

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 201

June 8, 2023

Electronic Journal Voucher Submission Now Available!

The Controller's Office is pleased to announce that electronic journal voucher submission is available for use for all departmental finance users. Electronic submission is facilitated through Banner's My Journals module, and departmental voucher review occurs directly within Banner Finance. Both the preparer and the approver must already have Banner Finance access to facilitate the process.

Due to configuration limitations within My Journals and Banner Finance, only vouchers where the preparer has Banner Finance access to all the funds in the entry are able to be submitted using My Journals. A voucher where the preparer does not have Banner Finance access to all the funds in the entry must be submitted using the legacy process of submitting the required form and related support to journal@vt.edu (or mailed to the Controller's Office, MC 0312).

A self-paced online training is available on Page Up now (link below). Also available at that same link are quick reference guides (one for preparers and one for approvers) and a detailed training manual available for download.

The use of My Journals is currently not required, but is encouraged. Please see the training materials referenced below for more specific details. Questions not answered through the materials can be directed to genactg@vt.edu.

We are offering a live demonstration and introductory training session at the times noted below via ZOOM.

Sign up for the live 45-minute demonstration and introductory training here: <https://vtemployees.pageuppeople.com/learning/9201>

Available times are June 13th at 9:00 am and June 15th at 9:00 am. A recording will be made available for playback if you cannot attend.

A self-paced on-demand online training and associated materials (quick reference guides and detailed manual) are available here:

<https://vtemployees.pageuppeople.com/learning/9202>

Check Printing

Printing and distribution of university checks to vendors and employees is now processed by Wells Fargo. Payments should be available for pickup at the Bursar's window (after 3:00 PM) three business days after the Controller's Office approves the payment. Please be sure to plan accordingly for assistance when requesting Bursar's Office check pick-up. Departments should contact the Assistant Accounts Payable Manager, Jason McGraw at jamcgraw@vt.edu or 540-231-2544 if time-sensitive payments arise to determine if special handling is needed.

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Year End Update for Travel Advances

The deadline to process a travel advance in fiscal year 2023 is **June 26, 2023**. The travel advance must be in the APAdvance approval queue by this date in order to be processed. International travel on OSP funds must be approved by OSP (Office of Sponsored Programs) and OESRC (Office of Export and Secure Research Compliance) prior to reaching the APAdvance approval queue. The Chrome River preapproval, with the travel advance request, should be submitted no later than June 16, 2023 to allow sufficient time for all steps in the approval process to be completed.

Travel advances can be paid out up to twenty (20) days in advance of the first date of travel. If the first day of travel is on or before July 19, 2023, the travel advance can be paid out prior to the end of fiscal year 2023. FY23 must be selected on the preapproval in order to be processed in this fiscal year. If the first day of travel is on or after July 20, 2023, then the preapproval should not be submitted until after July 1, 2023, using FY24 as the fiscal year.

For questions, contact Heidi Bucher at hleeson@vt.edu

Best Practice Regarding POs, TAs, and our Contracted Travel Agencies

When booking flights through any of the Virginia Tech contracted travel agencies, it is required that a PO be created in HokieMart using the Travel Agency Authorization form (university funded transaction) or a Travel Service Authorization (TA) be completed (foundation funded transaction) by the department as soon as the related invoice is received from the travel agency. Each booking is paid up front with a university credit card and the POs/TAs is then used to allocate the charge to the appropriate university department fund. It is extremely important for these documents to be processed timely. We have experienced a significant increase in travel agency charges with no related PO/TA. This increases processing time as we have to research each transaction and request departments process the appropriate forms after the fact. We greatly appreciate your attention to ensuring the appropriate form is completed timely.

For questions, contact Heidi Bucher at hleeson@vt.edu