

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 204

November 7, 2023

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.

Purchase Order • Lee Hartman & Sons Inc • P4329002 Revision 0

Status Summary Revisions **1** Confirmations Shipments Receipts Invoices Comments Attachmen

Records found: 0  

There are no receipts for this PO.

Item Type	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	None	-	Manufacturer: SonyModel: FWD55X75KDescription: 55" 3840 x 2160 4K HDR LED Display		1/EA	855.97	1 EA	855.97	<input checked="" type="checkbox"/>
2	None	-	Manufacturer: BiampModel: PARLE VBC 2500Description: BIAMP Parle VBC 2500 Conferencing video bar		1/EA	1,625.00	1 EA	1,625.00	<input checked="" type="checkbox"/>
3	None	-	Manufacturer: BARCOModel: R9861513USDescription: CX-30 ClickShare Conference Set		1/EA	2,472.00	1 EA	2,472.00	<input type="checkbox"/>
4	None	-	Manufacturer: WattBoxModel: WB-200-CE-4Description: WattBox Power Conditioner with Coax and Ethernet Protection		1/EA	96.62	1 EA	96.62	<input type="checkbox"/>



Create Quantity Receipt Create Cost Receipt Cancel

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Once you select either 'Create Quantity Receipt' or 'Create Cost Receipt' you will enter the appropriate quantities or amounts as usual.

1	Manufacturer: Sony Model: FWD55X75K Description: 55" 3840 x 2160 4K HDR LED Display	1 1/EA	<input type="text" value="1"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Received				
ITEM DETAILS				
2	Manufacturer: Biamp Model: PARLE VBC 2500 Description: BiAMP Parle VBC 2500 Conferencing video bar	1 1/EA	<input type="text" value="1"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Received				

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> under Training > Documents > Expense Management Dashboard.

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

Web Report Submission and Web Report Distribution – Remote Access Changes

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>