

The Ledger

A Newsletter of the University Controller's Organization

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

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August 7, 2020

Small Purchase Credit Card (P-Card) Allocation Process

To ensure timely posting to Banner, all p-card charges in Chrome River must be allocated, fully approved, and exported into Banner by the 10th of the following month after the statement period has ended. For example, for the statement period ending on July 15th, all charges must be fully allocated by August 10th. In November 2019, the p-card allocation process transitioned from a manual paper-based process to an automated process using Chrome River. This transition can significantly decrease the time between the actual p-card charge and when the transaction posts to Banner. However, the timing is dependent on when the department chooses to allocate the charge in Chrome River. Transactions only export into Banner after they have been allocated and fully approved.

While implementing this new process, there have been issues with p-cardholders and departments not allocating charges in a timely manner. As a p-cardholder, there is a responsibility to ensure that all charges are allocated timely. Failure to allocate charges timely leads to additional work for all areas.

Starting with the allocation of p-card charges for the statement period ending August 15, 2020, the Controller's Office will track if a p-cardholder fails to complete the allocation process by the 10th of the following month. If the cardholder fails to allocate charges twice within a six-month time frame, their p-card will be suspended for three months. After the three-month suspension is complete, the card holder's privileges will be reinstated. If the cardholder fails to comply with the allocation process twice more within a six-month time frame, the p-card will be terminated, and the cardholder will not be allowed to obtain another card.

IMPORTANT

ALLOCATE AND APPROVE P-CARD CHARGES BY THE
10TH OF THE FOLLOWING MONTH TO AVOID
SUSPENSION OF CARD PRIVILEGES

Please contact Brandon Webb, Accounts Payable Manager (bwebb13@vt.edu) with any questions regarding the information above.

Foreign National Information System

Payroll is pleased to announce the implementation of an on-line process to gather information and documentation from our international employees. The system, Foreign National Information System (FNIS), will allow the international employee to directly enter their non-immigrant information and US visa history into the system. Tax

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withholding forms will be generated for the employee's signature and they will be able to return the documentation to Payroll using a secure drop box.

Campus-wide implementation will begin August 10, 2020. This new process will better serve campus and our foreign national population. Newly hired international employees will receive an email from fnisadmin@vt.edu requesting that they use the website address, password, and username given to enter the FNIS site.

Benefits to using the new FNIS system:

- Accessible from any location with internet availability
- Significantly less risk documents containing PII will be lost or misplaced
- Faster processing and determination of tax status
- Quicker turn around for questions regarding employment eligibility and tax status
- Electronic process has less environmental impact

Please contact fnisadmin@vt.edu for question related to this implementation or payroll@vt.edu regarding general payroll questions.

Revision to Policy 3200: Disbursements

Revisions to **University Policy 3200: Disbursements** have been published and employees are encouraged to review the [full policy](#), which is also posted to the university's [policy library](#).

Policy 3200 governs all transactions involving the disbursement of university funds. The revised policy offers guidelines for upholding all applicable laws, university policies and ethical practices and ensuring accountability among persons authorizing university expenditures.

For more information about the policy's changes and how they may impact your area, please contact:

- Martha Mullins, Accounts Payable Supervisor, martham4@vt.edu, 231-2544
- Rebecca Goad, Accounts Payable Supervisor, rg91acct@vt.edu, 231-9308