

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 36

February 23, 2005

Revised Study Abroad Procedures

The "Financial Management" and other chapters of the Faculty Resource Guide for Planning Short-Term Study Abroad have been updated. This guide is maintained on the website of the Office of International Research, Education, and Development (OIRE) at http://www.oired.vt.edu/Education/overview/about_us.htm (Scroll down to the "Services" section of the web page and click on Faculty Resource Guide. Enter a user name of "hosting.handbook" and a password of "4handbook").

A summary of significant changes to the "Financial Management" chapter is provided below.

- The addition of various methods of purchasing group travel to ensure compliance with State and University policy.
- The department cannot use public funds to support a study abroad trip except for expenses related to the faculty sponsor.
- All study abroad fees should be billed and collected by the Bursar's Office through the student accounts receivable system. Department employees can be granted access to enter charges directly on the student's account.
- Departments should not collect and handle cash and checks for study abroad trips.
- The Banner study abroad funds should be reconciled monthly.
- The Banner fund should be closed six months after the end of the trip.
- The Banner study abroad fund may not go into a deficit cash position, i.e., cash must be available before expenses are charged.
- Significant excess funds remaining at the end of the trip should be refunded to the students.

Questions of a financial matter can be referred to the following University employees:

Travel	Roger Thomas, Controller's Office	1-8551
Banner Funds	Nancy Gruber, Controller's Office	1-8554
Accounts Receivable	Debbie Duncan, Bursar's Office	1-6277

New Finance Web Report-Report by Document ID

A new finance web report is available to users. The report is called "Report by Document ID". This report provides detail transactions for a specified document. The information on the report includes fund, organization, account, transaction description, transaction amount and debit/credit indicator. The report can be run for a specific document or a range of documents. The document number can be journal entries/budget transfers (J0xxxxxx, FJxxxxxx, etc.), purchase orders, requisitions, encumbrances or invoices. The report may be used for incomplete or posted journal entries/budget transfers. Purchase orders,

requisitions, encumbrances and invoices must be “posted” in the system before the report will display the document. To access finance web reports go to IS&C Report Submission at <https://ditto2.iwa.vt.edu/webreport/submit>, login and click on the Departmental Reports folder.

New Feature to Snapshot by Organization Finance Web Report

A new feature has been added to the finance web report Snapshot by Organization. When running this report at the Senior Management, Management or Department level, the report breaks by the budget availability code. For those funds where the budget availability code is blank, the report will now break by the budget major fund code (OSP funds, local funds, etc.).

For any questions related to the Finance Web Reports, contact either Nancy Gruber (231-8554) or Doug Irvin at (231-3381).

Department Reconciliation Training

We are continuing to offer Department Reconciliation Training. The training is offered every other month in conjunction with our Finance Web Reports training. If you would like to attend a session, please contact Sandra Jones at sajones3@vt.edu.

Funds Handling Training

Many requests have been directed to the University Bursar's Office requesting Funds Handling Training. In response to your requests, the Bursar's Office will begin Funds Handling Training in conjunction with training offered by the University Controller's Office. The Controller's webpage gives details on the classes offered as well as the Funds Handling Training and is found at:

<http://www.training.vt.edu/index.pph?list=dept&details=3&summary=on>.

Anyone wishing to register for this training should contact Sandra Jones at 231-4721 or sajones3@vt.edu.

End of Fiscal Year Procurements

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

April 4: All purchases valued over \$50,000 except computer hardware. All purchases of furniture and vehicles of any value.

April 25: 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 2: All incoming requisitions will be encumbered against FY 2006 funds unless an exception is requested.

June 20: Anticipated final date for processing of invoices against FY 2005 funds (date subject to change).

