Finance Business Process Design Forum

September 22, 2017

Welcome

- Since August 2016, over 400 persons involved in over 600 meetings on finance business process design.

- Thank you for your time and expertise; it makes a difference.

- Today's format:

  - Topics are a combination of the summary of key changes available online on the [Finance Business Process Review Resources Page](#) and questions/comments received since August 30th.
  - Subject Matter Panelists on hand today.
  - Please ask questions and share your comments today.
  - We can take questions from the floor or through Collaborate.
  - The presentation and recording will be available on the OneSource website.

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UGA's OneSource Roadmap — As of 9/1/2017
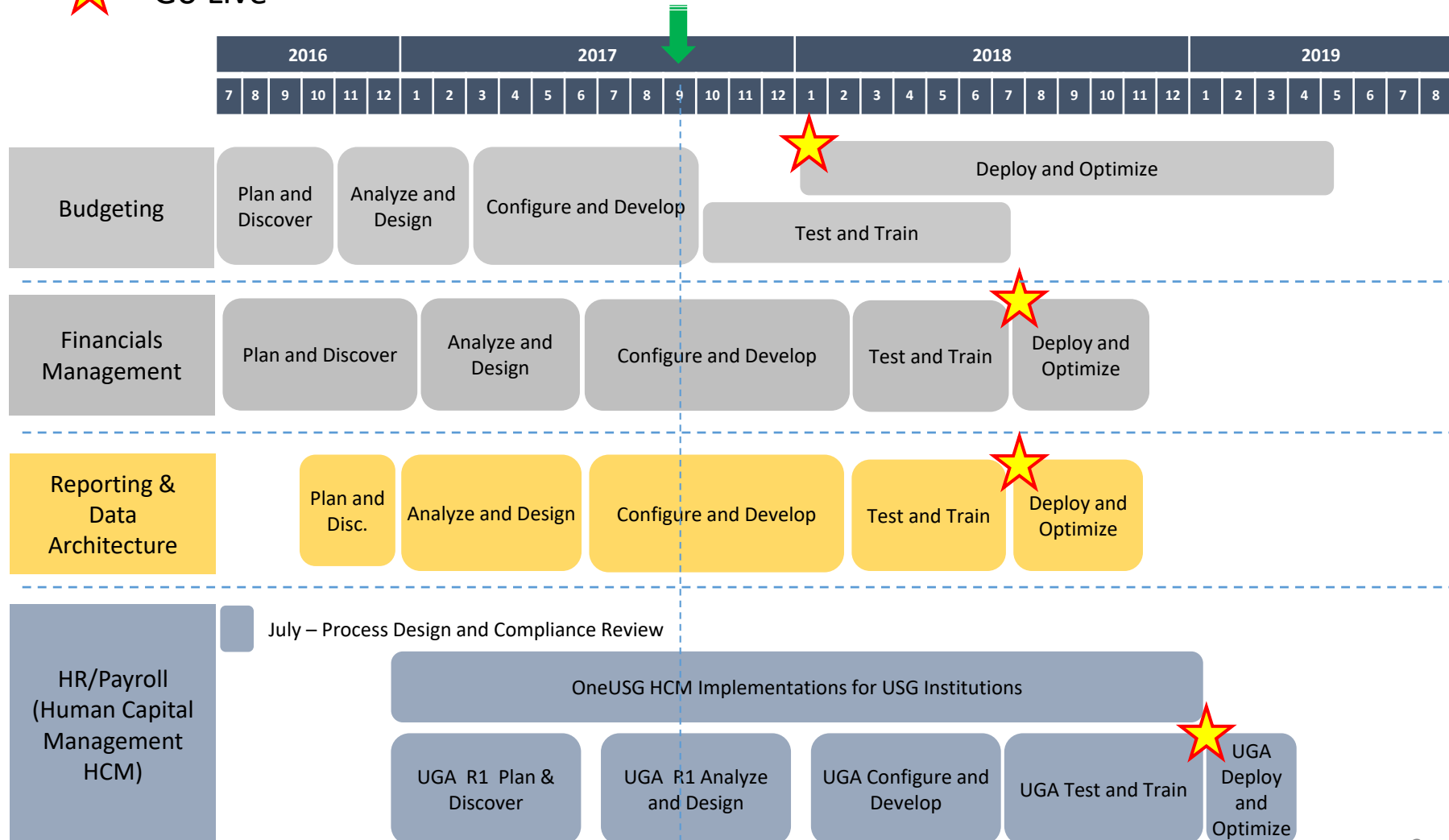
OneSource Guiding Principles

- BUSINESS PRACTICES

- This University project focuses on transforming business processes in an effort to improve service to all stakeholders, align resources and investments with the University's mission and goals, and encourage coordination and collaboration between central and distributed business areas.

OneSource Guiding Principles

- INCLUSIVENESS AND TRANSPARENCY

- This University project is a complex and difficult undertaking and will only be successful if the University community works in a collaborative and open manner. The project team must create and maintain an environment that is inclusive, open, and provides timely and accurate information on all aspects of the engagement. Project stakeholders are partners in this project and have an important role in ensuring the success of this engagement.

OneSource Guiding Principles

- COMMITMENT

- A project of this scale requires a commitment from all parties, both central administrative and distributed campus units. The leadership of the project will set the example that is then emulated by all parties involved. Additionally, the University community should understand that system changes may lead to a change in staff and office responsibilities, both centrally and across campus, and this change will be an important focus for all stakeholders.

