

# SharePoint Service Center Information

## CONNECTING TO THE SITE

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URL for the site: [https://virginiatech.sharepoint.com/sites/vpfin/service\\_centers/](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](mailto: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

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

## DOCUMENTS LIBRARY

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- 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 and 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

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- 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 2017).
- Each center is responsible for maintaining their documentation and should not rely on SharePoint as the 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

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- 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

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- Please contact us with questions:

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