

SharePoint Service Center Information

CONNECTING TO THE SITE

URL for the site: https://virginiatech.sharepoint.com/sites/vpfin/service_centers/

Note: SharePoint runs in any browser and on MACs; certain features only work in Internet Explorer

- First login: Enter **PID@vt.edu** and then the tab key (**NOT** Sign in)
 - For subsequent logins: Click on the listed PID account
- Select Work or school account
- This redirects you to VT Active Directory sign in
- Enter Hokies password and click “Sign In”
- Complete two factor authentication as usual
- If you do need access to our site and do not currently have it, please contact our office

SITE HOME PAGE

- Any messages or information from Cost Accounting will be located under the Announcements section.

DOCUMENTS LIBRARY

- Contains a folder for each of your service centers.
- Click the folder name to view uploaded files.
- To view a particular file, click the file name to open an Office online version, OR click the 3 dots (twice) for the option to open in the Microsoft Office desktop application.
- To download a file, right click on the file and select download; then complete the standard prompts for your browser.
- To upload a file click the upload button at the top of the folder library, browse to the file and click OK (you can also drag and drop a file from its explorer window to the folder library window).

DOCUMENTS TO LOAD AND HOW TO TITLE THEM

- Upload backup documentation (logs, spreadsheets, etc.) for all internal and external billings under the folder for the corresponding fiscal year.
- Title all documents with the corresponding Journal Voucher number, if uploading a document that references several Journal Vouchers please title by the month billed (ex. March 20XX).
- Each center is responsible for maintaining their internal documentation; you should not rely on SharePoint as the sole source of backup.
- When inputting new information into SharePoint, please use the corresponding fiscal year folder. You can also add folders for months as well if you have multiple files uploaded per month.

SPECIAL NOTE REGARDING PROCESSING OF JOURNAL VOUCHERS

- Backup documentation must be uploaded into SharePoint to be processed by our office. We can no longer accept documentation by email or interoffice mail.
- Journal Vouchers input into Banner on the last three days of the month will be processed the following month.
- Please upload backup immediately before or after you have input the ISR into Hokie Mart
- If it is necessary for a journal voucher to be expedited (within 2 days) please contact us by phone.

QUESTIONS

- Please contact us with questions:

https://www.controller.vt.edu/about/staffdirectory/financialreporting_costaccounting.html