



The Ledger

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Travel Specialist Training Modules

The Controller's Office and the Fiscal Training Team are pleased to introduce the new [Travel Specialist Training Modules](#). These modules provide employees with the knowledge and practical tools needed to manage university travel efficiently while remaining compliant with policies and procedures.

The curriculum spans core travel fundamentals from approvals to reporting, with a strong focus on financial stewardship and procedural accuracy. The training is designed for department travelers as well as employees who serve as delegates or approvers in Emburse Enterprise.

The six modules include:

- Department Traveler
- Introduction – Welcome to Travel
- Module 1 – Travel and Meal Reimbursement Basics
- Module 2 – Booking Resources
- Module 3 – System Tools
- Module 4 – Approvals

For questions about the Travel Specialist Training Modules, please contact [Brad Foster](#).

Scholarship Reconciliation for Foundation Funds

The Bursar's Office is developing a new MicroStrategy report that will provide student level detail for F and FS funds. The release has been delayed and is now anticipated later in March.

Until the report is available, units should complete monthly Fintracs reviews and use the Monthly Financial Aid Award reports to reconcile Banner and Scholarship Central. If the total of 'University Scholarships' account codes on VTF operating ledgers does not match the Monthly Financial Aid Award reports, ad hoc student level reports are available upon request by contacting bursar@vt.edu.

New University Private Fund Parameter

Certain MicroStrategy reports on the Finance menu have been updated to provide a new parameter that offers flexibility in displaying private F-funds. The parameter allows the user to exclude the F-Funds from the report or the ability to run the report only for F-funds. If you do not select an option on the parameter, both F-funds and all other funds will be included in the report.

This new option has been added to the following reports:

- FIN Snapshot by Org
- FIN Transaction Detail - MTD
- FIN Transaction Detail -YTD
- FIN Transaction Detail - ITD
- FIN Fund by Account - ITD-with Accruals
- FIN Fund by Account - ITD-by Financial Manager-with Accruals
- FIN Fund by Account - ITD
- FIN Fund by Account - ITD-by Financial Manager

My Virginia Tech Slated to Go Live May 26

The university has announced the My Virginia Tech go live in the [VT News article](#) released on February 22, 2026. Please see this article for important information related to this go live.
