

The Ledger

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Banner Finance Reports

There seems to be some confusion on the printing of Banner Finance reports and the required monthly review of accounts (funds). There is a certification to be completed on the last page of the "Snapshot by Org-Fiscal Year" report to document the completion of the monthly reviews in accordance with University Policy #3000, "Review of Financial Activities."

In the Banner Finance reports training sessions, departmental personnel were informed that the "Snapshot by Org-Fiscal Year" report is the only report that must be printed each month. This report must be printed in order for the department head to complete the certification on the last page. The other Web-based reports may be printed at the department's option.

Please contact Doug Irvin (231-3381) or irvinda@vt.edu if you have questions about printing your reports.

Banner Vendor Data Base

Overview

The vendor data base is a section of the Banner General Person Data Base which collects information regarding vendors with whom the university is doing business and entities to whom the university makes payments. The data base is constructed to serve the entire university and the VT Foundation by providing open access to accurate information. The information in the data base will enable bidding, ordering, the direct pay process, the travel reimbursement process, invoice processing and reporting. When fully distributed, the Banner system will not allow these transactions to occur unless a vendor record is created beforehand within the data base.

To avoid file duplication and to best insure that information is correct and accurate, it has been decided to limit access to create entries in the data base. The responsibility to maintain this data base

and provide vendor research and entry will be assigned to a team within the Purchasing Department.

Types of vendor records:

- **Complete Record.** Contains W-9 information, mailing addresses, contact phone and fax numbers, vendor classifications, and commodity codes. Used for all types of commercial vendors providing goods and services. Allows reference for procurement purposes. Creates a history file of purchase transactions and payments.
- **Direct Pay Vendor Record.** Use for payment to vendors providing goods and services for which expedited Direct Pay Procedures can be applied. Examples include subscriptions, membership dues, honoraria and speakers fees. Contains W-9 information, mailing addresses and vendor classifications. Creates a history file of payments. Does not contain commodity code information and is not generally used for procurement reference.
- **One-time Vendor.** Used by Accounts Payable to expedite the processing of payments for training registrations. No permanent vendor record is created.
- **Incomplete Record.** Established by the vendor team as an initial entry to allow for completion of a purchase or payment transaction already in process. The vendor team will create an incomplete record when requested to do so by an internal customer and will initiate action to obtain information required to form either a **Complete Record** or a **Direct Pay Vendor Record**, as required by the circumstances.

Vendor Registration Form

The form used by vendors to register with Virginia Tech has been placed on the Purchasing and Computer Purchasing websites. Vendors may access it and download it directly.

Responsibilities

Vendor Team. This group will have the responsibility to provide service to internal university customers; responding to service requests on a "real-time" basis to create various types of vendor records. The team will also collect accurate vendor information, update information already in the data base, review exception reports, and take corrective action.

Purchasing Offices. Clerical staff screens all incoming requisitions to ensure the suggested vendor is contained in the vendor file (FZIVEND screen). If not, requests an Incomplete Record be established by the vendor team. This will enable the transaction to proceed without further delay. Buyers should advise vendors that the registration form is available as a downloadable document on the purchasing website. Refer all written requests for registration to the vendor team. Notify the vendor team of any changes to vendor name, address, phone number or Employer Identification Number (EIN).

Accounts Payable. When a payment cannot be completed because no vendor record exists, notify the vendor team to establish an Incomplete Record by providing a copy of the vendors invoice depicting their EIN, complete "pay to" address, phone and any other useful information. Set the invoice aside until the following working day. Approximately 8 working hours after sending the request for the establishment of a vendor record, check the FZIVEND screen to ensure the record is within Banner and complete the payment processing. Notify the vendor team of any changes to vendor name, address, phone number or EIN so the record can be updated.

University Personnel. A correct nine-digit vendor EIN, social security number (for private individuals) or preexisting Banner-generated ID number must be placed on every document created for a purchase or payment. This includes speed purchase orders and accounting vouchers. To research a vendor EIN, you may access the Banner Vendor Data Base, the FRS data base (which will remain available during FY 98/99), or contact the vendor directly to obtain the number.

If a request is received from a vendor to register in our system, they may be referred to the registration form at this website:

<http://cccpurch.vt.edu/genInfo/vendorform.html>.

Alternatively, they may make written application to the vendor team at 144 Southgate Center, Blacksburg, VA 24061 or they may e-mail their request to nluz@vt.edu or wbrooks@vt.edu.

- **Establishing an Incomplete Vendor Record.**

To start the process, the vendor team needs the vendor EIN and a sample invoice or letterhead depicting the complete name, address and phone number. Attach this information to the requisition or if other financial transactions are involved, fax this to the vendor team at 1-9628 (Attn: Wendy Brooks). Be sure to include your name, phone number and e-mail address on the request. Upon receipt of your request, the vendor team will create an Incomplete Record and begin the process of collecting the information necessary to convert the record to a Complete Record. Contact points are Nancy Luz at nluz@vt.edu, and Wendy Brooks at wbrooks@vt.edu.

- The **Incomplete Vendor Record** should be established within Banner and found at FZIVEND within 4 working hours after fax submission of the request.

Organization Numbers

We have been experiencing some problems with the zeros in organization numbers (old department numbers). The proper placement is one zero to the left and two zeros to the right. For example, old department number 440 is now organization number 044000. You can see that if there is already a zero in your organization number and you get one zero out of place, you can come up with a completely different organization number which can result in accounts not being charged properly.

- - End Ledger 9/09/98 Electronic Update - -