

The Ledger

A Newsletter of the University Controller's Organization

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Account Code Changes for Computer Purchases

The Secretary of Technology has announced a new set of expense account codes related to computer hardware and software to improve reporting and accounting for information technology expenditures effective July 1, 2003. Computers and computer-related purchases must be charged to the new account codes, regardless of cost, i.e., the 13123 account code will no longer be used for computer purchases.

Software purchases will be charged to accounts 22180, 22181, or 22182 instead of accounts 12790, 12791, or 12792. Account 12790 will be used for consulting services related to software. Desktop computers will be charged to account 22110 and laptops or notebook computers will be charged to account 22120 instead of account 22130.

See the web page at http://www.controller.vt.edu/procedures/Account_Descriptions.pdf for a detailed description of each account code.

See the web page at <http://www.controller.vt.edu/procedures/account.pdf> for the entire Banner Finance account code listing (without detailed description).

ACCOUNT CHANGES EFFECTIVE JULY 1, 2003

Account	Change	Description
12790	Title Change	Computer Software Development Costs
12791	Deleted	Personal Software
12792	Deleted	Server Software
22110	New Code	Desktop Client Computers
22120	New Code	Mobile Client Computers
22130	Deleted	Personal Computing Systems & Components
22180	New Code	Computer Software Purchases
22181	New Code	Personal Computer Software
22182	New Code	Server Software
22190	New Code	Development Tools Purchases

Review Outstanding Encumbrances

Departments should review outstanding encumbrances monthly to determine if funds are encumbered incorrectly. Inaccurate encumbrances can cause non-sufficient fund problems because the department's budget balance available is reduced by the outstanding encumbrance balance.

Inaccurate encumbrances in the Banner Finance system could result for the following reasons:

- Encumbrances are not liquidated correctly when the purchase order is cancelled
- Items were invoiced and paid less than the unit price on the purchase order
- Shipping was included on the purchase order and the vendor either did not charge for shipping OR they invoiced at a lower amount

If the department no longer needs part or all of the goods/services on an outstanding purchase order, a Request for Purchase Order Change form should be processed and forwarded to the Purchasing Department. Purchase orders created by the Purchasing Department can ONLY be cancelled or changed by the Purchasing Department. Cancellations by departments to vendors are not permissible.

Departments can review outstanding encumbrance balances by running the Finance web report titled "Encumbrance Report". This report is available at the following website, <https://ditto2.iwa.vt.edu/webreport/submit?method=Common.frameset2>. Also, outstanding encumbrances for a specific fund can be obtained online in Banner Finance by going to the FGIBDST form and query the fund, then clicking on the "organization encumbrances" option on the left of the form.

If incorrect encumbrances are found, contact Bonnie Sutphin (sutphinb@vt.edu or 1-4637) in the Purchasing Department for corrections.

Accounts Receivable Users

The Bursar's Office and the Banner Finance Team have recently developed two new Accounts Receivable 'web reports'. Initial training has been held on these reports, however not all users were able to attend. We would like to extend the offer for training again.

These reports are geared to users who have a need to analyze and/or reconcile Student Fee and other Accounts Receivable Revenue. However, all Banner AR users are invited to have this training.

These reports can be accessed from the Web Reports Login page <https://ditto2.iwa.vt.edu/webreport/submit?method=Common.frameset2>.

They are located with General Reports under the Accounts Receivable Folder on the Web Reports Interface.

The reports are:

Charge/Payment Report by Fund and Account
Charge/Payment Report by Charge Code

These reports show Accounts Receivable revenue from two different viewpoints. The first, **Charge and Payment Report by Finance Fund and Account** reports on revenue as it has posted to your departmental Funds, Accounts or Organization in a given fiscal period. It is especially suited for monthly fund reconciliations. This report can optionally indicate various attributes specific to students, such as campus, residency and level and can indicate academic term as well.

The second, **Charge and Payment Report by Charge Code** reports on Accounts Receivable revenue in a manner independent of Finance Fund and Account, and is especially useful in trend analysis and research. Charges and associated payments for any type of charge or category of charge can be reported on here by month or academic term, alone or in tandem with a number of student-related attributes.

Please contact Ken Williams (1-7858) in AIS, for training in the use of these reports or Susan Edwards (1-9482) in the Bursar's Office for access. They will both be able to answer your questions on these reports.