Top of Mind Newsletter June 2023

Top of Mind Area	Resources / Next Steps
Year-End Closing Dates	• Year-End Closing Dates are found on the UVAFinance website: https://uvafinance.virginia.edu/year-end-closings • Suggestions for a Successful Year End from the Workday Support Team • Year End Adjustments after FYE: What to Expect • Joel Kreider's slides from the meeting
Closing Purchase Orders	• Please close any non-grant POs against which you don't expect any future activity. Workday Financials does not have an auto-close feature as Oracle did. If you need help mass closing, the Clean Up team can help; contact Ask Finance. • Read more about closing POs; see closing PO Quick Reference Guide. https://uvafinance.virginia.edu/resources/closing-purchase-orders-qrg • There's a new report in Workday called "Open Purchase Orders - Fully Invoiced and Paid" that you can use to help identify your Workday POs and see what can be closed.
Account Certification Enhancements	• Josh Breeden's slides from the meeting • Read more about the SOM working group • See the SOM presentation slides • The May 22 Reporting & Analytics Release Notes list the new Account Certification reports and report updates
Expense Two-Approver Routing	• This change has been temporarily rolled back • Read more here
Clean Up Squad/ AP Updates	• Progress on the Great Clean-Up so far • Celebrating a Shrinking Invoice Backlog (it's almost gone) • AP Tips & Tricks

UVAFinance Mass Mailings	• Every two weeks (generally), the **blog digest** goes out. It looks like this: https://mailchi.mp/virginia/uvafinance-april-20-4881482 and comes directly to your inbox. If you're on the Fiscal Admin list, you should get the blog digest. If you don't, please contact Brandi Van Ormer. • The day before every **Fiscal Administrator's** meeting, we send a meeting reminder with an agenda and a link to join; after the meeting we send the meeting recording, this newsletter, and a link to the meeting materials. To be added to the Fiscal Administrators' list, contact Stacey Rittenhouse. • At the end of every month, we send the **Travel & Expense newsletter** to everyone who holds a T&E Card. For questions about this, contact Raegan Harouff Gaye. • For **all other mailings**, including the **Month-End Dates email,** audiences are chosen based on roles the recipients hold within Workday. If you have specific questions about any email you have or have not received, contact Brandi Van Ormer. We will incorporate the suggestion to add a note to whom these types of email were sent.
Areas to Monitor	This is a new addition to our newsletter. Dan Hoogenboom, whom you met at the last meeting, is going to help us monitor and keep up with the longer-term continuous improvement project brought up during our meetings. • Fiscal Admin Follow-Ups
STAY UPDATED	View the latest UVAFinance blog digest