Fiscal Admin Follow-Ups

"Big Idea"	Description	Action
Process Improvement: Automated Solution for PO Closure	Identify Workday processes that can submit PO closure task if fully invoiced/fully expensed/zero obligation Will reduce impact on FA who are manually closing POs at year end "Partnership in first year of closing with stakeholders" - mass closures will reduce the shared burden: roll over and depts closing one by one	• Central office buyers can assist with closing PO's if when requested by department contact • QRG for closing PO exists and circulated • FA's - Use AskFinance with list of POs that are fully paid (with cost center/worktag/days of inactivitiy/other criteria) for mass closure • Report that is limited to Fully invoiced and Paid open POs (with worktag filters) • Moving forward into FY24, will attempt to do periodic reviews and prioritize items with grant associations to communicate with user that item has zero obligation • A "sweeping process" from UVAF for 300 units could be challenging because some POs have critical numbers? Explore what that might entail and what roadblocks could surface
Slow response time from AskFinance	May be a year end, high volume issue/time?	• Users to be diligent in using Subject line of email, and including as much information as possible to speed up process (DH Note: infrastructure in place with web resources, email comms, twitter/blog, and meetings to continue to provide answers to FA community, but area for CI as we move forward)

Security Role Advisor (for FIN re: Expense 2-approver process)	Rolling all expense processes back will require user feedback Interest in having team to advise FAs on security roles	
ISPs to include/attach documentation in the transaction in Workday	Identify Workday capacity for this	
Details for Account Certification Report: Can accounts be summarized/use of drill down feature?	Current solution: filter the ledger account	Identify if reporting can conduct this type of activity
Broaden the type of transactions that can be adjusted.	If transaction does not link to journal, recommend to use AA, PAAs; Some transactions cannot use Acct Adjustment, instead use PAAs FAs may show pattern of conducting more journals than accounting adjustments Journals cannot be completed until 45 days past invoice paid date	

Last Edit: 6/15/2023