The Ledger

Do you need Banner Finance Training?

The e-mail votes are in! An impressive number of users are definitely interested in hands-on training for Brio Web Reporting. The courses have been scheduled and are posted on the Banner Finance homepage at http://bannerfinance.co.vt.edu/index.htm. The schedule for additional Banner Boot Camp classes is also posted. Many of the courses we advertised in September have been changed. When requesting training, please refer to the web site to insure the dates and locations are current.

Banner Training Request Form

To avoid confusion and provide for better follow-up when times or locations of classes need to be changed, we are now using a Training Request form. Please use this form for all training requests. You may submit it to our training office via fax (231-2429) or campus mail, AIS-Finance Team, Plaza 1 (0352). Training dates and the request form are both available from the web at http://bannerfinance.vt.edu/index.htm. We recommend making a bookmark for this page. Enhanced Banner documentation will be posted to this address as follow-up to training classes.

Budget Transfer Classes to be Scheduled

We would like to schedule Budget Transfer classes but need to know how many users are interested. Please send an e-mail stating how many users in your office need this training and we will schedule accordingly. The e-mail should be sent to: kathy@vt.edu.

State Guidelines DO Apply to ISR's

Please note that processing an expenditure on an interdepartmental service request (ISR) is no guarantee that the expenditure is permissible on state funds. All expenditures that are paid with state funds must meet state guidelines, regardless of whether they are paid by check to an outside vendor or by ISR to another university department. For example, if an unallowable meal is charged on an ISR, it is still unallowable. The ISR transaction would have to be cancelled and the meal paid for through private funds.

Many of the departments who provide services within the university and regularly accept ISR's as payment have people who are knowledgeable about state regulations and willing to help you determine if the use of state funds is appropriate. However, the final responsibility for staying within state guidelines rests with the purchaser of the goods or services, not the seller.

Payroll Detail Posting

The Controller's staff had hoped to be able to post detail payroll transactions in Banner Finance during the month of October. However, we were not able to complete testing in time for the conversion of October payroll data. Our goal now is to have detail transactions posted to Finance beginning in November.

Departments will be provided supplemental reports for payroll transactions for the months of July, August, September, and October. The July, August, and September reports will be available for departments in the next few days.

Hot Banner User Tip #1

This tip comes from one of our special users. Remember Screen #9 in FRS? The one where you found grant information such as end date and principal investigator? Banner has a similar screen. It is FTMGRNT.

As soon as the blank form comes up, press F7 **before** you enter anything else! The cursor will then be in the COA box, and you enter the letter U. Tab until you come to the Grant # Box (careful, not the Proposal # box). Enter the 6-digit fund number in the Grant # Box. Press F8. And there you are -- your information!

If you have a tip, please share! We'll pass it along!

690 American Express Travel Card Terminated!   Was yours (or a faculty member's) one of them?

Last fall, American Express decided to purge inactive cardholders. Two notices were sent to inactive cardholders, giving them a chance to appeal the decision. Apparently some of the notices went astray, because we have recently had several Virginia Tech cardholders surprised to learn that their cards would no longer work!   This discovery has been made while these people were on travel status! American Express has reinstated all of the cards within twenty-four hours, but the incidents have been stressful for all concerned.

Please, if you have not traveled within a year, or if you are not sure that your card is still active, check into the situation before you leave town! Your question should be directed to Cindy Harrison canoe@vt.edu or phone 231-7439.

Does One of Your Vouchers Need Special Attention?

The Controller's Office prides itself on being customer oriented and all visitors are welcome.

We do not restrict access to any parts of the office, as many financial offices would. But, PLEASE, for your own protection, do not leave work to be done on people's desks with the idea that you are making a personal delivery. This is a large office, and that person could be sick or on vacation. Another person may not notice whatever it is that you left!

If you have something that you want to deliver personally to a particular person, and that person is not at their workstation or desk, please leave it with a receptionist at the front desk. The people on duty at the front make it their business to know the comings and goings of the whole office, and they will make sure that your item is delivered.

In most cases, the box at the front of the office is where you want to leave work to be done. But we do understand that certain items can need special attention, and it is in our best interests as well as yours that we cooperate in every way. Please help by not leaving work on individuals' desks!

Is this Deal too Good to be True?

One aspect of the Year 2000 problem is that we expect to see increasing instances of vendors offering instruments and equipment at drastically reduced, "close-out" prices. One reason for this price reduction can be the normal process of incorporating new technologies and features. Another reason could be that the items being discounted are not Year 2000 compliant.

Purchasing and Computer Purchasing include a YEAR 2000 COMPLIANT (AND ENABLEMENT) WARRANTY clause (full text appears below) in all contracts. To summarize, this clause states that by accepting our Purchase order, the vendor warrants the product to be Year 2000 compliant.
If the product proves not to be compliant, the vendor is obligated to fix or replace it.

This contract clause provides a level of protection and warranty. The clause does not guarantee, however, that the vendor is correct and there will not be a processing

problem. If you have ever dealt with an insurance or warranty claim, you know that fixing the problem is not a quick or an easy process. Having warranty protection is one thing. The time and energy it takes to get the problem fixed is another matter.

