

The Ledger

A Newsletter of the University Controller's Organization

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

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Changes to Mailroom, UPS, and International Mail Charges

Effective March 1, 2002, CNS began billing for some University Mail services that are currently being processed by the Controller's Office. The services affected include postage, UPS, and international mail (DHL). The Controller's Office will continue to process charges for Permit 10 and Postage Due charges (though this may change at a later date).

Changes that you undoubtedly noticed in March are:

1. Daily transactions are no longer posted to Banner Finance. Once a month you will see one summary transaction. March 2002 charges will be posted to Banner Finance around April 10, 2002.
2. You will be able to view detailed transactions on the CNS monthly statement that will be available to you via the web.

CNS will send more detailed information by March 25, 2002, including details on how to view your monthly statement and procedures for receiving web access. This information should answer most of your questions. If, however, you have immediate questions or concerns, contact University Mail Services at 1-6909.

On-Line Travel Voucher Revised

The Excel version of the university travel and meal reimbursement voucher has been revised. The revised version is now on the Controller's web site at <http://www.controller.vt.edu/forms/>. Note the following revisions.

- When the total personal vehicle mileage is less than 100 miles, the user can enter a "Y" in the box beside the "Total trip under 100" box and the mileage will be calculated using 32.5 cents per mile.
- When there is no state vehicle available, the user can enter a "Y" in the "No state car available" box and the mileage will be calculated at 32.5 cents per mile.
- When the State car available box is left blank or is coded with an "N," the mileage is calculated at 23 cents per mile.
- The amount used by the form is printed at the top of the Miles Traveled column.
- The Lodging column heading was modified to eliminate the "Pullman" statement from the form (several people in our office did not know what a Pullman was!)
- To print the form in its proper format or to clear data for another travel voucher, use the TRAVEL tab next to the Help tab at the top of the form. This is not a change but many people do not know about the print tab at the top of the form.

Note – There are still some people who confuse their fund and account numbers. The fund is your 6-digit fund that you reconcile each month. The account is a 5-digit number such as 12890 for conference travel expense that is used to classify the different types of expense on the fund. The travel accounts are 12820, 12830, 12840, 12850, 12880 and 12890.

The Org or Orgn code is the organization code that is your department number. By entering the full 6-digit Org number, i.e. Org 440 is entered as 044000, the department number will be displayed properly on the printed version of the form.

The Controller's Office corrects these numbers regularly but we ask that you learn to enter them in the proper fields. There are some cases when we just cannot tell if you mean fund or account and this confusion has, on occasion, been responsible for incorrect coding of payments.

Direct Deposit of Travel Reimbursements

The university provides an option for individuals to be reimbursed directly into employee bank accounts for travel and other reimbursements. The Banner finance team enhanced some of the processes and tables in Banner Finance and created procedures to deposit travel and other reimbursements directly to bank accounts. Each time a deposit is made to an individual's bank account for an accounts payable transaction, the individual is notified by e-mail of the amount, the nature of the reimbursement and the bank associated with the deposit.

If a person has signed up for direct deposit of travel reimbursements, they may on a case-by-case basis request a paper check. If the individual does not want a reimbursement automatically deposited to their bank account after they have signed up for direct deposit, they will need to indicate that when they submit the reimbursement voucher to the Controller's Office. They provide that information by entering the statement "Provide Paper Check" in the name and address block of the reimbursement voucher.

If an employee has not signed up for direct deposit of accounts payable checks, they may do so by completing the Accounts Payable Direct Deposit form on the Bursars web page. A copy of the form can be obtained at the following web address: http://www.bursar.vt.edu/fs/ap_dd.shtml The Banner system limits accounts payable deposits to one bank account. The form should be sent to the Bursar's Office in Burruss Hall.

If you have questions concerning direct deposit of employee reimbursements, please call 1-6418 and press 1 to be transferred to the Payment Distribution and Problem Resolution section of the Controller's Office.

