

Fiscal Administrators | 08/02/23 Agenda

| Topic | Today's Agenda Item / Objective | Target Time |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Welcome | <ul style="list-style-type: none">• Welcome/Agenda Overview | 5 min |
| Updates & Reminders | <ul style="list-style-type: none">• New Spend Category• Activity Stream Demo• T&E Expo Reminder | 20 min |
| Expense Approvals | <ul style="list-style-type: none">• Update on "two-approver" process | 10 min |
| Purchasing Updates | <ul style="list-style-type: none">• Goods & Services Guide Overview/Demo• Automatic Purchase Order Distribution | 10 min |
| Fund Validations | <ul style="list-style-type: none">• Validation and Worktag Updates | 10 min |
| Reporting | <ul style="list-style-type: none">• Reviewing PO Balances and Obligations | 10 min |
| Wrap-Up | <ul style="list-style-type: none">• Preview of Next Meeting / Meeting After the Meeting | 5 min |