

Edition

2008

VIRGINIA TECH

Office of Budget and Financial Planning

ETF Tracker System

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SYSTEM OVERVIEW

The primary function of the ETF Tracker system is to monitor the status of ETF purchases for a given department and/or senior management. This system allows users to:

1. Get a grasp on what ETF equipment has been approved for the current phase.
2. See the procurement progress of each piece of equipment.

The ETF Tracker system relies on multiple sources of data to give the user a full view of each approved ETF item. Data about each approved item is provided by each senior management during the Phase's request collection process (via ETF Web Request) while requisition and purchase order data is provided nightly by Banner. Note: Changes made in Banner will not be reflected in ETF Tracker until the following day.

This system is administered by the Office of Budget and Financial Planning.

HOW TO

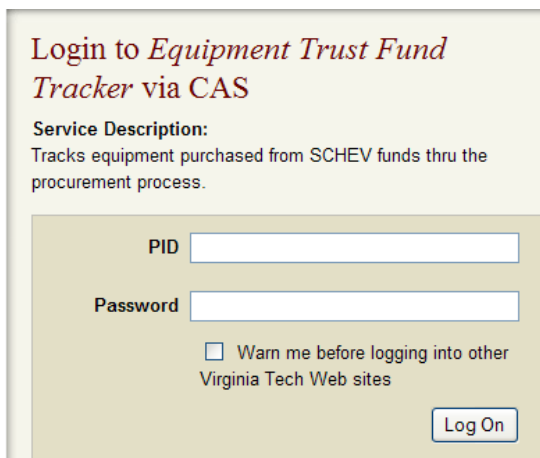
The following set of instructions are provided to teach the user how to utilize the Equipment Trust Fund (ETF) Tracker system to monitor the progress of the current phase's approved ETF equipment.

Access the System

The ETF Tracker system can be accessed by clicking the Equipment Trust Fund link on the [Office of Budget and Financial Reporting](#) website or by typing the following URL directly into an Internet Explorer 5.5 or later browser session: https://www.apps.obfp.vt.edu/etf_tracker/login.aspx To access the system, the user must have a current Virginia Tech PID and password and be a designated ETF Tracker System user. The data you are authorized to access is determined by your Banner security; therefore, any organizations you have access to view in Banner will be available to you this system.

Steps:

1. Navigate to the ETF Request System authentication page via one of the methods described above
2. Enter your Virginia Tech PID and password and press the Log On button



The screenshot shows a login page titled "Login to Equipment Trust Fund Tracker via CAS". Below the title is a "Service Description" section stating: "Tracks equipment purchased from SCHEV funds thru the procurement process." The main form area contains two input fields: "PID" and "Password". Below these fields is a checkbox labeled "Warn me before logging into other Virginia Tech Web sites". A "Log On" button is located at the bottom right of the form.

3. The next page gives you the option to specify the phase you want to open. Choose the phase and click "Open". The default selection is the most recent phase. Phase 22 corresponds to 2008-09.

Select the Desired Phase

To view the items that have been approved by SCHEV, it is first necessary to select the desired phase. The default selection will be the most recent phase. Note: Phase 22 corresponds to 2008-09.

1. **Click** the Select an ETF Phase dropdown box.
2. **Highlight** the desired phase.
3. Press the **Open** button.
4. The Equipment Listing page will be loaded.

View the Equipment Listing

Once you have selected and opened a phase you will be taken to the Equipment Listing page. This page lists all the SCHEV approved items you have access to for the phase you selected. It also shows you where an individual item is in the acquisition process. Hint: To help you find equipment in the table, you can sort the table by any of the columns by clicking the column title.

Progress Indicators:

The Progress column has one of six images that represent a point in the acquisition process. These progresses are as follows:

- Requisition Created - when a Requisition for a piece of ETF equipment has been processed in Banner, that item's first progress indicator will be filled.
- Purchase Order Entered - When a Purchase Order has been created in Banner for a piece of ETF equipment, the second progress indicator for the item will be filled.
- Purchase Order Paid - When the invoice(s) for a piece of ETF equipment have been processed by the Controllers Office, the third progress indicator for the item will be filled.
- Payment Amt Entered – User can verify payment amount was as expected.
- Inventoried - When the piece of ETF equipment has been inventoried, the fifth progress indicator will be filled.
- Reimbursed – SCHEV has reimbursed the University for the cost of the equipment.

