Fiscal Administrators Meeting
Areas to Monitor: February 7, 2023

Area to Monitor	Description	Action
UPDATE: Capital Equipment Purchase Requisition Reminders	Comment: It would be really nice for requisitions sent back by capital equipment to make changes not route all the way back to the beginning for all approvals. Unnecessary extra work when other approvers before them have already approved the requisition.	
UPDATE: Mass Request Update	Is there a good place to be able look and see what roles you currently have?	UBI **"Workday Employee/Worker Financial Setup with Security Roles"** table.
	Assign designee/super user: ability for a non-supervisor to submit a security request on behalf of someone else (less than 25 requests)	Workday is manager driven. Feedback to be received by AskFinance – compile and take to governance. Because the template for the request is a spreadsheet, it can be pre-filled and sent to the manager for a basic submission. https://uvafinance.virginia.edu/sites/uvafinance/files/2022-06/WorkdaySecurityRolePersona.pdf
	Create an instruction sheet for managers to follow.	There is a QRG for the Mass Upload: https://uvafinance.virginia.edu/resources/workday-finance-system-access-mass-upload-request

Q&A

Questions	Answers	OTHER COMMENTARY
UPDATE:		
General Fin Accounting related to SIS transactions: can we make accounting journal corrections if review and identify a coding or mapping error (if keyed wrong and doesn't affect the student). SFS saying corrections can only be	*SIS charges should be corrected in SIS except for tuition remission for grants which is listed in the Accounting Journal QRG.* *(Get all the worktags and the SIS item types mapped correctly, so temporarily told to do journals?), SOP going forward*	Amanda Meares is going to work with Lisa Shuler to come up with a joint Finance/SFS statement that can be add to the wrap up information.

made in SIS. Asking for Guidance >		
Prioritizing late Account Certifications. Feedback that expense reports need to be completed first locally.		o How to make the reports on the Account Certification Actions landing page work better for you - Is there a way to prioritize my Account Certifications?
		o How do I see how many Account Certifications I have left to do?
	The view of the Account Certification Awaiting Me and the Account Certification Awaiting Me – Detailed reports are limited to 100 Account Certifications on the Account Certification Actions dashboard. However if you follow these steps, you can get your full list of the Account Certification that are awaiting you. 2. Select the View More… button.	o Why don't I see all my Account Certifications in the Account Certification Awaiting me report on the Account Certifications dashboard?
Correcting worktags in ISDs	If its your worktags that are changing in an ISD, you can do an accounting journal to move those funds. May need to contact the ISD if it's a monthly charge.	o "Create Journal" task in Workday