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OneSource Guiding Principles

- FUNCTIONALITY

- The implemented Financial/HR system will include the critical features required to replace the existing Financial/HR systems and to address the processing complexities of a land-grant/sea- grant institution. UGA will use the "native" features and functions of the new system and will not customize the new system unless there is a critical need to do so.
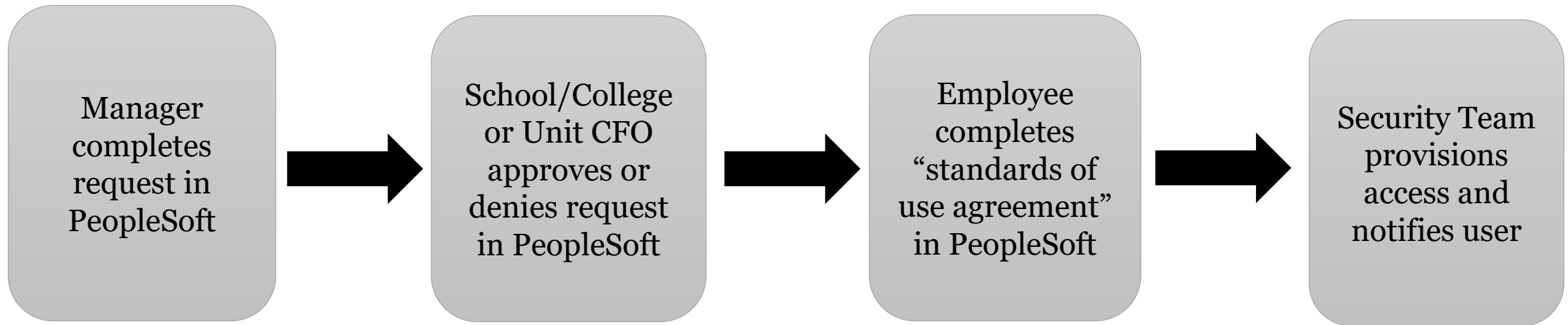
How Will Access be Provisioned?

- UGA employees eligible for expense reimbursement – *no action required*

  - These employees may designate a "delegate" in PeopleSoft for two functions:
    - This delegate may prepare travel authorities on the employee's behalf.
    - This delegate may prepare travel expense reports on the employee's behalf.

How Will Access be Provisioned?

- If additional access is needed to PeopleSoft Finance Modules, Hyperion, Simpler, Data Warehouse, the access request will follow an electronic request process in PeopleSoft Finance:

Manager completes request in PeopleSoft → School/College or Unit CFO approves or denies request in PeopleSoft → Employee completes "standards of use agreement" in PeopleSoft → Security Team provisions access and notifies user

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Authorized User Data Access

- PeopleSoft access will be role based and will allow access to institutional data for authorized users
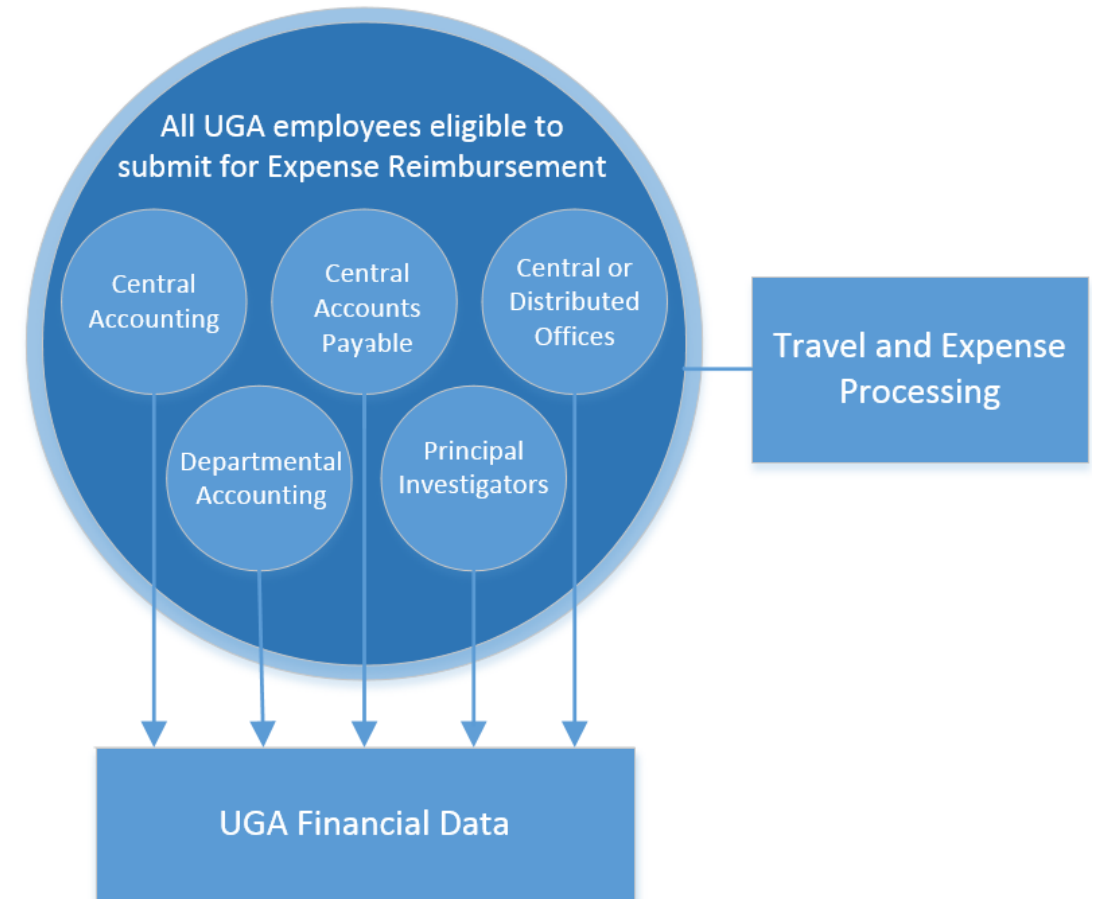
Timeliness of Data

- PeopleSoft Financials will be the authoritative data source for all financial data.

- Transactions will flow through their approval path and the "transaction status" will be a data point that can be queried/viewed and used as information.

- For example, a transaction pending approval is available and visible to the user, thus you can see "actuals" or "posted transactions" and "pending" transactions.

Timeliness of Data

- Some data in PeopleSoft will be "batch" processed. Batch processes can be scheduled as needed – some may only need to be once per day, some more frequently.

- For example:
  - Check writing will be performed in "batch" on a set schedule and will not have a "posted" status until after the batch process including posting to the general ledger.
  - There will be a process to expedite check writing for emergency needs; however the norm will be "batch" mode as it is today.

Timeliness of Data

- Another example:

  - Journal entries (JVs) which have an "approved" status will also be posted to the General Ledger in "batch" mode.
    - We can set the frequency of batch schedules.
    - Greater visibility into the status of transactions will be a marked improvement since we will have access to the data prior to it officially posting to the general ledger.

