

# The Ledger

## A Newsletter of the University Controller's Organization

Website: <http://www.co.vt.edu>

Vol. E, No. 6

April 28, 1999

### Virginia Tech Foundation Goes Live on Banner July 1, 1999 – Training to be Held in June

The Foundation will be conducting several four-hour Banner-Finance training classes for Foundation Funds. Choose from morning classes from 8am to 12pm and afternoon classes from 1pm to 5pm. Training will be held during the following weeks:

June 1, 1999 – June 4, 1999  
June 7, 1999 – June 11, 1999  
June 15, 1999 – June 18, 1999  
June 21, 1999 – June 25, 1999

Please contact Kathy Armstrong [kpa@vt.edu](mailto:kpa@vt.edu) 1-2334 to schedule a class. For information on obtaining a user id for the Foundation Banner-Finance contact Julie Brown [browncpa@vt.edu](mailto:browncpa@vt.edu) 1-2428.

### Faster Query Results

Use the FGIBDST form (Organization Budget Status Form) instead of the FGIBDSR form (Executive Summary Form) to receive query results faster. The FGIBDSR form is designed to perform queries for roll up reporting. For example, you can perform a query on a fund at a higher level in the fund hierarchy. This type of query normally takes longer because numerous funds are being summed up for the results.

The FGIBDST form gives the same results as the FGIBDSR form for "data entry funds" (old FRS account number) and it is much faster.

### Banner Addresses

Yes, we do reimburse travel to either home or office address.

Departmental representatives with HR update capability for your area use the **Virginia Tech Employee Identification Form (PWAEBIO)** to enter address changes for all employees (faculty, classified, student wage, graduate appointments and P14 appointments) where the employee's *primary* job is located in your department. Your department number will display in the **Home Org** field on the **Employment Verification Form (PWIEMPV)** if this is the case.

Address changes can be made as follows:

From the **VT HR (Departmental Use) Menu** select the **PWAEBIO** form or type **PWAEBIO** in the **Direct Access** field to access the **Virginia Tech Employee Identification Form**.

To update an existing mailing address (MA) position your cursor on the MA record, highlight the fields that need to be changed and type the correct address information. The mailing address is required for all employees and is the address where W2s and all off campus mailings are sent. If the employee does not wish to have the mailing address and home phone display in the directory, check the **Confidential** indicator box on the **PWAEBIO** form.

To update an existing office address (OF) position your cursor on the OF record and highlight the fields that need to be changed and type the correct address information. The

office address and work phone display in the directory.

To add an office address (OF) when one doesn't exist access a blank address record by using the down arrow key on your keypad. Type *OF* (office address) in the **Type** field or select the code from the list of values and then complete the record by completing all address and phone information.

To add a secondary (departmental backup) phone number for an employee in the directory access the **PPATELE** form in one of two ways:

You can access **PPATELE** from the **PWAE BIO** form. To do this, position your cursor in the **Phone** field on the form and click the **Phone** button. The **PPATELE** form will display. From any menu, type *PPATELE* in the **Direct Access** field and hit the Enter key. The **PPATELE** form will display.

Add the backup phone number in the following manner:

Position your cursor on a blank record line. Type *DE* (second directory) in the first **Type** field or select the code from the list of values. Type the area code in the **Code** field. Type the seven digit phone number in the **Number** field. Type *OF* (office address) in the second **Type** field or select the code from the list of values to reflect that the secondary directory phone number is associated with the office address. Type *1* in the **Seq** field if the address **Type** code was not selected from the list of values in the previous step. Save the backup phone information.

Contact the HRIS Help Desk at 1-7763 if an address change needs to be made and you do not have access to the form.

### Prompt Pay

Congratulations! The university paid 97.1% of its invoices by the due date for the 1998 calendar year.

Because the percentages are so good, we are not in an emergency situation regarding the

production of prompt pay reports. We decided to delay producing the reports for a while until we can complete some of the many other tasks that have to be done before July 1, 1999.

Thank you for your good work and keep it up!

### Accounting Services Tips

- **Let's Not Double Our Payments!**  
Occasionally a department will charge things on the American Express Purchasing card, and then pay the invoice using an SPO! The vendors have been really nice about it, as far as we can tell. They call and offer to send a refund or give a credit. But let's not push our luck! Please read the invoices carefully before paying!
- When you order an airline ticket, be sure that you have the ATA or a promise of an ATA from your department head or supervisor. We are all accustomed to ordering over the phone and following up with a confirmation. So it is natural that our travel agents would not require an ATA in hand before making a reservation. However, when you order a ticket this way, there is a small risk of misunderstanding which could result in the travel plans being cancelled. Please be sure that you and your supervisor have a clear understanding before you order an airline ticket!
- Several departments have recently requested additional account codes for printing and copying services. The following additional codes have been established to distinguish between these services:

12150	Printing
12152	Copy Centers
12153	Satellite Copiers
12154	Satellite Printers
12155	Docuprint
- If you have an enclosure to be mailed to the vendor, please enclose a second copy. This is a requirement in Procedure 20310.

And besides it sure does help! Thanks!

