

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 184

October 18, 2021

New Journal Voucher Email Inbox

Effective immediately, when submitting a journal voucher to the Controller's Office via email, please send the form and associated support to journal@vt.edu. We will also continue to accept hard copy entries sent via campus mail to the Controller's Office (mail code 0312). However, please do not send the same entry via both methods (electronically and hard copy) as this can result in the duplicate recording of the entry in Banner. Please do not copy genactg@vt.edu when sending a journal voucher to the newly established journal@vt.edu. For reference, please see the link below for the journal voucher transfer form.

https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/generalaccounting/journal_entry.xlsx

Accounts Payable Invoices

Accounts Payable requests departments email invoices to vtinvoices@vt.edu using the guidelines below.

- For each invoice only send one (1) PDF file that contains all of the supporting documentation for the invoice.
- You must include the purchase order number on the first page of the PDF file. This can be hand written or inserted as a textbox to the PDF file. This is necessary because Controller's Office employees are uploading the invoice into the Banner document management system, not processing from the email.
- All Personally Identifiable Information (PII) will need to be blacked out by the department prior to sending the documentation to the Controller's Office.
- You can submit multiple invoices to vtinvoices@vt.edu in one (1) email. As previously noted, each invoice must be in a separate PDF file.
- **Do not email the invoice and send the paper documents to the Controller's Office.** It

is each department's responsibility to maintain all of the original paper documents for the transaction for one year after the end of the applicable fiscal year that the transaction was recorded. If you email the invoice and send the original paper document, the Controller's Office will need to return it to the department. The Controller's Office will maintain the imaged records for seven years before destruction. The department can view the imaged documents using Banner Finance.

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Please contact the Accounts Payable Help Desk at 540-231-8615 or acctpay@vt.edu with any questions regarding the Accounts Payable information above.

New Expenditure for Remote Work Procedure

The Controller's Office is excited to release Procedures 24000a: Expenditures for Remote Work Assignment and 24000b: Remote Work Location Allowance. These procedures provide guidance related to expenditures associated with remote employees. Please contact Stacy King at kings@vt.edu concerning questions associated to the new procedures.

https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/accountspayable/24000a.pdf

https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/accountspayable/24000b.pdf