Fiscal Admin Follow Ups: September 6, 2023

"Big Idea"	Description	Action
Update FA of updates in Spend	Desire to be notified immediately upon updating the spend categories/expense categories/worktags.	• Add a date field to the Spend Category webpage. • Is there a way to @ tag an individual that is linked to a spend category as well/ Salesforce? • *https://uvafinance.virginia.edu/resources/expense-item-descriptions* • which ones were updated (and why and when).
FDM Validator 10% error rate	ISD Mailing Services Report, new validator sheet	• For Mail services ISD billing, when we upload a monthly file, there is still having a large error rate. • When mail processes captures the FDM, they are scanning the printed validator. Most of the errors are common disallow combinations. If there are UPG using UPG cost centers, it cannot have a UVA_207 "company" as the biggest error. If has a cover sheet, need to produce a new one. • *Asking the group to communicate/reinforce that the validator sheet be checked by delivery individual and re-printed if not correct.*
Spend Category Report with common language	• definitions can be cryptic • more than one spend category with similar conditions, • when to use one spend category versus another. • There used to be an expenditure type report that was helpful with this "laymans terms" concept.	• Revamped Goods/Services Guide this summer with helpful descriptions - could use as template. • Proposed solution: Take a similar approach (if Judi provides examples of what she does not like *Procurement-enabled spend categories only) • CECI will review this as well.
Ship to Non-UVA addresses for Marketplace	• Note to Supplier field does not always work • Using vendor work-arounds, but often the processing occurs	• All of our addresses come from Facilities system, some addresses are not listed, • Working on what needs to be housed in this system versus being added manually.

orders/Purchase Orders	to quickly and cannot update with a phone call	
Reimbursements for non-UVA individuals	• Non-UVA researchers receive funding (example: summer research), allocated budgets, turn in receipts and staff reimburses. • There is a limited number of spend categories on the Supplier Invoice Report/requisition. • Very limiting to list some Spend categories (meaningless description) to get the transaction through. • Creates an inaccurate record of what is being purchased	
Date Used while expensing Travel	• reimbursements for travel are typically submitted at end of trip, back-date from date of purchase in Expense Report • use purchase date for airfare/lodging/conference etc. (can't reimburse before we go) • All reimbursements were returned to me this week (was there a process change?) that we were asked to use the end of travel date now.	There are multiple date fields in expense reports, so below is how the dates should be entered: • **Expense Report Date (in the header)** Leave as the default date which is the date that you begin creating the expense report • **Expense Date (on each expense line)** The date the purchase was made/date on the receipt (including travel arrangements made in advance). *This is especially important when expensing something in foreign currency to ensure that the correct exchange rate is used. • **Departure Date (for certain travel expense items)** The date travel begins.

		• **Arrival Date (for certain travel expense items)** The date travel ends and you return home.
Graduate Student expense routing	• Department/School was contacted by the graduate office to review reimbursements and payments to students (example: dental) • Expense owner had reviewed, PI had approved, but still had not been paid in many cases. • Why does it route to the students for approval? Can we remove this step?	• Grad students are notified, need to communicate to them that they need to complete the step • Is there a report to see if there is an easy way to see where that is sitting, list filtered by department. "Find Expense Report" will show you the actual report, "Expense Report" shows line items, but its individual reports, not all payments needed.
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QUESTIONS	ANSWERS	OTHER COMMENTARY
Freight Charges on Capital Equipment		
How to differentiate spend; Capital Equipment <$5k and >$5k.	Under $5K is non-capital, a separate spend category. If unit price of the asset is under <$5k, it is expensed.	The freight charge should be capitalized with the capital asset (exception is when freight is charged after the Year-End close period and we can't charge to ETF any longer, usually within first month of new year).
Expense 2-approver process		
Please provide a diagram of the expense report approval process.	https://uvafinance.virginia.edu/sites/uvafinance/files/2022-06/Expense%20Report%20Approval%20v2.pdf	

