Top of Mind Newsletter October 2023

Top of Mind Area	Resources / Next Steps
General Updates	• **Expense Two-Approver:** Testing on the solution continues. The team is making adjustments based on user feedback and then will have users test once more. The final testing will allow us to build and share a timeline for implementation. • **Account Certification:** The sessions are September 12 and 14 at noon; see the blog for more details and the Zoom link.
PO Requisition/Closing Process	• The first monthly close of fully sourced POs and requisitions went very well! The team closed 27,859 fully sourced requisitions (that's nearly 28,000 that won't show up in schools' and units' commitment reporting!), 89 draft requisitions, 35,650 fully paid purchase orders, 3 draft purchase orders, and 32 draft change orders. Thank you for your feedback!
Finance Solution Center Customer Portal	• The Finance Solution Center Customer Portal is now live! The portal allows our partners across Grounds to view the progress of the cases they've submitted to the "Ask Finance" team. • While using the portal, customers can also submit comments and updates directly into the system and can also access knowledge articles and frequently asked questions related to their topic. For those who prefer, they can also submit cases directly from the portal instead of via email. • Currently, access to the portal is granted by a request to the Ask Finance team. We'll respond quickly with the link to the portal. In the future, access will be automated, but we didn't want to wait for that feature before sharing the portal with you.
Procurement Optimization Project	• After the 12-month period of stabilization post-implementation of Workday Finance, UVAFinance is launching a concentrated effort to optimize the sourcing and payables functions within Procurement & Supplier Diversity Services. • The Optimization Initiative will build on this foundation of clearly defined issues to put in place long-term, fiscally sound solutions that will alleviate the burden on the team and our customers.
Reporting & Analytics Update	**eVA Chargeback process:** UVAFinance is building a web form to collect the proper information needed to book eVA fees. The web form will allow users to be very specific about where they want their fees to go for both grant-related and non-grant-related POs. Our target is to have this

	solution to you by the end of the year, at which point we'll begin booking eVA fees on a bi-monthly cycle. **<u>Feedback from Spend Focus Groups on PO & Invoice reports:</u>** 1. We had a few PO reports that were duplicative, so we met with the Spend Focus Group and got their feedback. On the POs, we Track Purchase Orders and Track Purchase Orders with Line Splits. We'll sunset the Track Purchase Orders since the one with line splits is more accurate. 2. We'll also keep the Open Purchase Orders report and make some enhancements that will make it easier to search. 3. On supplier invoices, we had a Supplier Invoice Details report and Supply Invoice Details with line splits. We'll sunset the one without line splits. 4. We'll keep the Find Supplier Invoice Report. **<u>Upcoming UBI enhancements:</u>** 1. When using the UBI WD Journal Lines app, please remember to set filters BEFORE you open the Details sheet. The amount of data in the application continues to grow so limiting the data before the table is generated will improve response times. 2. Another item that increases the resource requirements on UBI is the use of "My Sheets". We have over 1,000 personal 'My Sheets' in the Workday Journal Lines app – It's great to see the widespread adoption of this tool however these sheets do consume resources and can contribute to performance issues. If you have 'My Sheets' that you use regularly, please continue to use them; if you have sheets that you created for a temporary need and no longer use we ask that you delete these (right-click the thumbnail & select delete). The same goes for Community Sheets – if you published a Community Sheet but it is not being used, please unpublish and delete it. 3. As mentioned previously, we are working on a few new Journal Lines apps in UBI to reduce the amount of data in any given app – one will contain Actuals only for both the Income Statement and Balance Sheet accounts, the other will contain Actuals plus Commitments and Obligations, but only Income Statement ledger accounts. These should be available by the end of October. 4. We recently received a Salesforce case from a user asking how they could more easily see all the employees who still had labor suspense balances. This is where it can pay off to look at the Community Sheets. EHD, SOM, and SEAS all have Community Sheets that they created for this very purpose. These can be used by others simply by changing the filters or copied and repurposed. Remember that if you are only using different filters but the layout of the report is the same, you don't need to create a custom sheet, you can simply

	change the filters on the report you're using and save the filters as a bookmark. 5. See the latest round of Reporting & Analytics Release Notes on the UVAFinance website
Areas to Monitor (from Agenda Items & Post-meeting Discussion)	• This area tracks questions and answers and helps us track larger continuous improvement opportunities that arise from Fiscal Administrators meetings. • Fiscal Admin Follow-Ups October 2023.
STAY UPDATED	• View the latest UVAFinance blog digest