



!!IMPORTANT!!

As soon as possible, please run an Encumbrance Detail Report. Review each encumbrance to ensure that it is correct. Any outstanding encumbrances that should not be on the report need to be liquidated before the end of the fiscal year. If the PO is a HokieMart PO, this can be done by emailing hokiemart@vt.edu, include the PO number in the reference line, and ask that the entire PO or line items be cancelled. If the PO was created by the central Purchasing Office, please process a Request for PO Change. We ask that you do this within a reasonable time so that the POs can be cancelled on a regular basis.

Fiscal Year 2007-2008 Encumbrances

For departments who wish to process POs on '07-'08 fiscal year funds, please use the date 07-01-2007 in the Accounting Date field in edit the cart.

Updated Guides

Many of the user guides have been updated. Please see the Purchasing website: www.purch.vt.edu to view and/or print revised pages. All of the HokieMart forms were updated in the Requestor User Guide.

Line Items in the Cart

When entering information in the Product Name/Description field on each of the HokieMart forms, please do not use "See Attached Listing." **All line items must be entered individually.** The university is required to report purchases by line item. Using "See Attached Listing" will also make the receiving function difficult when all items are **not received simultaneously.**

HokieMart Training

The end of this fiscal year is fast approaching and HokieMart training classes will be filled quickly. If you have made reservations for a session and **cannot** attend, please notify HokieMart@vt.edu. Many individuals are on a waiting list and we are trying to accommodate as many users as possible.

UPS and FedEx Payments

Both UPS (contract no. 910-26) and FedEx (contract no. 340641CM) are contract vendors and payments should, therefore, be done on the Contract Payment/Purchases Form (HokieMart will not deliver). A list of the most frequently used contracts can be found on the Purchasing website: www.purch.vt.edu. Click on Information for Departments and then Frequently Used Contracts.

Vendor Query Tips & Tricks

HokieMart displays only the current vendor name from Banner. If you do not know the precise name in the HokieMart database, the vendor search can be difficult. To expedite the search use the **wildcard symbol *** before and after a word or phrase. (See examples in the chart below.)

- When searching for a **person** in HokieMart include the ***** between the first name and the last name.
- When searching for a **company**, try to select a unique word in the name and query by using the ***** before and after that unique word.
- To locate a **hotel** in HokieMart, include the name of the city/town in the query. Not all entries will include the location as part of the official name, but performing the query this way should shorten your search time.
- To locate an **association**, try to query by the acronym with the ***** between each letter.

Examples:

Vendor	Query As	Explanation
John Q Smith	John*Smith	Most names include a middle name or initial
Graystone Group	*Graystone*	Full name is “GBSA Inc dba Graystone Group Advertising”
Holiday Inn Richmond	*Holiday*Inn*Richmond*	Location may be part of the vendor’s official name
Roanoke Post Office	*Post*Roanoke*	The official name is “Postmaster Roanoke.” Including the location will restrict the number of results, and by limiting the keyword to *Post* you will be able to locate Post Office, Postmaster or Postal.
International Association of Administrative Professionals	*I*A*A*P*	By using the wildcard symbol between letters of an acronym you will be able to locate the acronym or the complete association name.
Virginia Department of Taxation	V*D*Tax*	Generally all state agency departments are set up as “VA Department of ...” and are separate entities rather than being grouped together under the Commonwealth of Virginia.

Vendors That Will Not Accept HokieMart Purchase Orders

We have discovered that some vendors, particularly .com companies, will not accept HokieMart purchase orders. When using a vendor's website to make a purchase, first check to ensure that they do not require prepayment, a credit application, an account number, or other stipulations that could prohibit an electronic order. This information can be found on most vendors' websites; if not, please contact the vendor before placing the order. For these vendors you should use your P-card to place the order.

We are compiling a list of these companies and the current list is shown below. If you are aware of other companies, please email the information to fdg@vt.edu. This list will be continually updated under HokieMart Additional Information on the Purchasing website www.purch.vt.edu.

