

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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

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## **Travel Expense Voucher Change**

The Controller's Office has updated the Excel Travel Voucher Template on April 28<sup>th</sup>, 2011. It was modified to more accurately display mileage amounts entered into the template. Please note that the 'Version Number' in the top left-hand corner of the template always reflects the date when it was last updated. The presence of the version number is intended to assist users in ensuring they are always using the most current form.

Please use this template for future travel expense reimbursement submissions.

If you have any questions or concerns please contact the Accounts Payable Travel Supervisor at 231-8551.

## **URLs for Banner Changing**

Due to upgrades to the Internet Native Banner (INB) application, the URLs used to access the production Banner INB applications (PROD/FPRD) will be changing on the evening of May 18. The old URLs

Banner: <http://forms.banner.vt.edu/frm/prod/login>

Vtfbanner: <http://forms.banner.vt.edu/frm/prod/login?config=foundation>

will continue to work for several months, but it is recommended that users update any bookmarks they may have to the new URLs as soon as possible after May 18<sup>th</sup>. On June 15<sup>th</sup> the old URLs will begin redirecting to the new URLs. The new URLs are

Banner: <https://forms.banner.vt.edu/forms/prod/login>

Vtfbanner: <https://forms.banner.vt.edu/forms/fprd/login>

The new URLs will also be referenced at

[http://www.computing.vt.edu/administrative\\_systems/banner/web\\_forms/index.html](http://www.computing.vt.edu/administrative_systems/banner/web_forms/index.html)  
after May 18th.

In addition, the new INB server upgrades are certified with the following internet browsers: Internet Explorer (IE) 7.x, IE 8.x, Firefox 3.x, and Safari 4.x, as well as Java JRE 1.6.0\_10+. Users should ensure they are using a certified browser and Java JRE release. Information, including links to download these releases can be found at [http://computing.vt.edu/administrative\\_systems/banner/web\\_forms/browsers.html](http://computing.vt.edu/administrative_systems/banner/web_forms/browsers.html). Users should make sure they are using the new URLs before upgrading Java as the Java JRE requirements for the old INB servers (old URLs) are 1.5.0\_06 or earlier and 1.6.0\_16 or earlier. Please direct any questions to [dbaa@vt.edu](mailto:dbaa@vt.edu).

## **Virginia Tech Foundation Website**

The Virginia Tech Foundation is rebuilding its website and would welcome any input from users in the university community. If you are interested in providing input, please fill out and submit the short four question online survey at:

<https://survey.vt.edu/survey/entry.jsp?id=1304012912789>

## **Journal Entry Do's and Don'ts**

The Banner Finance Journal Entry (Transfer) Form is used by departments to record routine journal entries, make corrections, and transfer actual expenditures or wages (not budget items). Below are some reminders for creating and processing journal entries.

### Journal Entry Do's:

- Supporting documentation such as month end reports or Banner screen prints must be attached to the journal entry form and the explanation section of the form must be completed. In some cases where there is no Banner documentation an email with a verbal agreement between both departments is adequate.
- There must be at least two signatures on every journal entry, one by the preparer and one by an authorized approver for the department receiving the charge.
- If a journal entry involves a sponsored project, it must have an OSP administrator's signature in addition to the preparer and the approver.
- The form should be printed and mailed to the Controller's Office (MC 0312).

### Journal Entry Don'ts:

- All salary and summer school payroll transfers must be handled through the payroll system and are not processed as journal entries.
- Leave payouts (account 11971) should also be handled through the payroll system and are not processed as journal entries.
- Tuition remission (funding) transfers should be made within that system instead of by journal entries. If the tuition remission system has been closed for a particular semester and the charge needs to be taken off of a sponsored fund, it can be done with a journal entry if it is being transferred to another OSP fund or an overhead fund (it cannot be transferred to an E&G fund, 999xxx, or 997xxx).
- Fellowship expenditures (account 14210) cannot be transferred to E&G or overhead funds.
- Federal Work Study wages (account 11460) cannot be moved with a journal entry. They must be moved through the payroll system with a P-10.

If you have additional questions related to journal entry processing, contact Debbie Carden in the Controller's Office at 231-8571 or [cardenda@vt.edu](mailto:cardenda@vt.edu).