Fiscal Admin Follow Ups: October 4, 2023

Area to Monitor	Description	Action
UPDATE: PO/ Requisition Closing Process	Closed 28k fully-sourced requisitions, only 89 draft requisitions during first close process. Closed 35k fully closed PO's during that period. Cancelled 32 change orders in the draft status.	• All **fully sourced** requisitions will be closed during this process because they are no longer being utilized by the university. • **Activity date** will be reviewed on Purchase Orders to determine if they will be part of the monthly close process.

Q&A

Questions	Answers	OTHER COMMENTARY
UPDATE: Expense two-approver update		User testing occurred on September 15. Once adjustments are made to the configuration, our users will test once again and a further update re: change in production will come at the November FA meeting.
Is there no way for us to do a mass expense report approval role update?	Mass expense report approval role updating is not available currently. Mass requests require the same approval process as Request Based Access/System Access Request, so there is not a mechanism to approve these in bulk.	
UPDATE: Account Certification resources		New Account Certification FAQ related to getting access to Account Certifications: https://uvafinance.virginia.edu/resources/i-need-access-account-certifications-what-do-i-need-do
Is there a way for a Grant administrator role to request on behalf of faculty?	Whenever a new grant is unassigned, a UVAFinance representative will be listed as the approver. If you need to request a reassignment, please send it to askfinance@virginia.edu.	
Where can we view the current security roles in our teams?	There are UBI modules called "Workday Security Roles" and Account Certification specifically called	If you have UBI access to finance apps, this link opens the WD Security Roles app: https://qsenseprod.admin.virginia.edu/se

	“Workday Account Certification Dashboard”.	nse/app/2a43c8b6-49a9-4e3b-92f0-d523c3514c19/sheet/90e09328-94dd-41bf-9f0d-16656bcfd1a5/state/analysis
UPDATE: Demonstration of the Finance Solution Customer portal	https://uvafinance.blogspot.com/2023/09/customer-portal-for-ask-finance-coming.html	Please request access by sending an email to askfinance@virginia.edu
Is it possible to add a dropdown list in the Subject column so we can see the "proposed solutions" or do we have to keep scrolling down?	You can use the search bar at the top, which will find the proposed solutions.	
How much time should we allow before following up on our cases?	This is variable across operational areas due to the nature of the functional work. UVAFinance is aiming for and commit to a first response service level agreements (SLA). More information is provided in FAQ version within the portal itself.	
UPDATE: Procurement Optimization project		
“I have vendors that refuse to do business with us because of the net 45, or to pay a fee for an ACH (they refuse to accept checks). Please roll that option out sooner than later!”		“It would be great if we just had NET30 (no discount) as the default payment terms. I have vendors who do not realize they signed up for a discount and they add the unpaid amount to my ‘balance’”.
In the supplier site within Workday under the Overview-Summary tab, why doesn't the vendor information include if they have a contract with UVA?	The Procurement contracts are being stored in a different system right now, so please see “Supplier Group” which indicates whether they have a contract or not.	See Top of Mind newsletter for screenshot.
Providers are now charging 3.5% on credit card charges, and some	The Commonwealth is only allowed to tax 3% max for card purchases. Utilities issues through Supplier Invoice	

providers no longer accepting credit cards.	requests and Facilities Management instead of PO.	
UPDATE: Reporting & Analytics updates		
How far back will eVA fees be charged?	Working on a web form to go to Cost Center managers and finance leads to collect charging instructions for eVA fees, then we will build out the process to do the charge back. You will not see eVA fees processed until the beginning of January and will process every 2 months going forward. When this occurs, the charge back will start with July 2023.	