1ShopDirect.com	Gamestop.com	RadioShack.com
47th St Photo	GPS City.com	Red Hat Inc
ADESSO Inc	GPSDiscount.com	Regal CineMedia
Aires div of Resintech	Gumstix.com	Restaurant Equipment World
Amazon.com	Haydon Switch & Instrument	Ridout Plastics Inc
Arctic International	Hose House Inc	Sears
Barnes & Noble.com	iGo (Mobility Electronics Inc)	Society for the Study of Reproduction
Batteries.com	Interactive Tools.com	Soller Composites
BuildingReports.com	JMK Interactive Inc	Spark Fun Electronics
Buy.com	Lifeboat Distribution	Trans Act Technologies
Buydig.com	Loy's Toys	TTI Inc
Cablewholesale.com	Meritline.com	UpgradeNation.com
Circuit City	Micro Engineering Labs Inc	Walmart
Compact Appliance.com	MiniScience.com	Waytek Inc
CTS Electronic Components	Model Research Labs	WholesaleForEveryone.com
Cyberguys.com	Music 123.com	Yahoo.com
Databazaar.com	Mytoolstore.com	
Derri-Air.com	NationSkander California	
Directron.com	New Egg.com	
Egghead.com	Northern Tool & Equip	
EggPC.com	Office Depot Inc	
eWiz.com	Pacific Custom Cable Inc	
Fitness Repair Parts.com	Palm Inc	
Freightquote.com	Physician Sales & Service Inc	
FuelCellStore.com	Pierced Ports LC	

Revised Instructions for Importing Banner Purchase Orders into HokieMart for Receiving

When the Requestor creates a requisition in HokieMart that exceeds delegated departmental authority, the Purchasing Department will create the PO in Banner. When the PO is created in Banner, it is imported back into HokieMart for departmental receiving. To locate the PO in HokieMart, perform a PO search using these instructions.

To find the Banner PO in the HokieMart:

Click on the history tab

Click on the PO History tab

Place a √ in the Filter box

Please a check in the radio box for “My Orders” or “Department Orders”

Enter a Start Date in the calendar box

Enter an End Date in the calendar box

In the block labeled PO Departments, select desired department. Move this selection to the right hand box “Only Include POs for These Departments.

Click Search

All user POs should display

Use the P07xxxxx to perform receiving in HokieMart

Reminders

Cancelling Purchase Orders

To cancel a PO, email HokieMart@vt.edu if you wish to cancel an entire PO or an individual line item. **REMEMBER:** the **user must notify the supplier** to cancel the PO if it is **less than \$2,000**. Purchasing will notify the supplier if the PO is greater than \$2,000.

Contract Numbers for Dell and Apple

The contract number for Dell Computer is GN0702006 and for Apple is VC050100. Please include these numbers in the space provided on the Contract Payment Purchases Form.

Split Funding by Dollars

Many users continue to raise questions on the process to split the funding/account codes by dollars rather than percent. The instructions are:

Click Review in the upper right-hand flow chart.
Click the Funding tab
Scroll down to Supplier/Line Item Details in the center of the form
Click Ext. Price box by the item that you wish to split
Click add split (once for each additional split)
Click edit
From the drop-down menu, select Amount of Price
Enter dollar amounts/account codes
Click recalculate/validate values
Click Save

Guidance for Reconciling HokieMart Transactions in Banner

The Controller's Office, in coordination with Internal Audit, has revised "Procedure 10305a: Review of Financial Activities" to provide guidance for reviewing Banner Finance transactions in relation to the HokieMart. Please see the revised procedure at <http://www.co.vt.edu/procedures/p10305a.htm>. Please direct questions to Stacy King (kings@vt.edu) or Doug Irvin (irvinda@vt.edu).

Attachments

Please remember that if you add an attachment to a payment form, the attachment will **NOT** appear in the cart. You will need to go back into the form to see the attachment. You do **NOT** need to add it again. If you wish to see the attachment appear in the cart, add it while you are in Edit the cart.

Newsletter Suggestions

If you have suggestions/changes or other topics of interest for The Cart, please send an email to Sherry Crunkilton at scrunkil@vt.edu.

