

The Ledger

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Procedural Change for Canceling a HokieMart Purchase Order

Departments can send an email to the Purchasing Department (hokiemart@vt.edu) to cancel a purchase order in its entirety or to cancel an entire line item. See the updated procedures at the following web link (Process 5).

<http://www.purch.vt.edu/html.docs/hokiemart/userguides/processes.pdf>

Banner Purchase Orders Now Imported Into HokieMart for Receiving

Purchase orders (except for unencumbered blanket orders) created by the Purchasing Department in Banner are now imported into the HokieMart so that departmental receiving can be performed (effective December 5, 2006). These purchase orders are for actions which exceed the delegated departmental purchasing authority and a requisition only is created in the HokieMart.

To find the Banner purchase order in the HokieMart, perform a history query by purchase order number, select filter, select time frame, and the userid that entered the purchase requisition (enter "prepared for" userid if on-behalf-of requestor). This query will provide the purchase order number, the original HokieMart requisition number, vendor name, etc. and provide the link between the HokieMart requisition number and the Banner purchase order number.

The department will receive a paper copy of the purchase order once it is created in Banner. The department will perform the electronic receiving in the HokieMart for the purchase order.

Email Address for Prepayments in the HokieMart

The Controller's Office has established a new email address to be used by departments when there is a **prepayment** in HokieMart that needs to be processed. An example of a prepayment is a conference registration being paid for an employee prior to their attendance. After entering the **prepayment** in HokieMart, email APVT@vt.edu with the PO# in the subject line of the email. For **prepayments** that need to be paid the next day, please send the email before Noon. All required documentation for the **prepayment** should be attached to the direct pay form in HokieMart. The department does not need to submit paper

copies to the Controller's Office for these **prepayments**. Controller's Office staff will monitor the email throughout the day and process **prepayments** as the emails are received. This email address is for **prepayments** only.

Departments can continue sending paper copies to the Controller's to initiate the payment if they do not want to use the email process; however, please do not do both. Receiving is not required for prepayments.

Requests for HokieMart Invoice Processing

If the department chooses to attach a copy of the receiving report that is generated in HokieMart to the invoice, the Controller's Office is requesting that departments attach those to the back of the invoice. The Accounts Payable staff work directly from the invoice and it is best for processing time if the invoice is the document on top and all other documents are attached to the back.

Also, the Controller's Office requests that duplicate copies of invoices be stapled together before they are sent in campus mail. If not, the invoices run the risk of being separated when the mail is sorted which results in duplicate work if the same invoice is sent to different Accounts Payable staff.

Lastly, please do not staple together invoices with different invoice numbers. The exceptions to this are invoices that have been previously authorized by the Controller's Office to be paid from a statement (i.e., Heavner Hardware).

New Finance Web Report

A new finance web report titled "Purchase Order/Invoice Exception Report" is available. This report was developed to assist departments using the HokieMart. This report compares invoice amounts to purchase orders and reports exceptions. It is a good tool to use when performing month end reconciliations.

The report specifically identifies the following items:

1. Shipping charges which were paid but not included in the purchase order amount.
2. Fund or account changes on the invoice which differs from where the original purchase order encumbered the funds.
3. Invoice amount is greater than the purchase order amount.

Please contact Stacy King (kings@vt.edu) or Doug Irvin (irvinda@vt.edu) if you have questions about this report.