Timeliness of Data

- Data from PeopleSoft Financials will be available to "downstream" systems including the data warehouse at scheduled intervals. For example, today tables containing the data for QMF queries or Simpler are refreshed nightly (snapshot as of the prior day).

- The going-in position is to make data available to "downstream" systems nightly. This includes Hyperion, the data tables for Simpler queries, and the data warehouse.
  - This approach can be monitored and evaluated over time.
  - If significant requirements demonstrate a schedule more frequent than nightly this can be evaluated.
  - There may be certain times of the year when more frequent refreshes to "downstream" systems are needed. For example: budget development.

PeopleSoft Data Interfaces

- How will a departmental (third-party system) that needs transactional data from PeopleSoft access this information?

  - For systems which need 'lookup' functionality to data such as valid chart string values, this will be provided via access to the data warehouse. Unit IT professionals will have a mechanism to request data access in the data warehouse.

PeopleSoft Data Interfaces

- How will a departmental (third-party system) that needs to send transactional data to PeopleSoft do so?

  - There are two primary mechanisms to achieve this and they are currently being developed:

    - #1: Oracle delivered 'spreadsheet uploaders' which process transactions in an Excel format through the actual PeopleSoft screens via a 'Component Interface'.

    - #2: XML based messaging via Oracle delivered Integration Broker web services.

Budgets

- Budget journals and budget transfers will be initiated by distributed departments. Not all budget journals will route to the University Budget Office for approval.

- Budgeting for all expenditures (personal and non-personal) and revenues (departmental sales for example) will occur in PS Financials and be stored in the Commitment Control (KK) ledger.

- There will be multiple options for creating budget journals: online manual entry, Hyperion created file for budget journal load, and budget journal load.

Budgets Questions

- How will the quarterly "true up" processes be done and at what administrative level?

    - Users will have a task to complete in Hyperion for the quarterly review.

    - UGA's external reporting requires that we at a minimum, amend the budget quarterly to accurately represent posted and planned revenues and expenditures for the fiscal year. This positive budget balancing requirement is set at the fund and summary account code level (revenue/personal/non-personal) for each school, college, and unit.

Budgets Questions

- Will only one person be responsible or can others assist in this process?

  - The chief business officer for each unit will be responsible for the quarterly "true up" process; however, he or she may obtain assistance from other staff as needed.

- How will "true up" be done for expense and revenue budgets quarterly if income isn't received within the quarter?

  - UGA's external reporting requires that we at a minimum, amend the budget quarterly to accurately represent posted and planned revenue and expenditures. For example, with a sales and service activity, the quarterly budget reforecast would show the planned revenues and expenditures regardless of actual amounts recognized. The "true-up" relates to the expected level of expenditures in the personal and non-personal categories.

Budgets Questions

- Can you provide more info on the tools to manage & track projected expenses as budgeting funds to a budgetary only Dept in PS or through Hyperion? It's important to have current available budget after pending transactions that have not been fully approved.

  - Users will be able to create budgetary only departments in PS; funds may be held in these departments and they will not accept or process transactions.
  - The "What if" tool in Hyperion will allow users to review available funds and develop budget projections based on pending and/or proposed future transactions. This will assist users in determining how best to reallocate funds, including from their budgetary only departments.
  - Hyperion will also allow users to create budget amendments and see the impact of these proposed reallocations. These amendments would not impact a unit's actual budget until uploaded to PS.

Project Costing

- Project IDs will be created for capital construction that incurs $100,000 or more in total project expenditures.

- Project IDs will be created for non-sponsored project activities such as study abroad and field schools.

- The Project Costing module will facilitate visibility to project activities with multiple funding sources or departments.

Project Costing

- Authorized users will have the ability to see whether third-parties have been billed and the payment status for any project cost invoices.

- Users who prepare invoices will have the ability to place a project on "hold" when necessary to prevent billing errors.

- Upon project completion, costs may be consolidated and reviewed, and where appropriate recorded as a capital asset.

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Project Costing Questions

- What is the process for establishing a non-grant/non-capital project using the Costing Module?

  - Central Accounting will be responsible for generating a non-sponsored project ID in the Project Costing module. The requesting department will submit a request for this to be added. Following project ID creation, the submitting department will be responsible for managing the project throughout its lifecycle.

UGAF Companion Accounts

- Today's "restricted" account which is used to process expenses funded by a UGAF endowment or non-endowed account will be identified in PeopleSoft by a unique fund and class code.

- FUND = 20200 Restricted-Foundation
- CLASS = 67XXX

- See COA Reference Document for existing Class Codes on the:
  Chart of Accounts Resource Page: Reference Document

UGAF Companion Accounts

- Today budgets for these accounts are initiated by departments and processed through sponsored projects administration. This will change.

- Starting July 1, 2018 UGAF staff will input to PeopleSoft the annual budget for

  - FUND = 20200 Restricted-Foundation +

  - CLASS = 67XXX

- Departments may make necessary budget transfers below this level (between department IDs or between personal and non-personal account codes as long as the budget at Fund + Class is not exceeded)

UGAF Companion Accounts

- UGA user community has expressed an interest in having UGAF budget and expenditure data from the UGAF system more accessible so it can be easily presented/analyzed along with UGA funded resources.

    - By using the UGAF companion account for all expenditures allowable through UGA, you can increase visibility of this information.

    - Expenditures process and paid directly by the Foundation can be uniquely presented in PeopleSoft to provide users with this data.

    - More exploration is needed as well as a formal project timeline. This will be prioritized post go-live for PeopleSoft Financials (7/1/18).

Travel & Expense

- Faculty and Staff reimbursements, for travel or other, will be processed in the "Expense Module".

- Expense statement certification will be electronic. Expense reports will not be paper.

- Travelers will have delegation ability so their delegate can prepare travel authorities and expense statements on their behalf.

- Travel authorizations no longer encumbered:

  - Hyperion and other reporting tools provide the dollar impact alternatively.
  - Encumbrance of state funds for travel during 1ˢᵗ three months of the next fiscal year will need an alternate business process.

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Travel & Expense Questions

- How will direct billing be handled in PeopleSoft?

  - Airfare billed to UGA through one of UGA's authorized travel agencies can continue. Accounts Payable will receive the bill from the agency and will process the payment using the ChartField string referenced on the Travel Authorization.

