

# The Ledger

A Newsletter of the University Controller's Organization

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

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Vol. E, No. 199

March 9, 2023

## Changes to Food Approval Requests

### *Food Approval Request Tool*

Accounts Payable now offers a tool to consolidate and track food approval requests. The new tool replaces requesting food approval through email and provides users the ability to view the status of current requests and access prior requests.

Learn about the tool in [Procedure 20310g: Food Approval Request System](#) or on-demand training [here](#).

Begin using the Food Approval Request System now at <https://foodapproval.controller.vt.edu> and continue to address general questions to [apfoodapp@vt.edu](mailto:apfoodapp@vt.edu).

### *Food Approval Exception for Candidate Interviews*

Accounts Payable no longer requires pre-approval for candidate interview meals with the respective hosts. Departments will continue to include event details, attendee names and business purpose with the payment request. Incomplete payment request could result in processing delays.

Related Controller's Office procedures now reflect the changes above ([Procedures 20310a: Business Meals and Refreshments, 20310e: Non-Travel Reimbursements](#)).

## At Home Use Equipment Form

Fixed Assets Equipment Inventory Services (FAEIS) now offers an electronic form to collect information about VT equipment in the custody of Virginia Tech employees, eliminating the use of paper forms. The Home Authorization Form is available at <http://www.apps.vpfin.vt.edu/homeuseapp.html>.

Detailed instructions available [here](#) and training [here](#).

If you have any questions please call or email the Inventory Coordinators, Travis Jones (1-3623 or [trjones@vt.edu](mailto:trjones@vt.edu)) or David Hungate (1-8568 or [hungate@vt.edu](mailto:hungate@vt.edu)) for assistance.

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## VTF Financial Transaction Reviews and FINTRACS

Based on feedback received since the implementation of FINTRACS, the following modifications have been implemented as of March 1, 2023 for VTF financial activities:

- 1) All transactions will be loaded to FINTRACS into the month corresponding to the activity (i.e., posted) date. Transactions that are posted with a transaction date corresponding to a previous fiscal period will be identifiable by comparing the current month activity date and transaction date in FINTRACS.
- 2) Items flagged for review include transactions to which university departments should have direct knowledge.

FINTRACS includes all VTF transactions in the month posted. The modifications target the review process in a way that is more relevant to university department-initiated activities.

Any questions or recommendations can be directed to [FINTRACS@vt.edu](mailto:FINTRACS@vt.edu).

## New Accounts Payable Resource Guide Available

Accounts Payable has created a new on-demand resource guide. The resource guide provides instructions on how to use Banner Finance Accounts Payable Query forms to retrieve information related to purchase orders, invoices, and payments. The guide provides users the flexibility to review topics at their own pace and access the information whenever needed. The resource guide can be found on [PageUp](#) and is also available on the Controller's Office webpage under Training - Opportunities- Accounts Payable. Questions regarding the resource guide can be directed to [acctpay@vt.edu](mailto:acctpay@vt.edu).

## Chrome River Lab

The Chrome River Lab is available on Wednesday mornings from 8:30 - 10:15 in Room 2460 at North End Center, providing one-on-one assistance with Chrome River expense reports. Please note the lab will be closed on the last Wednesday of each month (3/29, 4/26, 5/31, 6/28, 7/26, 8/30, 9/27, 10/25, 11/29, and 12/27).

Please direct questions to Lynn Meadows at [dlynnm06@vt.edu](mailto:dlynnm06@vt.edu).