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FISCAL YEAR-END PROCESSING

*****The Banner Finance will not be available beginning at 4:00 p.m., on June 30th until July 2nd so that year-end processing can be completed.**

As the fiscal year-end close approaches, Procurement and Payment would like to make sure departments are aware of several important processing dates that may affect departmental budgets. Please note the following:

May 16 - June 15 - All BOA Visa purchasing transactions posted from May 16 to June 15 will be posted in Banner this fiscal year provided the index code associated with the cardholder's P-card is not frozen. All purchase transactions submitted to BOA Visa after June 15 will be paid next fiscal year.

June 15 (4:30 p.m.) - To facilitate payment this fiscal year, all invoices, revenue refund vouchers, and travel reimbursements must be submitted to Accounts Payable by 4:30 p.m. June 15. Accounts Payable will process all invoices that are delivered by this time. As time allows, Accounts Payable will continue processing invoices delivered after the aforementioned date. Departments are responsible for monitoring their accounts to ensure that necessary payments have been processed.

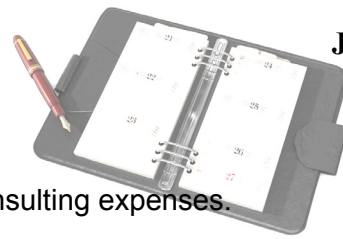
June 24 - The last day to process change orders in eVA is June 24.

June 26 - The last day to process purchase orders in eVA is June 26.

June 30 (2:30 p.m.) - All receiving reports must be completed in Banner by 2:30 p.m. June 30. And if the invoice is posted and matches properly with the receiving report, the payment should be expensed on your index this fiscal year. Receiving should not be completed until July for any payments that are to be expensed in FY10.

June 30 (4:00 p.m.) - Journal Vouchers can be processed until 4:00 p.m. June 30, providing all approvals have been completed.

Should you have any questions regarding year-end processing, please contact Jamie Lassiter (8-3409) or Betty Lowther (8-5954).



ADDITION TO THE CHARTS OF ACCOUNTS

VCU is expanding the chart of accounts to highlight specific types of consulting expenses.

600080 *Technical/Computer Consulting* includes expenditures for technology related services.

600082 *Management Consulting* includes expenditures for services provided by economists, engineers, market analysts, business process consultants, and similar experts.

P-CARD TRANSACTION LIMIT

As a Tier III institution, the Commonwealth's Restructured Higher Education Financial and Administrative Operations Act provides VCU with greater financial and administrative autonomy. Effective November 1, 2008, departmental delegated purchasing authority was increased to \$7,500 from the \$5,000 level. However, **the maximum P-card transaction level is \$5,000**. Some cardholders have lower transaction limits based on their usage or individual requirements.

GE MASTERCARD WEBSITE

Effective 5/27/09 GE MasterCard website (Netserviceaccess.com) is no longer available for cardholders to review their MasterCard statements.

Questions can be directed to corpcard@vcu.edu or you may contact one of the Program Administrators, Thelma Stockton 8-4232 or David Zoll 6-2886.

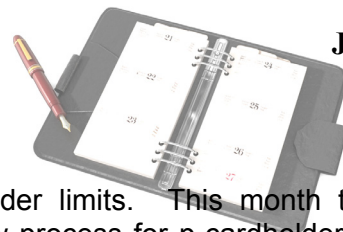
P-CARD POSTING IN BANNER

With the transition to Bank of America some P-card transactions are posting to account codes other than the default p-card account code 620002. These transactions are posting to alternative account codes based on the merchant category coding (MCC) of the vendor. This process is completely automated and was put in place to reduce the number of transactions posting to the default p-card account code and to reduce the amount of monthly journal vouchers required by fiscal staff. Please do not process journal vouchers until after charges have been posted in Banner. If there are charges posting to an incorrect account, please notify corpcard@vcu.edu and the Program Administrators will determine if changes are required.

