

The Ledger

A Newsletter of the University Controller's Organization

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

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Banner Finance Training Schedule

A big thank-you to the many people who helped us to get up and running on Banner Finance! The Controller's Office is now taking on all of the Banner Finance training. Yes, that even includes BRIO reports!

Below is the schedule and description of our classes. Classes will be held at Research Building VII, Suite 2050. Maximum class size is 15. Please register for any classes that interest you by getting in touch with Vicki Trump (vtrump@vt.edu).

Banner Finance Navigation Training – 1st Tuesday of every month, 10:30 – 12:00

Understanding of how to obtain access to the Banner Finance System, understand the menus in Banner, understand the various parts of a Banner form, and perform basic queries.

Banner Finance General Accounting Query – 1st Tuesday of every month, 1:15 – 3:30

Query financial information in the Banner Finance system, understand terminology used such as chart of accounts and rule codes, and understand budget control used in the system.

Using Brio Quickview, How to Access Banner Finance Reports – Bi-monthly (starting January), 3rd Tuesday, 10:00 – 12:00

Access Brio reports, process a report, print a report, knowledge of reports available, understand how to read a report, and download transactions from the data warehouse into excel.

Banner Finance Purchasing Query – Thursday following the 1st Tuesday of every month, 10:00 – 12:00

Query purchasing documents in the Banner Finance system, perform searches for vendor information such as addresses and telephone numbers, commodity searches for vendor sources, and blanket order activity queries.

Banner Finance Accounts Payable Query - Thursday following the 1st Tuesday of every month, 1:15 – 3:15

Instructs the user to use Banner Finance Accounts Payable Query forms to retrieve information related to payment processing and check schedules.

Physical Plant Charges

In June the Physical Plant Department implemented a new work order system (FAMIS) to increase their efficiency in responding to service requests. Moving to FAMIS necessitated creating an electronic interface with the Banner Finance system to automatically bill Interdepartmental Service Request (ISR) expenses to departments.

Under the new system departments will receive a FAMIS bill each time their fund is charged for work related to the ISR. These bills will be received **throughout the month as work is completed** and the charges are posted to Banner Finance. Departments will no longer receive a copy of the ISR at the completion of the project.

The description field in Banner Finance will be "Physical Plant – ISR#_____". In addition, the document reference field will also have the ISR number.

Each FAMIS bill shows accumulations to date for labor and materials as well as the fund and organization numbers that these charges were billed against. The bill is identified as either a partial billing or a final billing for the project. The bills also track any previous partial billings, providing a single reference for all charges against your ISR. The detail provided on the bill should enable you to reconcile charges to the departmental funds in the Banner Finance system.

If you have questions about the FAMIS billing, please contact Reba Crawford in Physical Plant at 231-9904 or rrigney@vt.edu.

On-line ATA

Many people have discovered the on-line Air Travel Authority form. The most recent version was put out on the Controller's Office home page in late August. It can be filled out on-line and then printed!

Six-digit Organization Codes and Reporting

The six-digit Banner Finance organization code can be used to further differentiate activities within a department. With few exceptions, the first four digits of the organization code are the same as the old department number. This leaves the last two digits of the organization code available for the department to establish and use in reporting. Two examples follow.

(Department Level):

0394 Center for Academic Enrichment & Excellence

(Organization Level):

039400 Office of Academic Enrichment Programs at Hillcrest

039401 Student Athlete Office of Academic Enrichment Programs

039402 Office of Academic Enrichment Programs at Femoyer

(Department Level):

0xxx Academic Department

(Organization Level):

0xxx01 Operating

0xxx02 Center 1

0xxx03 Center 2

The Executive Summary Form (FGIBDSR) in Banner Finance will allow on-line query by department (four-digit organization) or six-digit organization level to review budgets, expenditures, commitments, and budget balance available. Do not enter the fund number on this form if you want all University activity for a particular organization code. Also, note that summaries at the organization level will not exclude sponsored program activity unless the organization level is assigned to exclude them.

The Banner Finance team is in the process of modifying the BRIO reports so they can report on the six-digit organization code. University centers could find this capability especially helpful for completing annual financial reports.

If you need additional organization codes at the six-digit level for your department, contact Stacy King in the Controller's Office at 231-8624 or kings@vt.edu.

American Express Procurement Card Procedures

Each month department personnel choose the fund(s) and account code(s) to which they want to charge the purchases made through their AMEX procurement card. When the cards were first issued, the state provided three account codes to which we could make the charges on our funds. These codes -- one for services, one for supplies, and one for equipment -- were provided to reduce the amount of coding the departments had to complete when preparing their monthly journal entry to distribute the charges.

At the inception of the program, we intended to use only these three codes to simplify the coding and data entry requirements. However, it soon became apparent that the three codes were insufficient to meet all our needs. Some departments budget transactions at a lower level than "supplies" or "services" and therefore needed to use account codes that would allow expenditures in those budgeted accounts, i.e. office supplies or lab supplies. Additionally, department personnel who use the card for purchases that are charged to

sponsored funds cannot use the general "supplies" account because office supplies cannot be charged to most grants. If charged to the general codes, these transactions had to be moved via journal entry to a different fund or a different account.

