

# The Ledger

*A Newsletter of the University Controller's Organization*

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

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## Vendor Number Changes

Effective May 22, 2000, the Banner vendor numbers beginning with the character "@" are being changed. When no federal identification number is available, Banner automatically assigns a vendor number beginning with the "@" symbol. The "@" number is replaced when the actual federal identification number is provided. The "@" vendor number has also been used in situations where a vendor is actually owned by another company and has no federal identification number of its own.

The use of this character has worked well within the Banner finance system; however, some systems that are just coming on-line, such as the Hokie Passport system and the cash receipts system, do not accept the "@" as a valid character. Because these systems must accept the vendor numbers, the numbers starting with the "@" symbol are being changed to start with a "9." There are many valid federal identification numbers beginning with a "9" but, there are currently no valid federal identification numbers that have the first two digits of "90." The sight recognition for the "made-up" vendor numbers will still be available by looking at the first two digits, i.e. Pfizer is changing from @00002322 to 900002322.

Please make a note of these changes and change your records so you can begin using the new vendor number on requisitions, speed purchase orders, and accounting vouchers. If you have questions, please call Jeanie Quesenberry at 231-2544 or e-mail [jque@vt.edu](mailto:jque@vt.edu).

## Physical Plant Charges in Banner

Interdepartmental charges for physical plant services are automatically posted to Banner. The file of transactions is generated from information entered into the facilities management information system (FAMIS). Since the inception of the automatic transfer, the transactions have been posted using two account codes, one for the services portion of the charge and one for the supplies portion of the charge. Department personnel indicated that the two charges for what they consider a single task has not served them well. In response to that, the physical plant automatic charges are being changed. The charge will post as a single expense to the 12570 account code.

Another improvement has been made to the physical plant journal entry transactions. The physical plant staff records a short description of the work requested on your interdepartmental service requests in the FAMIS system. Rather than post "Phys Plant Charge" in the Banner description field, we are posting the first 31 characters of the FAMIS description. An example would be, "Repair door - room 112." The ISR number will continue to be displayed in the reference number field both on the Brio reports and on the on-line FGITRND form.

## Scientific Equipment Maintenance Contracts

Over the past few years, Virginia Tech has worked with many of the VASCUPP institutions to establish contracts for maintenance on scientific equipment. As a result of these efforts, the following contracts are available:

<b>Company</b>	<b>Discount</b>
Beckman	17% off list plus a 10% prepayment discount
Steris	5% prepay
Perkin Elmer	16% off list plus a 10% prepay
Kendro	5%
NovaMed	20% less than OEM

If you have equipment that is currently not covered by a maintenance agreement or if you feel these contracts offer more favorable discounts than the coverage you currently have, please contact Heather Hall at 231-7852 for more information.

### **Toner Cartridges**

We have received two recent reports of campus people being contacted by "computer services". When they accept the call, they find out that they are talking to a sales representative who is offering them a "test" or "sample" copier or printer cartridge. If the test or sample is accepted, it is quickly followed by an invoice. The prices for these cartridges are invariably much higher than those charged by Boise Cascade or other local suppliers. These firms change their names and their approach. Be careful! Don't agree to test or purchase this type of item from a firm that you are unfamiliar with. If you do, you will be unsatisfied and on the wrong end of a bad deal. For a "good deal", purchase cartridges from our contract supplier or a known local source.

### **Shipping to International Locations**

A situation was recently experienced where a department used an overnight courier service to send an airline ticket to a faculty member located in Norway. The ticket cost was \$1600 and this was the insurance valuation placed on the parcel. The Norwegian Customs Authority charged a fee of \$385.02 to clear the parcel. It appears that this fee was based upon the \$1600 insurance valuation.

We have since learned that if the valuation had been declared for the cost of having a lost ticket reissued (\$75.00) there would have been no fee charged by customs.

International shipment and foreign customs produce highly variable outcomes, however, we wish to pass along this lesson learned in the hope that it might save funds if a similar situation arises in the future.

Detailed information can be obtained by contacting UPS International Customer Service at 800-782-7892 prior to shipping.

### **Year-End Closing Schedule**

For your convenience, the fiscal year-end closing schedule has been posted to the "What's New" section of the Controller's Web page in PDF format and can be accessed directly at the following location:

[http://www.co.vt.edu/files/Fiscal\\_Year\\_End\\_Closing\\_Schedule.pdf](http://www.co.vt.edu/files/Fiscal_Year_End_Closing_Schedule.pdf)

### **Business Meal Functions Reminder**

Some of your payments are being delayed because participant lists are not attached to payment documents. Meal and Reception functions held at the Donaldson Brown, catered by Culinary Services, or held at other commercial establishments must be a business necessity to be paid from public funds.

The list of participants and the description of the event is needed to clearly document the business necessity for each person to attend the event. The names of all attendees must be included on all charge documents for business meals including Donaldson Brown folios, Culinary Catering Services as well as all restaurants and hotels.