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INVOICES RECEIVED IN DEPARTMENTS



Original invoices should normally be mailed to Accounts Payable by the vendor. However, if the vendor mails the original invoice to the department, you may now scan it and email it to deptinvoices@vcu.edu rather than mailing it through campus mail. The guidelines are as follows:

- Purchase order number **only** must be referenced in the subject line of the email
- A scanned document may include only one original invoice and supporting documents.
- Multiple invoices may **not** be scanned together as one document since they cannot be separated to scan into ImageNow.
- Purchase order number must be on the invoice, otherwise the email will be returned to the department.
- Retain the original document in departmental files. Do **not** duplicate efforts by sending the scanned copy and then sending original in the mail.
- Do **not** use this email address for past due invoices such as invoice copies, dated invoices, etc. that require further research by a vendor analyst to determine payment status. This payment type should continue to be faxed to the Sr. Vendor Analysts or make arrangements to scan and email directly to one of them.
- If a payment requires special handling (expedites, etc.), contact an Associate Manager rather than emailing the invoice to the aforementioned email address.

Do **not** provide this email address to vendors. This functionality may be added at a later date.

eVA INTEGRATION DURING BANNER 8.0 UPGRADE

The eVA/Banner Integration will not be available for a period of time during the Banner 8.0 upgrade. The down time of the Integration has not been determined and will be longer than the Banner downtime. Further communication will be sent out regarding any special instructions or process changes.

eVA SPEED & RESPONSE TIMES

Purchasing is regularly receiving complaints from departments about the speed of eVA and expressing frustration about getting kicked out of their session in eVA. If you experience slower than normal response times, pages not loading or eVA kicking you



out requiring you to log back in, please contact Keith Deane at 828-9931 or Vernon Williams at 828-9918 in Technology Services.



EXTRACTING ACCOUNT CODE INFORMATION FROM BANNER TO EXCEL

The instructions below can be used to extract the Banner Account codes from Banner to an Excel format. This process may not work if there are Pop Up Blockers turned on or if the PC system cannot support the function. PC problems should be reported to your technical support.

- 1) Go to **FTVACCT-Account Code Validation**
- 2) All accounts will populate
- 3) Select **Help** on Tool Bar (Hold down "Ctrl" Control Key)
- 4) Select **Extract Data No Key**-Continue to hold down the "Ctrl"- Control key. (If this option cannot be selected then the form is not available for download.) Will be prompted by dialog box "**File Download**": Click "**Open**"
- 5) Release Control key
- 6) The **Excel** file will pop up in CSV Comma Delimited version
- 7) Save to Excel (your preferred version).

EXECUTIVE ORDER 82 (EO82)

Three of the procurement items that impact most departments in EO82 are listed below:

- Recycled paper must be purchased except where equipment limitations preclude such use.
- Individual serving-sized plastic containers of water may not be purchased using State funds, except for use in emergencies or for safety and health reasons. Departments may purchase the aforementioned water using local funds.
 - * NOTE: If purchasing individual serving-sized plastic containers of water using State funds, the department must document the emergency or safety and health reasons. The documentation can be stated on the purchase order.
- When selecting sites within the Commonwealth for conferences and meetings (excluding State facilities) which will be attended by fewer than 50 people, departments should strive to use "Virginia Green" certified facilities. For meetings attended by 50 or more people (excluding State facilities), only "Virginia Green" certified facilities shall be used unless permission to select a different site has been granted. Meetings, regardless of size or location, shall minimize the use of paper; meals should avoid disposable materials; and any disposable materials should be biodegradable or recyclable. Information regarding "Virginia Green" is available on Department of Environmental Quality's website at: <http://www.deq.virginia.gov/p2/viriniagreen/homepage.html>.

Questions regarding EO82 should be sent to Betty Lowther at bmlowthe@vcu.edu.





BANK OF AMERICA P-CARDS

FRAUDULENT ACTIVITY

It's very important to monitor your transactions closely for fraudulent activity. You can monitor your transactions by accessing <http://payment2.works.com/>. If you find any discrepancies please call the number listed on the back of your card immediately. You should also contact the Program Administration Team at corpcard@vcu.edu.

