

Office of the University Comptroller

University of Virginia

FISCAL ADMINISTRATORS MEETING AGENDA

WEDNESDAY, APRIL 26, 2017, 10:00 AM

SOUTH MEETING ROOM, NEWCOMB HALL

General Comments – Randy Ellis

Year End Schedule - http://www.virginia.edu/finance/genacct/key_dates.html

Printing & Copying Services – Josef Beery

- Three ways of communication
 - a. Electronic
 - b. Personal
 - c. Print – Still important – comprehend and retain longer. More credibility, durable, multiple viewers

Contact Josef anytime at uvaprint@virginia.edu for assistance with any printing needs.

[P&C Handout](#)

Managerial Report Project – Christopher Birkl, Matthew Douglas, Linda Leshowitz & Danielle Hancock

- Tips & Tricks for UBI – will be attending every month. Check “Community” resource for new Discover to UBI Report Mapping tool.
- Tip for this month –GA_Analysis_Actuals-Commits module to reflect the data found in the Project Multi-Period Expense Detail report in Discoverer.

[Tips & Tricks](#)

- Still working with vendor on printing reports, we are not comfortable releasing until correct.

Procurement and Supplier Diversity Services

- ExpenseUVA Update – Dolores Hildebrand/Sue Clements

<http://www.procurement.virginia.edu/pageTravelandExpense>

Went live April 17, had 1400 expense reports as of Thursday, 3000 today.

- Labs are available, bring your work, for help, not training, so far not getting much participation, may cancel some if continues.
- On-line training
- Ambassadors
- Short 1 hour sessions planned for May, such as How to expense T&E Card, General Reimbursements, Fiscal Approver, Reimburse non employees, receipt management.
- Royalties and Human Subject payments for employees cannot be processed through ExpenseUVA. The employee must use the [Employee Payment Registration Form](#) and payment should be made using the payment voucher including the IRB number.

We have identified some issues, please see the link for “Known Issues and Workarounds”. [Chromeriver](#)

John McHugh –

- Shenandoah Water is no longer in business, purchased by Crystal Springs. UVA does not have a contract with them. May be a good time to consider switching to the Supply Room for water.

The next meeting is scheduled for Wednesday, May 17, 2017 at 10:00am in the South Meeting Room, Newcomb Hall.

Listed below are upcoming courses, workshops, labs, and Brown Bag Sessions for the rest of April, May, and June 2017!

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/>.

Brown Bag Sessions

- **The Steps of Change**

Despite the fact that we're constantly faced with change, most of us spend our time fighting or ignoring it. In this workshop, we'll learn about the stages everyone goes through when experiencing change and what is needed to successfully navigate these changes.

- May 10, 12:00-2:00
- Presented by Theran Fisher, Center for Leadership Excellence
- Bavaro Hall, Holloway Hall Auditorium (room 116)
- *Complimentary tasting offered by Timbercreek Market, <https://timbercreekmarket.com>*
- **Using UBI: Tips and Tricks**

Discoverer will soon be unavailable for GA, GL, and LD reporting, but like many, you may be reluctant to start using UBI to run your reports. In this session, you will learn about basic navigational

tips, how to tag favorites, best practices for exporting and printing data, and customizing and sharing reports. You will also have the opportunity to ask questions and learn about the UBI Community. This course offers tips for using UBI and is not meant to replace the Introduction to UBI or Advanced UBI courses.

- June 28, 12:00-2:00
- Presented by Ashley Bagby, Managerial Reporting Project
- Bavaro Hall, Holloway Hall Auditorium (room 116)

- **ExpenseUVA: Overview and Demo**

On April 17, 2017 the University implemented ExpenseUVA, a new expense management system. In this session you will have the opportunity to see a demo of the system, learn about best practices for reporting both travel and non-travel expenses, and ask questions.

- June 14, 12:00-2:00
- Carruthers Hall, Carr-1/Carr-2

Courses, Workshops, and Labs

- **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 PTAEO? 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.

- May 9, 1:30-4:30
- May 23, 1:30-4:30
- June 15, 1:30-4:30
- June 27, 1:30-4:30
- All sessions are held in Carruthers Hall, Conference Room 2

- **Basics of Internal Controls**

What are Internal Controls and why are they important? How do we ensure our controls are functioning as intended? Why is this important to you as an employee of the University? We will discuss internal controls, what the Internal Control Questionnaire (ICQ) is, and our responsibilities for state-mandated ARMICS requirements.

- May 5, 9:00-11:00
- Carruthers Hall, Carr-1/Carr-2

- **Mastering Account Reconciliations (only 3 seats left!)**

This course is designed to navigate the expenditure reconciliation process at the University of Virginia using Recon@UVA. In this course, we discuss how to comply with policy and procedure to

accurately complete your monthly expenditure reconciliations. This course will be most useful for UVA Staff and Faculty who prepare, review, and approve expenditure reconciliations.

- May 11, 1:30-4:00
- Carruthers Hall, Conference Room 2

• **General Ledger Revenue Reconciliations Workshop (only 2 seats left!)**

This course will provide guidance in performing revenue reconciliations at the University of Virginia and understanding the requirements. In this course, we discuss how to comply with policy and procedure to accurately complete your monthly revenue reconciliations.

- June 1, 1:30-4:00 (New date!)
- Carruthers Hall, Conference Room 2

• **TravelUVA: Lab**

Do you need help with Concur, UVA's new travel booking system? During this lab, you will be able to practice, ask questions and even log into the live system and book upcoming travel with the help of travel experts from Procurement and Supplier Diversity Services. The lab has an open format – come any time during the session and stay as long as you like. Please enroll in a class so that they are not overbooked.

- May 18, 2:00-3:30
- Michie North, room 219

• **ExpenseUVA: Lab**

Do you need help with UVA's new expense management system, ExpenseUVA? During this lab, you will be able to log into the live system and submit expense reports help from the UVA Finance team. You will also learn where to go for resources and help. **IMPORTANT:** This class is a lab where you can come for help with entering actual expenses, and is not intended to replace the online training. Please complete the Expense Management System - Online Training prior to attending the lab and bring your work with you. Please arrive at the stated time of the class and then stay as long as you like. For immediate training and help, please refer to the online training [Expense Management System - Online Training](#)

- April 26, 1:00-3:00
- April 27, 1:00-3:00
- April 28, 9:00-11:00*
- May 1, 1:00-3:00
- May 3, 9:00-11:00
- May 4, 1:00-3:00*
- May 5, 9:00-11:00
- May 8, 9:00-11:00*
- May 9, 1:00-3:00

- May 11, 9:00-11:00
- May 11, 1:00-3:00
- May 15, 1:00-3:00
- May 17, 1:00-3:00

*Location is Mechanical Engineering, room 215. All other sessions held at 2400 Old Ivy Road, room 136.

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

The next meeting is scheduled for Wednesday, May 17, 2017, at 10:00am in the South Meeting Room, Newcomb Hall.

E-mail comments to: Comptroller@Virginia.edu

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