View Equipment Detail

In order to view more detail for a particular piece of equipment, click on its SCHEV number. This will take you to the Equipment Detail page where you can see more detailed information about the Requisition, Purchase Order, Payment, or Inventory.

1. From the Equipment Listing screen, **locate** the desired piece of equipment

2. **Click** the SCHEV number for the desired piece of equipment.
3. The Equipment Detail screen will be loaded.



Equipment Trust Fund Phase 17

Equipment Listing Summary Listing New Requisition Edit Requisition Reports

Schev ID: 2080305091 Description: Desktop Computer Amount: \$2,000.00

ORGANIZATION	MANUFACTURER	MODEL	HEGIS	PROGRAM
034500 -- Dean - Engineering	Dell	GX270	0900 -- Engineering	101 -- Instruction

Requisition Number: R649738 Banner Entry Date: Monday, December 22, 2003 Requisition Amount: \$7,952.50

ITEM	ITEM DESC	QTY
1	Computer, Dell OptiPlex	5

ITEM	FUND	ORGANIZATION	ACCOUNT	PROGRAM	AMOUNT
1	111836 -- ETF17 Dean - Engineering	034500	22110	010011	\$7,952.50
					Total: \$7,952.50

Note: This Requisition has 4 other SCHEV IDS associated with it. They are 2080305041, 2080305061, 2080305071, 2080305081.

Purchase Order Number: P0401832 Purchase Order Date: Monday, January 05, 2004 Purchase Order Amount: \$7,952.50

ITEM	ITEM DESC	QTY	UNIT PRICE	AMOUNT
1	Computer, Dell OptiPlex	5	\$1,590.50	\$7,952.50
				Total: \$7,952.50

ITEM	FUND	ACCOUNT CODE	PROGRAM	AMOUNT
1	111836 -- ETF17 Dean - Engineering	22110	010011	\$7,952.50
				Total: \$7,952.50

Note: This PO has 4 other SCHEV IDS associated with it. They are 2080305041, 2080305061, 2080305071, 2080305081.

Payment Date: Wednesday, January 28, 2004 Payment Amount: \$7,952.50

ITEM	ITEM DESC	QTY	UNIT PRICE	AMOUNT
1	Computer, Dell OptiPlex	5	\$1,590.50	\$7,952.50
				Total: \$7,952.50

ORGANIZATION	FUND	ACCOUNT CODE	AMOUNT
034500 -- Dean - Engineering	111836 -- ETF17 Dean - Engineering	22110	\$7,952.50
			Total: \$7,952.50

Inventory Tag: VT000272476 Inventory Date: Monday, February 09, 2004 Inventory Amount: \$1,590.50


DESCRIPTION	MANUFACTURER	RESPONSIBLE ORGANIZATION
Computer, Dell OptiPlex	DELL	034500

FUND CODE	AMOUNT
111836 -- ETF17 Dean - Engineering	\$1,590.50
Total: \$1,590.50	

To add a comment to this Schev ID enter a comment into the textbox below and click "Add Comment"

4. The Equipment Detail page is grouped into six boxes. The first box contains all the information about a specific piece of equipment along with the SCHEV number assigned to it. This is the information the Budget Office collected when the request for equipment was submitted by each senior management. The next four boxes correlate to the four boxes on the progress bar that you saw in the Equipment Listing page. The last box is a comment section where you can add comments to a particular piece of equipment.

5. All information regarding the Requisition, Purchase Order, Payment, and Inventory is pulled directly from Banner.
6. Notice under the Requisition and Purchase Order boxes the maroon note at the bottom of both boxes. Since a single Requisition can be used to purchase more than one piece of ETF equipment, this note just lets you know if any other items are associated with the Requisition and Purchase Order.
7. Clicking on the plus and minus signs at the top of the tables allows you to expand and minimize the tables in order to hide and view the detail of a particular item.



