

Fiscal Administrators Meeting  
 Areas to Monitor: April 3, 2024

Area to Monitor	Description	Action
<p><b>UPDATE: Year End Closing</b></p>	<p><a href="#">Year End Closing   UVA Finance (virginia.edu)</a></p> <p>The calendar is posted for reference, and may see additional details added or changes made.</p>	<p>A pdf version is listed at the top of this webpage. Every time the web version is updated, an update date will be listed on the pdf and the website.</p> <p>*Note: for the most up to date deadlines, use the online version.</p>
<p><b>Closing grant related Purchase Orders</b></p>	<p>Similar to last year’s close process, grant related Purchase Orders which need to be rolled forward (those that have a balance but have a grant end date prior to June 1), Central Finance requests that grant managers communicate that the Purchase Order needs to be kept (due to grant guidelines). Otherwise they will be closed (if they have a June 1 end date). Finance will send a “grant managers report” in the communication for review.</p> <p>Procurement has created a process to close Purchase Orders on a regular basis, and we have an automated process in this area, so will not require assistance with this this year.</p>	<p>There is an additional task on this year’s calendar that states Central Finance will send a separate communication on this issue to specific roles.</p> <p>To review open Purchase Orders, use "Non-Payroll Commitments and Obligations" report for global; use the “Open Purchase Orders” report for local review.</p>

Q&A

Questions	Answers	OTHER COMMENTARY
<p><b>UPDATE: Cancelling Account Journals</b></p> <p>If a journal has been created and approved/posted, is there any way to cancel or reverse?</p>	<p>Email <a href="mailto:askfinance@virginia">askfinance@virginia</a> to reverse journal entry.</p>	
<p><b>UPDATE: Strategic Sourcing Updates</b></p>	<p>IAAt the end of the ATG ordering process, there will be an option to see a 'Department View' of the order and a 'Caterer View' of the order, that will</p>	

<p>When a cart is assigned will the deliver to location be shown?</p>	<p>allow you to ensure the delivery address and notes are correct before processing.</p>	
<p>As part of quarter close process (outstanding 90 days), PAAs will be cancelled that are not completed. Re-entering them is not ideal. Is there a way to find a cancelled PAA?</p>	<p>There is no way to reinstate an incomplete PAA. If departments need help, Payroll may be able to help in re-entering these.</p>	<p>Should we look into notifications within 5 days?  Last payroll period that ends 6/30, will run on 7/6.</p>
<p>Is there a way for users to see if a payment has been intercepted by the Commonwealth. Would that affect Fund Balances?</p>	<p>A payment method listed as "State EDI" means it was intercepted. Departments can call Department of Accounts or Department of Taxation. You can also contact AskFinance, as central can access the Cardinal system directly.</p>	<p>Just because the payment was sent to the state, it is possible that will remit payment to supplier to the address they have on file, which isn't always accurate or what the vendor submitted to UVA.</p>