

Top of Mind Newsletter **May 2024**

Top of Mind Area	Resources / Next Steps
General Updates	<ul style="list-style-type: none"> • Progress on Account Certification: A recommendation has been made to finance leadership; a decision expected soon that will deliver big wins for all involved. • Attestation Update: Role attestation campaign will run from April 29 to May 10; see more details on the blog. • Year End Closing Dates Posted: Be aware that while T&E Cards can be used all throughout year end close, June 14 is our recommended date by which to place all T&E Card transactions for FY24. 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. • Reassigning Past Account Certifications: to reassign past account certifications, send an email to Ask Finance to request the reassignment. Do not use the System Access Request App. • Lean Classes: These are available ot our finance partners across Grounds. See more information: https://uvafinance.blogspot.com/2024/04/available-to-our-finance-partners.html
Cost Recovery	<ul style="list-style-type: none"> • Service Center Process Updates: The Cost Recovery Team discussed requiring cost centers for recharge centers as well as internal catalog requirements for recharge centers. The team will do more outreach to involved parties and keep the group updated. See slides from the meeting.
T&E Updates	<ul style="list-style-type: none"> • Year End Close Deadlines: While T&E Cards can be used all throughout the year-end close, Friday, June 14 is our recommended date by which to place all T&E Card transactions for FY24. All expense reports for T&E Card transactions and reimbursements should be fully expensed and approved by June 21. Read more and get a link to the Year End Close Deadlines on the blog.
Strategic Sourcing Updates	<ul style="list-style-type: none"> • New IT Contracts: In addition to contracts with Dell and Apple, we now also have agreements w/HP and Lenovo. More details on the blog. Link to IT Contract Slides: https://uvafinance.virginia.edu/sites/uvafinance/files/Tech%20Solutions%20Agreements.pdf • Central UVA Amazon Business Account: Earlier this month, UVA expanded its Amazon Business Account to be available to anyone on Grounds who makes purchases. Going forward, all UVA Amazon purchases should be made through this central account, as

	<p>Amazon Business is the preferred vendor for purchasing all non-contract items. See more information on the blog. Link to Amazon Business Slide: https://uvafinance.virginia.edu/sites/uvafinance/files/FA%20Amazon%20Slide.pdf</p>
<p>Procurement Operation Updates</p>	<ul style="list-style-type: none"> • Optical Character Recognition Update: PSDS has kicked off a controlled implementation of Nimbello, a technology solution for optical character recognition (OCR). We're currently working on the integrations needed and will then move to functionality and design. Our target date to have a production tenant is June 25. Between now and then, we'll do extensive testing so that rollout is as smooth as possible. Read more on the UVAFinance blog. • Deeper Dive into Service Lines: Using Service Lines instead of Goods Lines is a good strategy to avoid Match Exceptions on blanket orders. Service lines will never trigger quantity Match Exceptions. See slides from the meeting. Read more on the blog. • Check Outsourcing Update: By the end of May 2024, UVA Accounts Payable will outsource check printing to Bank of America. Checks will no longer be printed onsite except in rare emergencies (we are working on a policy and procedure for emergency checks and will communicate that soon). This change will reduce the chance of risk and fraud, as well as provide the opportunity for our Accounts Payable Team to focus on value-added activities. See slides from the meeting. Read more on the blog.
<p>Areas to Monitor (from Agenda Items & Post-meeting Discussion)</p>	<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 May 2024.
<p>STAY UPDATED</p>	<ul style="list-style-type: none"> • View the latest UVAFinance blog digest • Next meeting is June 5, 2024. • Find the 2024 Meeting Schedule on our website.