



BSAG

May 11, 2017

Budget Planning Philosophy

- Parent / Child Budgets
 - KK and Hyperion
- Encumbrances at the Position Level
- Reforecasting Quarterly
 - Summary view
 - Detailed view
- Current process vs. proposed
- What's missing?
 - Survey to follow

Original Budget

- KK - Parent and Child Budgets

ORIGINAL BUDGET - DEPARTMENT 19002000

	FUND	DEPT	ORIGINAL	AMENDMENTS	ACTUALS	BALANCE
KK CONTROL BUDGET	10000	19002000	335,000	-	-	335,000

FUND	DEPT	POSITION	PROGRAM	ACCOUNT	TOTAL BUDGET			BALANCE
					ORIG BUDGET	AMENDMENT	ACTUALS	
10000	19002000	ALL	11100	511100	200,000			200,000
10000	19002000	ALL	16200	511100	100,000			100,000
10000	19002000		11100	640000	10,000			10,000
10000	19002000		13100	710000	25,000			25,000

FY Budget - Summary

- 1st Encumbrance Projection

FY BUDGET - DEPARTMENT 19002000

			ORIGINAL	AMENDMENTS	ENCUMB	ACTUALS	BALANCE
KK CONTROL BUDGET	10000	19002000	335,000	-	200,000	-	135,000

FUND	DEPT	POSITION	EMPLOYEE	PROGRAM	ACCOUNT	TOTAL BUDGET		ENCUMBERED ACTUALS		BALANCE
						ORIG BUDGET	AMENDMENT	ENCUMB	ACTUALS	
10000	19002000	ALL	ALL	11100	511100	200,000		200,000		-
10000	19002000	ALL	ALL	16200	511100	100,000				100,000
10000	19002000			11100	640000	10,000				10,000
10000	19002000			13100	710000	25,000				25,000

	91022222	Lance Gregory		11100	511100	100,000		100,000		-
	90000001	John Smith		11100	511100	100,000		100,000		-
	98767898	VACANT		16200	511100	100,000				100,000

FY Budget – September YTD Detail

FY BUDGET - DEPARTMENT 19002000

			ORIGINAL	AMENDMENTS	ENCUMB	ACTUALS	BALANCE
KK CONTROL BUDGET	10000	19002000	335,000	-	243,333	100,325	(8,658)

FUND	DEPT	POSITION	EMPLOYEE	PROGRAM	ACCOUNT	TOTAL BUDGET		ENCUMBERED ACTUALS		BALANCE
						ORIG BUDGET	AMENDMENT	ENCUMB	ACTUALS	
10000	19002000	ALL	ALL	11100	511000	200,000		100,000.00	66,666.67	33,333
10000	19002000	ALL	ALL	16200	511000	100,000		-	-	100,000
10000	19002000	ALL	ALL	13100	521000	-		143,333.33	13,333.33	(156,667)
10000	19002000	ALL	ALL	12100	524100			-	4,000.00	(4,000)
10000	19002000			11100	640000	10,000			1,000.00	9,000
10000	19002000			13100	710000	25,000			13,000.00	12,000
10000	19002000			14100	710000				2,325.00	(2,325)

PERSONAL SERVICES						300,000	-	243,333	84,000	(27,333)
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10000	19002000	91022222	Lance Gregory	11100	511000	100,000		33,333	33,333	33,333
10000	19002000	90000001	John Smith	11100	511000	100,000		66,667	33,333	-
10000	19002000	98767898	VACANT	16200	511000	100,000				100,000
10000	19002000	MULTI-ENC	STUWK	12100	524100				4,000	(4,000)
10000	19002000	95147859	Greg Allman	13100	521000			40,000	3,333	(43,333)
10000	19002000	95638695	Levon Helm	13100	521000			43,333		(43,333)
10000	19002000	96514658	John Hiatt	13100	521000			60,000	10,000	(70,000)

