

# Fiscal Administrators | 11/01/23 Agenda (Run of Show)

Topic	Today's Agenda Item / Objective	Target Time
<b>Welcome</b>	<ul style="list-style-type: none"><li>• Welcome/Agenda</li></ul>	5 min
<b>Updates &amp; Reminders</b>	<ul style="list-style-type: none"><li>• Expense two-approver update</li><li>• Reminder of Customer Portal for Solution Center</li><li>• Education Benefit</li></ul>	20 min
<b>Aging Expenses</b>	<ul style="list-style-type: none"><li>• 90 Days Aging T&amp;E Card</li></ul>	10 min
<b>PO/Requisition Closing Process</b>	<ul style="list-style-type: none"><li>• Monthly closing activities commence on November 1</li><li>• Demonstration of report that shows what records are targeted for close</li></ul>	15 min
<b>Workday Finance Roles</b>	<ul style="list-style-type: none"><li>• Backfilling Account Certification Roles when someone leaves a position</li><li>• Finance Reporting Viewer role for all Expense Data Entry Specialists</li></ul>	20 min
<b>Wrap-Up</b>	<ul style="list-style-type: none"><li>• Preview of Next Meeting / Meeting After the Meeting</li></ul>	5 min