- A department recently called the Controller's Office wanting to know why a check had not been issued if the voucher was showing on Banner when they called it up. Do you know the answer? Just in case you don't... Payment is made according to the due date. If an expenditure is showing on Banner, that does not mean the check has been drawn.

If you want to see whether a check has actually been issued and mailed, you should look at the vendor history form (FAIVNDH) for the vendor.

### **Boise Cascade and the General Scholarship Fund**

The university will be receiving another contribution in the amount of \$6,192.55 to the general scholarship fund from Boise Cascade Office Products. This arrangement is a negotiated provision of our contract for office supplies. The amount of the gift is based on the average order size for a given quarter; starting at 1 percent for an average order of \$120 and increasing to 3 percent if our average order reaches \$251. This particular gift represents three percent of the university purchases with Boise Cascade during the first quarter of 1999.

Since the contract inception in May 1996, Boise Cascade Office Products has donated \$30,176.81 to the general scholarship fund.

In case you missed our announcement at our training update session, Boise Cascade is now offering internet ordering. Since November, the number of users has been on a steady increase. We now have 47 users processing orders on-line. If you would like information on this, please call Jamie Phillips at (800)772-6473 or page him at 888-946-6560.

### **Car Rental Services**

Car Rental Services are now available through a contract with Enterprise. The contract provides Virginia Tech employees traveling on

official business with a preferred unlimited mileage rate for the rental of three size ranges of vehicles.

The Virginia Tech motor pool will continue to service most campus transportation needs from their vehicle fleet. However, the Enterprise contract will be accessed by the Motor Pool whenever a state-owned vehicle is unavailable. Customers will continue to be able to pick up and drop off their vehicle at the motor pool compound.

There is also the option of dealing directly with Enterprise by making your own reservation and by providing an SPO document. Those who elect to deal directly with any car rental agency are reminded that all University policies apply. See the Controller's Office web page <http://www.co.vt.edu/Procedures/p20335d.htm> for information regarding rental car use. Generally, cars cannot be rented for trips originating in Blacksburg unless the Motor Pool does not have a car available or the department can save at least \$25 by renting a car from another source. If there is no vehicle available at the Motor Pool, they will provide a statement to that effect. As in the past, either a "No vehicle available" statement or a cost comparison statement must be attached to any reimbursement or payment documents.

Here are contact names and numbers for more information:

University Motor Pool: Gene Reed, 231-9927  
Enterprise Car Rental Blacksburg Office:  
552-0455

### **Janitorial Supplies Contract**

Virginia Tech now has a contract set up with Jefferson Supply Company to provide janitorial supplies to the university. The contract includes a wide range of products from a variety of manufacturers including liners, paper products, cleaners, and floor care products. Most items are sold by case quantity, but some will be available individually as well. Jefferson Supply Company is currently working on creating a custom price list for Virginia Tech based on the product selection of user departments. Pricing on all products is based

on discounts from manufacturers' list prices or cost plus a fixed fee, and therefore additional items can be added to the university's price list as-needed. Delivery of stock items is available to all Virginia Tech departments and locations within 2 days. For more information, you can contact Glen Aylor, the Virginia Tech Jefferson Supply Company representative, at 800-888-3720, extension 229, or Lisa Rudd, purchasing department contract officer, at 1-5240 or e-mail [lrdudd@vt.edu](mailto:lrdudd@vt.edu).

### **Charter Bus Contracts**

We now have contracts in place for charter bus service which are available to the entire university. The contractors are:

Abbott Bus Lines, Inc.  
Blacksburg Limousine Service  
Linkous Christian Tours  
James River Bus Lines

Each contractor differs according to number, size and quality of vehicles available; pricing is outlined in the contracts. Since pricing is generally complex (live vs. deadhead miles, overnight charges, etc.), the contracts allow potential customers to obtain trip quotes from the contractors; you may do this with several, or only with the company you are most interested in using. No deposits are required, and all have accepted Net 30 payment terms. Unencumbered blanket orders have been issued for each contract and are available on the purchasing web site at [www.purch.vt.edu](http://www.purch.vt.edu). Please contact Lisa Rudd at 1-5240 or [lrdudd@vt.edu](mailto:lrdudd@vt.edu) for more information and copies of the contracts.

### **Instructions for booking a trip:**

1. Obtain quotes from one or several contractors.
2. When you've made a choice of contractor, call and have them send/fax a charter order.
3. After receiving this charter order, confirm the trip by faxing a copy of the contract blanket order, with department information included, along with the charter order to the contractor. Per negotiations with each, departmental signatures are not necessary; do not sign anything!

4. If you need to cancel a trip that has already been confirmed, please notify the contractor as soon as possible. Cancellation procedures are outlined in each contract.
5. All contractor invoices should be broken down into contract pricing (i.e., live and dead mileage, overnight/hotel charges, tolls, etc.) so that you can verify rates before processing for payment against the blanket order.

### **Memorial Day Closing**

Memorial Day is a recognized university-closing holiday. Therefore, the Controller's Office will be closed. We hope everyone will be too busy enjoying a wonderful holiday to think about work and Banner. Banner's May reporting period will be closed on Friday, May 28th. If you enter anything after that date, you will need to use a June date for the system to accept the entry.