

# Top of Mind Newsletter **April 2023**

Top of Mind Area	Resources / Next Steps
Year End Close Dates	<ul style="list-style-type: none"> <li>• <a href="https://uvafinance.virginia.edu/year-end-closings">https://uvafinance.virginia.edu/year-end-closings</a></li> </ul>
Workday Outages	<ul style="list-style-type: none"> <li>• Known issues are posted on the UVAFinance <a href="#">systems-status page</a>. Major system outages such that stop work UVA-wide are run as a banner across all UVAFinance webpages.</li> <li>• Report Workday &amp; finance system outages to the Ask Finance Team at 434-924-3400</li> <li>• We are currently working on a cross-platform, integrated response with our partners across Grounds so that the notification process will be smoother for you, our users.</li> </ul>
Account Certifications	<ul style="list-style-type: none"> <li>• <a href="#">Account Certification Resources</a> (scroll to the Account Certification accordion)</li> <li>• <a href="#">Time with a Trainer</a> (see Danielle Hancock's Calendar)</li> </ul> <p>A continuous improvement working group is examining inefficiencies in account certifications and exploring ways of streamlining in the current process. <a href="#">Read more about what this group is doing on the UVAFinance blog.</a></p>
Reporting	<ul style="list-style-type: none"> <li>• <i>What report shows beginning budget against updated budget?</i> The Workday Budget vs. Actual module in UBI provides budget info for both the original and working budget (in separate reports). You can also pull budget data for the Original or Working budget in Budget vs. Actual by Cost Center and Fund Balance by Cost Center. Use Plan structure on the filters page to change the budget.</li> <li>• <i>What report shows faculty their actual "as of today" balances?</i> <ul style="list-style-type: none"> <li>❖ Budget vs Actuals by Cost Center (non-grant)</li> <li>❖ Fund Balance by Cost Center (non-grant)</li> <li>❖ Expendable Fund Balance Summary (non-grant)</li> <li>❖ Workday Budget vs Actuals (UBI) (non-grant)</li> <li>❖ Grant Budget vs Actual (grants)</li> <li>❖ Grant Balance Available (grants)</li> <li>❖ Workday RAD (UBI) (grants)</li> </ul> </li> <li>• <i>Is there an update on fixing the obligations that are showing in budget balance reports, where it's showing the total PO amount as the obligation and not what's actually left?</i> This is a priority for the fourth quarter.</li> </ul>

	<ul style="list-style-type: none"> <li>• Need to see what security roles are assigned to your area? Use <a href="#">UBI App (Workday Security Roles)</a>.</li> <li>• <b>Reminders:</b> <a href="#">Reporting Release notes are always on the UVAFinance website</a>. Other great resources include <a href="#">Day in the Life</a> and <a href="#">Reports Inventory</a>.</li> </ul> <p><a href="#">NACUBO Functional Analysis Module QRG</a></p>
<b>End User Support</b>	<p><a href="#">Tips on Working with Ask Finance</a></p> <ul style="list-style-type: none"> <li>• Reach Ask Finance by phone at 434-924-3400</li> </ul>
<b>Payment Works</b>	<ul style="list-style-type: none"> <li>• <a href="#">PaymentWorks: Track Onboarding Status</a></li> <li>• <a href="#">PaymentWorks: Search for a Payee</a></li> <li>• <a href="#">PaymentWorks: Payee Registration Steps</a></li> <li>• <a href="#">PaymentWorks Troubleshooting FAQs</a></li> <li>• <a href="#">PaymentWorks: Invite a Payee</a></li> <li>• Had any trouble bookmarking PaymentWorks? <a href="#">Do it from this screen</a>.</li> <li>• <a href="#">Resources for Suppliers working in PaymentWorks</a></li> </ul>
<b>Getting Costs onto Grants</b>	<p><a href="#">Detailed Email from OSP on this subject</a></p>
<b>Expense Updates</b>	<ul style="list-style-type: none"> <li>• <a href="#">What is a bona fide business purpose?</a></li> <li>• <a href="#">Requested screen shot</a> illustrating five attendees, one of which did not have a bona fide business purpose</li> <li>• <a href="#">Bona Fide Business purpose communication</a></li> </ul>
<b>FDM Worktag Resources</b>	<ul style="list-style-type: none"> <li>• <a href="#">On the web</a></li> <li>• Outstanding request: Checklist for deactivating a Worktag</li> </ul>
<b>STAY UPDATED</b>	<ul style="list-style-type: none"> <li>• <a href="#">See the March 30 Blog digest here</a></li> <li>• <a href="#">See the April 13 Blog digest here</a></li> </ul>