While departments may use the three general codes, 12090 – services, 13090 – supplies, and 22090 – equipment, they may also use any of the other more detailed account codes when preparing the monthly AMEX Payment Receipt and Distribution Form. We ask that you continue to summarize all of the transactions for each fund and account distribution. Even with the summarization, there are still about 800 transactions for the Controller's Office to key each month. If you have questions about coding these transactions, please contact Margaret Muncy at 231-8603 or mmuncy@vt.edu.

New University Deposit Ticket

On June 23, 1999 the Bursar's Office implemented a new cash receipts system (SalePoint). As a result, the reference number you are accustomed to seeing in Banner has changed. You will no longer see a receipt number on your deposit ticket beginning with an R, M or P followed by five numbers. The SalePoint system reference number passed to Banner will be an eight-digit number consisting of a combination of cashier number, register number and receipt number. The number that passes to Banner will look different from the information printed/validated on the actual university deposit ticket. The Banner number combines several numbers from the receipt and will be the 2-digit cashier number+2 digit register number+4 digit receipt number generated by the register. Each register generates the same series of receipt numbers, so it is necessary to have all three pieces in addition to the date, in order to conduct research on a transaction. Also, all mail transactions received and processed in the Bursar's Office will begin with cashier number 50XXXXXX.

The newly designed university deposit tickets are now in use. You are able to supply a

different description for each banner fund/account code listed on the deposit ticket. However, please keep in mind the description is only a 16-digit field. You are also able to provide a 5-digit expenditure account code if necessary (revenue account codes are still only 4-digits). With the redesign of the university deposit ticket, you can only list four different banner fund/account codes. If more space is needed you can download our new addendum to the university deposit ticket from <http://www.bursar.vt.edu> under the Cash Receipts or Index Page sections (Addendum to the University Deposit Ticket).

We would also like to remind everyone, our window hours have changed to 8am to 4pm, Monday through Friday.

If you have any questions concerning this information or require assistance, please do not hesitate to contact Gena Simmons or Carolyn Herron at 231-6257.

Boise Cascade and the General Scholarship Fund

The university will be receiving another contribution in the amount of \$5,802.67 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 third quarter of 1999.

Since the contract inception in May 1996, Boise Cascade Office Products has donated \$43,002.31 to the general scholarship fund.

Web Page

Visit the Controller's Office web page at <http://www.co.vt.edu> for policies, procedures, and electronic forms. We have added an Accounting Services Directory that lists contacts by area of expertise. For direct access, <http://www.co.vt.edu/Asdirectory.html>.

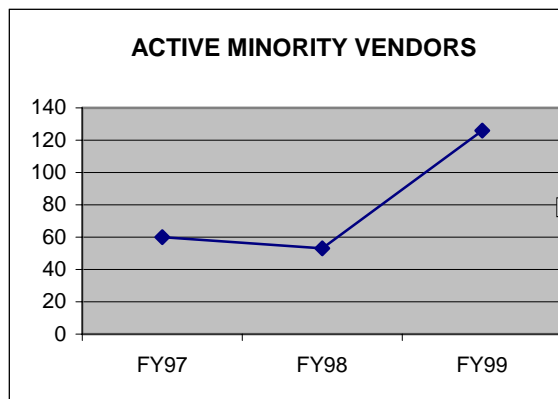
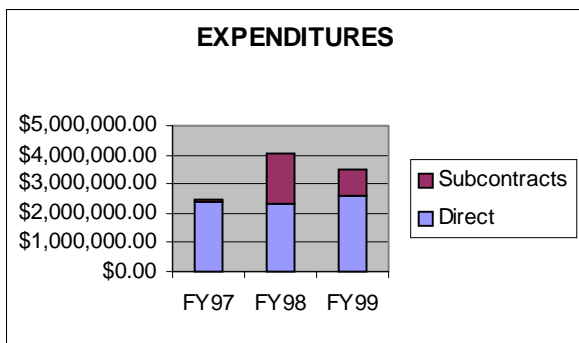
Minority-owned and Woman-owned Business Firms

University business increases with minority-owned and woman-owned business firms. In the fiscal year just concluded, Virginia Tech conducted \$2,585,000 in business with 126 minority-owned firms. This compares with \$2,326,000 and only 53 firms in the previous year. Business levels with woman-owned businesses was \$5,184,000 among a base of 521 firms. These numbers were up dramatically from the previous year.

To highlight these businesses, a listing is maintained on the Purchasing website of the "Top 15" firms in each category currently doing business with Virginia Tech. The information on this site has been updated to show current vendors and contact information.

If you desire any assistance, please contact Lisa Rudd (lrudd@vt.edu), who coordinates the minority-owned and woman-owned business programs.

MINORITY-OWNED BUSINESS STATISTICS FY98/99



WOMEN-OWNED BUSINESS STATISTICS FY 98/99

