Office Hours | Topic-Based Session Cheat Sheet

Stakeholders can use this Cheat Sheet to determine which session(s) will best address their Workday Financials questions. As Office Hours continue in October, please continue to socialize the Office Hours schedule, Zoom links, and this Cheat Sheet resource to users across Grounds.

1. Questions about the account certification process, accounting journals, or accounting adjustments? Check out Accounting Office Hours.
2. Questions about budget management or Adaptive? Check out Budget Office Hours.
3. Questions about requesting new values, edits to existing values or the deactivation of existing values on FDM Worktags? Check out FDM Interim Process Office Hours.
4. Questions about the new Workday R2 Release, Worktag use, security roles, approval routing, Workday policies, or notifications? Check out General FIN Workday Office Hours.
5. Questions about funds available for PIs to view and Grants-related reports? Check out Grants Management Office Hours.
6. Questions about costing allocations, accounting adjustments, or HCM subtasks? Check out Payroll Office Hours.
7. Questions about which reports to run in order to complete a certain task or what dashboards are available in Workday? Check out Reports & Dashboards Office Hours. Have questions specific to UBI reports? Check out Reports (UBI Only) Office Hours.
8. Questions about purchase requisitions, purchase orders, spend categories, expense reports, or supplier invoices? Check out Spend Office Hours.
9. Questions about how to use the new Tuition and Fee Proposal Tool in Smartsheet? Check out Tuition and Fee Proposal Tool Office Hours.

October Office Hours Calendar: https://uvafinance.virginia.edu/resources/october-office-hours