

Fiscal Administrators Meeting
 Areas to Monitor: December 6, 2023

Area to Monitor	Description	Action
UPDATE: Reminder on Aging Transactions	Workday sends notifications every Monday if an item needs expensing. This additional reminder from the T&E team will happen after 30 days the item has gone un-expensed. These items need to be fully approved by the 90 day threshold to avoid cancellation.	

Q&A

Questions	Answers	OTHER COMMENTARY
UPDATE: Reminder on Aging Transactions		
<p>When there is a retirement, after 90 days, departments are notified that there are outstanding transactions.</p> <p>Is there a report that can be run, to see if there are outstanding transactions greater than 30 days old?</p>	<p><i>Credit Card Transactions Not Expensed or Approved Report</i></p>	<p>It will show any transactions that have posted to Workday (they feed from Bank of America, 3-4 days typically)</p>
UPDATE: Split Screen Function Demo in Workday		
<p>Can you clarify which security roles are needed to add an attachment?</p>	<p>Security groups able to add attachments to a Supplier Invoice;</p> <ul style="list-style-type: none"> • Accounts Payable Analyst • Accounts Payable Data Entry Specialist_CFIN 	

	<ul style="list-style-type: none"> • Accounts Payable Manager_CFIN • Accounts Payable Settlement Specialist_CFIN • Integration Administrator_CrossApp • OSP Subaward Specialist_CFIN • Procurement Shopper 	
Is the Split Screen function available for POs, Purchase requisitions, and ISDs?	Not currently, but will continue to advise Workday that this is requested.	
As a Cost Center Manager, does it go up the approval chain? Should I have someone else do the attachment?	This will not go through an approval process.	
UPDATE: President's Council on UVA Community Partnerships		
Is there a way to see how our department is doing compared to greater University trends?	An introduction to a PowerBI model was shown to compare and contrast Supplier activity. This model shows ~18 months data for our local business area. You can filter within this dataset to see how your department is doing. Please stay tuned for distribution of this dataset.	https://uvafinance.blogspot.com/2022/12/the-uva-president-local-economy-working.html
New Office Supply Vendor Form		
Office Supply Vendor - RGH noted in the marketplace. Mass update? Purpose? Just for the PO Shopper?	<p>PSDS is working on a new punch out for RGH, an office supplies vendor, as part of a strategic initiative to increase SWAM spend, variety, competition.</p> <p>In the Marketplace, there is a form to enter local delivery information so RGH can provide a similar "desktop delivery type".</p>	

	<p>There will be an upcoming, clarifying communication with this.</p> <p>Form is prefatory at this point.</p>	