

# The Ledger

*A Newsletter of the University Controller's Organization*

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

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## Account Code Changes

Effective July 1, 2000, all expense accounts will change from four digits to five digits in Banner Finance for recording actual expenditures. The four digit accounts will continue to be available for recording budgets only. The new accounts receivable and cash receipts systems can now handle five digit expense accounts for expenditure refunds.

If you have used four digit expense accounts in the past, you can add a zero to the end of the four digit expense account code to obtain the new five digit code on July 1, 2000 in most instances. Exceptions to this rule are listed in the chart below.

Also, the Commonwealth of Virginia is requiring that we begin using new accounts for employee training expenses effective July 1, 2000. The most significant changes in this area are that all registration fees for employees attending conferences, workshops, training, and seminars will be coded to account 12897 rather than 12890. All employee tuition reimbursement expenses will be coded to account 12250. Expenses for non-employees attending conferences, workshops, or seminars are charged to 1285X. See the web page at [http://www.co.vt.edu/procedures/Account\\_Descriptions\\_000701.pdf](http://www.co.vt.edu/procedures/Account_Descriptions_000701.pdf) for a detailed description of the training and travel account codes.

See the web page at <http://www.co.vt.edu/procedures/accounts.pdf> for the entire Banner Finance account code listing.

## ACCOUNT CHANGES EFFECTIVE JULY 1, 2000

(Exceptions to the General Rule)

| <u>Old</u> | <u>New</u> | <u>Description</u>                        |
|------------|------------|---|
| 1131       | 11999      | Overpayments to be Reimbursed             |
| 1291       | 12996      | VTF Recoveries-Services                   |
| 1292       | 12997      | Other Outside Recoveries-Services         |
| 1293       | 12993      | Recoveries-Conf. Admin. Costs             |
| 1294       | 12994      | Recoveries-Agency Advance Refund          |
| 1295       | 12995      | Conferences-Assoc. Pass Through           |
| 1391       | 13996      | VTF Recoveries-Supplies                   |
| 1392       | 13997      | Other Outside Recoveries-Supplies         |
| 1591       | 15996      | VTF Recoveries-Cont Chgs                  |
| 1592       | 15997      | Other Outside Recoveries-Cont Chgs        |
| 2291       | 22996      | VTF Recoveries-Cont Chgs                  |
| 2292       | 22997      | Other Outside Recoveries-Cont Chgs        |
| 12891      | 12851      | Ed. Conference Participant Lodging        |
| 12892      | 12852      | Ed. Conference Guest Registration         |
| 12893      | 12853      | Ed. Conference Faculty Lodging            |
| 12894      | 12854      | Ed. Conference Outside Instructor Lodging |
| 12895      | 12855      | Ed. Conference Ground Transport.          |
| -          | 12250      | Employee Tuition Reimbursement            |
| -          | 12260      | Employee Training Consulting Service      |
| -          | 12897      | Registration Fees-Employee Training       |

## **Purchasing Card Use**

The Fiscal Year began on July 1. Let's make a new year's resolution! We will be **especially** careful when we use our American Express Purchasing card. We will rigorously consider the appropriateness of our purchases made on the card. The card does not give us license to purchase anything that could not be purchased on a speed purchase order or reimbursed on an accounting voucher. The card is a wonderful time-saver, but it does not reduce our responsibilities as stewards of public dollars.

## **Scam Alert**

The Virginia Department of General Services has asked us to alert you to a marketing ploy from a company called UTP Digital Directions. They are sending out offers that appear to be invoices, unless you read the fine print someone may inadvertently process one. The invoices/offers are for \$960 and say they are for "Online Publishing for specification above and contact numbers listed below".

## **Training Available**

As a reminder, the Controller's Office offers the following training for new employees or for those needing a refresher.

- Accounts Payable
- Banner Finance Accounts Payable Query
- Banner Finance General Accounting Query
- Banner Finance Navigation Training
- Banner Finance Purchasing Query
- Travel Reimbursement Vouchers
- Using Brio Quickview – How to Access Banner Finance Reports

See the web page at <http://training.vt.edu/displaydept.phtml?sponsor=3> for a description of each training session and how to register.

## **Bursar's Office Schedule for Centralized Student Services**

Due to our office moving to Squires Student Center for Centralized Student Services (CSS) on August 16th, the Bursar's office will be closing at 12noon. Paychecks will be available only from 8am-12noon on August 16th. Paychecks will then be available in Squires Student Center at CSS Thursday August 17th through Saturday August 19th 8am-5pm, Sunday August 20th 1pm-5pm, and Monday August 21st 8am-5pm. The Bursar's Office will be back in Burruss on Tuesday August 22nd with normal window hours 8am-4pm.