

## Fiscal Admin Follow-Ups

QUESTIONS	ANSWERS	OTHER COMMENTARY
<p><b>New Spend Category</b> Would this new spend category be used for professors who publish journals?</p>	Yes	
Is there an equivalent expense item if the fee was paid by T&E?	<p>Allowable spend category on POs currently (not necessarily T&amp;E or supplier invoices currently).</p> <p>Submit a request to T&amp;E to have it added.</p>	
Is OSP aware and will allow this expense on grants since grants do allow publication costs as direct costs on federal grants?	Yes	
Is this specific to articles? That is, not the publishing of books?	<p>Ask Jeff and OSP</p> <p>Reach out to Post Award</p> <p>It can be used for any charges levied on authors for publishing their content, whether in books or in journals, online, etc.</p>	Then, I recommend changing the name of the Spend Category, because when I read the blog about this subject and saw the name of the SC (Services Article Processing Charges), I assumed this only applied to the publishing of articles.
How do I access my T&E card transactions?	You may now access the “My Card Transactions” report to view the status of all your T&E card transactions in one place. This report also gives an accurate view of where the T&E transaction is in the expense process. Find the report in the Expenses worklet in Workday under the “View” section of by typing the name of the report in the workday search bar.	
<p><b>Goods &amp; Services Guide Governance</b></p> <p>Is this available for download?</p>	<p>No, this is a living document. Find it here: <a href="https://uvafinance.virginia.edu/resources/goods-services-guide">https://uvafinance.virginia.edu/resources/goods-services-guide</a></p>	Fiscal Administrators requested an “Last Updated” date be added to the top of to the Goods/Services web guide (and highlight

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		changes that were made, OR a quick summary of what has changed “We find changes are made that we are unaware of.”
How long will it take to get a new spend category if needed by someone?	Governance process (behind the scenes), if have a request for a new spend category, can use AskFinance and it will be escalated/reviewed.	Weeks to approve new spend category request, so no true SLA. Use AskFinance, preferred method.
Does this replace the Expense Item Descriptions link?	Yes	
<b>Purchase Order Cleanup</b> How will we know if the supplier is not getting the POs?	<p>There is still no notification to inform on successful PO delivery (it is on the enhancements list!) but the great thing about the effort Susanna highlighted is that we tackled a large number of our most high-volume suppliers to make sure they had accurate distribution methods. So, hopefully that can increase the level of trust you have in the system to deliver things accurately and timely.</p> <p>You can check the PO in Marketplace &gt; History tab and check if the PO went to an email. If it went to a fax #, you might have to confirm just in case. You might also be able to see the “integrations” tab on the PO in Workday and usually there is no problem there.</p>	
<b>Fund Validation</b> Does the validation mean that there will be an error message when we try to use the incorrect combination when entering transactions in Workday?	Yes—it will prevent transactions from going through	
Will the allowable funds by designated by shared with MBU FDM Administrators so	You can run the FDM Reference Designated report	

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they can communicate with their respective units?		
Where can units find/confirm “the default funds”?	<p>They have been reviewed centrally. You can also run the FDM Reference Designated report to see allowed and default worktags.</p> <p>You can see the default funds (which will become the allowed fund) in any FDM reference report in Ubi or Workday, or you can look at the individual DN by searching for it in Workday and looking at related worktags.</p>	
<p><b>Reporting Update</b> How is this different than an open PO report and the obligations there?</p>	<p>When spend focus group set up, want to go through all PO and Supplier invoice reports, created duplicate reports and causing confusion, looking to sunset. May need better descriptions for what needs to be used. Still working towards optimization.</p>	

*Last Edit: 8/14/2023*