HokieMart Receiving Upgrade

Effective Monday, November 6, 2023, there is an update to the HokieMart receiving process. When clicking on the ‘+’ icon to enter a receipt in HokieMart, you will be prompted to select the items you want to receive. The green check mark should appear next to any line items to complete receiving on the purchase order. If you are not completing a receipt for the line item, you will remove the green check mark from the box eliminating the need to update the quantity to “zero” for items not received.
Once you select either ‘Create Quantity Receipt’ or ‘Create Cost Receipt’ you will enter the appropriate quantities or amounts as usual.

**Expense Management Dashboard in Chrome River**

The “Expense Management Dashboard” is now available in Chrome River. This new functionality provides users the ability to search for and view expense reports based on their Banner Finance access. The Expense Management Dashboard can be found on the Menu button in the upper left corner of Chrome River.

The dashboard will allow users to view the same information from the expense reports that would be available to the expense owner or delegate. This would include line items, attachments, and tracking details. The expense reports can be searched by Expense Owner or Report ID, sorted to specific search items, and filter reports based on status.

The detailed instructions on navigating and utilizing the Expense Management Dashboard are posted on the Controller’s Office Chrome River Website, [https://www.controller.vt.edu/resources/travel/chrome-river.html](https://www.controller.vt.edu/resources/travel/chrome-river.html) under Training > Documents > Expense Management Dashboard.

If you have any questions, please contact the travel helpline at 540-231-0944 or travel@vt.edu


When accessing Web Report Submission or Distribution from an off-site location you now must be connected to the university VPN via the Pulse Secure application. This change was recently enacted for additional security.

When working from a university office location, including northern Virginia and extension offices, no additional steps are necessary to access Web Report Submission or Distribution.

For more information on the university VPN and the Pulse Secure application see the link below or contact your departmental IT resources.
[https://www.nis.vt.edu/ServicePortfolio/Network/RemoteAccess-VPN.html](https://www.nis.vt.edu/ServicePortfolio/Network/RemoteAccess-VPN.html)