This message is to increase your awareness of potential Year 2000 problems. Now is the time to ask the right questions of the vendor to better insure that you won't have a problem with an important system later on. You are encouraged to incorporate the YEAR 2000 COMPLIANT (AND ENABLEMENT) WARRANTY clause when purchasing software, firmware and hardware product(s) on an SPO or the AMEX Corporate Purchasing card.

YEAR 2000 COMPLIANT (AND ENABLEMENT) WARRANTY:
Contractor warrants that all software, firmware and hardware product(s) delivered to Virginia Tech under any agreement, and which is used in accordance with the product documentation provided by the Contractor, shall be 4-digit Year 2000 compliant (or approved enabled). All products shall accurately process all date-change data from start to finish, including, but not limited to, twentieth, twenty-first centuries and leap year calculations. Any product provided under this Agreement discovered not to be compliant after acceptance shall be corrected by the Contractor at no additional cost to Virginia Tech. Failure to correct the deficiency shall subject the Contractor to default action.

New Contract for Paging Services

The Purchasing Department has established a contract with Highland Paging (TS-025-98) for pagers and paging service. This contract provides tone/voice pagers, numeric pagers and paging service on the following pricing schedule:

New Tone/Voice Pager	$172.00/ea
Re-built Tone/Voice Pager	$ 45.00/ea
New Numeric Pager	$ 35.00/ea
Re-built Numeric Pager	$ 20.00/ea
Monthly Paging Service	$ 6.00/ea/month

The new tone/voice pagers are Motorola Keynote and the new numeric pagers are Samsung 3600. Each come with a 1 year warranty. Highland will provide loaner pagers when a repair must be made. The numeric pagers have a greater range of service. This contract is available for use by all departments. The contract number is TS-025-98. For service area or other information regarding this contract, please call Heather Hall 1-7852.

Who to Call about a Transaction

Many clever people have discovered that by looking on Banner Finance screens, they can tell who processed a transaction. For example, if the transaction says "pahale", they know that Pat Hale entered the transaction. They call her, and she can give them additional information.

This feature holds true except in the case of three people - "dohill," "lizhale," and "miander3". These three people handle all kinds of automated and special data that is supplied by others. For example, you would see their names next to accounts receivable entries, motor pool charges, and telephone charges. These and many other transactions are handled through what is called a "feed", and the name of the person who ensures that the feed works properly is attached to that transaction. That person only knows that the "feed" worked.

In the case of Motor Pool Charges, you might see "dohill" as the person doing the processing. However, the person to call would be Pat Hale. Please refer to the contact list on the last page of this issue of the Ledger when you see "dohill", "lizhale," or "miander3" associated with a transaction.

- - End Ledger 10/15/98 Electronic Update - -

Accounting Services Directory

Task	Contact Person	Phone	E-Mail
Travel	Kathy Cox Norma Burke Wilda Lay Jo Proco Becky Harrell Valerie Jones	1-8590 1-8604 1-8613 1-8609 1-3237 1-8617	- kacox2@vt.edu - njburke@vt.edu - wlay@vt.edu - jproco@vt.edu - bharrell@vt.edu - jonesvl@vt.edu
Moving and Relocation	Valerie Jones Norma Burke	1-8617 1-8604	- jonesvl@vt.edu - njburke@vt.edu
Revenue Refunds Payments with Enclosures Foreign Wires and Drafts Checks Traced Manual and Replacement Checks	Shelby Garrett David Smith Jean Sarver Glenda Thornton	1-8619 1-5654 1-8626 1-8605	- garretsc@vt.edu - smithdl@vt.edu - sarverjl@vt.edu - gthornto@vt.edu
Purchase Order Payments	Dottie Carter	1-8618	- dicarter@vt.edu
Contract Payments	Shirlene Long	1-8637	- longs@vt.edu
Direct Payments	Donna Nichols Brenda Lucado	1-8616 1-8615	- dnichols@vt.edu - blucado@vt.edu
Speed Purchase Orders	Denise Vest	1-8589	- ddean@vt.edu
Personal Reimbursements	Sylvia Woods	1-8600	- swoods@vt.edu
Prompt Pay Questions	Debbie Carden Pat Hale	1-8612 1-8611	- cardenda@vt.edu - pahale@vt.edu
Mail Charges CEC Charges Bookstore	Debbie Carden	1-8612	- cardenda@vt.edu
Permit 10 Postage due Motor Pool CNS Charges	Pat Hale	1-8611	- pahale@vt.edu
Interdepartmental Service Request Interdepartmental Printing Request	Dottie Gray	1-8601	- dgray@vt.edu
Vendor Credit References Signature Cards Vendor Calls for Payment Status	Margaret Muncy	1-8603	- mmuncy@vt.edu
Federal Express	Jo Proco	1-8609	- jproco@vt.edu
1099 Forms	Becky Harrell	1-3237	- bharrell@vt.edu