

The Ledger

A Newsletter of the University Controller's Organization

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Budget Checking Implemented for Batch Journal Entries

Non-sufficient funds (NSF) budget checking for batch journal entries was implemented in the Banner Finance system recently. Departments should expect calls in the future from the Controller's Office concerning these problems. The following type charge transactions are recorded through the batch journal entry process: telecommunications, printing services, mailroom, American Express Purchasing Card, airline, facilities, etc.

W-2's

W-2 Forms for all employees have been mailed out. All salaried employees should have received a memo with an example of how taxable income is calculated.

If a W-2 is destroyed or lost, it will be necessary for the employee to give our office a written request for a replacement W-2. The request must include their name, address, social security number, year requested, the reason for the request, and their signature. E-mail requests can be sent to vtw2@vt.edu. **In order to allow the U.S. Postal Service adequate time to deliver the initial mailing of W-2's, please do not request a replacement W-2 until after February 15.**

AMEX Travel Card Notes

With the retirement of Cindy Harrison, the responsibility for the administration of the American Express Travel Card has been transferred to the Controller's Office. Please contact Wilda Lay at 231-8613 or (wlay@vt.edu) if you have questions about your card, need to apply for a card, or wish to terminate your card.

The AMEX Travel Cards expire for cardholders on February 28, 2001. AMEX will mail new cards by February 15, 2001. New cards will have an expiration date of February 2003. If a traveler needs to make reservations for a hotel between now and the time he/she receives the card, he/she should use the February 2003 date. Travelers who are on extended travel for the period February 15 through February 28 or after should send an e-mail to Wilda Lay (wlay@vt.edu) to explain their situation and why they need the card before February 15. The Controller's Office will request that AMEX provide that card sooner than the scheduled release of the new cards.

When people terminate employment at Virginia Tech, their AMEX Travel Cards should be turned in to the Controller's Office (0312). The cards should be cut in half and sent to the attention of Wilda Lay with a brief note explaining that the cardholder is no longer employed at the university. We will then close the account for the cardholder.

CNS Announcement

CNS has asked us to remind everyone that effective February 1, 2001, all monthly telecommunications (CNS) invoices will be printed at the departmental level. Please contact CNS Accounts Receivable at 231-6460 for additional information. The website for the location of instructions and the WEB access form follows:

<http://www.cns.vt.edu/dept/index.html>

Click on Departmental Web Bill Access

Office Supplies Contract

Purchasing has awarded a new contract for office supplies. Our contractor remains Boise Cascade Office Products, but there has been a change to the contract number. You can find information and the new receiving report for TC-001-01 on the purchasing department web page (www.purch.vt.edu). There are many new features and improvements in this new contract.

We have negotiated the best pricing available including some items that are less than what we were paying on our previous contract. In addition, the university will receive a 2% scholarship donation for volume and a 2% scholarship donation based on the volume of internet orders. The net pricers will now be available on-line at a new custom Virginia Tech site that Boise is in the process of developing. The Purchasing Department will advise you of the URL address when it is available. The pricer is in Excel and can be downloaded and manipulated to suit your needs.

A printed customized catalog will be provided beginning around February 12, 2001. We encourage you to use the internet ordering site and your American Express card with this contract. If you have questions, please call Heather Hall, 231-7852 or our Boise Customer Service Representative Jamie Phillips (540) 819-2402 (cell) or Jamie.Phillips@mail.bcop.com.

Advertising Services Contract

A new contract for classified/recruitment advertising has been established with Graystone Group Advertising. Graystone has been in business since 1987 and specializes in the design and placement of recruitment advertising.

The process of placing advertising through Graystone is basic. Merely send Graystone the copy via e-mail or fax. Graystone will design the advertisement and return it to the department for review, for potential corrections and revisions, and resubmit for final approvals. Nothing appears in print unless sign offs occur. Graystone transmits final ads to most major publications through a computer system called "Adsend". In-column or line ads are set by the papers. Graystone pays the media and bills the Virginia Tech department.

Graystone has negotiated rates with publications such as The Roanoke Times, Washington Post, The Chronicle of Higher Education, Virginian Pilot and others. They bill only for space charges and do not charge for layouts, revisions, mechanicals or overnight delivery services.

Use of the contract is optional.

Express Delivery Services

Cost comparison surveys have been conducted to compare contract rates with those of non-contract shippers for both domestic and international shipments. The results show a considerable savings can be achieved by using UPS, the contract shipper. The cost comparison surveys can be viewed at the Purchasing website (www.purch.vt.edu) by following these links: Information for departments, procedures, express delivery.

UPS Tip

Thanks to JoAnn Michaels, we offer this tip. There is university service for UPS through University Mail Services. Your postal carrier will pick up items to be sent UPS at your mail stop which will then be picked up by UPS from the post office each day before 4pm. This avoids charges for individual pick-ups.

