

**FISCAL ADMINISTRATORS MEETING AGENDA  
WEDNESDAY, MAY 8, 2019, 10:00 AM  
SOUTH MEETING ROOM, NEWCOMB HALL**

***General Comments – John McHugh***

***Financial Operations***

***Jacob Mair***

- Upcoming APA Audit – here every year to audit UVA Financial Statements, May-October
  - Entrance conference – Monday, May 13, 2019
  - Interested in foundation transactions, cash revenue, and expenditure transactions (internal controls)
  - Departments may get an email from Thomas Schneeberger or Jacob Mair asking for assistance
  - If departments hear from APA directly, let Thomas or Jacob know

***Josh Breeden***

- Recon@ Update
1. System Performance Update
    - a. We received confirmation on Monday that our system technicians have been able to enhance queries which greatly enhanced system speed when loading reconciliations and expenditure detail (almost instantaneous)
    - b. Continue to email us at [recon@virginia.edu](mailto:recon@virginia.edu) with any system performance issues
  2. Reconciliations suppressed when no current period expenditures and planned expenses on a project are = \$0.00
    - a. Enhancement will go into effect after May month-end close
    - b. Will no longer need to reconcile projects that have no actual transactions & commitments that zero each other out
  3. Alternate Role Reminders
    - a. Fiscal responsibility remains with the Person of Record (the person assigned the role in the Integrated System) even when an alternate role is assigned
    - b. Users can only assign an alternate role for a position they currently hold in the reconciliation workflow (If I am the preparer, I can only assign an alternate preparer on my behalf; I would not be able to assign an alternate approver on any of my projects)  
<https://recon.vpfinance.virginia.edu/ga-reconciliation/assigning-alternate>
  4. Fiscal Officer Roles
    - a. Timely preparation stats are great – THANK YOU!
      - However, approval stats are dropping as time progresses
    - b. Working with the Business Officers Council to identify Fiscal Officers for each school/unit who will be the point of contact on late notices at 30 days delinquent and be the point of contact for VP/Deans when late notices are received at 60 days delinquent.

- c. Fiscal Officers will be supplemented with a Recon@UVA Qlik Sense module which provides better insight into reconciliation tracking and statistics
  - These changes will continue to be rolled out over the remainder of the month and be in place before the start of FY20.
  - The current list of Fiscal Officers & VP/Dean's can be found on the ReconUVA website:
    - <https://recon.vpfinance.virginia.edu/ga-reconciliation/fiscal-officer>
    - <https://recon.vpfinance.virginia.edu/ga-reconciliation/vpdean>

### ***Procurement & Supplier Diversity Services***

#### ***Kristin Floyd***

- VWR International Presentation –  
<https://fro.vpfinance.virginia.edu/system/files/VWRPresentation519.pdf>
  - Ability to source items that may not be in the VWR catalog – thereby satisfying competitive requirements for purchases exceeding \$10k
  - A good tool for lab managers looking to find an item and just do not know where to start, let VWR do the sourcing work for you!

#### ***John McHugh***

- UVA Marketplace Resource –  
<https://fro.vpfinance.virginia.edu/system/files/Partnership%20with%20Procurement519.pptx>
- **Question:** Can I email a suppliers invoice to AP?
- **Answer:** Departments and units should provide guidance to their suppliers in order for them to independently submit invoices for processing. For an invoice to be paid there must be an approved financial commitment first; generally a purchase order (PO). A PO, in addition to being the official financial commitment to a supplier, gains the necessary approvals, validates the availability and accuracy of funds, provides details of the purchased good or service, and includes instructions to the supplier while protecting the University contractually. Suppliers should follow the invoicing instructions on the PO to ensure timely payment of invoices. When invoices don't follow this path, it could affect the University's ability to achieve its Prompt Pay Act obligations.

The next meeting is scheduled for Wednesday, June 12, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.