  - For non-employee direct billing, invoices should be sent directly to departments. Departments will then enter Payment Requests in the Accounts Payable module. Travel Authorizations will no longer exist for non-employee travel expenses.

Travel & Expense Questions

- Could there be a bit more clarification on the process of direct billing (i.e. - airfare) and how the traveler would "know" to contact the travel agency to arrange the booking? Of course, this process may become more evident and be outlined in later trainings and may not yet be needed at this stage.

  - Travelers will still submit a travel authorization and once it has been approved, the traveler or their delegate will need to contact the travel agency that they plan to use, provide the TA number, and make the arrangements. The travel agency will provide AP with the invoice for payment processing. This is the current process that is in place today as well.

  - We will review the business process diagram and make clarifying edits. This type of "procedural" information will be included in procedures and job aids as well as training materials.

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Travel & Expense Questions

- How will we process currency conversion rates for foreign travel?
  - Currency conversion will happen outside of the system. Sites such as Oanda Converter should be utilized for conversions.

- How we will process travel reimbursements to Hourly staff?
  - Hourly and exempt staff travel will be processed in the same manner – through the use of the Travel & Expense module.

- TE 01.00 - How will employee data, including direct deposit info, be loaded into PS for the 6 months prior to HCM implementation?
  - We will use a process to load legacy information into the appropriate PS tables for the 6 month split.

Travel & Expense Questions

- What will be the reimbursement process if a TA was not submitted?

    - PeopleSoft does not allow retrospective travel dates. If a travel authorization was not created, the employee or employee's delegate will need to include documentation in the "Notes" field of the Expense Report explaining the reasons why no TA was prepared.

Travel & Expense Questions

- Need explanation of the statement "Sponsored Projects Administration will only be reviewing and approving expense reports for International Travel."

    - Historically, the Post Award staff have reviewed all travel authorization and all travel reimbursements for travel charged to grants or sponsored project funds.

    - With the implementation of PeopleSoft, Post Award staff will only be reviewing TA's and Expense Reports charged to grants and sponsored projects for travel to international destinations.

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Purchasing

- Purchase requests will continue to be processed in UGAmart.
- The vendor database will be maintained in PeopleSoft.
- Purchase requests for inventory equipment will be identified as assets in UGAmart to facilitate integration to PS Asset Management.
- More purchasing information will be available for PCard purchases than is currently visible in legacy systems today.
- Departments with PCards will need to set up Accounting Tags for PCard processing.
- SpeedTypes, known as Accounting Tags in the Purchasing and AP modules of PeopleSoft, will be incorporated into UGAmart.

Purchasing Questions

- What are the "Accounting Tags" required in Works?

  - The full/possible 81 character PS chartstring will not be visible in Works. Instead, you will use a 10 character "Accounting Tag" that corresponds to the associated PS chartstring.
  - Accounting Tags are set up to populate all required PS chartfields and will be synced with Works for use in the expenditure allocation process.
  - Accounting Tags and SpeedTypes are two PS terms used to describe the same thing.
  - Accounting Tag and Account Code will be the two chartfields used in Works. This is similar to how account number and object code are used today.

Purchasing Questions

- Who creates them (Accounting Tags) on an ad hoc basis?

  - In addition to Central Accounting, trained departmental users will have the ability to create Accounting Tags/SpeedTypes.

- I like that PO's and expense reimbursements can be returned to the initiator for correction. Will budget/financial approvers at the department level still be able to make changes to purchase requests before approving?

  - Yes, UGAmart Approvers will still have the ability to edit purchase requests before approval.

Purchasing Questions

- OIE Finance would like to be engaged in the new account set up approval for SA Program Accounts, if possible. Speed Type Distributed Accounting Tag Creation/Maintenance - in the bullet point pertaining to P-Card, a speed type is required for use in Works that designates a single account code. Our concern is that for Faculty-led Study Abroad program will have multiple and varied account codes. Our questions is once the initial entry has been made, can this account code be edited? This need to change to the correct account code could be a training topic needed for SA accountants so that timely changes are made.

  - The SpeedType and Accounting Tag will not contain the account code or budget reference ChartFields. The account code can be changed in Works.
  - Once the transaction posts to the general ledger, a journal voucher could be processed to make a correction.

Purchasing Questions

- WIN - new UGAmart workflow "an automated cart return will occur instead of an auto-rejection" sending cart back to the requisitioner for updating and re-submitting into workflow.   GREAT NEWS!!

- Purchasing supplier changes "Risk of duplicate suppliers" manual review of Jaggaer's supplier network "does this manual review take place by Central Office or by departments?
  - The manual review of duplicate suppliers in UGAmart takes place at the Central Office level.

Purchasing Questions

- PCard Transaction Processing (BOA to PS) "see that most of the budget checks in AP go through Voucher interfacing". Are the WORKs transactions going through Voucher interface (AP_20) & then to Voucher processing (AP_21)?

  - After reviewing BPD PO_09 for PCard Transaction Processing, the reference in step 14 to Voucher Processing AP_21 needs to be updated to reference Voucher Interface AP_20. The budget check for PCard transactions occurs in the Voucher Interface AP_20 BPD.

- When would business managers have access to the Works system?

  - The Works system will still be used in the manner it is today. Business Managers will access the Works system based on their PCard role (for example: cardholder, proxy, or approver). Based on that role, the business manager would log into Work to perform the assigned tasks.

Accounts Payable

- Focus on increasing electronic payments: ACH enrollment of vendors

- Payment scheduling:
  - Net 30 vs Net 15
  - exception processing

- Payment request = E-Check request today

Accounts Payable Questions

- Can you search for a supplier after a Payment Request has been created?

  - Although Payment Request initiators will have the ability to search for a supplier before creating the Payment Request, if the supplier is not available after the Payment Request has been created, the transaction can be saved and updated after the supplier has completed the registration process.

Accounts Payable Questions

- Vendor record management

  - Why can't USG have one database for all non-employee, non-student vendors?

    - The USG maintains a single vendor database for catalog vendors for all GeorgiaFIRST institutions. Most individual GeorgiaFIRST institutions maintain separate vendor databases for non-catalog vendors.

    - A USG shared vendor file is not in scope for the OneSource project.

    - This can potentially be a future discussion with USG.

    - Under shared vendor file approach, all institutions agree on standard vendor management processes and conventions.

