

The Ledger

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New Banner Form Name

A new release of Banner went into production on Sunday, November 20, 2011. As a result of this upgrade, the "Transaction In Process Status" form will change. Currently, the FZIBAVL screen provides a listing of transactions in process. After the upgrade, the new screen for transactions in process will be FGITINP. The FGITINP form can be accessed directly from the "Go To" box in Banner or from the options menu on the FGIBAVL screen.

Controller and Bursar Offices Winter Break Closing

The Controller and Bursar Offices will be closed December 23, 2011 through January 2, 2012 and will reopen on January 3, 2012.

The Controller's Office month end close for December 2011 will occur on the afternoon of December 22, 2011. The December 2011 fiscal period will remain open until midnight on December 31 which will allow department employees to continue processing HokieMart orders and budget transfers through the end of December.

Checks will need to be received at the Bursar's Office located at 150 Student Services Building before 2:00 PM on December 21, 2011 to ensure the payment is applied in the current calendar year. Students, authorized payers, faculty and staff may continue to make payments on-line during the winter break.

Employees not on direct deposit should complete a Direct Deposit Authorization no later than December 15 to ensure that the December 30 paycheck will be directed to the designated bank account. Enrollment is available online through HokieSpa or the completion of a paper form found on the Bursar's web site <http://www.bursar.vt.edu/forms/> (look for Direct Deposit Form). The bursar staff will be available to distribute paychecks for one hour on December 30 beginning at 9:00 AM.