

The Ledger

A Newsletter of the University Controller's Organization

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

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Invoice Imaging

Effective July 15, 2010, Accounts Payable invoices and travel vouchers can be viewed directly from Banner. The invoice image link in HokieSpa will no longer be active after this date. This change is a result of the University implementing a new central imaging system which is integrated with Banner. Please see the web link below for information on how to access Accounts Payable invoice images.

<http://www.co.vt.edu/Procedures/p21005a.pdf>

Please note that images are available for accounts payable invoices from July 1, 2007 forward. This does not include e-invoices. Travel documents are available from May 1, 2010 forward. Department users can only view documents that have funding on their organization code.

Please direct any questions related to viewing images to Accounts Payable at 231-6418. If you need any technical assistance please contact 4-HELP.

Summary of Fringe Benefit Changes

The September Budget Reduction Plan, SB/HB 29 (The Caboose Bill), SH/HB 30 (Budget Bill) and House Bill 1189 have established a number of temporary and permanent adjustments to the way VRS-administered benefits are to be processed in payroll. Listed below is a summary of these adjustments.

FY2011 Actions:

- VRS fringe subsidy charge of 4.45% which will be recorded under account code 111X1 (titled "Fringe Reversion to State"). This is an amount assessed by the state to address budget issues and will be deposited to the general fund of the Commonwealth, not to VRS. This charge is not assessed on federal cooperative extension, federal agriculture experiment stations, federal stabilization, or sponsored program funds and will result in a reduction of the negotiated fringe benefits rate for sponsored programs.
- A new account code will be used for the 5% VRS employee/member portion paid by the employer. This account code is 11650 (titled "Employee Ret Cont Paid By Employer"). New employees hired on or after July 1, 2010 will pay this amount as an employee deduction and the employer will not be responsible for it.
- The employer contribution to VRS under account code 11110 will be 2.13%.

FY2010 Actions:

- Suspend fourth quarter employer VRS retirement contributions (not the employee/member portion) (11110)
- Suspend fourth quarter contributions for retiree health credit (11160), group life insurance (11140), and long term disability (11170)
- Delay posting and paying fourth quarter (employer paid) employee/member portion of VRS retirement until July 2010

The FY2010 actions above were applicable to fourth quarter of fiscal year ending June 30, 2010 (effective for pay periods 4/25/10 through 6/09/10). Effective 4/25/10, the Payroll Department at Virginia Tech reduced the VRS retirement rate from 11.26% to 5%, the retiree health credit rate from 1% to 0%, the group life insurance rate from .79% to 0%, and long term disability from 1% to 0%.

After the 5% VRS retirement expense was posted in Banner from 4/25/10 through 6/09/10, it was reversed by journal entry. This amount was charged by journal entry in fiscal year 2011.

The savings from this reduction in fringe benefit expense was reverted to the Commonwealth of Virginia for our educational & general funds and auxiliary funds.

Auxiliary funds were charged for their applicable share of the fringe benefit savings that were remitted to the state. This expense is recorded under account code 111X1 (titled "Fringe Reversion to State").

Accounts Payable Processing

Please remember that all documents sent to the Controller's Office should be submitted in an organized fashion in order to reduce processing delays. Following is a list of tips concerning invoice/voucher submission.

- Each individual invoice should clearly be marked with the purchase order number. The purchase requisition cannot be used to process the invoice. If the purchase order is not referenced on every invoice then processing could be delayed.
- Invoices should **not** be stapled or paper clipped together unless they have multiple pages. If multiple invoices are stapled together they could be deemed as one invoice and not be processed in their entirety.
- Receipts that are smaller than one letter size sheet of paper should be taped onto a separate sheet of letter size paper so they can be imaged appropriately. Each receipt should be taped on a separate sheet of paper and reference only one purchase order number. Be careful to only tape the **edges** of cash register receipts as tape placed over the text causes the ink to disappear.
- All receipts submitted with a travel voucher should be taped on a letter size sheet of paper. Be careful to only tape the edges of cash register receipts as tape placed over the text causes the ink to disappear. Multiple receipts for the same travel voucher can be taped on one page.
- If the line items on the invoice do not match the PO line items, please indicate the amounts that should be paid against each line item. This occurs when items are detailed on the purchase order, but billed as a lump sum amount. Accounts Payable wants to ensure the invoice is paid correctly based on funding requests in HokieMart.

- Credit memos should be sent to the Controller's Office when received. If an invoice and credit memo are received that match, please forward them and denote the related invoice/credit memo number and purchase order on each document. The fund and account code should be written on the credit memo so it is applied correctly. The invoice and credit memo should not be stapled together.

Your diligence in ensuring documents are submitted correctly is greatly appreciated. If documents are not submitted appropriately they may be sent back to the department. Please contact Amy Burchett with any questions (ammorri2@vt.edu or 231-8554).