    - Shared vendor file management would mean that UGA would lose direct control over additions and changes to vendor records and the timing of these additions and changes.

Accounts Payable Questions

- Vendor record management

  - Will students automatically be added to the vendor database so they don't have to complete a vendor registration form?

    - Payments to students (other than employee reimbursements) are processed through Financial Aid, for example, travel awards.

    - If a student is not an employee and needs to be reimbursed, he or she must complete the vendor registration form, as would any non-employee seeking reimbursement, for example, student club members purchasing supplies on behalf of the club.

    - If the student is an employee, the request will be processed through the Travel & Expense module, and no vendor registration is required.

Accounts Payable Questions

- Payment requests

  - Can approvers be notified immediately when a payment request (check request) is waiting for their approval?

    - Notification emails to approvers will be real time.

  - Can Foundation check requests be processed in PS?
    - Payments made directly by the UGA Foundation must be processed through the Foundation.

    - Departments may utilize UGA companion accounts, funded by the UGA Foundation. These requests will be processed by UGA in PeopleSoft.

    - Departments are encouraged to process all allowable payments on a companion account.

Accounts Payable Questions

- How will payments to faculty/staff be processed through Payroll if they work in a department other than the paying department? Who initiates the personnel? I foresee a lot of training needed for these changes.

    - Since this question was submitted under the feedback for Accounts Payable, the assumption is this question relates to situations where departments submitted a check request to pay a UGA employee for less than $250 for work unrelated to their assigned duties, such as providing music/entertainment at an alumni event. The payment for these services should be processed through payroll.

Accounts Payable Questions

- How will payments to faculty/staff be processed through Payroll if they work in a department other than the paying department? Who initiates the personnel? I foresee a lot of training needed for these changes. (continued)

  - OneUSG Connect has a business process outlined for these types of payments. When department A identifies the need for this payment, they will coordinate with the employee's home department to have a "payroll earnings code" specific to this type of work added on the employee's record and reflect the chartfield combination for charging this. At this point we do not know which department will have the responsibility of entering this record for the payment. This payroll business process, like many others, is still in design and will require training and awareness.

Accounts Payable Questions

- Please clarify the following statement: "Any payment to faculty/staff for services, regardless of dollar value, must be processed through Payroll. AP can no longer process payments for services to anyone that is on Payroll."

  - Payments for services to employees should all be processed through Payroll. This will align with Board of Regents requirements and business processes in OneUSG Connect.

  - Reimbursements to employees should be processed via the Expense module.

Accounts Payable Questions

- Are their going to be exceptions to these new processes during the transition period from July 1, 2018 to Jan. 1, 2019 when HR/Payroll goes live? Will employee data be pulled automatically? Will employees continue to be required to generate employee VN's before 1/1/19?

  - Any exception processing will be handled by the central AP office. Employee data will be integrated into the PeopleSoft Expenses module for Finance go-live on 7/1/18.

  - As of now, the only employee reimbursements that have been identified to flow through the AP module will be reimbursements to faculty and staff for the purchase and distribution of value cards (gift cards for research participation) where tax implications exist. Excluding value card purchases, employee reimbursements will be processed through the Expenses module where creation of a VN number will not be needed.

Accounts Payable Questions

- Can all approvers of travel authorities query the TA status and the expense reimbursement status?

  - All approvers can see travel authorities and expense reports that are in process.

- Will all travel require a travel authority?

  - Travel authorities will still be required for domestic and international travel. As is the case today, instate travel will not require a travel authorization.

Accounts Payable Questions

- AP_10.00 - Can the units set up control groups? If not, why not? Can there be an online PS form created vs. spreadsheet submitted to create a control group? Seems like a lot of unnecessary extra process steps.

  - Units will not be able to set up control groups. Typically, units will be submitting Payment Requests to replace items currently being paid via eCheck.

  - Spreadsheet uploads will be used sparingly, primarily for research participant payments.

Accounts Payable Questions

- How do we ensure that open invoices in the old system will not be duplicated when going into new system?
  - All outstanding eCheck requests approved for payment will be processed before 7/1/18. Continue your same internal processes to mitigate the risk of submitting invoices for payment twice.

- Will there be a cutoff for entering outstanding invoices before we go live?
  - Yes. In October we will be communicating FY2018 year end processing requirements. These will need to be strict deadlines to close out FY2018 and convert data into PS for 7/1/18 go-live.

Accounts Payable Questions

- Depts will have to be checking their general ledger activity to ensure no duplication, but wanted to get a sense of how this is being handled?

  - We will need to review any eCheck requests not approved and paid prior to 7/1/18 to determine appropriate disposition. Accounts Payable will need your assistance with this. Accounts Payable is currently reviewing and cleaning up old encumbrances and other pending transactions to prepare for the transition to PeopleSoft.

  - As for UGAmart, those invoices will continue to exist in UGAmart where invoices are marked paid and unavailable for updates once payment has been processed.

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Accounts Payable Questions

- Fleet WEX vouchers - For college/units that are made up a multiple departments, just want to confirm that default accounting tags needed are by individual department vs. one accounting tag for whole School/College/unit.
  - There can only be one Account Tag per Wex card.
  - If a school/college/unit needs to allocate costs to multiple departments/cost centers, then they may establish an accounting tag that will do the appropriate distribution.
  - Alternatively, distribution to a single account string can be re-distributed after it posts to the general ledger (journal voucher).
  - School/College/Unit business offices will need to coordinate for their organization as appropriate.

Accounts Payable Questions

- We have a concern about paying airfare for new faculty that we are hiring to work in residential centers. When the new faculty (whose start date has not happened yet) submits his plane ticket for reimbursement, will we be able to reimburse them prior to their start date?

    - Yes, you can continue to reimburse him before his start date and it would be handled as a non-employee payment. The individual will need to register in the vendor database and a Payment Request should be submitted for the payment.

Accounts Payable Questions

- We see the requirement for entering every line of the invoice in PS to mimic the invoice. We have multiple vendors whose invoices are very long/many lines. Will we be able to batch process or abbreviate the entry of these large invoices (via the Excel template)? By the same logic, we often receive multiple invoice (one per student on each program) from a single vendor. Is there an option to batch process multiple invoices? Maybe a template could be created for these type transactions? In general, we are concerned about entering payment requests for invoices that are in other currencies than the dollar. How will we manage this process?

