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#### ***FBM090/91 Reports***

FBM090 and FBM091 reports are now available on e-Print at <http://iserver.adm.vcu.edu/reports/>.

As you review the reports you may have questions concerning the data contained within them. Please briefly outline your questions on a Financial Inquiry and forward directly to the appropriate department via e-mail, fax or campus mail. Remember that you can check the status of deposits or disbursements through the on-line inquiry screens.

#### ***Conversion from FRS to eVA/Banner***

The conversion from FRS to eVA/Banner is quickly approaching. There are several procedural changes that departments must immediately implement to prepare for the transition. The University is working to find an electronic solution that will migrate data from FRS to Banner on existing Purchase Orders overlapping into FY07. This electronic migration may not be possible; therefore, departments must adhere to the procedures described below before entering new orders into FRS that crossover into FY07.

Departments must immediately implement the following when purchasing under their delegated authority:

- Maximize the use of the Purchasing MasterCard (P-card) in order to minimize complications stemming from the system conversion. Many goods/services that are currently purchased using FRS purchase orders should be procured using the P-card. If your department does not currently have a P-card, the Employee Agreement can be found at: <http://www.vcu.edu/procurement/CorporatePurchasingCardAgreement.pdf>.
- New purchase requirements that cross fiscal years may be processed as FRS purchase orders provided the entire order will be invoiced and received in full no later than June 27, 2006. New purchase requirements that cross fiscal years that will not be invoiced and received in full by June 27, 2006, must not be entered into FRS, but rather must be charged to your P-card.
- Existing FRS Purchase Orders that cross fiscal years but not invoiced and received in full by June 27, 2006, must have the balance of the order not invoiced and received charged to your P-card.
- Contact vendors and have them send invoices to Accounts Payable if goods/services have been received in FRS. Departments should ensure vendor invoices arrive in Accounts Payable no later than June 27, 2006 so payments can be processed in FY06.
- Ensure all receiving is posted immediately after goods/services have been received.
- Identify open commitments on all purchase orders that cross fiscal years in FRS that are not valid and email [evapurch@vcu.edu](mailto:evapurch@vcu.edu) to void the order in eVA and FRS.

Departments need to be aware of the following:



- Purchasing activity shown on your June P-card Billing Statement from MasterCard will be posted to FRS in FY06. FY07 in Banner will include activity from July 2006 - June 2007.
- Departments will have access to eVA starting June 1, 2006. Any new purchase orders that will be received in FY07 must be entered into eVA beginning June 1, 2006.
- Attend eVA Training Classes to acquire the requisite knowledge to effectively use eVA.

Should you have any questions regarding this email, please contact Sarah O'Neill or Patricia Shazer at 828-1077 ext. 164 and 138, respectively.

### ***GE MasterCard Purchasing Card Charges***

Procurement and Payment experienced technical difficulties in obtaining accurate information from GE MasterCard regarding distribution of charges for statement periods ending in January, February and some charges that were not posted in December. GE MasterCard's charges were posted as follows:

- January Statement – posted 3/6/06
- February Statement – posted 3/21/06
- Outstanding December charges – posted 3/30/06.

You can view the charges on screen 23L. We apologize for any inconvenience this may have caused.

### ***GE MasterCard Travel Card Charges***

Please be reminded that you must make payment in full upon receipt of your monthly GE MasterCard Travel bill. Any cardholder that has not paid their bill within 60 days of the statement date is considered delinquent. Once a cardholder becomes delinquent, their card will be cancelled. If your card is cancelled for any reason, you will not be allowed to receive Travel Advances through Procurement and Payment.

Questions regarding either Purchase or Travel cards can be addressed by sending an e-mail to the Program Administrator at [corpcard@vcu.edu](mailto:corpcard@vcu.edu).

### ***Personal Reimbursements***

Accounts Payable processes over 500 personal reimbursements per month. Many of these reimbursements are for goods that should have been procured using the Purchasing MasterCard (P-card). Examples of recent personal reimbursements that should have been procured using a P-card are: computers, printers, fax machines, office supplies, office furniture, lab supplies, etc. As a result, the institution unnecessarily pays sales taxes (by reimbursing the individual) that would have otherwise been avoided had the goods been purchased using the P-card. Additionally, the costs associated with processing the personal reimbursement would have been eliminated. The consulting firm, Accenture, conducted a study that indicated several noteworthy benefits of P-card use. One such benefit stated that using a P-card would save the institution \$78 in administrative costs for each personal reimbursement. Examples of appropriate personal reimbursement include the following: business meals, conference registrations, and dues/license renewals.

### ***Area Computing Representatives Approval***

IT hardware/software purchases no longer require the advance approval of your area computing representative. Sections 6.10 and 6.20 of the "Financial and Budget Administration Policies and Procedures



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Manual" - Section 6 Purchasing Activities have been updated to reflect this change.  
[http://www.vcu.edu/procurement/Chap\\_6a.pdf](http://www.vcu.edu/procurement/Chap_6a.pdf).

Effective July 1, 2006 all IT requirements over \$5,000 will be routed to Purchasing for approval and issuance of the purchase order.

***Manual Travel Class***

The next manual travel class will take place on Wednesday, April 26th from 9:00 AM until noon in Conference Room A, 3rd Floor, Biotech 4. To register for the class go to:

<http://www.pubinfo.vcu.edu/training/it/search.asp>

Choose "Procurement and Payment" on the drop down menu under "Sponsor" and click on "search". Next go to the class entitled "Travel Training – Manual" and follow the instructions to register.