End of the Fiscal Year Procurements

We are approaching the final quarter of our business year and it's time to plan for purchases and needs to be accomplished with current fiscal year funds. In order to allow for sufficient time to complete the procurement, receipt and payment cycle, requisitions should be received in Purchasing and IT Acquisitions by the following dates:

March 22nd: All purchases valued over \$50,000 except computer hardware. All purchases of furniture and vehicles of any value.

April 19th: All purchases valued under \$50,000 and all computer hardware of any value.

Purchasing and IT Acquisitions will continue to accept and act upon requisitions received after these dates. However, no assurance can be offered that the business cycle will be completed before the end of the fiscal year.

Other important dates:

June 3rd: All incoming requisitions will be encumbered against FY 2002/03 funds unless an exception is requested.

June 18th: Anticipated final date for processing of invoices against FY 2001/02 funds.

Late Fees from Accounts Receivable

The university has now started charging late fees on unpaid bills in the university accounts receivable system. These fees are necessary to encourage prompt payment of invoices; however, late fees cannot be charged to public funds. In the past, departments sometimes requested approval to charge late fees to grants, operating funds, or overhead funds. Late fees are improper charges against these public funds so please make sure any outstanding invoices for students or your department are always handled promptly so late fees are not an issue.

Packing Slips – Bills of Lading

During a recent audit, it was determined that a person who was completing Receiving Reports for purchase orders and speed purchase orders and was signing their American Express Payment Certification form was certifying the receipt of the goods without proof of receipt. Before an employee certifies by signing a receiving report that the goods were received in good condition, he/she must require some evidence of receipt.

Most shipments are shipped with some type of packing slip or bill of lading. The “receiver” should check the goods to make sure they are in good condition and then file the packing slip with their records as documentation of receipt. The person who keeps these records should sign the “Receiving” signature and date it. The date must be the date the goods were received, not the date you are preparing the SPO. The date on the American Express Certification is the date you have finally determined that all of the goods were received in good condition.