    - Having line item detail from the invoice captured into the financial system will allow UGA to have additional reporting capabilities that do not exist currently. In addition, it is important to remember that the Payment Request functionality is a new PeopleSoft feature. There may be additional features and enhancements released that will improve functionality over time.

Accounts Payable Questions

- Also…

  - Please contact Accounts Payable to discuss options for using a spreadsheet upload as the need arises. There may also be other options to consider for processing these type of invoices such as electronic data interface with the vendor so UGA's data entry is limited.

  - Spreadsheet uploads will still require approval from the spend approver for the funding source. This approval will not happen automatically, as it will with a Payment Request. Departments will have to send the spreadsheet to AP. AP will upload the spreadsheet and create a group of vouchers, referred to as a control group, and then manually look up the spend approver for funding source, and assign the control group to that individual. The spend approver will receive an email notification and prompt to login to review. Once logged in, the spend approver will be approving actual vouchers. Vouchers look very different and are much more complex in nature than the Payment Request and the amount of information on a voucher may be overwhelming to some users.

Accounts Payable Questions

- In general, we are concerned about entering payment requests for invoices that are in other currencies than the dollar. How will we manage this process?

    - For invoices in foreign currency amounts, Payment Requests will need to be submitted using USD as the currency, the same way these are currently handled in eCheck. Accounts Payable will convert the funds at the time of payment.

Accounts Payable Questions

- How long will it take to get vendors approved for ACH payments?
  - The pre-note process will take 24-48 hours (depending on the bank) however, if the pre-note process has not completed and payment is due to the vendor, a check will be issued for payment.

- If we have not received the merchandise will we still go ahead with a Net 15 day payment?
  - The two-way and three-way matching rules established within UGAmart will not change with the implementation of PeopleSoft.

Finance Workflow/Approval Recommendations

- Request of the Workflow Work Group

  1. Develop Institutional Approach

  2. Recommend $ threshold approval level

  3. Recommend time frames for escalation

  4. Review consistency for approval levels between UGAmart and PeopleSoft

  5. Evaluate Ad Hoc Review while considering flexibility vs maintenance

Finance Workflow/Approval Recommendations

- Opportunities:

  - Simplify & standardize across transaction types
  - Create efficient workflows
  - Meet requirements for separation of duties - Initiator and Approver
  - Minimize the effort to maintain Approver List

- Goals: Simplicity – Efficiency – Consistency

Finance Workflow/Approval Recommendations

- Challenges:

  - Balance complex capabilities provided by the workflow with business process requirements for each department/unit.
  - How to define "consistency" across the institution without compromising too much flexibility and allowing all different types of units to operate efficiently.

- Goals: Simplicity – Efficiency – Consistency

Finance Workflow/Approval Recommendations

1. Develop Institutional Approach

   - Reviewed the Transaction Types for each Approval

   - Identified Approvals into 3 Categories
     - Spend Transactions
     - Journal Transactions
     - Financial Organization Transactions

   - Determine the most effective method for multiple Approvers
     - Approver Pools

Finance Workflow/Approval Recommendations

Spend Transactions

Transaction Types - SPEND	Share Common Dept Approver
Voucher (Invoice)	Spend Approvers
Payment Request	Spend Approvers
Travel Authorizations	Spend Approvers
Expense Reports	Spend Approvers

Recommendation:
Utilize the same Approver List (pool) for ALL Spend Transactions

Finance Workflow/Approval Recommendations

Journal Transactions

Transaction Types - JOURNAL	Share Common Dept Approver
GL Journals (JVs)	Journal Approvers
Budget Journals (amendments)	Journal Approvers

Recommendation:
Utilize the same Approver List (pool) for ALL Spend Transactions

Finance Workflow/Approval Recommendations

Financial Organization Transactions

Transaction Types – Fin Org	Financial Org Approver
Chart of Account Change Request	Financial Organization Approvers

Recommendation:
Approver List for Financial Organization Transactions

Finance Workflow/Approval Recommendations

- **Recommendation:**
  Allow ranges of Departments for approvers

- This feature will ease maintenance for many units, but there is still functionality that would allow assignment of 1-to-1 approvals for single departments if needed.

Finance Workflow/Approval Recommendations

2. Recommend $ threshold approval level
   Will Thresholds be used? - No

   - The work group did not feel it could establish any thresholds that would be meaningful across all units within the institution.
   - The consultants indicated that large institutions they have worked with previously have not implemented thresholds due to the same issues identified by this work group.
   - Option to revisit at a future date

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Finance Workflow/Approval Recommendations

3. Recommend time frames for escalation

- Recommend not implementing escalation feature and then evaluate in the future (6 months or 1 year) after process time data is available.
- Data would be reviewed and used to determine trends, bottlenecks, etc., and can be used by supervisors as a performance measurement metric for approvers.

Finance Workflow/Approval Recommendations

4. Review consistency for approval levels between UGAmart and PeopleSoft

- UGAmart will continue with current approval process
- Reviewed UGAmart and PS for consistency
- PeopleSoft provides approval paths similar to UGAmart

Finance Workflow/Approval Recommendations

5. Evaluate Ad Hoc Review while considering flexibility vs maintenance

   Recommend not rolling out Ad Hoc Review functionality
   - Internal business processes can provide this awareness as needed.

Asset Management

- Greater visibility & access to view data within PeopleSoft Asset Management (AM).

  - View & update custodial information

  - View historical changes to assets

  - Ability to manage off-site equipment

Asset Management Questions

- As a departmental user, will I be able to update asset information within PeopleSoft?

  - Departmental users will be able to update custodial (non-financial) asset information such as location, asset custodian, off-site status, images of the asset, and other physical information.

  - Updating asset information is how units will transfer inventory from one department to another.

- How will PeopleSoft handle inventoried equipment/assets tied to different fund sources?

  - PeopleSoft Asset Management will be able to show multiple funding sources for asset.

Asset Management Questions

- AM: " is there a documented approval of open transactions by Property Control (reviews all open transactions)?

  - While there is no approval, the ability to process open transactions will be limited as determined by role security.

  - AM will store a record of who created the open transaction (add, retirement, etc.) and if needed, a query can be used to view the individual who processed the transaction.

