THE CART

What's happening in Procurement at Virginia Tech   **March 2025**

HokieMart Enhancements & Processing Changes

The Controller's Office and Procurement have continued to explore the expanded use of HokieMart to increase Accounts Payable operating efficiency and streamline processes. Beginning **April 1, 2025**, a number of system enhancements and process changes will be implemented.

AP and Procurement will offer two Town Hall sessions to review these enhancements and changes. Please use the links below to register.

HokieMart Town Hall Session I - Thursday, 3/20/25 (1 - 2pm)

HokieMart Town Hall Session II - Monday, 3/24/25 (10 - 11am)

The following topics will be discussed:

PO/Invoice Matching

Purchase order (PO)/invoice matching will soon occur in HokieMart rather than Banner. This change will assist Accounts Payable with minimal impact to HokieMart requestors and approvers.
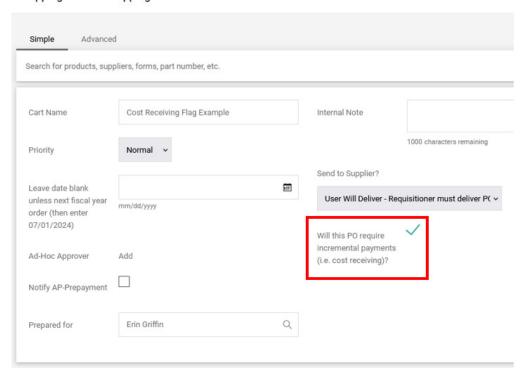
Cost Receiving Indicator

To accommodate matching, it will be necessary to identify when cost receiving will be performed on a purchase order at the requisition stage. On the requisition, the requestor should mark the checkbox next to the question: "Will this PO require incremental payments (i.e. cost receiving)?" to allow for future cost receipts. If this box is checked off to indicate that the PO will be paid with cost receipts, the system will not allow quantity receipts to be performed on the PO. This check box will be available on the shopping cart and requisition document.

www.procurement.vt.edu
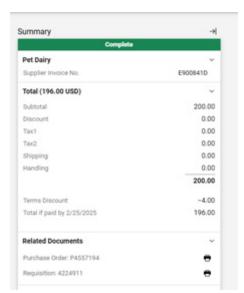
Cost receiving is appropriate in a variety of scenarios, such as blanket orders for services when the exact amount of each invoice is unknown. However, POs should generally be created to match the vendor's itemized quote. In most instances, cost receiving should not be completed on purchase orders for physical goods. User convenience is not an acceptable justification to consolidate goods/services into a single-line requisition.

Vendors with Payment Discounts
Several vendors have established discounts with the university based on expedited payment terms. Many of these discounts will now be reflected on HokieMart eInvoice.
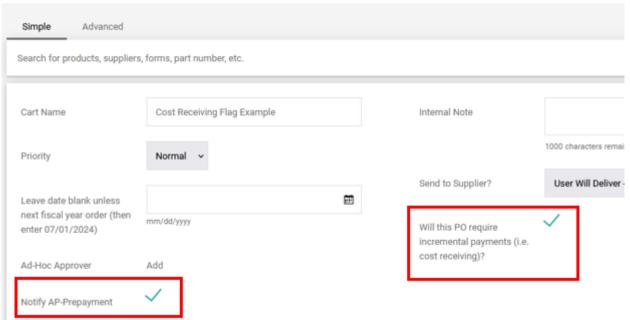
HokieMart Enhancements & Processing Changes (cont'd)

The payment discount date is determined by the goods/services receipt date as well as the invoice receipt date. If the discount payment date is not met, Banner will automatically remove the discount and payment will be issued for the full invoice amount. Unfortunately, system limitations currently prevent the change in amounts from flowing back into HokieMart with the other payment details.

Prepayments
For the matching process to work seamlessly in HokieMart, we will now require cost receipts to be entered on purchase orders that need prepayments. A cost receipt should be completed immediately upon PO creation to indicate the amount that should be prepaid. Additional cost receipts should be completed when balances are due to the vendor.

When entering their requisition, users will need to check off the Notify AP Prepayment flag and the Cost Receiving field, in addition to attaching an invoice stating the prepayment terms to the requisition.

Change Orders
Previously, change orders were processed solely against the Banner record of a purchase order. Starting April 1st, they will also be applied to the HokieMart PO record, ensuring departments have real-time visibility into the most up-to-date version of their purchase orders. This change will fully synchronize the PO record with Banner, enhancing accuracy and transparency.

Additionally, an updated version of the Request for Purchase Order Change form will take effect. As a reminder, change orders can only be processed for purchase orders exceeding departmental delegation.

25.1 HokieMart Upgrade

The latest upgrade to HokieMart will go live this weekend! Version 25.1 introduces a new feature that allows users to open most PDF attachments directly within the PDF viewer in their browsers, without the need to first download the file to their computer. This improvement streamlines the process and makes it easier to view documents quickly and efficiently.

This feature is available for use on Internal Attachments at both the header and line levels, as well as External Attachments at the header and line levels. Please direct any questions about this new feature to hokiemart@vt.edu.