

Top of Mind Newsletter **September 2023**

Top of Mind Area	Resources / Next Steps
General Updates	<ul style="list-style-type: none"> • Freight on Capital Equipment Requisition: Freight and shipping costs for capital equipment should be capitalized with the asset. Read more on the blog. • Travel & Expense Sessions are available for those who missed out during the T&E Expo. The sessions are September 12 and 14 at noon; see the blog for more details and the Zoom link.
Travel & Expense	<ul style="list-style-type: none"> • Expense Team still working on a suitable two-approver process. Cost Center Managers and Senior Department Finance Approvers were asked to review their expense approver roles to ensure the roles are separated. At attendees' request, we forwarded the original ask to all attendees of the September 6 meeting on September 7. • Diagrams of the new process will be available once testing is finished and the finalized process is in place.
ISD Process in Workday	<ul style="list-style-type: none"> • When your department provides goods or services to another internal department, please handle the transaction via internal service delivery (ISD) rather than via a manual journal entry or supplier invoice. • Resources to assist and more information found on the UVAFinance blog.
Monthly Requisition Closing Process	<ul style="list-style-type: none"> • Procurement outlined a monthly close process for requisitions, whereby fully sourced requisitions and change orders can be closed on a monthly basis. • The first close process begins October 1 and covers July 1-August 31 transactions. • Departments can still close purchase orders when and if desired. • Slides located on the Fiscal Admin page (direct link)
Areas to Monitor (from Agenda Items & Post-meeting Discussion)	<p>This area tracks questions and answers and helps us track larger continuous improvement opportunities that arise from Fiscal Administrators meetings. Fiscal Admin Follow-Ups September 2023</p>
STAY UPDATED	<ul style="list-style-type: none"> • View the latest UVAFinance blog digest