If you want your parcel to go out on the day you prepare it, it will need to be at the post office by 3pm. You will also need to have a proper transaction card attached. These cards are available at <http://www.edtech.vt.edu/ums/transaction.html>. They are different from the Postal Service cards. You will find Maynard Quesenberry and his staff at the Mail Room are most helpful if you have questions.

American Express Purchasing Card Notes

In the September 21, 2000 issue of **The Ledger**, the Controller's Office issued revised instructions for the submission of the "Payment Certification Form." These changes were necessary to provide better internal controls in the American Express Purchasing card program and to provide better detail data on the department Banner records. The changes also reduced the amount of time needed in the departments to reconcile and summarize the monthly totals. Some of you cardholders evidently did not see the previous article because you are still using the old "summarized" procedure and the old certification form. We are repeating some of that article and listing additional information below. As the program has grown, many of you have requested that we provide more AMEX charge detail on the monthly reports. Since August 2000, charges have been entered in Banner by detail line item for each of your American Express charges. The description is "AMX – vendor name" where vendor name is the name of the vendor from whom you made that specific purchase. Some charges are posted to two or more funds when the department requested split coding for the transaction.

What changes are necessary on the departments' monthly charge distribution forms?

You must still reconcile your statement to your records as in the past. After you reconcile the charges and credits, you now use the actual American Express bill to distribute the charges. Each American Express bill has a listing for each charge that includes the vendor's name, amount of the charge, and other miscellaneous information. Rather than copying all of this information onto another form, you may now write the expense fund and account on the AMEX bill. You may use up to four different funds and/or account codes for a single charge. We also have a new form (copy below) "Payment Certification Form". The total amount of the bill to be charged should be listed on the front of the form and both the receiving and approval signatures must be completed.

Departments must submit their certification form to the Controller's office by the 5th of the month so charges can be posted promptly. If cardholders do not send their distribution form in on time, their charges will be posted to the default fund assigned to their card. Even if charges are posted to the default fund, the cardholder must still submit the "Payment Certification Form" to document the receipt of the goods and to certify the business use of the goods/services. The university may cancel the card if the cardholder does not provide the monthly certification form promptly. Any charge submitted to an invalid fund, account and/or in insufficient funds status at the time charges are posted will be charged to the default fund and/or account. If the default fund has insufficient funds to cover the transaction, the charge will be made to the department's overhead funds. The cardholder will then be responsible for preparing a journal entry to move the charges to any other funds and/or accounts.

If the monthly statement does not arrive by the 27th of the month, the cardholder should call the 800 number listed on the back of the card to request a duplicate bill. In the event the duplicate bill does not arrive in time for the cardholder to reconcile by the **fifth day** of the month, the cardholder should contact Debra Bales dbales@vt.edu or 231-8548 to receive bill information.

Since the retirement of Margaret Muncy, the Controller's Office contact person has been Bradley Scott, Coordinator of Disbursements and Problem Resolution, 231-3623 (bsscott@vt.edu). Dorothy Carter of Accounting Services will now be the contact person. If you have questions please contact her at 231-8618 or (dicarter@vt.edu).

Reasons to use the AMEX card over SPO's:

- All invoices charged to the AMEX card are recorded in your monthly prompt pay totals as on-time payments thus helping your prompt pay percentages.
- AMEX payments are paid centrally on the due date and the departments do not prepare an invoice to pay the vendors.
- The AMEX charges can be distributed to multiple Banner funds when the "AMEX Payment Certification Form" (<http://www.purch.vt.edu/html.docs/forms.html>) and attachments are submitted.
- The AMEX bill can be charged to the special account code 13090 for supplies. The state will not accept this general supplies code for other invoices.
- The state has approved a procedure for deferring the credit memos for returned merchandise until the next billing period with the AMEX card. The same waiver has not been granted to "credits not yet applied" to other vendor accounts.

If you need an AMEX purchasing card, please contact Debra Bales in Purchasing at dbales@vt.edu or 231-8548.

Some local businesses that accept the AMEX Procurement Card:

Kroger	Home Depot
Lowe's	OfficeMax
Taylor Office Supply	Sears
Heavener Hardware	Salem Office Supply
New River Office Supply	CITC
Mish Mish	Kmart
Target	Wal-Mart
Books-A-Million	Waldonbooks

American Express Purchasing Card

Payment Certification Form

Department Number:			
Department Name:			
AMEX Card Number:			
Statement Closing Date:			
Balance Outstanding (from AMEX statement)			
I certify that this payment is for goods and/or services received in accordance with State and university purchasing regulations.			
Cardholder Signature:		Date:	
I have reviewed expenditures and authorize payment for these purchases.			
Department Head or designee:			
Signature:		Date:	
Indicate method of distribution:			
<input type="checkbox"/>	All charges are correct and should be posted per the attached sheets		
<input type="checkbox"/>	All charges are correct and should be posted to the default fund		

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