

# Top of Mind Newsletter **May 2023**

Top of Mind Area	Resources / Next Steps
Year-End Closing Dates	<ul style="list-style-type: none"> <li>Year-End Closing Dates are found on the UVAFinance website: <a href="https://uvafinance.virginia.edu/year-end-closings">https://uvafinance.virginia.edu/year-end-closings</a></li> <li>We have added a PDF version at the top of the page</li> </ul>
Location of Resources	<ul style="list-style-type: none"> <li><a href="#">Month End Dates</a> (also posted on UVAFinance News Ticker)</li> <li>Latest Blog Digest: In your inbox and linked in the UVAFinance News Ticker</li> <li><a href="#">Fiscal Admin Content</a> (Scroll down to “Fiscal Administrators”)</li> <li><a href="#">Latest Reporting &amp; Analytics Release Notes</a></li> <li><a href="#">Five New PaymentWorks QRGs</a></li> <li><a href="#">America To Go QRG</a></li> </ul>
Zero-Dollar Purchase Requisitions and Closing your own Purchase Orders	<p><a href="#">Slides on Zero-Dollar POs &amp; Closing POs</a></p> <p><b>Notes about Closing POs:</b></p> <ul style="list-style-type: none"> <li>Please close all POs that won't have any additional activity, or that you don't want to have reflected in next year's budget obligations. Unlike Oracle, Workday doesn't auto-roll over any closed POs. Any POs that remain open on June 30th will be rolled forward as obligations against your FY2024 budget.</li> <li>Departments can close purchase orders but not requisitions; Finance is working on an automated way to close these out on a recurring basis.</li> <li>What's the difference between closing and cancelling a PO? Closing a purchase order should happen when the entire process of procurement (request to final deliver) has been successfully completed. It is a formal acknowledgment that the order has been fulfilled and no further action is required - even if the anticipated funds have not been fully liquidated. Canceling a purchase order involves terminating the order before it is completed or fulfilled. This action is taken when requirements change, unforeseen circumstances, or a decision to discontinue the purchase. A canceled purchase order is considered null and void.</li> <li>You don't have to reduce the balance on a PO before closing it.</li> <li>If there's an active invoice on a PO, you won't be able to close it until the invoice is paid or rejected; you'll have to contact AskFinance.</li> <li>The ability to close a PO applies to every PO, whether it was created in Oracle and transferred over, or created in Workday.</li> </ul>

<b>Sustainable Procurement Info</b>	<ul style="list-style-type: none"> <li>• Supply Room sustainable products are in the Marketplace either by clicking on the favorites tab or by clicking on the green Sustainable Products logo.</li> <li>• <a href="#">Read more here</a></li> </ul>
<b>Clean Up Squad/ Clean Up Best Practices</b>	<ul style="list-style-type: none"> <li>• <a href="#">Progress on the Great Clean-Up so far</a></li> <li>• <a href="#">Best practices and resources when you're doing your own clean up</a></li> </ul>
<b>AP Updates</b>	<ul style="list-style-type: none"> <li>• Keep in mind that the address for POs is different now that invoicing has moved in-house. Reassure your vendors if needed!</li> <li>• Be sure you're using the actual invoice date when entering invoices into Workday so that the Prompt Pay numbers are accurate. (<a href="#">Read more on this</a>)</li> </ul>
<b>Expense Approver Routing</b>	<p><a href="#">Read all the details of Expense Approver Routing Changes on the blog</a></p> <p><b>Resources to help with this change:</b></p> <ul style="list-style-type: none"> <li>• Review approvers in your area to ensure that each role is occupied by a unique individual. For example, the Expense Support Specialist should not also be the P2P Approver.</li> <li>• Roles can be viewed in Workday by running report "View Assignable Roles" or in <a href="#">UBI</a>.</li> <li>• Roles can also be viewed by searching for your Cost Center and reviewing the Roles tab.</li> <li>• If roles need to be changed, please submit a System Access Request in Workday under the Menu.</li> </ul>
<b>STAY UPDATED</b>	<a href="#">See the latest Blog digest here!</a>