

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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

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Vol. E, No. 77

February 15, 2011

## **Authorized Approvals by Next Higher Level of Supervision**

Reimbursements to individuals, purchase of airline tickets, travel loans, annual and sick leave and any other items of value that the University pays or provides to an employee must be approved by the next higher level of supervision. Sometimes the next higher level of supervision is not available to make this approval. In that case, the designee on the higher level is authorized to approve reimbursements. It is never appropriate for the reimbursee to approve their own reimbursement.

These guidelines are outlined in the Controller's Office procedure titled Accounting Approvals which can be found at the following link: <http://www.co.vt.edu/Procedures/p10305b.html>.

Compliance with this procedure is accomplished in the HokieMart by an approver forwarding a reimbursement request for himself/herself to the next higher level for approval. This can be accomplished by following the "forward to" instructions in the HokieMart Approver reference guide on page 28 (<http://www.purch.vt.edu/HokieMart/UserGuides/approver.pdf>).

## **Copier Management Program Update**

In July 2010 the Copier Management Program (CMP) launched its own billing and maintenance program to enhance efficiency and improve user-interface. The new program processes all copier charges directly through Banner. Any charges related to your respective machine(s) will appear as an individual line item with a detailed description in Banner to include: the amount, CMP machine ID number, type of charges (black and white copies and/or color copies), click count at month end, and the number of copies being billed. An example of the Banner transaction description is as follows:

CMP#1647-B&W-698633/23850

Monthly base costs, where applicable, will also be included (as a separate line item). To verify the click counts for the month, simply subtract this month's reading from last month's reading on the Banner Transaction Detail Reports. All details are now listed in the Banner report. More program information can be obtained from the Printing Services website: <http://www.printing.vt.edu/cmp/>. If you have any questions or concerns, please call Printing Services at 231-1622, or email at [cmp@vt.edu](mailto:cmp@vt.edu).

## **New Column Added to Tuition Remission Award Report (TZRTRAW)**

A new column titled "Sponsor Reference Number" has been added to the Tuition Remission Award Report (TZRTRAW). This is a field that is used by departmental employees on screen TZATRAW in Banner when entering tuition remission awards. Frequently, departmental users enter a note or hint in this field as to where they want to charge the tuition remission award when they do the funding in the system at a later date. This new column printed on the report will assist departments in being able to view their notes/hints when entering funding in the tuition remission system.

A new parameter was added to the report TZRTRAW which is submitted in Banner, called "Sponsor Ref Number Inclusion". The user can put a "Y" in this field if they want this column to print on the report; otherwise, enter an "N" in the field to print the report without this field.

## **Online Training Offered**

The Controller's Office is now offering online training tutorials through Scholar. Scholar is Virginia Tech's online system for learning and collaboration. General Accounting training for Banner Finance Navigation and Department Reconciliation are currently available online. These sessions will no longer be taught in person. Additional online tutorials will be added in the future.

The Banner Finance Navigation tutorial provides basic instruction of navigation techniques, explanation of menus, review of the parts of a Banner form, and basic queries. The Department Reconciliation tutorial provides an overview of procedures to reconcile funds and the department's responsibility for reconciliation and documentation.

The instructions for the online tutorials are located on the Controller's Office website under the "Training Opportunities" link ([http://www.co.vt.edu/Training/Training\\_opportunities/training\\_vt\\_edu.htm?list=dept&details=3&summary=on](http://www.co.vt.edu/Training/Training_opportunities/training_vt_edu.htm?list=dept&details=3&summary=on)).

Also, the instructor led sessions for Web Reporting and General Accounting Query training will now be offered on the first Wednesday every other month beginning in March. To register for the instructor led sessions please contact Lora Sellors, [lsellors@vt.edu](mailto:lsellors@vt.edu).