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.

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

Finance Strategic Transformation