are now completed in Chrome River. Review the Chrome River User Guide – SPCC, which is located on the MyRU portal, for instructions. Contact Kim McKinney (540) 831-7613 for assistance. The reconciliations are due by the 25th of each month.

SPCC Cardholders should register to receive their statements electronically. This will provide you access to your statements the day after the billing cycle closes (16th of each month). Please review the Global Card Access Reference Guide for instructions.

https://www.radford.edu/content/accounting-services/home.html
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