

**FISCAL ADMINISTRATORS MEETING AGENDA
WEDNESDAY, APRIL 17, 2019, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

General Comments – John McHugh

Finance Strategic Transformation (FST)– James Gorman

- Update located in UVA Finance Community: [Finance Strategic Transformation Update for Fiscal Administrators](https://fro.vpfinance.virginia.edu/system/files/How%20to%20find%20updates%20on%20the%20Finance%20Strategic%20Transformation%20project.pdf). How to find updates on the FST Project, please click here.
<https://fro.vpfinance.virginia.edu/system/files/How%20to%20find%20updates%20on%20the%20Finance%20Strategic%20Transformation%20project.pdf>

Treasury Management – Julie Richardson

- Realignment of Treasury – With the retirement of Pat Hogan and the departure of Jim Matteo from UVA, Treasury now falls under the Vice President for Finance, Julie reports directly to Melody Bianchetto.
- Changes in the Endowment and Long-Term Pool –
<https://fro.vpfinance.virginia.edu/system/files/Presentation%20-%20Fiscal%20Administrators%20-%20UVIMCO%20DMA.pptx>

Financial Operations – Josh Breeden and Thomas Schneeberger

- Recon@ Data Purge Recon@ Data Purge – We know about delays in Recon@, working <https://recon.vpfinance.virginia.edu/ga-reconciliation/reconuva-data-purge>
- Year-End Calendar: <https://fro.vpfinance.virginia.edu/key-dates>

Student Financial Services/Human Resources – Lisa Shuler/Sue Simpkins

- “Work-Study Overage – How to fix your Work-Study Student’s LD Schedule before the Payroll Hits”?
<https://fro.vpfinance.virginia.edu/system/files/Workstudy%20LD%20final%2017Apr2019.pptx>
- A communication will be sent out in August telling how to set up LD
- FICA should not be charge to students, please contact “AskHr@virginia.edu” if you see this.

Procurement & Supplier Diversity Services

Jack King

- The University of Virginia’s Procurement and Supplier Diversity Services, in partnership with Albemarle County and the City of Charlottesville, plans to host a Small, Women-owned, and

Minority-owned (SWaM) Supplier Open House on June 21. This is not your typical expo. Instead of inviting a handful of well established, multi-million dollar SBEs, WBEs, and MBEs from across the Commonwealth and around the country to UVA to showcase their goods and services, we are inviting 30 or so schools and departments to make themselves available one morning (3 hours) to meet and discuss their requirements with hundreds of vendors across the state who drop by to get better acquainted.

- The open house aligns with UVA's Cornerstone Plan commitments to 1) 'strengthen the university's capacity to advance knowledge' by creating a larger, more diverse pool of companies to supply goods and services to UVA's research infrastructure and 2) 'steward the university's resources' by growing, nurturing, and building strong relationships with local, responsive SWaM businesses that are a central part of our extended community. Currently, only a small portion (roughly one third) of UVA's overall discretionary spend is transacted with Virginia-certified SWaM businesses. This is particularly true for women and minority-owned small businesses. Increasing our overall spend with SWaM vendors — vendors that can often offer the same services and commodities as larger competitors — not only contributes to the overall vibrancy and health of our local communities but also improves our local economies. This event offers SWaM vendors an unprecedented opportunity to connect directly with UVA schools and departments with high spend in the types of commodities and services they offer.
- As we take this opportunity to invest in our future, we look forward to your support and involvement with this important event. Contact is Jack King (jek7s), and he can be reached at 434-960-3610.

John McHugh

- Aged T&E card transactions
 - Thanks for your help approving these transactions
 - Down to 5 > 90 days old
 - Still suspending T&E cards when transactions > 60 days old
 - Suspensions have leveled out but continue to be a few per week
- Lyft Contract benefits
 - Contract terms set-up to protect traveler and University
 - Can establish a separate business profile
 - Integrates receipts with Chrome River
 - Has concierge service to provide codes to visitors to charge directly to T&E card
- Invoice help
 - The Purchase Order is a contract that includes invoicing instructions
 - 90 % of POs are delivered electronically to suppliers
 - If a supplier sends invoice directly to department, ask Supplier to invoice according to the instructions on the PO
 - You don't have to deliver invoice for the supplier
 - We actively work to negotiate electronic delivery of invoices with high transaction suppliers
 - Electronic invoice suppliers know how and where to deliver electronic invoices
 - You help to hold suppliers accountable is appreciated

The next meeting is scheduled for Wednesday, May 8, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.