

**FISCAL ADMINISTRATORS MEETING AGENDA
WEDNESDAY, AUGUST 14, 2019, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

Financial Strategic Transformation (FST) Pre-session – James Gorman (9:15am-10:00am)

- Link to the Fiscal Admin post on the Community:
<https://communityhub.virginia.edu/community/uva-finance-transformation/blog/2019/08/14/fresh-from-the-august-fiscal-administrators-meeting?sr=stream&ru=2027>

Questions? Email us at financetransformation@virginia.edu, send us a note via the feedback form on financetransformation.virginia.edu, or visit the [Finance Online Community](#) in Community Hub!

FA Meeting – 10:00am

General Comments – John McHugh

- July 1st implemented increase of competition limit to \$100k
 - Let me know if you experience any challenges related to this change
 - Increased focus on SWAM quotes for competition in FY '20 - Governor's Executive Order 35
- July 1st Added Vendor-Invoice@virginia.edu email address to Purchase Order
 - Careful of duplications
 - Some vendors have had issues with emails caught by spam filters

Question: Can departments send invoices to the email address?

Answer: It is not the best practice. Vendors should send invoices according to the "Invoice-To" instructions to avoid duplication of invoices. However, invoices can be submitted by departments to the email address to expedite invoice entry as long as it's been coordinated with the vendor.

- Current testing invoice portal
 - An important change to improving the invoicing experience
 - Will send purchase order revisions electronically to vendors and to the portal
 - We need some help – let me know if you're interested after the meeting
- After 58 years of dedicated service, Joyce Dunn has retired. She will be missed by all that have worked with her over the years. We send cards and letters to her weekly, if you want to send a congratulations message.

UVA Printing & Copying – Josef Beery/Kelly Hogg

- Announcement – Printing & Copying is still in the business of providing copiers and service to UVA Departments. They have heard that a vendor has been going around to departments saying that we have stopped, this is not true.

Student Financial Services – Lisa Shuler

- Federal Work Study Update – Session tomorrow, Thursday, August 15, 1:30-3:00pm, in the Commonwealth Room, Newcomb to go over changes this year. SFS is partnering with Career

Services and Human Resources. The percentage split is different this year. 75% - Federal, 25% Department.

Financial Operations

Josh Breeden

- New Project Close Review UBI Module
 - This new module is a “one-stop-shop” for the closed project request process. It validates that all key criteria (cash balance = 0, commits = 0, Obj Codes < 3999 = 0, POs Finally-Closed, etc.) are met in order for the project to be closed.
 - You can read more about its release here: <https://communityhub.virginia.edu/community/ubicommunity/blog/2019/06/27/new-release-project-close-review-module>
 - A Quick Reference Guide for using the module can be found here: https://fro.vpfinance.virginia.edu/system/files/Project_Close_Review_Module_QRG.pdf
 - Be sure to try out the “Mail with Bookmark as a Link” functionality in UBI when submitting a request to the closed_projects listserv



- OR complete the [Request to Close an IS Project Form](#) and send via email to the closed_projects listserv.
- All questions can be sent to closed_projects@virginia.edu (closed_projects).

Thomas Schneeberger

- Surveys related to GASB 84 and 87

GASB 87 - New accounting standard requiring all leases to be capitalized. Financial Reporting will conduct a survey to gather information on equipment leases, which are currently not centrally maintained. The survey will be published within a week.

- GASB 84 - New accounting standard requiring UVA to issue separate financial statements for its fiduciary activities. Financial Reporting will conduct a survey to identify fiduciary activities throughout UVA. The survey will be published within a week.

Vice President for Finance Office – Brenda Nalley

- Remote Depositing - In order to comply with FIN-016 and the recommendations from the Cornerstone project, remote depositing and cashless grounds are moving forward. If your department is interested in switching over now, please contact Brenda.

Currently, the \$15/month fee for scanner rental is covered by Treasury. In the future there may be a change to this process, so it may be logical for some users to be set up sharing a scanner. The implementation of the remote scanner takes about an hour.

Please note that the process for depositing checks for gifts and foundations is not changing. These receipts should continue to be processed through Gift Processing Services and Gift Accounting respectively. They will not be deposited using remote deposit.

Procurement & Supplier Diversity Services – John McHugh

- Travel Expo – September 19, 10:00am – 2:00pm, Newcomb Hall Ballroom.

Beginning October 1, 2020, Virginians will need a REAL ID compliant credential (or another federally approved form of identification, such as a U.S. passport or some military IDs) to board a domestic flight or enter a secure federal facility. In fact, some military installations have already stopped accepting non-compliant identification displaying “Federal Limits Apply.”

DMV Connect, the Department of Motor Vehicles’ “office in a suitcase” will be set up at the Travel and Expense Expo to process REAL ID applications, or any other DMV transaction except vital records and testing, on Thursday, September 19, from 10 a.m. to 2 p.m. You can find DMV Connect’s table in the Newcomb Hall Ballroom.

There’s a \$10 one-time REAL ID surcharge in addition to standard renewal or replacement fees. Customers must bring physical, original documentation of:

- **Identity and legal presence** (e.g. unexpired U.S. passport or U.S. birth certificate)
- **Social Security Number** (e.g. Social Security card or W-2 form showing all nine digits)
- **Residency** (two proofs will be required) (e.g. valid Virginia driver's license or ID with your current residential street address, recent utility bills, rental lease agreement or mortgage statement)
- **Proof of any name changes** (e.g. marriage certificates or divorce decrees) Note: If the name on your identity document is different than your legal name, you must show proof of your name change.

Please visit dmvNOW.com/REALID for more information. To determine which documents you'll need to bring, check out DMV's [interactive document guide](#). To save time, complete your REAL ID driver’s license renewal or replacement application in advance at dmvNOW.com. Simply log into your *myDMV* account and, in the Online Services category, select whether you are renewing or replacing a driver’s license. Your completed online application will go into a pending status which our mobile team will be able to access during your visit.

The next meeting will be on Wednesday, September 18, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.