

Top of Mind Newsletter **August 2023**

Top of Mind Area	Resources / Next Steps
General Updates	<ul style="list-style-type: none"> • New Spend Category: SC0792 allows UVA to track article processing charges. Read more on the blog. • Activity Stream Functionality available in Workday. Read more in blog.
Travel & Expense	<ul style="list-style-type: none"> • Expense Team still working on a suitable two-approver process. Read more on the blog • Please expense aging transactions as soon as possible, especially those over 90 days old. Read more on the blog.
Purchasing	<ul style="list-style-type: none"> • The Goods & Services Guide is up to date and should be considered a living document. The Procurement Team has instituted a governance process to keep it updated. If you have additions or changes, please send them to us via Ask Finance and we'll investigate and address them. • Procurement just finished a collaborative project to find non-catalog suppliers with outdated distribution methods on file, resulting in 64 fully registered suppliers. Read more about this continuous improvement project on the blog.
New for Funds in Workday	<ul style="list-style-type: none"> • Fund Validations have been added to the function worktag, which will prevent errors in Workday Financials. As long as users aren't changing the fund when they enter a designated value and leave the default, there should be few issues. Read more on the blog. • New Fund hierarchies created in partnership with OSP and Finance will create multiple efficiencies and faster turnaround time (this was not covered in the meeting – a late add news item!). Read more on the blog.

<p>Reporting</p>	<ul style="list-style-type: none"> • A new report called <i>Open Obligations on Purchase Orders</i> can be run on a cost center, designated, gift, or grant. You can look up a purchase order or a specific supplier. By default, it will include canceled and closed POs and will exclude POs with no obligation remaining. The report can also be modified to show POs with zero obligations remaining that are not closed or canceled (these are good candidates for closing!). • This report is similar to <i>Open Purchase Order</i>
<p>Areas to Monitor</p>	<p>This area tracks questions and answers and helps us track larger continuous improvement opportunities that arise from Fiscal Administrators meetings.</p> <ul style="list-style-type: none"> • Fiscal Admin Follow-Ups August 2023
<p>STAY UPDATED</p>	<p>View the latest UVAFinance blog digest</p>