

# The Ledger

*A Newsletter of the University Controller's Organization*

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

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## Banner System Upgrade

The Banner system will be upgraded to version 6.x, the weekend of March 6 and 7 and will not be available to Banner users on those days. The system should be available again on Monday, March 8.

Users will have access to the data warehouse and will be able to run finance web reports on March 6 and 7; however, those reports will only contain data through March 5 as no updates to the data warehouse will be performed over the weekend.

Users will notice a change in the appearance of Banner when accessing it for the first time on Monday, March 8. The colors are a little different and some of the icons on the tool bar have changed. However, the functionality of the forms did not change and everything will continue to work the same way it does now.

Personal menus will be found under a menu item called MY BANNER in this new version of Banner. MY BANNER is one of the new menu options and users will click on this to open up personal menus.

The following link will take you to an e-learning (on line tutorial) that will allow you to see the new look of Banner. Click on <https://secure.hosting.vt.edu/bannermanuals/general/banner6/banner6x.html> to access the online tutorial. You may need to download the Authorware Web Player software in order to use the tutorial. To download this software, go to <http://www.macromedia.com/shockwave/download/alternates/#ap>, select either the Windows or the Mac version and follow the instructions. If you have difficulty during the installation process, you may contact either Travis Eschenmann, 231-4828 ([vpitrav@vt.edu](mailto:vpitrav@vt.edu)) or Ken Williams, 231-7858 ([kenw@vt.edu](mailto:kenw@vt.edu)) for assistance.

**If you have any questions regarding the new version of Banner finance, you may contact Nancy Gruber at 231-8554 or Doug Irvin at 231-3381 in the Controller's Office.**

## Don't Forget to Logoff Banner!

Please remember to NEVER leave a Banner session unattended. If you are going to be away from your desk, it's always the best policy to logoff and always remember to exit Banner when you leave for the day. Please emphasize this with any employees that you supervise. Thank you for your cooperation!

## **Accessing Web Reports When Email is Down**

If email is not working and you have submitted web reports using the report distribution system, you can still access your reports after they have finished running! Go to <https://ditto2.iwa.vt.edu/webdist/webviewer>, login and you will be able to view and print any report that you have run within the past 30 days.

## **Authorized Approvals Required for Internal Service Requests**

University procedure 10305b states in part “employees must be in a management level position, pay band four (4) or higher, to be authorized to disburse public funds.” Before a service unit may provide service to be charged to departmental funds or grants, they should determine that the internal service request form was approved by a person whose signature is on file in the Controller’s office as an authorized signer. This includes the communication, printing, and facilities internal service request forms. Refer to the accounting approvals procedure at <http://www.co.vt.edu/procedures/p10305b.html> for further guidance.

The service area will return the request form to the department if not approved by an authorized signer.

## **Fellowship Payment Procedure Available**

A written fellowship payment procedure is now available to provide guidance to departments. Procedure 23800 can be found at <http://www.co.vt.edu/procedures/index.html#payroll>.

Although the payroll system is used to disburse fellowship dollars, fellowships have no relationship to employment. The recipient should not have to perform any service to the University (now or in the future) in order to receive fellowship money. If there is a requirement to perform services, the payment should NOT be paid using a fellowship position (STPxxx); the recipient is an employee and must be placed on the wage or salary payroll.

Fellowship payments are typically charged to sponsored or private funds. They are not allowable charges on educational and general funds (state operating, overhead, continuing education surplus, etc.) or auxiliary operating funds.

## **Contract Information from Purchasing**

This information is of interest to business travelers and persons within your organization who order office supplies, tools, and small industrial items.

**Destination Car and Van Rental.** Business travelers going by air can make advance reservations for car and van rentals at their destination at discounted, corporate account rates through Enterprise Car Rental. Enterprise has extended their reservation system to the university because of our local contract with them. The Enterprise reservations system allows for discounted reservations to be made at airports and cities throughout the US. To access the reservations system with Virginia Tech discounts, use this web-link:

[http://www.enterprise.com/car\\_rental/deeplinkmap.do?cust=D82996](http://www.enterprise.com/car_rental/deeplinkmap.do?cust=D82996).

This web-link may be found by accessing the following sequence:

Purch.vt.edu/Information for Departments/Virginia Tech contracts/Vehicle Rental Contract.

**Tools, Batteries and Small Industrial Equipment.** A new contract is available with W. W. Grainger, Inc. This contract provides discounted prices for tools, motors, batteries and small industrial equipment for all Virginia Tech account holders. The following web-link provides further information:

[http://www.grainger.com/Grainger/static.jsp?page=fos\\_virginia.html&1=DM2=0903-0103=454=X5=712](http://www.grainger.com/Grainger/static.jsp?page=fos_virginia.html&1=DM2=0903-0103=454=X5=712)

This web-link may be found by accessing the following sequence: Purch.vt.edu/Information for Departments/State Contracts/ Industrial Supplies, Tools, Motors and Batteries.

**Office Supplies.** Boise Cascade Office Supplies is the Virginia Tech prime contractor in this commodity area. They offer deep discounts from their entire product offering. Their 2004 catalog is now being distributed directly to campus account holders. You can also reference pricing and product information on-line at this address:

<http://www.boiseoffice.com/microsite/virginiatech/>.

Price comparison studies indicate that if your department is ordering office supplies from any other company, you are paying too much. We invite you to make your own price comparison.

Boise Cascade is organizing an on-campus vendor exhibit to be held in the Donaldson Brown Hotel and Conference Center on March 4th. So if you are not familiar with Boise Cascade, this will be an opportunity to learn more about their capabilities to serve you.

**Cost per Copy Program.** Earlier this year, a program was introduced to offer copiers on a cost-per-copy basis as an alternative to owning or leasing a copy machine. This program is being coordinated for the campus by Printing Services. We are pleased to advise that the program has been highly successful. Approximately 180 copy machines have been converted to the program this year. The rapid program growth has also lead to the necessity to change contractors. The new contractor is Konica Minolta Business Systems. Going forward, Minolta machines will be provided.

There will be a phase-out/phase in of machines between the old and new contractors. Printing Services will coordinate this effort. We do not anticipate any significant disruption to service levels.

For further information, please contact Danny Suroski at Printing Services (ph: 1-1622) or Angie Bland at Purchasing (mccoya@vt.edu; ph: 1-5240)