

Top of Mind Newsletter **November 2024**

Top of Mind Area	Resources / Next Steps
<p>General Updates</p>	<ul style="list-style-type: none"> • Fraudulent Transaction Policy Changes: UVA’s policy on fraud and fraudulent transactions was revised early August, and it applies to the academic division, the medical center, and UVA Wise. It is highly important to report any suspected fraud- either by hotline, web form, or contacting the office of the State Inspector General. For more info, visit this link. • Finance Solution Center Phone Menu: The Finance Solution Center has a new phone menu that aims to better triage calls and enable smoother handoffs between partners. Additionally, this menu will hopefully help with discerning UVA callers from suppliers. Feedback is encouraged pertaining to this new system. • Worktag Deactivation: While the details of this system are still being solidified, Financial Operations is looking at the beginning of 2025 for the implementation of this project. Keep a lookout for updates on this coming soon!
<p>Travel & Expense</p>	<ul style="list-style-type: none"> • Workday Expense Cleanup Project: On November 15, any expense report in “draft” status older than 90 days (and with a create date before August 17) will be canceled. To avoid this cancelation, any of these expense reports should be completed and submitted by November 14. To find your reports in progress, use the Find Expense Report in Workday. Check out this blog article for more info.
<p>Procurement</p>	<ul style="list-style-type: none"> • Nimbello (OCR) Update & Addition of Auto-Reply: The auto-reply email system for suppliers sending invoices was temporarily paused due to an infinite loop of Salesforce cases being created, but has since been resolved. Additionally, as a reminder, the auto-reply setup is not a communication portal and only accepts Adobe PDFs. • Stop Payments: The stop payment form is only for checks and requires a 30-day outstanding payment park. It is especially important to ensure the address is updated in Workday before submitting a stop payment request. The turnaround time for this form is the next check run- Mondays, Wednesdays, and Fridays. See this QRG for more information. • MilliporeSigma Punchout Consolidation: MilliporeSigma is consolidating its B2B punchouts from the legacy Sigma-

	<p>Aldrich and EMD Millipore websites. As a part of this process, the emdmillipore.com website will be sunset by the end of this year, and the EMD Millipore punchout tile will be removed from the UVA Marketplace. For more information, check out this blog post from UVAFinance.</p>
<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 November 2024
<p>STAY UPDATED</p>	<ul style="list-style-type: none"> • View the latest UVAFinance Blog Digest • Next meeting is December 4, 2024