

# The Ledger

*A Newsletter of the University Controller's Organization*

Website: <http://www.controller.vt.edu>

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April 15, 2020

## W-9/W-8 Digital Drop Box

The Controller's Office has recently implemented a new secure digital dropbox where vendors and departments can upload W-9's, W-8's, and other tax documents associated with these forms. This secure digital dropbox will give vendors and departments an additional alternative in submitting these documents to the Controller's Office.

The secure digital dropbox is available at the [Controller's Office website](#) in two different locations.

1. Under Frequently Visited (right-hand side), listed as W8/W9 Dropbox
2. Under the Forms tab at the bottom of the Accounts Payable section

When submitting these forms, they should be in either PDF format or picture format.

Please contact Brandon Webb, Accounts Payable Manager ([bwebb13@vt.edu](mailto:bwebb13@vt.edu)), with any questions regarding the information above.

## Electronic Signatures

Ledger articles posted on March 20 and 30, 2020, <https://www.controller.vt.edu/ledger.html> offer temporary alternatives for obtaining signatures on non-travel related reimbursements, journal entries and access forms (e.g., Banner Finance, HokieMart, and Chrome River).

## Decommission of the Travel & Expense Management System (TEM)

The Controller's Office needs your assistance to resolve outstanding travel requests as we prepare to decommission the TEM system. **Please complete the following actions for your assigned areas by May 1, 2020.**

Using the instructions below, generate three types of status reports to identify outstanding travel approvals (TA), travel reimbursements (TR), and travel cash advances (TV).

Generate three status reports

1. In Process – the report was never submitted
2. Returned for Correction – the report was returned by the system or an approver
3. Submitted – the report is pending approval by someone in the routing process

You can access TEM at <https://www.controller.vt.edu/resources/travel/temapp.html> and click on the Login button on the right of the screen. As shown in Exhibit 1, select the "Advanced Search" option to generate a query of outstanding requests in your area. Exhibit 2 provides instructions for generating each of the status reports since the inception of TEM (July 2015) and specific to organization codes. You can export each status report into Excel to assist in managing your work (Exhibit3).

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**Report 1: In Process** – This status indicates report has **not** been submitted (Exhibit 4). Department fiscal staff should research each request to determine if the traveler was reimbursed under a separate reimbursement request and take one of the appropriate actions below for each reimbursement request on the report.

- Need to reimburse the traveler - a delegate will need to select the traveler from their delegate list and select the report from the traveler's expense manager tab. Highlight the correct report from the list and either click the open button or double click on the report (Exhibit 5). Once the report is open, review the information and complete any outstanding actions, and submit the report.
- Do NOT need to reimburse the traveler - a delegate will need to select the traveler from their delegate list and select the report from the traveler's expense manager tab. Highlight the correct report and click the delete button on the toolbar (Exhibit 5).

**Report 2: Returned for Correction:** The report has been returned either by the system or an approver. As shown in Exhibit 6, by clicking on the hyperlink in the status column, the reason the report was returned will be listed under comments. Exhibit 7 provides an example of a message returned by the system.

- Direct Deposit Not Activated - Ask the traveler to enroll in direct deposit by logging into "HokieSpa"; select "Direct Deposit", "Make Changes"; and follow the instructions for "All Other Payments". This direct deposit enrollment process is separate from payroll and takes 24 to 48 hours from submission to sync with our systems.

Once the traveler has set up direct deposit and it has synced with our systems, a delegate will need to do the following:

1. Go to Manage Travel Reports
  2. Select the traveler from their delegate list
  3. Highlight the appropriate report and either use the open button on the toolbar or double click the report
  4. Click the pencil to the right of the remittance address and click the entry for the correct address and it will pull in the direct deposit information. If pay by direct deposit is not an option, you need to wait to submit the report.
  5. Click the submit button
- Available Balance Error – Exhibit 7 shows the error message for when the expenditures exceed the available balance in one or more of the Banner funds used to pay for the trip.

To update the funding a delegate should complete the following actions:

1. Go to Manage Travel Reports
2. Select the traveler from their delegate list
3. Highlight the appropriate report and either use the open button on the toolbar or double click the report
4. To update the funding for all expenses, you can click on expenses on the left-hand side of the screen and the "Add Expenses" screen will appear.

