Office of the University Comptroller   *University of Virginia*

FISCAL ADMINISTRATORS MEETING AGENDA

WEDNESDAY, MAY 16, 2018, 10:00 AM

SOUTH MEETING ROOM, NEWCOMB HALL

General Comments – John McHugh

- Yearend Schedule on financial operations schedule

http://www.virginia.edu/finance/genacct/key_dates.html

- APA entrance meeting – May 11th

o Getting started now

o Scheduled to present to Board in November

Office of Sponsored Programs – Gareth Evans/Urmila Bajaj

- OSP Reporting line change

The Office of Sponsored Programs (OSP) facilitates research and research administration at the University of Virginia now reports to the Vice President for Research with a dotted line to Jerry Burke, the Assistant Vice President of Financial Operations. The change became effective March 14, 2018 and more effectively aligns resources and priorities to achieve future institutional goals.

- OSP website update - https://sponsoredprograms.virginia.edu/.

A new look and feel to match the current UVA branding. Updated links, information and contact information, including Pre-Award, Contracts and Post-Award points of contact search function. More information will continue to be added here in the future, and any feedback from the field can be sent to osp-infoteam@virginia.edu

- Process improvements in the pipeline (POs for sub-awards, cost sharing companion accounts, replacement of effort certification with payroll distribution review). These efforts are currently being planned and discussed with key stakeholders and are aimed at increasing compliance with federal requirements of research operations and also reducing the administrative burden of research administration across Grounds.

- RA Introduction course: - This is a new Research Administration course spearheaded by the Curry School of Education (Catherine Thompson and Justin Thompson), designed by Research Administrators from OSP and multiple schools. This is a comprehensive curriculum with in-depth modules that cover Pre-Award, Contracts and Post-Award spheres. The course can be accessed through UVA Collab under net-badge id or the following link https://collab.its.virginia.edu/portal/site/14955823-346a-46be-b948-fda15f7f1a07

Office of the Treasurer

Linda Vannatta

• Treasury is making a change to the language of the Monitoring of Cash Balances and Resolving Deficits in Revenue Projects (FIN-033) policy to include balance sheet accounts. The intention was always to include these accounts, therefore, we're updating the policy to reflect this intention more clearly. This will also bring the policy more in-line with the account reconciliation procedures.

Gene Crouch

o Internal Investment Program (IIP) FIN-025 – adding SS awards to the approved list of awards permitted to invest in the IIP.

Student Financial Services – Lisa Shuler

• New Student Payment Portal

o Moving to a new Student Payment portal called UVAPay. Many of you are familiar with QuickPay, which is being retired after 10 years of service.

o Our students, parents or other family members who have been designated as Authorized Payers will start using UVAPay for student payments and semester payment plans Thursday, May 17.

o Students and Authorized Payers will be able to use UVAPay to view their student account activity, make payments, get account statements, and set up semester payment plans. As with QuikPay, students will be able to access UVAPay through SIS, and Authorized Payers will have their own log-in page.

o Communications were sent to students and authorized payers in early spring. However, additional communications will go out to all current student and authorized payers tomorrow morning.

o For more information about UVAPay, please visit our website sfs.virginia.edu, send us an email sfs@virginia.edu or give us a call at 434-982-6000.

UBI/FOC

Danielle Hancock

The ReconUVA website is live. http://recon.vpfinance.virginia.edu/ Go check out all the cool new features for both GA and GL reconciliations.

Christopher Birkl

Printing for PI Monthly Reports

A printing solution for monthly PI reports is now available using a combination of UBI and a UBI-created Excel workbook. The printed formats include:

• PTA Cover Sheet

- PI Funds Available

- Expense Detail Report

- Planned Expense Report

To download the workbook, visit the **UBI - Printing Solution for PI Monthly Reporting** post in the UBI Community.

"For Printing" tabs are available in the following modules to use with the workbook:

- GA_Summary_BBA

- GA_Analysis_Actuals

- GA_Analysis_Commits

Reach out to UBI team on the UBI Community or at an upcoming UBI Office Hours to see how you can create custom templates in both UBI and Excel for printing.

Procurement & Supplier Diversity Services – John McHugh

- How do you find out if you need to seek competition for a purchase?

http://www.procurement.virginia.edu/pageguidelinesforcomp

- Messages on Marketplace

o Important information displayed

o Please take time to read

o Last month someone won a printer for their department

o Current message is information on Fisher's new lab startup program – Which includes New Grants!

o https://www.fishersci.com/us/en/scientific-products/special-offers-and-programs/new-lab-start-up-program/special-offers/lab-essentials.html

- Total Supplier Manager project update

o Building a coalition

o Need help with testing

o Have identified candidates

o Reaching out to some of you and/or supervisors

o Requesting time for hands on training and testing

o More importantly - feedback for training

o Training will occur in June

o Testing into July

The next meeting is on Wednesday, June 6, 2018 at 10:00am in the South Meeting Room, Newcomb Hall.

E-mail comments to: Comptroller@Virginia.edu
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