

Top of Mind Newsletter **April 2024**

Top of Mind Area	Resources / Next Steps
General Updates	<ul style="list-style-type: none"> • Open Positions in Central Finance: UVAFinance has a number of open positions. Please feel free to share with your network! https://uvafinance.virginia.edu/resources/join-our-team • Attestation Update: Role attestation campaign will run from April 29 to May 10; see more details on the blog. • Year End Closing Dates Posted: We have gotten a head s tart on cutoff dates for fiscal year end. See the dates on the UVAFinance website. • Supplier Diversity Expo Registration Open: You can now register for the SWaM Supplier Expo on June 5. Register here.
Financial Accounting	<ul style="list-style-type: none"> • Cancelling Accounting Journals: This April, Workday Finance users across Grounds will notice a difference in the process for closing inactive accounting journals during month-end close activities. • In the past, Central Finance has closed "In Progress" journal entries during the monthly close. Going forward, journal entries with the status "Created" will also be canceled. • During April, the Financial Reporting Team will review any journals that were "Created" before April and work with users to ascertain whether the journal should either be canceled or made ready to submit. • You can use the "Find Journals" report in Workday to receive a report of your accounting journals that are either "Created" or "In Progress." • HELPFUL HINT: Save frequently-used reports using Workday's "Favorites" feature. Read more on the blog.
T&E Updates	<ul style="list-style-type: none"> • Reimbursements: Be sure the T&E Card transactions you approve are expensed correctly in order to avoid reimbursements issued in error. Although the T&E Team pulled back an alert in Workday based on this error type, accidental reimbursement requests are an issue that is hard for the user and the team to correct. • Role Assignments: Having the right person in the right role can help with the problem of business processes getting stalled. Don't use expense approval delegation long-term and be sure and review your

	<p>expense-related roles to make sure you don't have the same people in multiple roles.</p> <ul style="list-style-type: none"> • See this blog post for more information / Visit the UVAFinance website to see a resource that helps you decide if you have the right people in the right roles.
Strategic Sourcing Updates	<ul style="list-style-type: none"> • America to Go Punchout Resources: The new America to Go (ATG) punchout went live on April 6. Partnering with ATG, PSDS has held two webinars about the punchout and received great feedback and questions. • We've also posted a few resources that we have put together for you all that we hope will be helpful during the rollout of the new ATG punchout. • See the resources on the UVAFinance website.
Procurement Operation Updates	<ul style="list-style-type: none"> • Match Exceptions must be addressed at the school/unit level; Central Finance does not override these. Read more about how to correct these exceptions on the blog.
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.</p> <ul style="list-style-type: none"> • Fiscal Admin Follow-Ups April 2024.
STAY UPDATED	<ul style="list-style-type: none"> • View the latest UVAFinance blog digest • Next meeting is May 1, 2024. • Find the 2024 Meeting Schedule on our website.