

Fiscal Administrators | 11/01/23 Agenda (Run of Show)

Topic	Today's Agenda Item / Objective	Target Time
Welcome	<ul style="list-style-type: none">• Welcome/Agenda	5 min
Updates & Reminders	<ul style="list-style-type: none">• Expense two-approver update• Reminder of Customer Portal for Solution Center• Education Benefit	20 min
Aging Expenses	<ul style="list-style-type: none">• 90 Days Aging T&E Card	10 min
PO/Requisition Closing Process	<ul style="list-style-type: none">• Monthly closing activities commence on November 1• Demonstration of report that shows what records are targeted for close	15 min
Workday Finance Roles	<ul style="list-style-type: none">• Backfilling Account Certification Roles when someone leaves a position• Finance Reporting Viewer role for all Expense Data Entry Specialists	20 min
Wrap-Up	<ul style="list-style-type: none">• Preview of Next Meeting / Meeting After the Meeting	5 min