Asset Management Questions

- Will I have to replace all of my inventory item bar code tags? Will the tag numbers change in PeopleSoft?

    - Existing tags number will be converted and visible in PeopleSoft.
    - Your existing tags can be used for physical inventory.

- Is the physical inventory process going to change?

    - Although the PeopleSoft application will be the system of record for inventoried assets, the process you will use to collect and report physical inventory will remain largely unchanged.

Grants Management

- We will transition away from monthly effort certification and retire the PAR system.

  - A work group has recommended that PIs will certify the new project funds report annually and at project end.

- Indirect cost (IDC) return will be distributed monthly instead of annually.

  - IDC return of UGA portion will post to a unit's IDC fund (15000) <u>monthly</u>.
  - UGARF IDC will no longer be separately recorded to grant (no more object code 92500).
  - IDC return of UGARF portion will continue to be processed annually as today.

- Subaward processing will transition to a largely paperless process in UGAmart.

Grants Management Questions

- Will PIs have access to PeopleSoft data?

    - PIs, once granted access, will have the ability to review transactions, use WorkCenters and view reports and queries.

- Will all PIs on a project have visibility into the project?

    - Authorized users will be able to view all project expenditures, budget and financial activity associated with a project. Internal subaccounts will no longer be necessary to segregate transactions; instead, transactions will be delineated by chartstrings.

Grants Management Questions

- Will I be able to tell if my project has been billed?

  - Yes – project team members will have view access to the Billing module, which includes visibility into billing status.

- For a project, will there be a way to track tasks on deliverables?

  - Yes, in PeopleSoft you will have the ability to set "milestones," which will automatically send reminder emails on key dates. SPA will set default milestones and users will have the ability to set their own milestone reminders at their discretion.

Grants Management Questions

- Within the GM_12.00 "Subaward Processing" section, I need clarification on whether invoices will route to SPA Pre-Award or SPA Post-Award in this section: "Departments will send invoices (with PI signature) to Sponsored Projects Administration for compliance checks via the comment function in UGAmart. SPA will provide a reference document in UGAmart that will outline the process for attaching the applicable documentation and routing the 'comment' SPA for review."

  - Invoices will route through UGAmart for SPA Post-Award compliance review as the final step before payment is made. This is similar to today's process, but the process will be paperless (via UGAmart) in the future. An instruction sheet will also be attached in UGAmart to show specifically how to route these invoices, and a notification process will be set up for the applicable Post-Award representatives.

Grants Management Questions

- How will investigators and departmental contacts be informed when an award is processed? Currently we are supposed to receive an email notification. Over the last 2 or 3 years these have been sporadic. Can there be a place in PeopleSoft such as a New Awards section where these notifications can be flagged for attention when someone logs-in? Then once they are viewed by a particular person, or perhaps after 30 days, the flag is removed?

    - We are pleased to share that we expect these notification issues to be resolved with the PeopleSoft implementation. We will no longer be using the OnBase system to send award notification emails in the future; instead, these emails will be auto-generated from the Grants Portal once the award is finalized in PeopleSoft. This should be much more stable and reliable. Further, for those on the project team, the new award will automatically show up on the "My Projects" link in the PeopleSoft WorkCenter (which is similar to a custom home page).

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Grants Management Questions

- I love the ability to create and maintain Project Milestones with email reminders! The changes seem to reflect quite a large amount of additional functions/work for SPA Post-Award such as adding the milestones, additional work on setting up cost share. Will there be a hiring initiative for more Post-Award members?

  - While new functionality will be introduced with PeopleSoft, the system will also save time and streamline processes in other Post-Award areas. For example, milestones will replace steps like notes on the billing address screen and $1 invoices. SPA leadership is committed to ensuring that each Post-Award team member's workload is realistic and manageable. Please be assured that steps will be taken to uphold this commitment. The impact of business process changes will become clearer as we discuss with the full team in the coming months. So, there is time to prepare and take proactive steps.

Grants Management Questions

- Subaward Payment processing in UGAmart will require additional training in some departments. (For example, I process Subaward payments now but I don't know how to use UGAmart, so I will need training on UGAmart.)

  - We will incorporate UGAmart training into our training approach on Subaward processing for both central and departmental users.

Billing and Accounts Receivable

- Today, no centralized billing and AR system is used across UGA.

- Because we will have a single customer database in PeopleSoft, departments will have access to the customer contact information through PeopleSoft.

- Departments will be able to control the invoicing to their customers using the billing module and see payment history and receivable balances and aging for their customer's transactions.

Billing and Accounts Receivable

- With the implementation of the Billing and AR modules, more standardized approaches will be available. Units will have options for processing invoices and having those revenues posted to the general ledger.

  - Units may use the PeopleSoft billing functionality which integrates with the receivables module (payment processing and aging analysis) and the general ledger.

  - Some units may need to use billing functionality integral to their internal departmental systems and transmit the data to the receivables module which integrates with the general ledger.

  - Whether units use the PeopleSoft billing functionality or their own internal departmental billing systems, they must be able to provide aging analysis and journal entries to record the receivable appropriately.

Billing and Accounts Receivable

- Due to the large numbers of distinct lines of business at UGA (250 +), adoption of the AR and Billing modules and related requirements will be gradual. We will use a phased approach. Information about the phased in approach will be provided in upcoming department meetings.

- Sponsored Project Administration will bill all sponsors using the Billing module.

Billing and Accounts Receivable Questions

- How quickly can customers be added and updated to PS database?
  - Trained super users will be able to add customers as needed.

- Does the customer have to be in the customer database before anything is sold to the customer?
  - Customers will need to be added at the time that you want to create the receivable or the invoice.

Billing and Accounts Receivable Questions

- How are invoices delivered? Via customer's email? Or by snail-mail?

  - Invoices can be delivered either by email or printed and mailed.
  - Invoices can be saved as pdfs and sent as email attachments or saved as necessary.

- What happens when an invoice is unpaid and the customer is a state agency or another university? Can they be sent to Collections?

  - To maintain positive relationships with other state agencies or institutions, UGA should make all attempts to collect without engaging an external collection agency. There may be situations where UGA's Government Affairs team (or Finance & Administration in the case of USG institutions) can assist with these discussions. Any determination on sending another state agency to collections should be made with appropriate UGA leadership including representatives from Government Affairs.

