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### Procurement and Payment

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

With the implementation and roll-out of eVA/Banner quickly approaching, the following are several procedural changes that departments must immediately implement to prepare for the transition:

- Departments must obtain and utilize P-cards to the maximum extent practical. 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 orders that will be received and invoiced after fiscal year-end close must be ordered using a P-card or entered into eVA after June 1, 2006.
- Existing FRS Purchase Orders that will not be invoiced and paid in full prior to fiscal year-end close must have any remaining balance charged to the P-card if possible.
- All invoices must be delivered to Accounts Payable no later than June 27, 2006; all receiving must be posted immediately after goods/services are received.
- Invoices received in Accounts Payable after fiscal year-end close referencing an FRS Departmental Purchase Order number will be forwarded to your department to be paid using the P-card.

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

#### **eVA/Banner Letter to Vendors**

Procurement and Payment will be sending our vendors a letter in May notifying them of the upcoming changes to eVA purchase orders. Currently, the vendors are receiving confirming orders through eVA, but starting in June they could receive confirming orders (i.e., FRS orders) and new orders through eVA. This letter is available at Procurement & Payment's website at: <http://www.vcu.edu/procurement/eVaChangeLetter.pdf>

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

We identified a discrepancy regarding the distribution of charges for statement period ending in April. Therefore, GE MasterCard's charges for April were not posted until May 2, 2006. You can view the charges on screen 023. Procurement and Payment apologizes for any inconvenience this may have caused.

If you need further assistance, contact Thelma Stockton, [thstockt@vcu.edu](mailto:thstockt@vcu.edu) at 8-1077, ext. 153.

### ***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).

### ***eVA Purchasing Training Now Available***

The University's rollout of eVA and the Banner Finance Module on July 1 is quickly approaching. Given the need for employees to be effectively trained on these systems, Procurement and Payment has more than ninety (90) eVA Purchasing and Banner Receiving training sessions available for faculty and staff. This training is essential for employees who will be creating, approving, and receiving orders after June 30, 2006. Since many of our current business processes were established to conform with our existing FRS legacy system, the University must, in part, reengineer business processes to work within eVA's system design. Therefore, departments will need to understand eVA approval and document flows, as well as eVA security. Additionally, departments must learn how to create and approve orders in eVA, and how to do receiving reports in Banner.

Space is limited in these sessions, so waiting until mid to late spring to attend may result in no space being available. Additionally, some people may find that one training class is not enough and may wish to attend a subsequent session(s). As such, Procurement and Payment is not limiting the number of times someone can attend these sessions (availability permitting). Trainings are held on both the Medical campus and the Monroe Park campuses at various locations. To register for training, please click on the following website:

<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 scroll to the class entitled "eVA Purchasing and Banner Receiving" and follow the instructions to register.

Should you have any questions regarding training, please contact Sarah O'Neill at 8-1077 ext. 164 or [sdoneill@vcu.edu](mailto:sdoneill@vcu.edu).

### ***Manual Travel Training Class***

The next manual travel class will take place on Wednesday, May 24<sup>th</sup> 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.

### ***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.



## **Human Resources/Payroll Accounting**

### ***Deadline to Submit Salary Funding Changes for Fiscal Year 2006/Other Key Processing Dates***

It is critical that you review the salary charges to your departmental accounts in a timely manner, especially this year, before the close of May.

May 26 is the deadline for departments to submit funding changes on-line in HRS or by PAF for fiscal year 2006. This is to allow for sufficient time to prepare and record all retroactive funding changes through HRS and update FRS before Banner conversion on June 10.

Other PAF deadlines and processing dates are available at <http://www.hr.vcu.edu/payroll/index.htm> (under the section entitled "Payroll Processing Schedules").

### ***\*\*Plan Now for July 3<sup>rd</sup> Payday***

The following topic has been given to the VCU TelegRAM and we also wanted to get the word out as soon as possible because of its pay-related significance. Please post this message in your departments as a reminder to your faculty and staff:

Because July 1 is a Saturday, VCU faculty and staff will receive their pay on Monday, July 3, to comply with state-mandated requirements for end-of-fiscal-year reporting. Coordinate now with your banks and/or financial institutions so that automatic drafts can be adjusted, as necessary.

The 2006 VCU payday schedule is available at <http://www.hr.vcu.edu/payroll/VCUPayday&HolidayCalendar2006.pdf>.



## Business Services

### *Mail Services Postage Expenses for Current Fiscal Year*

In anticipation of conversion to Banner and due to a new contract for Mail Services both effective July 1, 2006 Mail Services will process charge-back transactions to departments through the Financial Records System (FRS) for the week ending Friday, June 23, 2006 on Monday, June 26, 2006. This adds an approximate week of postage costs in the current fiscal year when compared to the historical charge-back transaction cut-off date of approximately mid-June of each fiscal year. The processing of mail charge-back transactions does not provide for exemption of an individual department as the batch includes all University expenditures. Should there be any concerns please contact Dan Young at 828-2407 or by e-mail at [dayoung@vcu.edu](mailto:dayoung@vcu.edu).

Thank you for your support in the transition of our financial systems and mail operations contract.