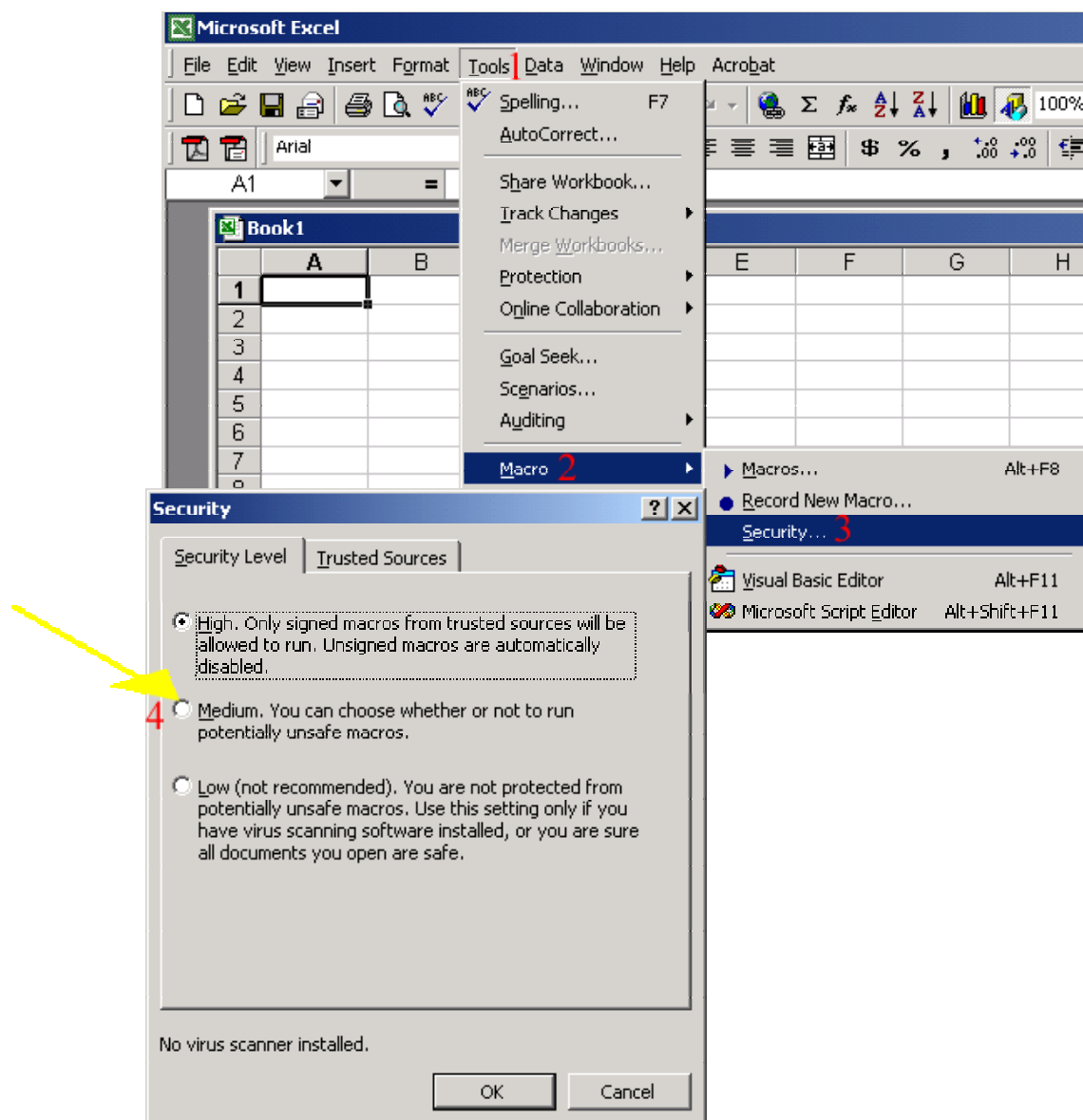
If an individual provides an invoice and tells you that the goods were received, you should ask for the packing slip for the fiscal records. If the individual actually picked up the goods at a retail establishment, he/she should sign the invoice under the hand-written words, “received in good condition.” This will be your documentation that will support your signature on the “receiving report.”

Documentation of receipt is important. The person certifying that the goods have been received is, by their signature, formally notifying the department head that the form may be signed to authorize the use of public funds to pay the invoice. Department fiscal staff should never sign the “receiving” line without some supporting documentation from the individual who may have actually taken possession of the goods. For more information on receiving reports, please refer to the “Receiving Report” procedure found at <http://www.controller.vt.edu/procedures/p20305.html> .

Macro Woes

You may have noticed that the Journal Entry or Travel Reimbursement spreadsheets aren't behaving like they used to. No, we haven't altered the forms- You may be seeing a behavior of a new MS Office installation from a new computer or upgrade of the Office suite.

No need to worry! The solution is just a few clicks away. In the offending application (typically Excel) click the *Tools*(1) menu, select *Macro*(2) then *Security...*(3) Once the *Security* window displays you will notice the setting is on *High*. Change this to *Medium*(4) click OK and you will then be able to utilize our spreadsheets as you have in the past.



Note: Be sure that when you open ANY file and you are asked about macro security that the file is from a trusted, reputable source. **Remember, this is where you make the choice of getting a virus or not.**

Beware of Fred...

...or anyone else who calls your office and tells you they have a special on toner cartridges. At least one office on campus recently received a phone call from someone who identified himself only as "Fred" from "The Warehouse." He claimed that they had a mix-up in an order of copier toner and because of that, they were selling it at a greatly reduced rate. He was very insistent that the department should accept this order.

This is the same type of scam we've warned about before but since it just occurred again, we wanted to warn new employees about the approach. Do not accept "specials" offered from companies with whom you are not familiar. Usually the product is inferior, outdated, or more expensive than our normal discounted office supplies. If the deal sounds too good to be true, it probably is!