Top of Mind Newsletter May 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 • 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.
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