

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 151

July 29, 2019

Changes in Invoice Processing

In a continuing effort to transition vendors to electronic invoicing and eliminate the need for paper invoices to be sent to the Controller's Office, effective August 1, 2019 departments will no longer need to send invoices from UPS and FedEx to the Controller's Office for processing.

These invoices should be attached in HokieMart when the requisition is being created. After all approvals have been completed in HokieMart and the purchase order has been created, Accounts Payable will process payment to the vendor by querying the newly approved purchase order. If the department is wanting to pay more than one invoice on one purchase order, each invoice should be a separate line item. For example, if the department wishes to process invoice A123, B456, and C789, the PO should have 3 lines with each invoice being a separate line.

The Controller's Office will continue the evaluation process to determine if additional vendors can be added to this payment process.

Please contact Brandon Webb, Accounts Payable Manager, via email bwebb13@vt.edu or phone 231-8554 with questions regarding invoice processing.

Online Tax Forms Now Available

The Payroll department has updated the online tax forms. All US citizens and permanent residents can now complete their tax forms for Federal (W4) & Virginia (VA4) online. This includes all types of employees (Wage, Staff, Faculty, and Adjunct) current and new. As soon as there is a record in Banner and employees have their PID they can access the forms under Hokie Spa, Hokie Team, Tax forms. New hires have the ability to complete the tax forms and direct deposit thru Hokie Spa on or before their first day of work. This new functionality has several advantages:

1. Supports Virginia Tech's green initiative by reducing paper forms and the costs associated with processing them.
2. Reduces costs for regular or interoffice mail.
3. Results in faster processing times and reduced human error. Online forms are formatted to eliminate invalid entries and are uploaded to Banner daily.
4. The link to the IRS calculator is at the top of the online form to assist employees in selecting their filing status.

Non-residents should use the NRA W4 & NRA VA4 forms that can be found on the Payroll forms page. These will be available online in the near future.

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For those employees that are residents of West Virginia or Maryland, paper WV & MD tax forms should be submitted to the Payroll office for processing. These will also be available online in the coming months.

Payroll requests that all departments update their current new hire procedures to reflect this new functionality. Please have all employees complete both tax forms and direct deposit set up online during the onboarding process. Payroll will send reminders of the new procedure to departments that continue to submit paper forms for residents. If any invalid resident forms are received, employees will be instructed to correct the form online. Without a valid Form W-4/VA-4, Payroll must withhold at the highest rate, as if the employee were single and claimed no withholding allowances.

Please contact payroll@vt.edu with questions regarding these changes.

Update on Chrome River Travel & Expense Management System Implementation

In recent months, the Controller's Office has been working with Chrome River to develop a new travel and expense management system for the university. As we progress toward finalizing the system and beginning a phased deployment throughout the university, the Controller's Office wants to offer some additional key dates and information about the transition.

Please note that the deployment dates below have been shifted to allow the vendor to address remaining issues identified during testing.

Transition to Chrome River Timeline and Details

- Pilot Phase begins: August 5, 2019
- Group 1 implementation begins: September 3, 2019
- Group 2 implementation begins: October 1, 2019
- Group 3 implementation begins: November 1, 2019

Additionally, the entire university will transition to automated P-Card allocation/approvals on November 16, 2019.

For an updated listing of which transition group includes your college, department or office, please view the [project site's](#) deployment timeline. The site also includes the latest updates on Chrome River's implementation. If you have questions or concerns about how this may impact your area, contact Stacy King at kings@vt.edu or Brandon Webb at bwebb13@vt.edu).

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Equipment Account Code Review

Effective August 1st, the Fixed Assets department within the Office of the Controller will review all HokieMart requisitions totaling \$2,000 or more to ensure the proper expenditure account code was selected. This process will help improve tracking and reporting equipment and other fixed assets by Fixed Assets as required by university policies.

The review process will happen within the HokieMart processing steps of a requisition, prior to a purchase order being issued and sent to a vendor for fulfillment. Fixed Assets staff are prepared to quickly review and approve electronic requisitions for proper account codes within HokieMart, so as not to delay the processing of any requisition. It is important to appropriately code requisitions so changes are not required. Applicable expenditure account codes can be found at:

<https://www.controller.vt.edu/accountcodes.html>.

Please use an equipment account codes for equipment items with a unit value of \$2,000 or more and an estimated useful life greater than one year, and for **all** Equipment Trust Fund items where the unit value is \$500 or more.

If you have questions about this review process or a particular requisition, please call Fixed Assets at 1-9179.

Instruction for Exiting Your Banner Session

When closing out your Banner session, please be sure to use the "Sign Out" button located in the toolbar on the left side of the screen (screenshot below). Using the "Sign Out" button officially closes your Banner session. Using the X at the top of the screen or the X on the tab, closes the browser but does not close the Banner session. Failure to close the Banner session can causes problems in the Banner system.

