

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 178

May 4, 2021

Streamlining OSP VT Foundation (VTF) and Residual Funds

The Office of Sponsored Programs invites you to review changes for administering non-billable OSP VTF funds and residual funds under the OSP Updates section of their [homepage](#) or directly at <https://osp.vt.edu/updates/2021/changes-to-office-of-sponsored-programs-virginia-tech-foundation.html>. Departments may contact their Post Award Associate assigned to established funds with inquiries.

Accounts Payable Reminders for Accurate Invoice Processing

As announced in [The Ledger, Vol. E, No. 176](#), departments no longer need to send **utility invoices** to ytinvoices@vt.edu or send paper invoices to the Controller's Office. Instead, departments can simply select the A1 direct pay category when the requisition is created and attach the invoice as an external attachment. These invoices are now processed automatically, similar to the process already used for UPS, FedEx, DHL, Nike USA, and GOBI Library Solutions from EBSCO (formerly Yankee Book Peddler Inc.). It is essential that invoices are attached to the requisition as **external attachments**. If invoices are not attached as external, invoice images will not automatically load into the Banner Document Management System for retrieval directly through Banner.

Software and Software Services Procurement

Due to the complexities surrounding the procurement of software and software services, departments must procure these goods and services using the university's established software procurement processes (<https://itpals.vt.edu>). Individuals should not purchase these products or services directly and then seek reimbursement. Inquiries regarding software and software services purchases can be directed to IT Procurement and Licensing Solutions (ITPALS) at itprocurement@vt.edu.

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 178

May 4, 2021

Credit Card Reconciliation Report in Chrome River

All employees who possess a small purchase credit card (p-card) must allocate those transactions each month using Chrome River. 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. To assist departments in determining if any credit card transactions have not been allocated and fully approved in Chrome River, departments can run the Credit Card Reconciliation Report.

Instructions on how to run the credit card reconciliation report is available on the Controller's Office Chrome River website, under [Analytics & Reports](#). A training webinar is being offered through [PageUp Learning Management System](#). To register, search for Chrome River Credit Card Reconciliation.

Approval of Journal Transfers on Sponsored Program Funds

As mentioned in [The Ledger, Vol. E, No. 176](#) and per revisions to [Policy 3255: Cost Transfers on Sponsored Projects](#), the Office of Sponsored Programs requires advance approval of journal transfers that exceed \$2,000 on sponsored project funds. Consequently, all journal transfers on sponsored project funds, regardless of amount, should be sent directly to the Controller's Office (Mail Code 0312 or genactg@vt.edu). The Controller's Office will forward on any entries that exceed \$2,000 to OSP for review and approval prior to recording in Banner.