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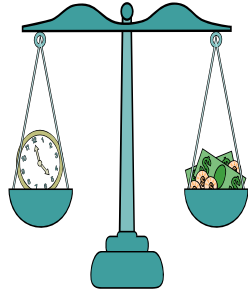
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ePRINT BUDGET REPORTS

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.

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.**

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., on June 16th. Accounts Payable will do their best to process all invoices that are delivered within this timeframe. Departments are responsible for monitoring their accounts to ensure that necessary payments have been processed. Receiving may be entered into Banner until 2:30 p.m., June 30th and if the invoice is posted and matches properly with the receiving, the expense should hit your index this fiscal year. Receiving should not be completed until July for any payments that are to be expensed in FY09.

Journal Vouchers can be processed through June 30th, providing all approvals have been completed.

All GE MasterCard purchasing transactions posted from May 16th to June 16th, 2008 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 GE MasterCard after June 16, 2008 will be paid next fiscal year.

Other deadline dates that affect processing:

- June 24th is the last day to process changes to purchase orders in eVA or to create new purchase orders in eVA if the vendor is not yet in Banner.
- June 26th is the last day to process purchase orders in eVA for vendors that are already in Banner.

If you have any questions regarding fiscal year-end processing please call Jamie Lassiter, 828-3409. If you have any questions regarding year-end purchase processing or p-card expenses, please call Betty Lowther, 828-5954.



Fiscal Administrators' Newsletter

May 2008

FISCAL YEAR END PURCHASE ORDER LIQUIDATION

When monitoring your budget for the Fiscal Year end, please remember to keep Purchase Orders open that need to be paid in next Fiscal Year. The encumbrance **should not** be removed and is required to pay an invoice on your Purchase Order.

Please contact Patricia Shazer at 828-5067 or Lauren Franks at 828-5063 if you have any questions.

NON-REGISTERED P-CARD ORDERS

In order to comply with the requirement to enter nonexempt P-card orders in eVA, a DO must be created in eVA for all orders placed with non-registered eVA vendors. This requirement means the DO must be liquidated in the Banner system and a vendor must be created in Banner even though payment has been made using the P-card.

To assist in identifying these orders that need to be liquidated and eliminate the need to create unnecessary vendors, users should create the eVA non-registered order using the Federal Tax ID number of 777777777. This tax ID number will match a vendor in Banner that will indicate that it is a P-card Purchase and no new vendor will need to be created. This should only be used for P-card orders to Non-registered eVA vendors.

If you have any questions, please contact Sarah O'Neill at 828-5056 or Jamie Davis at 628-2877.

ENTERING FISHER SCIENTIFIC ORDERS INTO eVA

In eVA, the supplier Fisher Scientific has three contact choices. Departments should use Fisher Scientific-PunchOut Orders (eVA Vendor ID: C5537) for all VCU orders. This contact is the only one of the three that transmits electronically. However, line items on the requisition should not be entered using the punch-out catalogue. Enter each line as a non-catalogue item. The prices from the punch-out catalogue do not reflect the contract discount VCU receives from Fisher and cannot be edited. Also, it is beneficial to receive a quote from our Fisher sales representative Sally Snead sally.snead@fishersci.com, as Fisher will often pass on a promotional price that is better than the contract price.

UPDATED TRAVEL LINKS

OFMS Trip Calculator:

<http://www.dgs.virginia.gov/LinkClick.aspx?Fileticket=0nraoSLde90%3d&tabid=170>.

If Enterprise shows cost beneficial, proceed to the Enterprise website

(http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STOFVIR),

Select VCU Office Of Parking and Transportation, and enter in trip specific information.

Foreign Per Diem:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

LODGING OVER THE STATE ALLOWABLE RATES



Fiscal Administrators' Newsletter

May 2008

Cost justification must accompany the request for reimbursement of any lodging rates over the state allowed rates listed at our Helpful Hints (<http://www.vcu.edu/procurement/travel.htm>). VP approval and local funds are required for overages exceeding 150% of the state allowable rate. Justification must accompany all overages, regardless of signatures required.

TRAVEL TRAINING CLASSES

The May Beginning Travel Training Class will take place on Wednesday, May 21 2008 from 8:30 a.m. – 12 p.m. Please bring a calculator.

The class will be held in Conference Room 200, at 10 South 6th Street. To register, go to: <http://training.vcu.edu/>. Choose "Procurement and Payment" on the drop down menu under "Sponsor" and click on "search." Next, go to the class entitled "Beginner Travel Training" or "Refresher Travel Training" and follow the instructions to register. Please contact Karen Beebe at kbeebe@vcu.edu or call 828-1078 with questions concerning these training classes.

REQUIRED TRAVEL SIGNATURES

Please refer to our Helpful Hints (<http://www.vcu.edu/procurement/travel.htm>) for the appropriate level of approval required for various travel and business meal related expenses. Please note, alcohol requires an approval at the Dean level or higher. If the appropriate approver is unavailable to sign, you must receive approval at an equivalent or higher level. An up to date listing of designees as recognized by Accounts Payable is located at: <http://www.vcu.edu/procurement/travel.htm#designees>. If updates are needed, please contact Karen Beebe, 8-1078 or kbeebe@vcu.edu.

WOMEN-OWNED OFFICE SUPPLY FIRM

The Supply Room located in Ashland, VA is a DMBE certified women-owned company. This firm is on the state VAPP contract for office supplies and toner cartridges. Departments can use the punch out catalog on the eVA website to process your orders. For more information call Curt Wingfield at 804-421-2720 or email him at cwingfield@thesupplyroom.com.