ANNUAL TRAINING FOR P-CARDHOLDERS AND REVIEWERS

VCU has committed to requiring annual training for all purchasing cardholders and reviewers (the individual countersigning the cardholder's monthly statement). All p-cardholders and reviewers are required to successfully complete the training. Anyone who has successfully completed this training since January 1, 2009 has met the training requirement. If the cardholder and reviewer have not completed the training by June 19, 2009 card privileges will be suspended. On-line training is posted on the Purchasing website at: <http://www.vcu.edu/procurement/ccardhowto.htm>.





P-CARD ANNUAL LIMIT REVIEW

The Department of Accounts requires an annual review of cardholder limits. This month the Program Administration Team (PAT) will complete the annual cardholder review process for p-cardholders. The PAT will review transaction history from 2/16/08 through 2/15/09 for each cardholder to determine if the existing monthly and transaction limits are reasonable. Adjustments to cardholder limits will be made accordingly. If any adjustment is made to your limits, the PAT will email you within 24 hours of the change with your adjusted limits. Cardholders can view their limits by logging in to WORKS at: <http://payment2.works.com/>.

NEW STATE CONTRACTS FOR WIRELESS TELECOMMUNICATIONS SERVICES

The Virginia Information Technologies Agency (VITA) recently awarded statewide contracts to Verizon Wireless and nTelos for cellular voice and data services. These contracts replace expiring statewide contracts and provide expanded coverage and more options for plans, features and service providers. Services for the majority of existing Alltel customers will transition to the Verizon Wireless contract automatically, requiring no action on your part. Customers who used the Alltel contract to order services through AT&T and US Cellular (primarily northern Virginia into the southwest region) will be contacted by VITA shortly with detailed information, service plans and options.

VITA is continuing negotiations with other carriers, so additional awards may be announced shortly. This announcement impacts VITA customers who use Alltel and Verizon Wireless services; services for Sprint Nextel customers have not changed.

The contracts should not increase costs. In fact, they represent an opportunity for customers to find cost savings or enhanced value by taking advantage of new plans and providers.

Current authorized cell phone users at VCU are encouraged to review their cellular usage and evaluate the new plans and options that are available.

Use the link below to access the new Wireless contracts, then click on "Cellular/PCS/Blackberry" in the right column, near the bottom of the page. The two new contracts are the Verizon Wireless and nTelos contracts.

<http://www.vita.virginia.gov/procurement/contracts.cfm>

There are not any changes to the VCU policies and procedures regarding the acquisition and use of cell phones. For information about cell phone policies and procedures, see [Appendix 1](#) "University Cell Phone Policy and Procedures" in the VCU Financial and Budget Administration Policies and Procedures (Section 6 - Purchasing Activities) at:

http://www.vcu.edu/procurement/Chap_6a.pdf

PCO ORDERS IN eVA

When using the Pcard box in eVA to create a PCO order, the vendor DUNs number is not required for the order. Only orders that create an EP will go to Banner and require the DUNs number to be processed properly. PCO orders in eVA do not interface or integrate with Banner.





TRAVEL TRAINING CLASSES

There will be no travel training classes in the month of June, due to fiscal year end. Please watch for the next available training class dates in your July FA Newsletter.

TRAVEL POLICY UPDATES

Section 7 Travel Policy and Helpful Hints are now updated on the Accounts Payable website to include the new Tier III regulations. Please take time to review the changes and additions.

UPDATES TO PERSONAL INFORMATION

Accounts Payable is not permitted to update addresses listed in Banner for students or employees. Please ensure payee's address is up to date in Banner. This will help prevent unnecessary delays in processing.

WOMAN-OWNED STAFFING FIRM

Brenda Dennis & Associates Staffing, LLC dba The Sedona Group is a DMBE certified woman-owned business located in Glen Allen, Virginia. This firm is a provider of temporary personnel and has been added to the VA State Contract #FP-1105-09VP for Temporary Employee Services through December 31, 2009. Information is available on the DGS website.

Contact: Ms. Brenda Dennis @ (804) 290-0799 or email to bdennis@sedonagroup.com

Website: www.sedonagroup.com

ePRINT BUDGET REPORTS

FGRBDSC and FGRODTA reports are now available on e-Print at <https://eprint.adm.vcu.edu/cgi-bin/eprint.cgi>.

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.