TRAVEL						10,000	-	-	1,000	9,000
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10000	19002000			11100	640000	10,000			1,000	9,000
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OPERATING						25,000	-	-	15,325	9,675
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10000	19002000			13100	710000	25,000			13,000	12,000
10000	19002000			14100	710000				2,325	(2,325)

FY Budget – Quarterly Reforecast

Amendment				Avail		New Avail
Fund	Dept	Program	Account	Balance	Amendment	Balance
10000	19002000	13100	710000	9,675	(5,000)	4,675
10000	19002000	11100	640000	9,000	(5,000)	4,000
10000	19007000	11100	524100	100,000	(50,000)	50,000
10000	19002000	00000	500000	(27,333)	60,000	32,667

FY Budget – Summary Post Amendment

FY BUDGET - DEPARTMENT 19002000							
			ORIGINAL	AMENDMENTS	ENCUMB	ACTUALS	BALANCE
KK CONTROL BUDGET	10000	19002000	335,000	50,000	243,333	100,325	41,342
+ PERSONAL SERVICES			300,000	60,000	243,333	84,000	32,667
+ TRAVEL			10,000	(5,000)	-	1,000	4,000
+ OPERATING			25,000	(5,000)	-	15,325	4,675

FY Budget – Post Amendment

FY BUDGET - DEPARTMENT 19002000

			ORIGINAL	AMENDMENTS	ENCUMB	ACTUALS	BALANCE
KK CONTROL BUDGET	10000	19002000	335,000	50,000	243,333	100,325	41,342

FUND	DEPT	POSITION	EMPLOYEE	PROGRAM	ACCOUNT	TOTAL BUDGET		ENCUMBERED ACTUALS		BALANCE
						ORIG BUDGET	AMENDMENT	ENCUMB	ACTUALS	
10000	19002000	ALL	ALL	00000	500000		60,000			60,000
10000	19002000	ALL	ALL	11100	511000	200,000		100,000.00	66,666.67	33,333
10000	19002000	ALL	ALL	16200	511000	100,000		-	-	100,000
10000	19002000	ALL	ALL	13100	521000	-		143,333.33	13,333.33	(156,667)
10000	19002000	ALL	ALL	12100	524100			-	4,000.00	(4,000)
10000	19002000			11100	640000	10,000	(5,000)		1,000.00	4,000
10000	19002000			13100	710000	25,000	(5,000)		13,000.00	7,000
10000	19002000			14100	710000				2,325.00	(2,325)

PERSONAL SERVICES						300,000	60,000	243,333	84,000	32,667
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10000	19002000	No Position		00000	500000		60,000			60,000
10000	19002000	91022222	Lance Gregory	11100	511000	100,000		33,333	33,333	33,333
10000	19002000	90000001	John Smith	11100	511000	100,000		66,667	33,333	-
10000	19002000	98767898	VACANT	16200	511000	100,000				100,000
10000	19002000	MULTI-ENC	STUWK	12100	524100				4,000	(4,000)
10000	19002000	95147859	Greg Allman	13100	521000			40,000	3,333	(43,333)
10000	19002000	95638695	Levon Helm	13100	521000			43,333		(43,333)
10000	19002000	96514658	John Hiatt	13100	521000			60,000	10,000	(70,000)

TRAVEL						10,000	(5,000)	-	1,000	4,000
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10000	19002000			11100	640000	10,000	(5,000)		1,000	4,000
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OPERATING						25,000	(5,000)	-	15,325	4,675
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10000	19002000			13100	710000	25,000	(5,000)		13,000	7,000
10000	19002000			14100	710000				2,325	(2,325)

Position Detail – Current Process

- Aug – Added a \$1k/month supplement
- Sep – revised salary distribution among Program

