

Office of the University Comptroller

University of Virginia

FISCAL ADMINISTRATORS MEETING AGENDA

WEDNESDAY, SEPTEMBER 13, 2017, 10:00 AM

SOUTH MEETING ROOM, NEWCOMB HALL

General Comments – Randy Ellis

- ETF Kick-off Meeting – Today at 3:00pm in Carr 1&2

UVA Bookstore – Jane Sulentic

- Promotional Items for the Bicentennial

Preferred vendor, we bid out all jobs to get the best price

Save departments

67% on all promotional spending

28% on individual orders

60% on shipping

Financial Operations – BC Worsley

- New Credit Card Policy

OPTIONS!

- University Payment Card Processing

uva_payment_card_svcs@virginia.edu

- CACS <https://cacs.virginia.edu/>

○ Website design, hosting, forms creation

- Housing Conference Services – full service event planning.

<http://housing.virginia.edu/conference-services>

- Oracle Learning Management (OLM) requires Oracle responsibility – OLM Specialist

- Soon to be followed by WORKDAY Learning Management

- ITS – EVENTBRITE – open to University Academic Departments with exceptions - Kevin Duvall (coming soon)

- ITS – AWS Website David Parsley <http://www.its.virginia.edu/hosting/websites/>

- ITS – Qualtrics (primarily a survey tool)
<http://www.its.virginia.edu/software/qualtrics/login.html>
- Google Docs/Forms (primarily a survey tool).

Managerial Reporting Project – Danielle Hancock, Linda Leshowitz, Matt Douglas and Chris Birkl

- Getting the Most out of the UBI Community
 - All users with access to modules in UBI also have access to the UBI Community
 - You can access the UBI Community from:
 - The main <http://ubi.virginia.edu> website – click UBI Community from the menu tabs.
 - From within a module – all UBI modules have a link down at the bottom for the community.
 - The community website – <http://ubicommunity.virginia.edu>
 - More detailed information can be found by visiting the “[About the Community](#)” section in the Community. See Community presentation [here](#).

For a more robust presentation on the UBI Community, join us at the Brown Bag Session on Oct. 11th from noon-2pm. [Register Here](#)

Procurement and Supplier Diversity Services

- TravelUVA and ExpenseUVA Updates – Carrie McGowan
 - Emails were sent to cardholders last week who have not expensed transactions or their expense reports were still awaiting approval.

Reminders for expensing that we have found through our audits:

- Card transactions default to expense tiles. Remember to change the tile if it is not correct.
- There is an Inflight Wifi sub tile under the Air Travel tile. Please use this for Gogo Wifi instead of the Telecom/Cell/Internet tile.
- You can put multiple expense lines on a report for same trip or same credit card statement. There are many expense reports coming in with just one expense line in it.
- Paying for **seat assignments** (American or international flights) is **not** considered an upgrade (economy plus is an upgrade because you get something extra like extra leg room) so you can use the Airfare tile.

John McHugh

ETF Money – contract for research and development equipment

110 contracts awarded

PO's will flow automatically to vendors under \$50,000.

Descriptions are important on purchase requisitions, not just providing the ETF number. Vendor needs to know what it is in order to fill the order.

The next meeting is scheduled for Wednesday, October 18, 2017 at 10:00am in the South Meeting Room, Newcomb Hall.

Following are the upcoming courses, workshops, labs, and Brown Bag Sessions for Sept-December, 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

- **SecureUVA: Ways to Avoid Hacking and Phishing**

Whether you are trying to protect your bank account or the University's financial systems, this presentation will give you great information about identifying malicious activity. Using some easy to follow tips and techniques, you will take control over the security of your information. Topics include how to choose an easy to remember, secure password; protect your mobile device; identifying "phishy" email; and more!

- September 27, 12:00-1:30
- Presented by Jason Belford, Chief Information Security Officer
- 2400 Old Ivy Rd., room 189
- Complimentary tasting offered by Mezeh Mediterranean Grill (same as August)

- **The Power of Print**

A representative from UVA Printing and Copying Services will present information on how to use print materials in your communication plan. Successful communication today depends on the use of multiple channels: digital, personal, and print. You will see how you can use print to further your mission, as well as review the steps involved in creating a print job quickly, painlessly, and in a cost-effective manner.

- October 11, 12:00-1:30
- Presented by Josef Beery, UVA Printing and Copying Services
- Carruthers Hall, Carr-1 and Carr-2
- Complimentary tasting TBD

- **Sustainability and UVA's Green Workplace Program**

Do you know about UVA's Green Workplace Program? Team members from the Office for Sustainability will join us to discuss actions we can all take to conserve energy, advance sustainability at UVA, and even save money! Come join your colleagues for this session to hear more about the

Green Workplace program, the certification program, and other ways to increase sustainability efforts at UVA.

- **Tuesday**, November 7, 12:00-1:30
- Presented by Dana Schroeder, UVA Office for Sustainability
- Carruthers Hall, Carr-1 and Carr-2
- Complimentary tasting TBD

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 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.

- September 26, 1:30-4:30 (Only 1 seat left!)
- October 10, 1:30-4:30
- October 24, 1:30-4:30
- November 14, 1:30-4:30
- November 28, 1:30-4:30
- December 12, 1:30-4:30
 - All sessions are held in Carruthers Hall, Conference room 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.

- November 9, 1:30-4:00
- Carruthers Hall, Carr-2

• 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](#)

- September 27, 2:30-4:30 pm
- October 24, 9:00-11:00 am

- November 16, 1:00-3:00 pm

- December 14, 9:00-11:00 am

- All sessions held at 2400 Old Ivy Road, room 136

If you have any questions, suggestions, or need to discuss training needs, please contact us at foc-training@virginia.edu. Please check out our training pages at foc.virginia.edu/training.

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, October 18, 2017, at 10:00am in the South Meeting Room, Newcomb Hall.

E-mail comments to: Comptroller@Virginia.edu

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