

**FISCAL ADMINISTRATORS MEETING AGENDA
WEDNESDAY, SEPTEMBER 18, 2019, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

General Comments – John McHugh

- Any request for future agenda topics, let John know
- Please return GASB Survey to Thomas Schneeberger by end of the month

Financial Operations/ASG

Josh Breeden

- Update on Examiner Role in Recon@UVA Workflow (email sent 9/4/2019)

We are writing to inform you of a recent system change and to clarify your role as the [Examiner in Recon@UVA workflow](#). We were recently made aware that there is NOT a 3 day window in which only the Examiner can act on a reconciliation, but that instead, as soon as the Preparer sends the reconciliation forward, the system allows both the Examiner and the Approver to act on the reconciliation. In order to ensure all reconcilers receive notification, we adjusted the email notifications.

The System Change:

- The "[Change in Activity](#)" [system generated email](#) has been updated to generate an email notice to a project's Examiner and Approver simultaneously as soon as the Preparer has sent the reconciliation forward. Previously, if the Examiner didn't take action on the reconciliation, the Approver never received an email notification.

What do I need to do as an Examiner?

- If your unit has internal procedures to allow for you to take action prior to the Approver, communicate this change with the Approvers. Let them know you will contact them when the reconciliations are ready for them to take action.

The Examiner role is optional, but your knowledge in the workflow is still important!

Questions? Concerns? Please let us know; we are happy to help. Email us at recon@virginia.edu.

Judy DiVita

- Education Benefits Posting Issue
 - Since Go-live 340K – should have posted through to LD did not
 - Discussing how best to analyze and triage posting this issue – expect to work closely through the BOC next week (9/27 meeting agenda)
 - We will take care of the transactions – but will also send a note out to let you know this has happened.
- Encumberence process – working with ITS – EA to understand how to better manage this for timely postings
- Audit update – two possibly three findings
- Honoraria processing/policy and procedure – heads up that we might be considering a policy change

- F016 – Cash process and permanent transfer of cash to University (two updates to the Policy Review Committee soon)
- Permanent Transfer of assets to and from the university XA2 XA 3

Finance Strategic Transformation – James Gorman

- Update and Phase 2 Kickoff Recap – Community Website: <https://communityhub.virginia.edu/>
 - August 30 Kickoff for Phase II Readiness
 - BOV authorized JJ Davis to proceed with Phase III (engage with a consulting partner)
 - Project Staffing Approach:
 - Shared FST Resource Plan at Steering Committee, Advisory Group, other large community forums in May and June
 - More information coming soon
 - Budgeting & Planning Pilot is live for Arts & Sciences, Curry and Batten (these schools will test with development of FY21 budgets)
 - Key Areas of Focus for Phase 2 Workshops:
 - Drafting a CoA Straw Model
 - Envisioning Future State Processes
 - Business Process Discovery
 - Grants Pre-Discovery
 - Reporting & Analytics
 - Planning & Budgeting
 - FST is part of a broad Continuous Improvement effort at UVA
 - Employees will not have to reapply for their jobs (i.e. finance professionals in schools will keep their jobs)
 - Executive Committee (new structure layer for Phase II): JJ Davis and Provost (Liz)

Procurement & Supplier Diversity Services – Kevin Crabtree/Shannon Wampler

- How to maximize savings on shipping costs for departments and how to use Fedex and UPS contracts
Website: <http://www.procurement.virginia.edu/pageshipping>
 - Kevin Crabtree just renegotiated our FedEx and UPS contracts (will save the University \$200,000/year)
 - Existing accounts will be transferred to the new contract (see instruction on Procurement website to verify that you were on the original contract)
 - Do not always need to send “Express” (i.e. to Richmond)

The next meeting will be on Wednesday, October 16, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.