Please provide a list of Unique roles that will need to be requested in this scenario/change.	**Roles involved in the expense report approval process are:**
	• Expense Support Specialist (ESS)
	• Detail Worktag Approvers:
	    ○ P2P Approver
	    ○ Grant Manager
	    ○ Gift Manager	

	◦ Project Budget Specialist • Senior Department Finance Approver (SDFA)	
How are small departments supposed to handle this change if we don't have enough approvers?	**For small departments we recommend:** • Only assigning one person in the Expense Support Specialist role. • Assign at least one other unique approver in the Detail Worktag Approver roles. ◦ You can have multiple people in this role for other Workday processes, but at least one of them should be different than the ESS. • Assign at least one other third unique person to the SDFA/Sponsored Program Manager/Project Budget Manager roles. ◦ You can have multiple people in this role for other Workday processes, but at least one of them should be different than the ESS and Detail Worktag Approver. ◦ This third person would serve as an alternate approver in case the Detail Worktag Approver submits their own expense report.	Contact the expense team through AskFinance with questions.
What is the deadline to conduct this work?	Once we receive all testing feedback by Friday 9/15/23, T&E team will send a communication out to any changes to business process. There is a deadline of 9/30/23 to have new process in place.	
Why not wait until testing is complete and the finalized communication is	The biggest change that needs to be made is to the roles. If there are multiple people in all of the roles set up prior to the deadline, there are fewer business process changes that will need to be made.	

sent before we submit any role request changes.		
ISD Process in Workday		
Can departments post accounting journals if the ISD charge is wrong? We have several issues with incorrect worktags, inaccurate spend categories, etc each month	Yes, you may use Accounting Journals to change worktags for an ISD that was already created (if you are the receiver). To correct it only, not to do the initial charge.	Also, if the ISP is one you use often - we encourage you to reach out to an ISP if you need to update the worktags that are regularly used.
Provide more information of the Change ISD process.	A process that is available to the data entry specialist (if you created the ISD). The Change ISD process backs out all of the accounting, creates another journal and a new set of accounting lines. As the receiver/paid for the goods/services, it requires an Accounting Journal.	There will be more information forthcoming regarding who can use this process moving forward.
When I pull the ISD report, I do not see who in my department requested the service.	The Requestor field is an option field that has to be manually added.	If you have a use case and want that added to your ISD, suggest that the person requesting the good/service ask the ISP to have that added.
Monthly Requisition Closing Process		
Introduction to the Requisition closing process and feedback gathering	This process will occur between the 1st-3rd of the month, completed by Central Procurement staff. Proposed start date is 10/1/23 (targeting July 1-Aug 31).	Survey: https://virginia.az1.qualtrics.com/jfe/form/SV_ebSdPSAmFQMYLf8
How will closing the PO effect a credit which may process more than 30 days after the invoice is sent? How will we apply a credit in June or July with the close of fiscal year? Would it be applied to the worktag and not linked to the original PO?	We will be able to re-open the P.O. in Workday and no permanent closures, so if a credit comes in, please let AskFinance know.	
We do change orders often, especially with contractors outside the 30 days. Are all of those going to be closed requiring new PO's each time?	By cancelling the change order/draft; you can still initiate that change order again. For the sake of a clean transaction, close the draft and start fresh with new initiated change order.	If a PO is open and not fully paid, it will not be cleaned up in this process. Only reviewing PO's that are open, fully paid, and no proposed change order for 30 days. Are there special use cases here?

Will there be a report that units could run to identify their requisitions and POs that are meeting the criteria for Central Procurement's closure?	Procurement will explore this.	
Will you be notified when a transaction is closed?	No, there will be too much noise as of now. Procurement will consider this as we continue.	
The department doesn't have to reopen the PO?	All activity will be done on transactions in the current fiscal year, all closed transactions can be opened again. You can navigate to your requisition or PO and reopen the transaction.	
Can we look in the PO "Process" option and see that it was closed and by who?	Yes	