

Top of Mind Newsletter February 2024

Top of Mind Area	Resources / Next Steps
<p>General Updates</p>	<ul style="list-style-type: none"> • Introduction of Olga Weider: Olga is the new AVP of Operations/University Controller. She is on Grounds as of January 22. Read more about her on the blog. • Reminder about 1099s & Charitable Contribution Acknowledgements: Logan Hobbs reminded us to send Form 1099s and charitable contribution receipts to UVAFinance. Read the details on the blog. • Capital Equipment Purchase Requisition Reminders: Joyce Gredler clarified that line items on capital asset quotes that are below one dollar should be charged to a “non-capital” spend category. Read more on the blog. • Business Process Workflows: You asked for this and now it’s here! Jack Jensen shared two new resources that allow users to view business processes and workflows by role. Read more on the blog and get the links to both resources. • Account Certification Due Date Error: Danielle Hancock let us know not to worry about a past due date error on December account certifications. Read more on the blog.
<p>Mass Request Update</p>	<ul style="list-style-type: none"> • A new process for uploading mass (over 25) security role access requests went live in January. The new process takes place in Workday Finance. • More information is available on the blog, including a quick reference guide.
<p>T&E Updates</p>	<ul style="list-style-type: none"> • Cardholder training must be completed by February 29. Read more on the blog. • A duplicate transaction alert has been removed from Workday Expenses when there are two or more T&E Card transactions for the same amount, date, item, and payee. Read more on the blog. • New Spend Categories were added. See Raegan Harouff Gaye’s slides on the blog for more info on the categories.
<p>Strategic Sourcing</p>	<ul style="list-style-type: none"> • Devon Stribling gave updates an updated version of America To Go as well as the new process for procuring gift cards.

	<ul style="list-style-type: none"> • Read more about both items on the blog.
Procurement Updates	<ul style="list-style-type: none"> • Addie Coe shared news from Procurement, including where we are with the Procurement Optimization Initiative (an OCR vendor has been chosen for invoices) and the issues with PaymentWorks (specifically the integration breakdown at the end of January). • Read more about these items on the blog.
RAD Updates	<ul style="list-style-type: none"> • Erika Priddy demonstrated RAD for PIs • Read more about RAD on the blog (also see Erika’s demonstration on the meeting recording).
Areas to Monitor (from Agenda Items & Post-meeting Discussion)	<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 February 2024
STAY UPDATED	<ul style="list-style-type: none"> • View the latest UVAFinance blog digest • Next meeting is March 6, 2024. • Find the 2024 Meeting Schedule on our website.