Office of the University Comptroller — University of Virginia

FISCAL ADMINISTRATORS MEETING AGENDA

WEDNESDAY, AUGUST 9, 2017, 10:00 AM

SOUTH MEETING ROOM, NEWCOMB HALL

General Comments – Randy Ellis

- ETF Kick-off meeting is scheduled for September 13. Details coming soon by email.

- State audit is on-going. If you receive emails or questions you are not comfortable with, email Randy at (rbe6n), will be glad to help.

Human Resources Wellness Program – Erin Erickson

- Hoo's Well Fall Challenge

Fall challenge includes spouses, retirees covered by the UVa plan.

- Biometric screenings – 8/1-10/7/17
- On-line health assessment by 10/27/17
- Fitness Challenge – 8/1-10/27/17 (7,000 steps or 30 minutes exercise a day – 52 weeks)

- Rewards payout February 2018

- It's important to note that if you haven't already started the Fitness Challenge, you will not have enough days left before the deadline to complete it if you do not start on or before Sept. 5th.

- General info at www.hooswell.com (details about the Fall Campaign and how to earn up to $500) FAQ - http://www.hr.virginia.edu/other-hr-services/hooswell/rewards-programs/health-reward/

- HW Fall Calendar (FREE activities, events, opportunities to get healthy!) - http://www.hr.virginia.edu/uploads/documents/media/HW_Calendar_.pdf

Managerial Reporting Project – Danielle Hancock and Chris Birkl

UBI Tips n' Tricks

- GL Recon Update

The updated GL Recon procedure was sent out to Fiscal Approvers, Fiscal Contacts, and Project Managers. You can find the procedure on FOC's website:

http://foc.virginia.edu/general-ledger-reconciliation.

To help get everyone into a class that wants to, I added another date for the Reconciling General   Ledger Revenue:

- **Reconciling General Ledger Revenue – New Class!**

To maintain strong Internal Control standards, it is important to reconcile your revenue accounts as well as your expenditure accounts. This course is designed to help UVA staff and faculty who prepare, review, and approve revenue reconciliations navigate the General Ledger (GL) revenue reconciliation process at UVA using University Business Intelligence (UBI). We will discuss how accurately complete your monthly revenue reconciliations in compliance with UVA policy and procedures.

o August 29, 1:30-4:00

o September 5, 1:30-4:00

o Carruthers Hall, Conference room 2

The September 5th class is currently waitlisted. Anyone signed up for the Sept. 5th, but would rather attend the Aug. 29th class can change your class date in Employee Self-Service à Learner   Home.

Procurement and Supplier Diversity Services – <u>Raegan Harouff</u>

- ExpenseUVA - http://www.procurement.virginia.edu/pageTravelandExpense

Box below gives links to following information:

Non-Academic Employees
Booking travel or processing expenses for a Student/Guest/Contractor/Job Candidate/Visiting Scholar/other Non-Employee, or Employee not paid through HR.
• <u>Arranging Travel and Paying Expenses for Travelers who are not academic employees</u> • <u>Forms</u>

Note: If expense reports are rejected, they can't be edited, will have to start over. Approvers should email traveler and have them recall and correct rather than reject back to traveler.

TravelUVA Note: Conference hotels need to be booked outside of tool, not in on-line booking system. Should go to the conference website or book by phone.

The next meeting is scheduled for Wednesday, September 13, 2017 at 10:00am in the South Meeting Room, Newcomb Hall.

Following are the upcoming courses, workshops, labs, and Brown Bag Sessions for August and September 2017.

We hope you will take advantage of these professional development opportunities for finance professionals. Links to enroll via Employee Self-Service are available from the *Events* section on the Finance Outreach and Compliance website at http://foc.virginia.edu/.