New Payroll Direct Deposit Option Now Available

We are pleased to announce an expansion to your payroll direct deposit options. Previously, there were limitations when depositing to two bank accounts. We are now able to accommodate allocating payroll direct deposit between two bank accounts. For added convenience, the second account may be at the same bank or at a different bank. The bank must be a member of the Automated Clearing House (ACH), and must be either a checking or savings account. A new form is not required *unless* you wish to make changes to your current direct deposit information. When making changes, please complete a new form in its entirety and attach verification for each account. Verification for checking accounts require a voided check and savings accounts require your bank personnel to complete the ABA routing number, savings account number and sign the form.

We ask that any payroll direct deposit form with a revision date prior to 01/05 please be destroyed, as the older version does not provide the expanded options. The new form is available from the Bursar website <http://www.bursar.vt.edu> or from our office located at 150 Student Services Building.

If you have any questions or would like a new form sent to you, please contact Jeanette Robinson (grubbj@vt.edu) or Lisa Riggs (lriggs@vt.edu) in the Bursar's Office at (540) 231-6277.

Special Note from Freedom First Credit Union:

Expanded Direct Deposit Options: Freedom First Credit Union now offers the option to have your pay electronically deposited into your savings account, checking account or both.

Important: If you initially enrolled in payroll direct deposit at Freedom First Credit Union and selected checking as your default account, your pay will now be electronically deposited into the account initially specified.

If you have any questions concerning direct deposit, please contact Freedom First Credit Union at (540) 389-0244 or toll-free at (866) 389-0244. If you are unsure which account you initially selected for direct deposit, please contact the Virginia Tech Bursar's Office (Jeanette Robinson at grubbj@vt.edu or Lisa Riggs at lriggs@vt.edu) at (540) 231-6277.

Monthly Overhead Earnings Budgets

As of April 30, 2003, overhead recovery budgets have been automatically posting monthly to their defined overhead recovery funds. The budgets for the monthly overhead earnings are posted on the last business day of each month as part of the Controller's Office month end closing process. The overhead recovery budget for the college share of overhead (account OH140) posts to college overhead funds unless the college requests that a portion of the earnings be distributed to the department levels.

Any special indirect agreements that have been agreed upon through the use of the Form C (<http://www.osp.vt.edu/Forms.htm>) are also recorded on the last business day of each month. Special allocations are where some departments enter into special indirect agreements with other departments to share overhead earnings. Should a College and/or Department wish for the special indirect agreement to be distributed by the automated Banner monthly overhead distribution system, they would complete a Form C and submit it to OSP at the time of the proposal submission. Should a special indirect arrangement be made after the proposal stage, then that department should contact Christine Absher in the Office of Vice President for Research (231-9383) for assistance.

Finance Web Report – Departmental Overhead Earnings Report

A Departmental Overhead Earnings Report was added to the finance web reporting system in March 2003. This report provides a summary of overhead earnings for a college or organization by Sponsored Program fund number and overhead earnings accounts (OH120, OH130, OH140, OH150, OH160). The report can be sorted by senior management or organization code. Within the senior management or organization code, it can be sorted by program code (instruction, research, and public service). The college share of overhead earnings is recorded in account code OH140 only.

Additional transaction reports can be obtained under the "Overhead Budget Entries Report Option". These reports can only be obtained for fiscal periods after April 2003 forward. These reports will only be useful at the college level unless the college has authorized a portion of the earnings be distributed to department funds in the monthly automated budget allocation process.

1. The "Monthly Allocations" report provides budget transactions that record the college's/department's monthly overhead earnings in their overhead funds and accounts.
2. The "Special Allocations" report provides budget transactions that record special allocations of the college's/department's monthly overhead earnings. Some departments enter into special agreements with other University departments to share their overhead earnings. This report shows what was taken away from a department and/or added to a department as a result of the special agreement. This report will only reflect that one specific ORG received and/or distributed.

The finance overhead web reports can be used to assist in reconciling the amount received from the month end overhead recovery posting and any special rule allocation ID posting. If you have questions about the Departmental Overhead report, please contact Christine Absher in the Office of Vice President for Research (231-9383) or Nancy Gruber in the Controller's Office (231-8554).