P-CARD STATEMENTS

If there was no activity for a billing cycle, cardholders will not receive a statement from BOA. Instead, cardholders must access monthly statement information electronically. The report/statement showing no activity must be signed and dated by the cardholder and the reviewer/authorized approver.

Instructions on accessing monthly statements in the Bank of America (BOA) WORKS system are available on Purchasing's website at: <http://www.vcu.edu/procurement/cctransition.htm>.

VIRGINIA CORRECTIONAL ENTERPRISES (VCE)

VCE is a mandatory source for furniture. Their product listing is available on our website at: <http://www.govce.net/store/>. Departments must purchase from VCE or obtain a release from VCE prior to purchasing from another source. This is a requirement even if you are purchasing from an existing contract (e.g. furniture or office supply vendor). The VCE release form is available at : <http://www.vcu.edu/procurement/vce.pdf>. Release documentation from VCE must be maintained with your files. Questions regarding this requirement should be sent to Betty Lowther at bmlowthe@vcu.edu.

WOMAN-OWNED GREEN PRODUCT SUPPLIER

Green Duck Biodegradables is a Department of Minority Business Enterprise (DMBE) certified and eVA registered small, woman-owned business headquartered in Richmond, Virginia, that supplies "green" biodegradable food containers, food packaging, and plates / bowls / cups / cutlery; and offers next-day delivery.

For more information, please contact Ms. Jocelyn Tice, Founder, at 804-240-8751/jocelyn@shopgreenduck.com.

TRAVEL TRAINING CLASSES

The October Beginning Travel Training Class will take place on Tuesday, Oct 20, 2009, from 8:30AM - 12PM. Please bring a calculator.

October's Conference and Meeting Basics: A-Z Training class will take place on Wednesday, October 21, 2009 from 8:30AM - 12PM. Come prepared with questions on policy or travel issues that you would like to have answered.





NEW LODGING AND PER DIEM RATES

New lodging and per diem rates are in effect beginning October 1, 2009. Please refer to http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943 for new rates. Please be aware that unlike previous years, these updates have changed the standard domestic M&IE per diems for all areas. Incidentals have been increased to \$5 for all domestic travel and \$5 has been added to all dinner rates. A chart showing the breakdown of the new rates is shown below:

M&IE Rate Table (for travel 10/01/09 or later)						
M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast / Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5
75% Travel Days	\$35.75	\$38.75	\$43.25	\$46.25	\$50.75	\$54.50

All travel prior to October 1, 2009 will still use the previous rates. Any questions or concerns regarding form or policy changes should be directed to Karen Beebe at kbeebe@vcu.edu or call 828-1078.

COMMUTING MILEAGE VS TRAVEL MILEAGE

Commuting mileage is the routine round trip travel from one's home to place of work. This mileage is not reimbursable. However, DOA rescinded the policy on deducting commuting mileage, meaning that commuting mileage is not required to be deducted when in travel status. Therefore, to standardize how mileage is calculated, all travelers are guided to always begin mileage from their base point, which is normally their office.

FOREIGN TRAVEL CERTIFICATION FORM

Reminder – when a traveler is combining personal days with foreign travel, the completion of a “Foreign Travel Certification” form is required. This signed form must be attached to the travel reimbursement documentation in order to facilitate the processing of the travel reimbursement. A copy of the form can be located at the following link: http://www.vcu.edu/procurement/Foreign_Travel_Certification.doc.

MOVING AND RELOCATION

When completing the “Agreement for Reimbursement of Moving and Relocation Expenses”, it is necessary to specify the *entire* amount allowed for reimbursement. Although common carrier expenses are not included in the \$11,000 limitation for Moving and Relocation Expenses set in CAPP policy, the budget specified in VCU paperwork will be assumed to be all inclusive. If the budget amount listed exceeds \$11,000 only \$11,000 may be used for moving expenses outside of common carrier and temporary storage. Questions regarding Moving and Relocation should be directed to Karen Beebe at kbeebe@vcu.edu or call 828-1078.

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

