### Top of Mind Newsletter May 2023

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<th>Top of Mind Area</th>
<th>Resources / Next Steps</th>
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| **Year-End Closing Dates** | - Year-End Closing Dates are found on the UVAFinance website: [https://uvafinance.virginia.edu/year-end-closings](https://uvafinance.virginia.edu/year-end-closings)  
- We have added a PDF version at the top of the page |
| **Location of Resources** | - **Month End Dates** (also posted on UVAFinance News Ticker)  
- Latest Blog Digest: In your inbox and linked in the UVAFinance News Ticker  
- **Fiscal Admin Content** (Scroll down to “Fiscal Administrators”)  
- **Latest Reporting & Analytics Release Notes**  
- **Five New PaymentWorks QRGs**  
- **America To Go QRG** |
| **Zero-Dollar Purchase Requisitions and Closing your own Purchase Orders** | **Slides on Zero-Dollar POs & Closing POs**  
**Notes about Closing POs:**  
- Please close all POs that won't have any additional activity, or that you don't want to have reflected in next year's budget obligations. Unlike Oracle, Workday doesn't auto-roll over any closed POs. Any POs that remain open on June 30th will be rolled forward as obligations against your FY2024 budget.  
- Departments can close purchase orders but not requisitions; Finance is working on an automated way to close these out on a recurring basis.  
- What's the difference between closing and cancelling a PO? Closing a purchase order should happen when the entire process of procurement (request to final deliver) has been successfully completed. It is a formal acknowledgment that the order has been fulfilled and no further action is required - even if the anticipated funds have not been fully liquidated. Canceling a purchase order involves terminating the order before it is completed or fulfilled. This action is taken when requirements change, unforeseen circumstances, or a decision to discontinue the purchase. A canceled purchase order is considered null and void.  
- You don't have to reduce the balance on a PO before closing it.  
- If there's an active invoice on a PO, you won't be able to close it until the invoice is paid or rejected; you'll have to contact AskFinance.  
- The ability to close a PO applies to every PO, whether it was created in Oracle and transferred over, or created in Workday. |
| **Sustainable Procurement**  |  
| **Info**  |  
|  | • Supply Room sustainable products are in the Marketplace either by clicking on the favorites tab or by clicking on the green Sustainable Products logo.  
|  | • [Read more here](#)  
| **Clean Up Squad/ Clean Up**  |  
| **Best Practices**  |  
|  | • [Progress on the Great Clean-Up so far](#)  
|  | • [Best practices and resources when you’re doing your own clean up](#)  
| **AP Updates**  |  
|  | • Keep in mind that the address for POs is different now that invoicing has moved in-house. Reassure your vendors if needed!  
|  | • Be sure you’re using the actual invoice date when entering invoices into Workday so that the Prompt Pay numbers are accurate. ([Read more on this](#))  
| **Expense Approver Routing**  |  
|  | [Read all the details of Expense Approver Routing Changes on the blog](#)  
| **Resources to help with this change:**  |  
|  | • Review approvers in your area to ensure that each role is occupied by a unique individual. For example, the Expense Support Specialist should not also be the P2P Approver.  
|  | • Roles can be viewed in Workday by running report “View Assignable Roles” or in [UBI](#).  
|  | • Roles can also be viewed by searching for your Cost Center and reviewing the Roles tab.  
|  | • If roles need to be changed, please submit a System Access Request in Workday under the Menu.  
| **STAY UPDATED**  |  
|  | [See the latest Blog digest here!](#)  
|  | |