

The Ledger

A Newsletter of the University Controller's Organization

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Limited Service - Bursar's Office Customer Service Windows – Tuesday, March 17, 2015

The customer service windows at the Bursar's Office will open for **payroll check distribution only** on Tuesday, March 17, 2015. Deposits picked up by the university courier will continue on the normal schedule. Students, authorized payers, faculty and staff may make payments on-line. The limited service is due to the implementation of the university's new cashiering system, CASHNet.

CASHNet is a web-based cashiering application used to process departmental deposits and other types of payments. The system is part of the university's overall strategy to replace paper-based processes with automated systems.

Benefits of the new system include significantly streamlined university deposits and real time accounts receivable posting. The university wide roll out of the system will begin in April 2015.

Please forward any questions or comments regarding the system to Rosa Lee Lucas, Cash Receipts and Disbursements Manager, rosall@vt.edu.

HokieMart and TEM Approver Review

On a periodic basis, university departments should review their authorized approver listing for HokieMart and Travel & Expense (TEM). Departments can obtain an approver listing by using the "Approver Listing by Organization Code" report available under the Departmental Reports folder on the Web Report Submission page (<https://webapps.es.vt.edu/webreport/submit>). You must log in to the report submission page using your Oracle/Banner userid and password.

After selecting the "Approver Listing by Organization Code" report, you must enter two parameters. The first parameter requires you to enter the organization code(s) you would like included in the report. You can also choose to submit the report at a higher level of the organization structure, such as senior management code, if you are authorized to do so. If a higher level is entered, all organization codes under that level will be included in the report. The second parameter allows you to select the type of report. The report can include HokieMart approvers only, TEM approvers only, or you can select to receive both reports.

Approvers are also listed on the annual Banner Finance/HokieMart access confirmation. However, the confirmation only includes individuals whose home organization code in Banner HR matches the organization code being confirmed. Therefore, if a department has an approver with a different home organization code, that approver would not be included.

This report does not show which organization codes that an employee is assigned for approvals (it only shows that the employee has the approver role in HokieMart).

The “Approver Listing by Organization Code” report provides a complete listing which shows which organization code the approver is authorized to perform approvals and includes the TEM approvers if different than the HokieMart approvers.

If you have additional questions, please contact Stacy King at kings@vt.edu or 540-231-8624.

Tuition Reimbursement Coding

Tuition Reimbursement is a valuable benefit available to full and part time salaried employees at Virginia Tech. Our data indicates the university has spent more than \$700,000 in the past 5 ½ years on tuition reimbursement for its employees. We believe that figure may be higher; yet, the lack of appropriate coding in HokieMart may be a contributing factor to our ability to accurately capture that information.

As a result, we are requesting your assistance in ensuring the accurate account coding as your departments process requests for tuition reimbursement. Departments and individuals requesting reimbursement should use **Account 12250, Employee Tuition Reimbursement**. All Fund and Organization data should match the employee’s appropriate department and fund.

University Policy 4800 “Tuition Waiver and Reimbursement Program for Salaried Employees” contains the policy and procedures related to this program. The proper procedure for tuition reimbursement is as follows:

- Employee submits a reimbursement form to their supervisor and department head for approval
- Employee submits the approved reimbursement form to human resources
 - A letter will be sent to the employee detailing what is needed for reimbursement
- Employee submits completed [form P126](#), final grades, invoices, and HokieMart purchase orders to the Department of Human Resources
- Human Resources ensures that all documents have been received and signs off on P126 for reimbursement

For more information, contact the [Human Resources Service Center](#): Send an [email](#), start an online chat, or call 540-231-9331.