					TOTAL BUDGET		ENCUMBERED ACTUALS		
					ORIG BUDGET	AMENDMENT	ENCUMB	ACTUALS	BALANCE
YTD Sept	PERSONAL SERVICES				100,000	11,000	84,000	27,000	-
			<u>Program</u>	<u>Account</u>					
July	91022222	Lance Gregory	11100	511000	100,000		91,667	8,333	-
August	91022222	Lance Gregory	11100	511000	100,000		83,333	16,667	-
August	91022222	Lance Gregory	11100	511200		11,000	10,000	1,000	-
September	91022222	Lance Gregory	11100	511000	100,000	(41,667)	37,500	20,833	-
September	91022222	Lance Gregory	11100	511200		6,000	4,500	1,500	-
September	91022222	Lance Gregory	12100	511000		41,667	37,500	4,167	-
September	91022222	Lance Gregory	12100	511200		5,000	4,500	500	-

Position Detail – Proposed Process

- Aug – Added a \$1k/month supplement
- Sep – revised salary distribution among Program

YTD Sept	PERSONAL SERVICES				TOTAL BUDGET		ENCUMBERED ACTUALS		BALANCE
					ORIG BUDGET	AMENDMENT	ENCUMB	ACTUALS	
					100,000	11,000	84,000	27,000	-
			<u>Program Account</u>						
July	91022222	Lance Gregory	11100	511000	100,000		91,667	8,333	-
August	91022222	Lance Gregory	11100	511000	100,000		83,333	16,667	-
August	91022222	Lance Gregory	11100	511200			10,000	1,000	(11,000)
									-
September	91022222	Lance Gregory	11100	511000	100,000		37,500	20,833	41,667
September	91022222	Lance Gregory	11100	511200			4,500	1,500	(6,000)
September	91022222	Lance Gregory	12100	511000			37,500	4,167	(41,667)
September	91022222	Lance Gregory	12100	511200			4,500	500	(5,000)
September	No Postion		00000	500000		11,000			11,000

Other Project Information

- The following slides contain updates regarding the project.
- Save the Date: Budget Forum & Demo Days
- Unit Preliminary Plans Reminder & Office Hours
- Chart of Accounts Updates
- Kronos/Kaba Decision
- Change Champions Update
- Engagement Survey
- Website Enhancements



Budget Forum & Demo Days

- Budget Forum
 - When: June 15 @ 10 a.m.
 - Where: MLC – Room 148
 - What: This is an opportunity to learn more about the future of budget planning and forecasting, annual budget setting, and the budget control process.
 - Additional details and schedules will be shared.
- Demo Days
 - When: August 30 - 31
 - Where: Georgia Center
 - What: Sneak peek of the PeopleSoft and Hyperion systems to get an initial preview of the new system.
 - Additional details and schedules will be shared.

Unit Preliminary Plans & Office Hours



Chart of Accounts, HR Reporting Structure, and
Departmental Systems Preliminary Plans due May 15

Questions? Drop by Tate Center Room 138 during
office hours.



Friday, May 12, 3:00 p.m. - 5:00 p.m.

Chart of Accounts Information

- Chart of Accounts Reference Document – updated version 3
 - https://onesource.uga.edu/resources/chart_of_accounts/
- UGA Foundation Class Codes added
- Account Codes – Work Group on Institutional Discretion
- Conversion Tool
- COA Implementation Timeline and Plan

UGA Foundation Class Codes

- The University of Georgia Foundation has provided unique class codes for each existing Foundation restricted account.
- The Foundation class codes are listed in version 3 of the COA Reference Document.
- These foundation class codes have also been incorporated into the online conversion tool.

