

**FISCAL ADMINISTRATORS MEETING AGENDA  
WEDNESDAY, JANUARY 16, 2019, 10:00 AM  
SOUTH MEETING ROOM, NEWCOMB HALL**

***General Comments – John McHugh***

***UVA Finance – Brenda Nalley***

- Expenditure Type Coding – 1099 Reminders to avoid IRS fines.
  - Please separate reimbursement for travel from other expenditure types.
  - Please code rentals from Allied to Rental, Equipment for Allied Portable Toilets.

[https://fro.vpfinance.virginia.edu/system/files/Expenditures\\_Reminders119.pptx](https://fro.vpfinance.virginia.edu/system/files/Expenditures_Reminders119.pptx)

***Procurement & Supplier Diversity Services***

***Jack King***

- ***SWAM Day***
  - Business owners to come and speak to department representatives in July
  - Supplier diversity training is now available, contact Jack if interested

***Addie Coe***

- Registration Portal Update
  - We are now re-inviting suppliers who have taken no action on their invitation. The schedule is that each Friday, suppliers are re-invited from the previous Wednesday to the current Wednesday. If you would like an additional message to be sent to remind a supplier, you can put in a change request and in the notes section as that a reminder be sent.
  - On your “My Requests” page, you can search for the supplier in the search bar at the top, or you can use the small arrows beside each column to sort chronologically (either most recent or least recent first). We recommend that you keep all criteria boxes checked when searching.

***Korby Griffith***

- T&E Card Program Updates and Changes
  - New training will be required in February
  - Not just “do’s” and “don’ts,” but required training on expensing cards in Chrome River
  - Reminders for training will be sent through February
  - If training is not completed in February, the card will be suspended.
  - Training will be conducted through Workday.
  - Training is geared towards new cardholders, but is also required for old cardholders.
  - **Korby did mention the importance of processing and approving expenses in Chrome River. He mentioned how some people have been putting in their receipts, and not actually working to process them correctly (particularly managers who do not generally expense their own items).**
  - There is now an escalation process for non-expensed charges in ExpenseUVA.
  - Beginning Monday (1/28), we will begin sending emails per our current procedure:
    - 30 days – Email sent to expense owner & supervisor
    - 45 days – Email sent to expense owner, supervisor, and ambassador
    - 53+ days – Suspension warning email sent to expense owner and supervisor

- 60+ days – Notice of suspension
- Many cardholders do not expense their transactions, because they do not know how to.

***Finance Outreach & Compliance – Patty Marbury/Danielle Hancock***

- Finance Training Processes in Workday Learning - To find the courses that you need to take, go to the “Finance Outreach and Compliance” website
  - Click “Training”
  - Scroll down until you find the responsibility that you need  
<https://foc.virginia.edu/>

The next meeting is scheduled for Wednesday, February 13, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.