Equipment Trust Fund Phase 17															
Equipment Listing	Summary Listing	New Requisition	Edit Requisition	Compare Descriptions	Errors Reports Add Schev Id Edit Schev Id Split Schev Id										
<div style="display: flex; justify-content: space-between;"> [-] Schev ID: 2080300051 Description: Desktop Computer Amount: \$3,100.00 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 33%;">ORGANIZATION</th> <th style="width: 16%;">MANUFACTURER</th> <th style="width: 16%;">MODEL</th> <th style="width: 33%;">HEGIS</th> <th style="width: 2%;">PROGRAM</th> </tr> </thead> <tbody> <tr> <td>000100 -- Agricultural & Applied Economics</td> <td>Dell</td> <td>Dimension XPS</td> <td>0100 -- Agriculture and Natural Resources</td> <td>101 -- Instruction</td> </tr> </tbody> </table>		ORGANIZATION	MANUFACTURER	MODEL	HEGIS	PROGRAM	000100 -- Agricultural & Applied Economics	Dell	Dimension XPS	0100 -- Agriculture and Natural Resources	101 -- Instruction				
ORGANIZATION	MANUFACTURER	MODEL	HEGIS	PROGRAM											
000100 -- Agricultural & Applied Economics	Dell	Dimension XPS	0100 -- Agriculture and Natural Resources	101 -- Instruction											
[-] Requisition Number: R638479		Banner Entry Date: Monday, March 08, 2004		Requisition Amount: \$12,563.50											
[-] Purchase Order Number: P0402757		Purchase Order Date: Monday, March 08, 2004		Purchase Order Amount: \$12,113.50											
[-] Payment Date: Thursday, March 25, 2004				Payment Amount: \$12,113.50											
[-] Inventory Tag: VT000274154		Inventory Date: Friday, April 23, 2004		Inventory Amount: \$2,422.70											
<p>To add a comment to this Schev ID enter a comment into the textbox below and click "Add Comment"</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> This item looks ok! </div> <div style="text-align: right;"> <input type="button" value="Add Comment"/> </div>															
<input type="button" value="Cancel"/>															

8. You have the ability to add free form comments to a piece of ETF Equipment by using the comment box. Just type in a comment and Click "Add Comment".
9. The result of adding the comment is a new table that is created under the Equipment Item detail box at the top. Adding another comment adds another line to the comment table with a date/time/pid stamp for each comment. There is no limit to what you can enter in the comment field.



Equipment Trust Fund Phase 17

Equipment Listing | Summary Listing | New Requisition | Edit Requisition | Compare Descriptions | Errors | Reports | Add Schev Id | Edit Schev Id | Split Schev Id

Schev ID: 2080300051		Description: Desktop Computer		Amount: \$3,100.00	
ORGANIZATION	MANUFACTURER	MODEL	HEGIS	PROGRAM	
000100 -- Agricultural & Applied Economics	Dell	Dimension XPS	0100 -- Agriculture and Natural Resources	101 -- Instruction	
COMMENT DATE	USER	COMMENT			
11/4/2004 11:21:40 AM	gecooper	This item looks ok!			

Requisition Number: R638479	Banner Entry Date: Monday, March 08, 2004	Requisition Amount: \$12,563.50
Purchase Order Number: P0402757	Purchase Order Date: Monday, March 08, 2004	Purchase Order Amount: \$12,113.50
Payment Date: Thursday, March 25, 2004	Payment Amount: \$12,113.50	
Inventory Tag: VT000274154	Inventory Date: Friday, April 23, 2004	Inventory Amount: \$2,422.70

To add a comment to this Schev ID enter a comment into the textbox below and click "Add Comment"

Logout of the System

For security purposes, it is imperative that the user properly logout of the ETF Tracker System using the following steps:

1. Click the Log Off link in the main navigation bar.
2. Close your web-browser.

CONTACT INFORMATION

The ETF Request System is administered by the Office of Budget and Financial Planning. Please refer to the following contact list when assistance is needed:

- For general questions related to the current ETF phase, contact **Christine Snider** at sniderc@vt.edu or **Cortney Hagerman** at crclay@vt.edu.
- For help with technical problems contact **Brad Sumpter** at bsumpter@vt.edu or 540.231.2239