

FISCAL ADMINISTRATORS MEETING AGENDA**WEDNESDAY, APRIL 18, 2018, 10:00 AM****SOUTH MEETING ROOM, NEWCOMB HALL*****General Comments – Eric Denby******Finance Outreach & Compliance/Financial Operations - Danielle Hancock & Josh Breeden*****ReconUVA Updates – Josh Breeden & Danielle Hancock**

- Recon@UVA system migrated to new server; link to system changed:
 - If you have any bookmarks, update them to the new link: <https://cacs-web-prd.web.virginia.edu/reconapp/Welcome>
- Recon@UVA website has undergone a transformation:
 - What will be different?
 - **A new look.** The ReconUVA site will look much different in Drupal format, and content will be organized in a way that makes things easy for you to find (see image above).
 - **New content.** The site will include both expenditure (GA) and revenue (GL) tabs.
 - **Fresher content.** Expenditure (GA) reconciliations will contain the same kind of information you're used to, but with better navigation and more up-to-date content.
 - **Easy launch of Recon@.** Look at that big orange button!
 - **Access to revenue (GL) info.** Procedures, forms, FAQ, we'll have it all right there.

**Financial Reporting & Operations – Josh Breeden**

- Year-End Close will occur on Friday, June 29th
- Users must be out of the system 5:00 pm Thursday, June 28th
- See the year-end calendar for key departmental cutoff dates:
http://www.virginia.edu/finance/genacct/key_dates.html

Contact Yvonne Metheny (ybm6f) with any questions

Procurement and Supplier Diversity Services – John McHugh

- Process Changes for Supplier/Non Supplier Registration – Total Supplier Manager (TSM) is an on-line registration process through a central portal, provides better data for internal users, and lays the foundation for a successful eProcurement strategy.

Total Supplier Manager

Jack King

- Swam Day – coming sometime in September, either Newcomb Hall or Alumni Hall, 30-35 vendors will be invited.
- Jack is willing to come to your department and talk about Swam vendors. His email is jek7s.

Facilities Management – Project Services – Mark Stanis

- Surplus Property – Mark explained that on March 16, 2018 FM took ownership of Surplus Property and replaced with a “Reuse” store. Glenn Shifflett (gds8t) is the new Surplus Program Coordinator. An on-line storefront website will be available soon with id numbers. You can contact Glenn and he will arrange to have the items delivered to you or you can pick it up. The store is located at FM upstairs in the recycling building above ROSE program located downstairs.

The new customer portal <https://www.fm.virginia.edu/> is now up and running for departments to surplus items they no longer need.

More information is coming soon.

Following are the upcoming courses, workshops, labs, and Brown Bag Sessions for April-June, 2018.

We hope you will take advantage of these professional development opportunities for finance professionals. Links to enroll via Employee Self-Service are available from the **Events** section on the Finance Outreach and Compliance website at <http://foc.virginia.edu/>.

Finance Outreach and Compliance, U.Va.

foc.virginia.edu

Training. We develop, deliver, continuously improve, and maintain a comprehensive training program for finance and business professionals at the University of Virginia.

- **Finance Fundamentals**

What is UVA's mission? What is the Code of Ethics and why is it important? What is the organizational structure of UVA and where do you fit in? What is a PTAE? What are the sources of revenue at UVA and how are funds processed? What do you need to know about internal controls, and what are some best practices to follow? In this class you will get answers to these questions and more, as well as have an opportunity to interact and network with other administrative professionals. This class is a required course for access to the finance applications in the Integrated System, but is also open to anyone who wants to learn about UVA's financial operations.

- April 24, 1:30-4:30
- May 8, 1:30-4:30
- May 22, 1:30-4:30
- June 12, 1:30-4:30
- June 26, 1:30-4:30
- All sessions are held in Carruthers Hall, Conference room 2

- **Reconciling General Ledger Revenue**

In order to maintain strong Internal Control standards, it is important to reconcile your revenue accounts as well as your expenditure accounts. This course is designed to help employees navigate the General Ledger (GL) revenue reconciliation process at the University of Virginia using University Business Intelligence (UBI). In this course, we discuss how to comply with policy and procedure to accurately complete your monthly revenue reconciliations. This course will be most useful for UVA Staff and Faculty who prepare, review, and approve revenue reconciliations.

- May 17, 1:30-4:00
- Carruthers Hall, Carr-2

- **Reconciling Expenditures in Recon@UVA (formerly Mastering Account Reconciliations)**

All departments spend money, whether it is for office supplies, equipment, or personnel. It is important to reconcile these purchases each month to maintain strong internal control standards. This course is designed to help UVA staff and faculty who prepare, review and approve expenditure reconciliations navigate these processes in the Recon@UVA system. We will discuss how to accurately complete monthly expenditure reconciliations for transactions that occur in the Integrated System's Grants Management (GM) module in compliance with UVA policy and procedures.

- May 24, 1:30-4:00
- Carruthers Hall, Carr-2

****Mark your calendars! The UVAForward 2018 conference will be held on *Thursday*, May 24. Registration begins in the first week of May!****

As always, if you have any questions, suggestions, or need to discuss training needs, please contact us at foc-training@virginia.edu.

Feel free to share this information to other colleagues, and managers, please forward to your staff. Looking forward to seeing you soon!

The next meeting is scheduled for Wednesday, May 16, 2018, at 10:00am in the South Meeting Room, Newcomb Hall.

E-mail comments to: Comptroller@Virginia.edu

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