

Accounts -

View All Accounts of the library

Account Balances, view balances for accounts and dispcodes (dispersion codes) you are responsible for!

Items -

Order an Item, to order stuff, fill in the form required info (*). Each Department selection will reveal what dispcodes you have privileges to order under. Add a vendor from an existing list. If vendor not available, choose any vendor and put a comment in the notes field for carol to add your vendor as new! Unit is each, lot, part, etc.

Approve Items, approve orders from others in your department. Depending on the spending limit of others in your area you may have to approve orders before they are submitted for purchase!

View..., Submitted, Ordered, Received, TREC, and/or **LSA Items**, that you have accounts approval.

Archived Search Items, for Acquisitions Use Only!

Wage -

Wage Balance, view the wages balance for your department.

Wage Search -

Select payperiod to view wages per payperiod

Select employee to see detailed wage summary

Select department to see employee breakdown and summary per payperiod

MyULFS -

My Roles, view the roles you have on the system.

My Accounts, view all accounts you have access to

My Vendors, view and/or create a list of frequently used vendors, for ordering items. Look to the right for the Add a Vendor button!

Change password

Change Color Scheme, you can revise the colors of the display

Help -

Not completed! You can get help by submitting an ULTRA request: <http://systems.lib.vt.edu/ultra/techsupport.php>

Have a nice day!