

PROPERTY & FINANCE

SURVEY SAYS...

While P&F has not yet sent a customer survey, we welcome your feedback on P&F staff and processes, both in terms of the things we do well and opportunities for improvement. To provide feedback, please contact David Morrison at david.morrison@vsp.virginia.gov

Property & Finance Spotlight

The Accounts Payable Unit

Tamara Waddler - Manager
 Chelsea Cook - Team Lead (Criminal Fund)
 Sandy Wilmouth - Team Lead
 Donna Anderson - Accountant (Sworn VISA)
 Linda King - Accountant (Utilities)
 LaChell Taylor - Accountant (Travel)
 Quan Thai - Contractor
 Dana Cotman - Contractor

For March 2021, the AP Unit processed \$5,725,429.70 in agency payments that included -

- 621 payments through Cardinal
- 352 payments with an agency credit card
- With only 36 payments paid after the due date

Also, for the Sworn VISA program, the AP unit reviewed and processed 1,679 eTransmittal payments totaling \$382,420.36

Type of Expenditure	Spending as of 3/31/2021
Salaries/Fringes	\$ 195,848,628
VITA/Contractor/Training/Travel	\$ 26,058,142
Supplies/Materials/Gasoline	\$ 8,413,626
Awards/Misc. Payments	\$ 1,874,196
Insurances/Utilities/Rental Pmts	\$ 4,929,729
Computers/Vehicles/Equipment	\$ 17,945,350

P&F Updates

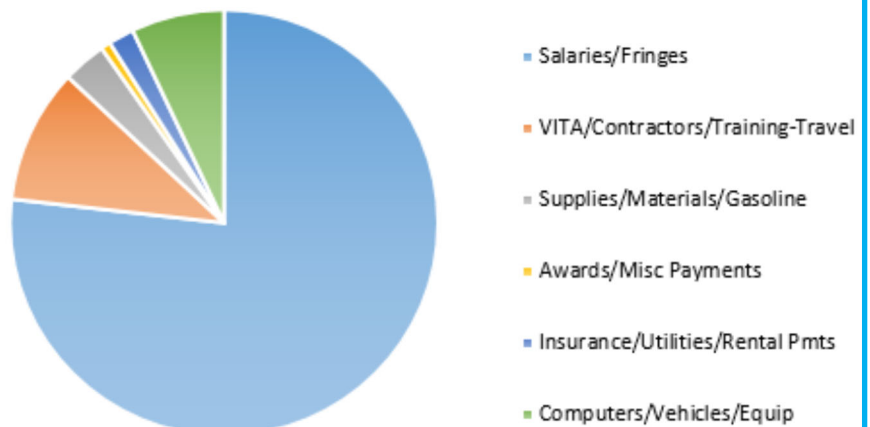
The Accounts Receivable Unit continues to work with IT on the eBilling system to automate the invoicing and receivables tracking for our customers. The core system is planned to be operational in June for P&F, with other divisions becoming operational in August. Training will be scheduled.

The Procurement division developed training for eVA users. As a reminder, if you are a Requestor or Receiver, you are required to take the training.

As the statewide rollout of the Cardinal HCM Project has been delayed for our agency, we will continue to utilize the SP-106 until at least April 2022. While we look forward to the time when our timesheets will be automated, in the interim, we all must continue to be vigilant in ensuring our timesheets are accurate prior to submitting to our supervisor. Please keep in mind that the three employees that review/approve/process each SP-106 also have an obligation to ensure the data is accurate prior to moving it forward for processing.

REMEMBER - IF YOU ARE SIGNING THE FORM, THEN YOU ARE CERTIFYING THE ACCURACY OF THE DATA ON THE FORM!

Spending as of 3/31/2021



We all can help in continuing the decrease of late payments by ensuring that all data is accurate prior to timely submission and uploading of invoices.