Account Codes – Work Groups on Institutional Discretion

- Account codes are pre-determined in the chart of accounts based on the University System of Georgia chart. However, there is an option for UGA to use the last two-digits of certain account codes for institutional needs. Several units have expressed the need for specific account codes, especially for national reporting purposes and other requirements. To determine these needs across the institution, we are forming work groups around specific themes. These work groups are recommending account codes that can be used across all units for similar needs and purposes.
- The Libraries work group is underway under the leadership of Becky Wortham.
- **If you, or a member of your organization, would like to be a part of one of these work groups, please e-mail onesource@uga.edu. We appreciate your interest and support.**
 - Libraries – Becky Wortham
 - IT
 - School/ College Accreditation
 - Facilities
 - Research
 - Student Services
 - Cooperative Extension
 - Public Service
 - Unrelated Business Income
 - Study Abroad
 - Other – Please describe

Conversion Tool



- While the conversion tool is a good resource and starting point for COA development it has its limitations. Not all accounts will convert correctly so it is important to verify the chart fields against the reference document.
- The conversion tool has been updated to include the new class codes for UGA Foundation funded accounts.
- The conversion tool has also been updated with additional fund, program and class codes.
- The changes listed in version 3 of the COA reference document have all been incorporated into the conversion tool.

Chart of Accounts Implementation Timeline and Plan

- **May 15** – Units submit proposed implementation plans.
- **May 16 – May 25** – Unit plans reviewed by GL Team and Accounting Department.
- **May 26** – Distribute review questions/recommendations to units in preparation for conferences with units.
- **May 30 – June 2** – Conferences with units.
- **June 16** – Revised unit plans due to OneSource.
- **July 5** – Load Chart of Accounts values to PeopleSoft.
- **October 1** – Finalize updates/revisions on Chart of Accounts values.
- **November 1** – “Formal” load of Chart of Accounts values to PeopleSoft. Subsequent adjustments are processed through PeopleSoft.

Kronos/Kaba Decision

- Based on extensive review of how Kronos and Kaba will function with PeopleSoft and feedback across the UGA community, the OneSource Project Leadership Team has decided to adopt the Kaba timeclocks and PeopleSoft 9.2 solution for the OneSource Project. The UGA community was in favor of this decision.
- Advantages of implementing Kaba timeclocks is that time and attendance will be fully integrated with PeopleSoft, thus reducing redundant processes and creating efficiencies for UGA employees, departmental timekeepers, payroll administrators and USG shared services support staff for HR and payroll.

Change Champions

- Over 120+ individuals already accepted!
- Still accepting members, only a few major areas without representation, no hard limit on final size of the group
- Contact Steve Gibson or Sarah Fraker with questions
- Primary role: facilitate two-way communications and assist with knowledge and readiness. Members will be “in the know” and able to provide immediate local answers as well as providing feedback to the project on the “pulse” of their areas
- See website for list of change champions
https://onesource.uga.edu/resources/change_champions/

Engagement Survey

- An initial survey was conducted to assess the campus community's understanding of the project and receive feedback about the project with almost 250 responses
- This survey provided the OneSource Project team with valuable feedback on improvement opportunities for communications and training as well as benchmarking for future project milestones
- Key highlights:
 - Extremely high overall awareness, lowest group was faculty
 - High confidence in sponsorship and leadership priorities
 - High confidence in attitudes toward changes at all levels:
 - UGA, Departments and Individuals
 - Some specific departmental concerns expressed
 - Email as primary desired mode of communication

Website Enhancements

- Main Page - Highlights Section Added
- Participation Page Added
<https://onesource.uga.edu/resources/participation/>
- Resources Page Added: Links to documents, presentations, videos and frequently asked questions by topic area
<https://onesource.uga.edu/resources/>
- Videos: Introductory videos have been added to the website and can be found at <https://onesource.uga.edu/videos/>

Q&A

Project Feedback

onesource.uga.edu

onesource@uga.edu

UNIVERSITY OF GEORGIA



OneSource

The University of Georgia's project to launch a new finance and human resources administration system that's integrated, efficient, modern and supports a data-driven environment

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Highlights

- [Reporting Public Forum](#)
March 23, 2017
- [Resources Page Launched](#)
- [Spring 2017 Office Hours](#)
- [Preparing Departmental Systems/Business Processes for PeopleSoft](#)