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5. Click the box in the upper left-hand corner and checkmarks will appear beside each expenses
  6. Click More Actions on the toolbar
  7. Select Change Expense Funding
  8. Chart = U; Index = Enter the fund number you want to charge); press the tab key on your keyboard and the remainder of the fields will populate; click the Add button and then click the save button
  9. Click on the bottom of the screen to page 3 to verify that the charges are using the correct fund number
  10. Click the submit button
- **Approver Returned for Correction** – Review the comments to determine why an approver returned the report (i.e., attach receipts, attach conference agenda, etc.) and resolve. Complete one of the actions below.
    - **Need to reimburse the traveler** - a delegate will need to do the following:
      1. Go to Manage Travel Reports
      2. Select the traveler from their delegate list
      3. Highlight the appropriate report and either use the open button on the toolbar or double click the report
      4. Address the reason the request was returned (change funding source, attached receipts, etc.)
      5. Click the submit button
    - **Do NOT need to reimburse the traveler** – Add notation to the Excel spreadsheet extracted from TEM and indicate the request is denied and include an explanation for audit purposes. Send the Excel spreadsheet to Ashley Dunn, Travel Supervisor ([ahosey@vt.edu](mailto:ahosey@vt.edu)), and request to change the status to denied.

**Report 3: Submitted** - The request is pending approval by someone in the routing process. As shown in Exhibit 8, the status will show as submitted with the currently assigned party in parenthesis.

**AP Team** – All TEM requests route to the Account Payable Travel Team for processing. The approval queue was reviewed before seeking your assistance, so outstanding items should not exceed April 13, 2020. By clicking on the hyperlink in the report, you will find the status date (date travel team received the request), if the request has been assigned to the AP team for more than ten (10) days, email [travelvt@vt.edu](mailto:travelvt@vt.edu) to inquire about the status.

**Traveler** - awaiting the traveler to approve. If the traveler is a student, the student is only provisioned access for 90 days. If the report has been awaiting approval for more than 90 days, email Ashley Dunn ([ahosey@vt.edu](mailto:ahosey@vt.edu)), requesting to refresh the approval process.

**Organization** – For group approvals (Organization), when you click the hyperlink, it will show you a list of organization approvers. If one of the organization approvers clicked on the email when it was originally sent by the TEM system, it is now assigned to them. Email the list of approvers and ask them to check in TEM to see if the report is awaiting their approval.

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Supervisor – There is only one supervisor to approve the reports. The supervisor's name will appear when you click on the hyperlink.

Financial Manager - There is only one financial manager to approve the reports. The financial manager's name will appear when you click on the hyperlink.

Any approver has the ability to Approve, Deny or Return for Correction any report that is in their queue. If a report is denied, it can't be resubmitted. Only deny a report if it is completely necessary.

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Exhibit 1

 **Travel and Expense Management** [Home](#) [Document Search ▾](#) [Links ▾](#) [dlynm06 ▾](#)

My Travel	My travel documents approved in the last 30 days
Travel for Others	Documents for other travelers approved by me in the last 30 days
OESRC	Query documents awaiting OESRC approval
Custom Criteria - Approvals	Documents approved by me with custom criteria
VT Foundation	Query VT Foundation documents by report date
Itineraries	Query existing documents by itinerary information
International Travel	Query international travel documents
Report IDs	Query existing documents by report ID
Advanced Search	Query existing documents using my own criteria

Click on Advanced Search to run a report of your outstanding expense reports



### Additional Actions

<b>Manage Travel Reports</b> <ul style="list-style-type: none"><li>• Create travel reports</li><li>• Submit travel reports</li><li>• Check on approval status</li></ul>	<b>Approve Travel</b> <ul style="list-style-type: none"><li>• Approve travel reports</li></ul>	<b>Monitor Finances</b> <ul style="list-style-type: none"><li>• View encumbrances</li><li>• Verify posted travel transactions</li><li>• Verify payment of travel reimbursement</li></ul>	<b>Manage Images</b> <ul style="list-style-type: none"><li>• View attachments</li></ul>
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## Exhibit 2

 **Travel and Expense Management** Home Document Search ▾ Links ▾ dlynnm06 ▾

In the document status drop down, select each status separately in order to simplify the review process. The recommended status to use: In process, returned for correction and submitted.

Select Custom in the Days field from the drop down.  
Use the calendar to select the dates of July 1, 2015 - current date

The report can be processed with a separate organization code or all of the organization codes in your department. If you enter separate organization codes, please press the enter key on your keyboard after each entry.

**Document Type**

**Document Status**


**Paid By**


**Traveler**

**Initiated By**

**Submitted By**

**Days**

**From Date**  

**To Date**  

**Fund Codes**

Press Enter after each value

**Organization Codes**

Press Enter after each value

Click execute search to run the report.