Brown Bag Sessions

- ## Using UBI: Tips and Tricks

Discoverer will soon be unavailable for GA, GL, and LD reporting, but like many, you may be reluctant to start using UBI to run your reports. In this session, you will learn about basic navigational tips, how to tag favorites, best practices for exporting and printing data, and customizing and sharing reports. You will also have the opportunity to ask questions and learn about the UBI Community. This course offers tips for using UBI and is not meant to replace the Introduction to UBI or Advanced UBI courses.

o August 23, 12:00-2:00 pm

o Presented by Ashley Bagby, Managerial Reporting Project

o Carruthers Hall, Conference rooms 1 and 2

o Complimentary tasting offered by Mezeh Mediterranean Grill

- ## SecureUVA: Ways to Avoid Hacking and Phishing

Whether you are trying to protect your bank account or the University's financial systems, this presentation will give you great information about identifying malicious activity. Using some easy to follow tips and techniques, you will take control over the security of your information. Topics include how to choose an easy to remember, secure password; protect your mobile device; identifying "phishy" email; and more!

o September 27, 12:00-1:30

o Presented by Jason Belford, Chief Information Security Officer

o 2400 Old Ivy Rd., room 189

o Complimentary tasting offered by Mezeh Mediterranean Grill (same as August)

Courses, Workshops, and Labs

- ## Finance Fundamentals

What is UVA's mission? What is the Code of Ethics and why is it important? What is the organizational structure of UVA and where do you fit in? What is a PTAEO? What are the sources of revenue at UVA and how are funds processed? What do you need to know about internal controls, and what are some best practices to follow? In this class you will get answers to these questions and more, as well as have an opportunity to interact and network with other administrative professionals. This class is a required course for access to the finance applications in the Integrated System, but is also open to anyone who wants to learn about UVA's financial operations.

- August 22, 1:30-4:30
- September 12, 1:30-4:30
- September 26, 1:30-4:30
- All sessions are held in Carruthers Hall, Conference room 2

- ## Reconciling General Ledger Revenue – New Class!

To maintain strong Internal Control standards, it is important to reconcile your revenue accounts as well as your expenditure accounts. This course is diesgned to help UVA staff and faculty who

prepare, review, and approve revenue reconciliations navigate the General Ledger (GL) revenue reconciliation process at UVA using University Business Intelligence (UBI). We will discuss how accurately complete your monthly revenue reconciliations in compliance with UVA policy and procedures.

o August 29, 1:30-4:00

o September 5, 1:30-4:00

o Carruthers Hall, Conference room 2

- **Reconciling General Ledger Revenue: Lab – New Class!**

Do you need help with the new Monthly GL Reconciliation Procedure? During this lab, you will be able to log into UBI and complete your monthly revenue reconciliation with help from the UVAFinance team. IMPORTANT: This a lab where you can bring your work with you to get help in completing your revenue reconciliations using the new procedure. It is not intended to replace the instructor-led, Reconciling General Ledger Revenue class where you learn about policy and procedure.

o August 10, 1:30-4:00

o September 6, 1:30-4:00

o All sessions held at 2400 Old Ivy Road, room 136

- **Reconciling Expenditures in Recon@UVA (formerly Mastering Account Reconciliations)**

All departments spend money, whether it is for office supplies, equipment, or personnel. It is important to reconcile these purchases each month to maintain strong internal control standards. This course is designed to help UVA staff and faculty who prepare, review and approve expenditure reconciliations navigate these processes in the Recon@UVA system. We will discuss how to accurately complete monthly expenditure reconciliations for transactions that occur in the Integrated System's Grants Management (GM) module in compliance with UVA policy and procedures.

- September 14, 1:30-4:00
- Carruthers Hall, Carr-2

- **ExpenseUVA: Lab**

Do you need help with UVA's new expense management system, ExpenseUVA? During this lab, you will be able to log into the live system and submit expense reports help from the UVAFinance team. You will also learn where to go for resources and help. IMPORTANT: This class is a lab where you can come for help with entering actual expenses, and is not intended to replace the online training. Please complete the Expense Management System - Online Training prior to attending the lab and bring your work with you. Please arrive at the stated time of the class and then stay as long as you like. For immediate training and help, please refer to the online training Expense Management System - Online Training

- August 17, 1:00-3:00 pm
- August 28, 9:00-11:00 am
- All sessions held at 2400 Old Ivy Road, room 136

Also, there is still space in the Fall 2017 Certified Research Administrator (CRA) Review Course, a weekly series beginning August 17. See http://foc.virginia.edu/cra-review-course for more information.

As always, if you have any questions, suggestions, or need to discuss training needs, please contact us at foc-training@virginia.edu.

The next meeting is scheduled for Wednesday, September 13, 2017, at 10:00am in the South Meeting Room, Newcomb Hall.

E-mail comments to: Comptroller@Virginia.edu
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