



# The Cart



## Initial Implementation Project Phase Ending

We are reaching the point where HokieMart training to the entire university will be complete. A July 1st deadline has been established at which time all units should be entering transactions into the HokieMart and should no longer be using paper requisitions and DOPPS. Additional training classes have been added in July. Please ensure that the people in your department register for a course as soon as possible. Currently, travel reimbursement vouchers and the majority of Interdepartmental Service Requests are not processed in the HokieMart.

## Quick Guide for the Non-Catalog Form and Quick Guide for Receivers

Two new Quick Guides are now available. The Non-Catalog Quick Guide can be found in the Requestor Guide on page 81 and the Receiver Quick Guide is located on page 26 of the Receiver Guide and on the Purchasing website – [www.purch.vt.edu](http://www.purch.vt.edu) – click on User Guides and select desired Quick Guide.

## Frequently Used Contracts

Please make a note of these contract numbers and enter them on the Contract Payment Purchases Form.

Internal Info Instructions      Enter requested information below.  
Contract #     

Apple	VC050100
Daycon Products	UCP-TG-020-04
Daly Computers	P041007
Dell	GN0702006
FedEx	340641CM
Ferguson Enterprises	TG-010-06
Fisher Scientific	UCP-008-00
Heavener	TG-008-05

Grainger, Inc.	2850006
Graystone Advertising	TS-038-06
Office Max	6150402
Professional Catering	TS-036-03
State Electric	TG-007-06
University Bookstore	TS-050-04
UPS	910-26-60
VWR	1755401

A list of the most Frequently Used Contracts can be found on the Purchasing Department website: [www.purch.vt.edu](http://www.purch.vt.edu). Click Information for Departments and then Frequently Used Contracts. For a complete listing of state contracts, use this URL: <http://159.169.222.200/DPS/contracts/contracts.asp>.

## Direct Pay and Prepayments

The Direct Pay guidelines/categories can be found at <http://www.policies.vt.edu/3220.pdf> . Please **print these categories** for your reference.

Direct Pay Policy 3220 sets dollar limits on the amount that can be paid in the transaction categories listed in the Policy. One category commonly used is **reimbursement to employees** for authorized expenses (now processed on the Reimbursement Form). **This category is limited to \$2,000.** Currently, reimbursement amounts are exceeding \$2,000, usually due to submitting several reimbursements on one form. Processing reimbursements for more than the \$2,000 limit delays the reimbursement and requires exception approval. Please adhere to the \$2,000 limit for employee reimbursements.

The [APVT@vt.edu](mailto:APVT@vt.edu) email address has been established for **PREPAYMENTS ONLY**. Instructions for using this prepayment system can be found in Vol. 07-1 of The Cart, the HokieMart newsletter. The Cart can be accessed on the purchasing website: <http://www.purch.vt.edu/>.

**REMEMBER: IF YOUR DIRECT PAY FORM REQUIRES DISTRIBUTION TO THE SUPPLIER, THE USER MUST PRINT THE PO AND TRANSMIT TO THE SUPPLIER.**

All Direct Pays, EXCEPT prepayments, require an electronic receiving action.

### Daly Computers Inc. Punchout

Several concerns have been expressed about the Daly Computers Punchout site. We believe that most issues may be resolved by making a change to user browser settings. Instructions for changing the browser setting for Internet Explorer 6.0:

In Internet Explorer go to Tools >Internet options > Privacy tab > Sites  
Select the Sites tab > specify privacy options for specific web sites  
Under Address of Website – type Daly.com and click Allow. Click OK twice to complete.  
Restart Internet Explorer browser for new settings to take effect.

For assistance with other internet browser settings, please contact 4-HELP.

## ???Why Do PRs Fail???

When a **PR** fails -- **X** Rejected

Perform a PR search in the upper right-hand corner of the screen:

Search for PR No.

Click on the History tab:

Error Message  
Will Display



PO Line No	Revision No.	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	original	5/23/2007 7:26 PM	System	Create PO	PO note added				ORA-20100: Insufficient budget for item 1,sequence 1, suspending transaction., *ERROR* Purchase Order is valid but failed available balance check. ORA-06512: at "BANINST1.FB_PURCHASE_ORDER", line 2788 ORA-06512: at line 1

Error Message	Definition	Solution
Insufficient budget for item .....	There are insufficient funds available in the <b>ORG</b>	<b>Check with your department fiscal/budget manager.</b> Copy the cart, change the funding, resubmit the PR.
Accounting Record Errors for sequence 1 *ERROR* Transaction date...is not an open accounting period for Chart U	Accounting date field was used	Copy the cart, remove the accounting date, resubmit the PR
*ERROR* User JSMITH does not have authority to post to chart U, Fund XXXXXX	User does not have access in Banner to charge PR to fund or org code	On-Behalf-Of Requestor must enter "prepared for" user. Requestor should contact Controller's Office to research Banner access.

A more detailed list of error messages can be found in Appendix 4 of the Requestor Guide.

## SWaM Vendors

[Executive Order \(EO 33\)](#) was signed on August 10, 2006 by Governor Tim Kaine. It included the aspirational goal that 40% of state procurement should be from small businesses.

A list of SWaM vendors can be found on the Purchasing Department website: [www.purch.vt.edu](http://www.purch.vt.edu). Click Information for Departments; click SWaM Program; click Frequently Used Minority and Women Vendors List. The SWaM database provides a more complete list of vendors: <http://www.dmb.state.va.us>.

### Purchase Order/Invoice Exception Report

The finance web report titled “Purchase Order/Invoice Exception Report” was developed to assist departments using the HokieMart. The report compares invoice amounts to purchase orders and denotes the exceptions. This report can be a good tool when reconciling month-end reports.

The report specifically identifies the following items:

1. Shipping charges which were paid but not included in the purchase order amount.
2. Fund or account changes on the invoice which differs from where the original purchase order encumbered the funds.
3. Invoice amount is greater than the purchase order amount.

Please contact Stacy King ([kings@vt.edu](mailto:kings@vt.edu)) or Doug Irvin ([irvinda@vt.edu](mailto:irvinda@vt.edu)) if you have questions about this report.

## Important Reminders

- HokieMart contract supplier (Punchout and catalog) requisitions that are processed on a Non-Catalog Form and exceed \$2,000 will automatically be forwarded to the Purchasing Department for processing. Remember to use the Contract Payment/Purchases Form for contract suppliers.
- Please remember to have the reimbursee sign the reimbursement form before sending it to Accounts Payable. Failure to sign the form will delay the payment as it will be returned to the department for signature.
- **VCE Orders** – When VCE items cannot be purchased through the Punchout, process the order using the Non-Catalog form.
- When referring to purchase order numbers, remember that the number is **P0** as in the fiscal year 20**07**. It is not PO.
- When using a supplier’s website to make a purchase, first check to ensure that they do not require a prepayment, a credit application, an account number, or other stipulations that could prohibit an

electronic order. This information can be found on most suppliers' websites; if not, please contact the supplier before placing the order. For these suppliers, you should use your P-Card to place the order.

## **Search Tips**

When searching for Virginia Tech service departments (Copy Centers, Print Shop, etc.) search for VT\*. The university bookstores can be found by searching for Virginia Tech Services.

## **Newsletter Suggestions**

If you have suggestions for other topics of interest for The Cart, please send an email to Sherry Crunkilton at [scrunkil@vt.edu](mailto:scrunkil@vt.edu).