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## Exhibit 3 - Extract to Excel

Traveler	Report Name	Report ID	Report Date	Create Date	Status	Status Date	Reimbursab	Non-Reimbursab
		TA084444	Apr 01,2020	Dec 02,2019	In Process	Dec 02,2019	418.00	0.00
							<b>418.00</b>	<b>0.00</b>
		TR100207	Apr 01,2020	Jan 29,2018	In Process	Jan 29,2018	1,101.51	0.00
		TR132620	Apr 01,2020	Feb 12,2019	In Process	Feb 12,2019	1,728.50	0.00
		TR137678	Apr 01,2020	Apr 08,2019	In Process	Apr 08,2019	270.50	0.00
		TR153290	Apr 01,2020	Oct 02,2019	In Process	Oct 02,2019	892.92	0.00
							<b>3,993.43</b>	<b>0.00</b>

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## Exhibit 4 – Report 1: In Process

**Travel and Expense Management**Home Document Search ▾ Links ▾ dlynm06 ▾

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Home / Document Search / Advanced / Results

**Filtered By** edit search  
Document Type: All Report Types      Document Status: **In Process**      Payment Method: All Payment Types  
Report Date: Custom      Organization Codes: 004400

Traveler	Report Name	Report ID ▾	Report Date	Create Date	Status	Status Date	Reimbursable	Non-Reimbursable	Advance	Report Total	Action ▾
		TR153290	Apr 01, 2020	Oct 02, 2019	In Process	Oct 02, 2019	\$892.92	\$0.00	\$0.00	\$892.92	Action ▾
		TR137678	Apr 01, 2020	Apr 08, 2019	In Process	Apr 08, 2019	\$270.50	\$0.00	\$0.00	\$270.50	Action ▾
		TR132620	Apr 01, 2020	Feb 12, 2019	In Process	Feb 12, 2019	\$1,728.50	\$0.00	\$0.00	\$1,728.50	Action ▾
		TR100207	Apr 01, 2020	Jan 29, 2018	In Process	Jan 29, 2018	\$1,101.51	\$0.00	\$0.00	\$1,101.51	Action ▾
		TA084444	Apr 01, 2020	Dec 02, 2019	In Process	Dec 02, 2019	\$418.00	\$0.00	\$0.00	\$418.00	Action ▾

If you click on the Action Button, multiple options related to the report become available:  
\*Additional Detail  
\*Approval History  
\*View Related Documents  
\*PDF- Summary  
\*PDF - Detail  
\*Preview Report

The report can be previewed by clicking on Preview Report.

⏪ 1 - 5 (5) ⏩      Results per page **10** ▾      Page **1** ▾      Export Funding to Excel      Export Summary to Excel



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## Exhibit 5 - TEM System

Expense Report Actions More Actions

### Expense Report List for

Search by Report Name

Advanced Search

Displaying 1 row.

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Expense Total	Advance	Report Total
	TR153290	Apr 01, 2020	In Process	Oct 02, 2019	892.92	0.00	892.92	0.00	892.92

## Exhibit 6 – Report 2: Returned for Correction

Traveler	Report Name	Report ID	Report Date	Create Date	Status	Status Date	Reimbursable	Non-Reimbursable	Advance	Report Total	
	Canine Science Conference	TR165687	Apr 01, 2020	Mar 05, 2020	Returned for Correction	Mar 06, 2020	\$278.50	\$0.00	\$0.00	\$278.50	Action

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## Exhibit 7 - System Error Message

Level	Status	Status Date	Approver	Comments
VALIDATION	RETURN	Jan 30, 2020 12:03 PM	Automated Validation, TEM	Available balance ERROR on I[451554] F[451554] O[013100] A[12850] P[021022] A[] L[] Amount[89.06]Failed available balance verification due to error condition on 1 or more transactions

## Exhibit 8 – Report 3: Submitted

Report ID	Report Date	Create Date	Status	Status Date	Reimbursable	Non-Reimbursable	Advance	Report Total	
TR167776	Apr 02, 2020	Apr 02, 2020	Submitted ( AP Team )	Apr 02, 2020	\$0.00	\$399.00	(\$274.50)	\$399.00	Action
TR167763	Apr 02, 2020	Apr 02, 2020	Submitted ( AP Team )	Apr 02, 2020	\$118.15	\$399.00	(\$1,000.00)	\$517.15	Action
TR167659	Apr 02, 2020	Apr 02, 2020	Submitted ( Traveler )	Apr 02, 2020	\$0.00	\$0.00	(\$374.91)	\$0.00	Action
TR167539	Apr 01, 2020	Mar 31, 2020	Submitted ( Organization )	Apr 03, 2020	\$565.01	\$0.00	\$0.00	\$565.01	Action
TR167534	Apr 01, 2020	Mar 31, 2020	Submitted ( Organization )	Apr 01, 2020	\$618.54	\$0.00	(\$3,880.00)	\$618.54	Action
TR167516	Apr 01, 2020	Mar 31, 2020	Submitted ( Organization )	Apr 01, 2020	\$337.48	\$0.00	(\$3,860.00)	\$337.48	Action
TR167362	Apr 01, 2020	Mar 30, 2020	Submitted ( Supervisor )	Mar 31, 2020	\$2,998.06	\$0.00	\$0.00	\$2,998.06	Action