

The Ledger

A Newsletter of the University Controller's Organization

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

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We Need Your Help to Improve Prompt Pay for Your Department

The Controller's Office has noticed that receiving reports are not being completed on a timely basis in the HokieMart for a large number of invoices received for payment. It is very time consuming and labor intensive for the Accounts Payable staff to have to prompt departmental employees to perform the receiving function prior to the payment of the invoice. Please complete the receiving report upon receipt of the goods or services so that invoices can be paid timely. This is especially important if your department has decentralized the ordering and physical receiving of goods and services to many individuals throughout your department, but the receiving reports are entered into HokieMart by just several staff in the departmental office. If you are such a requestor of goods, please remember to notify the central staff as soon as you receive the goods or services.

Departmental employees can review the receiving status on all purchase orders in the HokieMart by performing a history query. To perform a purchase order history query, click on the "history" tab, PO History, by PO No., click in the filter box to place a check mark, select the desired time period by changing the beginning and ending dates, select the desired department, and then click the search button. Review the "settlement status" column on the report to determine if the receiving report is complete.

Also, for invoices that are received directly by the department, please ensure that they are sent to the Controller's Office 10 business days prior to the due date to ensure that the Accounts Payable staff have enough time to enter the invoice prior to the due date.

Personal Vehicle Mileage Rate Increase

Effective January 1, 2008, the reimbursement rate for an employee to perform official job duties will be as follows:

- If a Fleet Service vehicle is not available or the use of a personal vehicle is cost-beneficial, an employee shall be reimbursed at an amount equal to the most recent business standard mileage rate as established by the Internal Revenue Service. This rate will be 50.5 cents per mile, effective January 1, 2008, for business miles driven.

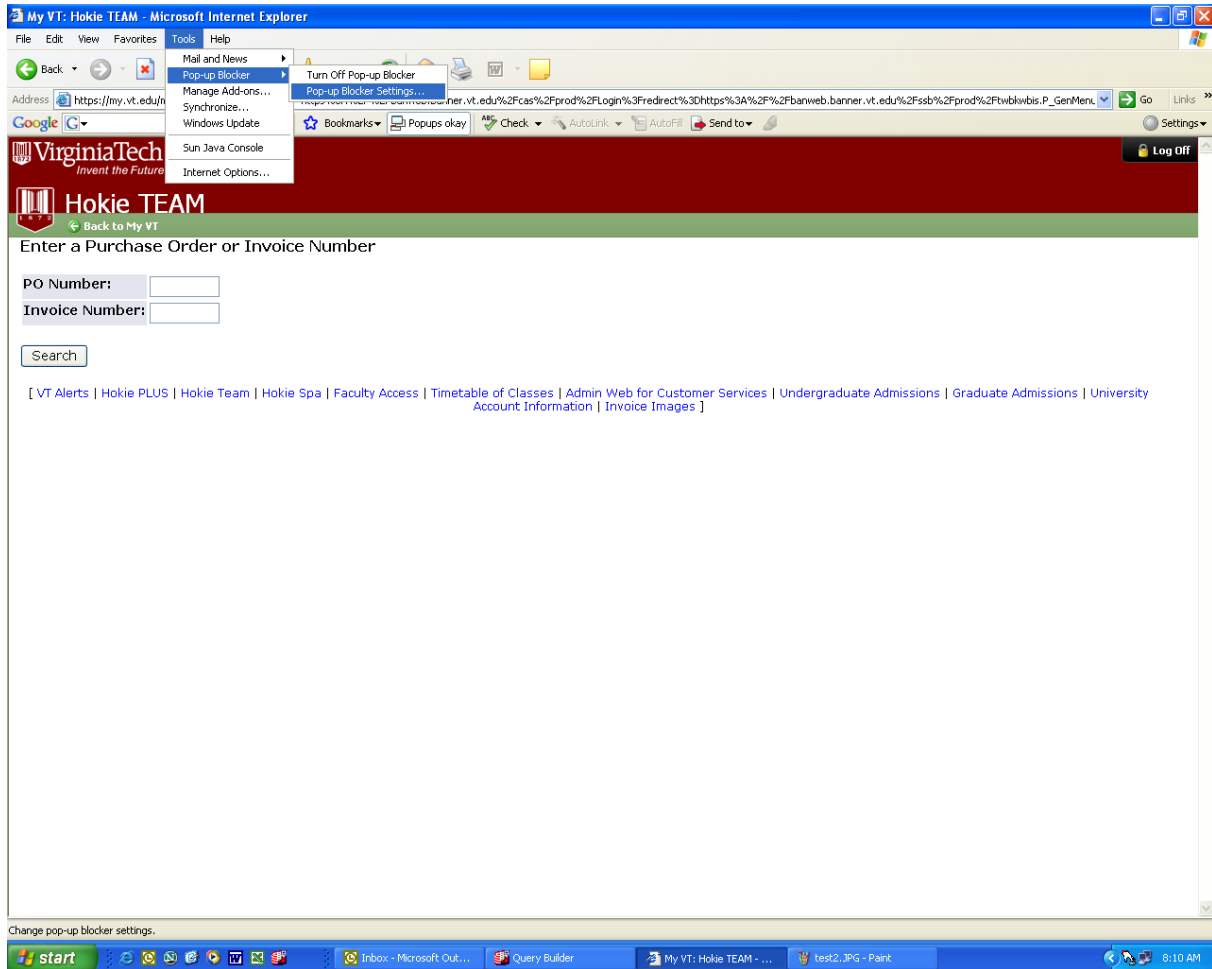
For more detailed information relating to Automobile Travel, please refer to the Controller's Office Procedure 20335d: <http://www.co.vt.edu/Procedures/p20335d.html>

Modification to Employment Relocation Agreement Form

The "Employment Relocation Agreement" located on the Controller's Office web page has been enhanced so that information can be typed in the form instead of hand written.

Correcting Pop-up Blocker in Invoice Imaging

This is the screen that you enter the PO number or Invoice number to view payment information in **Invoice Imaging**. If your information is blocked due to your Pop-up blocker being on, you can change that by going to options and clicking on **Allow popups for banweb.banner.vt.edu**



International Shipping Assistance now Available!

The Office of Export and Secure Research (OESRC) is pleased to announce they now offer the Virginia Tech community international shipping assistance and electronic filing for the Shipper's Export Declaration. A Shipper's Export Declaration, or SED, is required by U.S. Customs and Border Protection for all shipments headed outside the U.S. (except for shipments to Canada) that exceed \$2,500 in value per Schedule B number. In addition to helping you with export licensing determinations and filings, OESRC can assist you, the shipper, in navigating through the regulations and forms, in preparing the SED and ocean manifest information, and then electronically file the information using the U.S. Customs and Border Protection's Automated Export System (AES). Prior to the availability of AES, the

University community had to rely on freight forwarders who required extraneous paperwork requiring a significant amount of the shipper's time, was prone to errors, and risked exposing the individual or department to civil and/or criminal fines, sanctions, or imprisonment. Now by contacting OESRC for your SED, they will assess whether an export license is required, help find the correct information to file on the SED, file the SED electronically and provide the shipper with the required documentation to complete the transaction and get your goods moving. OESRC is not a shipping department, and while you still have to arrange for your freight forwarder to pay the freight to ship the items, the services provided by OESRC are FREE!! For more information or to obtain your shipping documentation, please contact either David Brady or Kevin Booth at 1-6642 or kqbooth@vt.edu .