



Dear Colleagues,

The November 1 Fiscal Administrators Meeting recording is available for viewing (passcode 7?G3vjh6).

The latest Top of Mind Newsletter is included below as well as posted online (scroll to "Fiscal Administrators").

Regards,

Stacey Rittenhouse

## Top of Mind Newsletter **November 2023**

Top of Mind Area	Resources / Next Steps
<b>General Updates</b>	<ul style="list-style-type: none"><li>• <b>Expense Two-Approver Update:</b> Still working on configuration for two-approver update. Continuing to test; will send more information as soon as possible.</li><li>• <b>Education Benefit Reminder:</b> You have until December 15 to use your Ed Benefit and have it count toward this year. Read more.</li><li>• <b>The Customer Portal is Open:</b> About 170 people have requested access; cases are being created through the portal, too. We did have an issue with prior cases not showing the historic emails, and that issue has now been fixed. To request access, email Ask Finance and we'll get you set up quickly.</li></ul>
<b>Aging Expenses</b>	<ul style="list-style-type: none"><li>• Beginning January 8, 2024, we will add an additional penalty by which T&amp;E cards will be canceled if any transactions reach 90 days old or more. Currently, cardholders receive notice of violations (and related penalties where warranted) for not expensing their T&amp;E card</li></ul>

	<p>transactions on time. Once a card is canceled, Dean or VP approval will be needed for a new card to be issued.</p> <ul style="list-style-type: none"> <li>• This new procedure will keep the system free of unreconciled transactions that are 90 days or older and will also allow us to cancel cards that aren't being used. We have found that even after suspending cardholders who have aging transactions, many cards remain suspended for months with no action taken.</li> </ul> <p>We hope the lead time on this change will give everyone time to clean up aging transactions.</p> <ul style="list-style-type: none"> <li>• View the T&amp;E Website for more details on aging transactions.</li> </ul>
<p><b>PO Requisition/Closing Process</b></p>	<ul style="list-style-type: none"> <li>• The Monthly Close Process for POs and Requisitions has been going well so far. The first close process took place on October 1.</li> <li>• To refresh, this process generally closes fully sourced, draft, or generally inactive records that have not shown activity in 30 days.</li> <li>• Early in November, the Procurement Team demonstrated a new report to the Fiscal Administrators' group that will allow viewers to review what records are targeted to be closed.</li> <li>• The report, called "Purchase Orders Targeted for Closing or Cancellation," is slated to be made available in Workday next week.</li> <li>• Reminder: What gets closed</li> </ul>
<p><b>Workday Finance Roles</b></p>	<ul style="list-style-type: none"> <li>• Every month when account certifications are generated, hundreds of UVA's business processes stall due to vacant positions with unassigned roles or because the same person is assigned the base roles for Preparer and Approver, which cannot be the same..</li> <li>• When you do a change job, a transfer, or a termination, make it part of the process to consider the roles attached to the position in question. The Workday Support Team is focusing on more automated ways to handle this process.</li> <li>• You can check for unassigned/unfilled roles in your worktags/organizations (i.e. Cost Center, Gift, Grant, etc.) by running the Workday Security Roles app in UBI. You can also use the same app to review all security roles an individual holds.</li> <li>• You can also see empty roles by navigating to the respective worktag while in Workday (e.g. by typing it in the search bar or using the respective FDM Reference report) and then choosing the "Roles" tab.</li> <li>• Consider making it a part of your offboarding process to have departing employees' supervisors check and backfill their roles. Roles can be filled by submitting a System Access Request via the app in Workday. In certain instances, a mass security request to update the roles can be submitted via AskFinance, but verify with the Security</li> </ul>

	<p>Team first.</p> <p><b>HELPFUL Resources:</b></p> <ul style="list-style-type: none"> <li>• Finance Security Roles &amp; Training List</li> <li>• Workday FIN Security FAQ (QRG)</li> <li>• What Are the Finance Security Roles</li> <li>• Security Roles Request – Mass Upload Template</li> <li>• What are the roles for Account Certification?</li> </ul>
<b>Areas to Monitor (from Agenda Items &amp; Post-meeting Discussion)</b>	<ul style="list-style-type: none"> <li>• This area tracks questions and answers and helps us track larger continuous improvement opportunities that arise from Fiscal Administrators meetings.</li> <li>• Fiscal Admin Follow-Ups November 2023.</li> </ul>
<b>STAY UPDATED</b>	<ul style="list-style-type: none"> <li>• View the latest UVAFinance blog digest</li> </ul>