

8/3 Fiscal Administrators Frequently Asked Questions

Creating/Updating Worktags

➤ **When will we be able to create/update worktags?**

Users cannot create or update worktags until conversions are complete. We are currently holding any edits on worktags at this point. The team is hoping to open up worktag creation, changes, and removals around the end of August, but this is dependent on other conversions and team capacity.

Delegation

➤ **Are users notified when they are delegated a task?**

If you are delegated a task, you will receive a notification in Workday as well as an email notification. If you are not receiving an email, refer to the [Delegate Workday Transactions Quick Reference Guide](#) for how to update your notification preferences.

➤ **Is there a report at the department level that shows delegates named for faculty/staff in the department?**

The team is evaluating this request; there are possible security concerns associated with this type of report that need to be explored.

➤ **Where can I learn more about the delegation process and how to delegate tasks in Workday?**

To learn more about the delegation process, review the [Delegate Workday Transactions Quick Reference Guide](#) and/or access the [Delegation Overview & Best Practices resource](#). There are also [Office Hours on Delegation](#) offered throughout the month of August.

Fund Balance Realignment

➤ **Will the fund balance realignment for September reset the balances as of go-live?**

Yes - each fund balance realignment session, once processed, changes the beginning balance in Workday.

Grants

➤ **What is the timeline for getting new worktags created for new Grants?**

By the end of August, you will be able to see all your inception to date expenditures, billed amounts, and what is unbilled in Workday on your Grant worktags.

- **I am seeing problems with allowable spend categories on Grants not matching what was previously allowed by transactions controls. What is being done to correct this issue?**

There is no mapping between transaction controls on Oracle projects to grants in WD.

Workday Spend Restrictions have been created to allow or disallow Spend Categories, similar to transaction controls that restricted (or allowed) posting of charges on grants.

Departments may contact OSP Post Award (osp-postaward@virginia.edu) if they feel that their grant is not allowing a particular Spend Category. For example, if in Oracle, OSP lifted transaction control on “business meals,” the department can contact Post Award to allow “business meals” to post on the grant. Post Award will link a Spend Restriction that allows business meals.

Known Issues

- **Where can I find updates relating to Known Issues?**

Click on the blue banner at the top of the [UVAFinance training website](#) to navigate to the Finance Systems Status webpage. There, you can read about Known Issues and what is being done to mitigate them.

Procurement

- **Existing spend categories make it hard to reimburse researchers for out-of-pocket expenditures for field/lab supplies. Are there any best practices to selecting spend categories that you can share, and/or are spend categories going to be updated?**

The FST Project Team is currently developing a webform to intake spend category requests for both new requests and updates. More to come on this! In the meantime, please refer to the [Allowable Spend Categories for Supplier Invoice Requests](#) as well as the [Expense Item Descriptions](#) as these documents are frequently being updated.

- **We are currently unable to pay bills due to a lack of choice of expenditure type. Who can we speak with about getting expenditure types added?**

Please refer to the answer above.

- **What happens to POs that were generated in Oracle and converted?**

Invoices that were converted are currently on hold in Workday. The payables team is working to resolve them. If it is determined that an invoice was on receiving hold in Oracle and needs to be released in Workday, the payables team will reach out to the owner of the PO and ask them to confirm receipt so they

can release that hold. To learn more, consider attending a [Procurement Office Hour session](#), scheduled throughout the month of August.

Records & Information Management

- **Do you recommend attaching supporting documentation during the Account Certification process?**

Yes, please attach supporting documentation during the Account Certification process.

- **Attaching support documentation is going to take extra time. Is this required?**

It is only required for expenses over \$10,000; for other transactions it is not required but is recommended. If your department chooses not to attach supporting documentation, then you are responsible for following retention rules and providing access to these items in the case of audit or investigation. For more information, please visit the [Records & Information Management website](#) and review the [Workday Financials Guidance](#) resource. For questions, please contact records@virginia.edu.

Security Roles

- **Is there a resource that explains tasks assigned to specific security roles and their routing process?**

Review the [Security Roles in Workday Finance webpage](#) for information on tasks assigned to specific security roles. Training courses provide details on approval routing processes for individual business processes.

- **We were instructed to use the security role template to request security role additions/removals; we submitted that template, but should we place that request again using Workday System Access Request?**

All security role addition/removal requests that were submitted prior to the launch of the new tool have been processed, so there is no need to place those same requests again using the System Access Request app. Going forward, however, please use the System Access Requests app on the learning dashboard to place security role addition/approval requests. Learn more about the security role request process in the [Workday System Access Request Quick Reference Guide](#).

- **Some roles are limited to one person vs. multiple people in a department/unit. How do managers know which roles can be assigned to multiple people vs. one person?**

The Expense Support Specialist role is one role that can only be assigned to one person per department/unit. We limit the issuance of the Expense Data Entry Specialist to Expense Ambassadors and

other unique situations where an area may need to create expense reports for individuals across the University.

➤ **Can the Expense Data Entry Specialist role be requested any longer?**

This role is no longer being provisioned at this time.

➤ **If I foresee a departure from my department, should I request a security role removal?**

Yes, if an individual is departing the department and you foresee security role reprovisioning, the individual or their direct supervisor should submit a security role removal request using the System Access Requests app and ensure a replacement is identified.

➤ **Can a request for security role removal and replacement be sent on the same request?**

No, removal and replacement requests cannot be made on the same request as requests are done at the individual level.

➤ **Can a security role removal request be made ahead of time if the termination date is known?**

Yes, role removal requests can be made ahead of time. You can put an effective date on the removal request.