Billing and Accounts Receivable Questions

- Will I invoice other UGA departments in PS?

    - You will not invoice other UGA departments using the PS Billing Module.
    - There will be a specific intra-university charges process as noted in the General Ledger slides of this presentation.

- Will I invoice UGA employees through the PS Billing module?

    - If the UGA employee is acting as a private citizen and is not purchasing goods or services on behalf of his or her department, the employee will be billed as any other customer will be billed.

Billing and Accounts Receivable Questions

- How will they pay? Can I accept checks or do they need to pay through the "bank lockbox"?

    - Customers will be directed to send payment to the lockbox. The lockbox will allow us to leverage PS functionality to electronically process and post payments and to minimize risk.
    - If payments are sent to your unit, you will be able to send them to the lockbox for processing with other payments.

- I currently designate another person in our unit to review each invoice before it is issued. Can I do that with invoices I create in PS?

    - Yes. PeopleSoft delivers pro forma invoices that may be reviewed and corrected before invoices are finalized and printed.
    - These pro forma invoices may be reviewed via pdf or online in PeopleSoft.

Billing and Accounts Receivable Questions

- AR_06.00 Receive payments electronically: Under Key impacts - 1st bullet point "should this say that depts. will be able to **decrease** security risks vs. **increase**?"

  - Yes, this will be changed to read "decrease".

Cash Management

- We will transition to a web-based deposit transmittal process for cash/check, credit card, and wire/ACH deposits to UGA's back account.

- Online processing enhances departmental visibility to deposit data in the system.

- Detail codes – similar to SpeedTypes – will be developed to record cash deposits to the general ledger.

Cash Management

- Will I be required to have a login to the new TouchNet Cashiering system?

    - Yes, planning is underway to gather user information for the initial roll out. The PeopleSoft user access process is being evaluated for adding users after go live.

- Will I still be required to keep credit card transactions separate than my cash/check?

    - Yes, departments that accept credit card payments will still be required to enter one transmittal for credit card and then one transmittal for any cash/check payments.

Cash Management

- Is there any way detail codes could help provide greater detail for those receiving sales tax info? For example, the current general ledger description for cash receipts is to vague - can description be enhanced to help departments decipher different cash receipts (instead of just date)?

  - When the deposit is reflected in the general ledger a consistent description will be used.

  - However, using an account code specific to sales tax revenue might be helpful to separate those cash receipts.

Cash Management

- Will off-campus users use TouchNet? How will this work with 11 off-campus offices who all collect checks?

  - Off-campus offices will use TouchNet the same as other departments. TouchNet is a web-based system so your paper transmittal is now completed online. Departments will be able to go online and view the status of their deposit. Departments can print receipts from the system as needed.

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Cash Management

- Our credit card deposits come in through PayPal. Will this interface with TouchNet?

  - Credit card deposits will work just as they do today; you'll just use a different online system for recording transmittal information.
  - Interfacing credit card systems with TouchNet Cashiering is not part of the current project scope. Please contact our office to discuss your current PayPal process. We may have options to help streamline your business process.

General Ledger

- The Chart of Accounts will consist of 11 independent ChartFields, 8 of which may be requested through an online process.

- Some chartfields (fund, program, & class) will require USG approval before being added. Other ChartFields requests will require the approval of Central Accounting.

- ChartFields appear throughout the PS application and in other systems. They are used to create, among other things, combination codes, combination edits, detail codes, accounting tags, and speedtypes.

General Ledger

- Journal entries may be created in three ways:

  - Online data entry

  - Spreadsheet upload

  - Interface used for specified integrations

General Ledger Questions

- How will intra-university charges be handled?

  - Payments to other UGA departments will be handled through the General Ledger as journals.

  - The selling department will have a request form which the buying department will complete to request the goods or services. It is the responsibility of the selling department to create processes for their request form. The request form will serve as substantiation for the transaction.

General Ledger Questions

- What is the difference between speed types, accounting tags and combination codes?

  - **SpeedType** is a 10 digit field which serves as a short cut for a chartstring. It is used in the general ledger and is simply a data entry tool. The SpeedType is NOT stored on the transaction itself

  - **Accounting Tag** is a 10 digit field which serves as a short cut for a chartstring. Accounting Tag is used in the Expense and Accounts Payable module. It will also be used in UGAmart and in Works (for PCard transactions). The Accounting Tag is NOT stored on the transaction itself in PeopleSoft. The Accounting Tag is stored in UGAmart and Works.

  - **At UGA, the SpeedType and Accounting Tag will be the same value**. The SpeedType and Accounting Tag will NOT include the account code or budget reference chartfields.

  - The full PeopleSoft Financial chartstring is NOT used in PeopleSoft HCM. PeopleSoft HCM uses combination codes ('**combo codes**') to represent the full chartstring.

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General Ledger Questions

- How will SpeedTypes and Accounting Tags be created and maintained?

  - In addition to Central Accounting, trained departmental users will have the ability to create and maintain SpeedTypes

- How will we account for Study Abroad and Field Study programs?

  - Study Abroad and Field Study programs will be assigned a non-sponsored project ID
  - We will rely on the fund code to distinguish between the tuition amount (legacy 'GV' account) and program fee amount (legacy 'DV' account)

General Ledger Questions

- GL_07.00 Create Budget Journal or budget Transfer Journal. 8th bullet under Key Impacts changes notes there are multiple options for processing budget journals: manual entry, Hyperion created file for budget journal loader, and budget journal loader. Is the last budget journal loader noted in this statement different form the Hyperion created file?

  - Yes, they are different.
  - The Hyperion created file will originate in the Hyperion application and will contain the necessary chartfields for the budget journal.
  - The budget journal loader is a spreadsheet which the user has to manually populate with the necessary chartfields for the budget journal.

General Ledger Questions

- Under Create Journals via Online entry or Spreadsheet Loader: "I might just be confused, but why are Step #s 14,19 & 25 Delete Journal? I see steps 12, 17 and 23 ask "Does Journal need revisions" if no, why delete journal vs. post journal?

- The business process contains three levels of approval.

- If at any of the three levels, the journal is NOT approved, the approver has the option to either revise the journal or delete the journal if they determine the journal should not have been processed.

General Ledger Questions

- What will be the process to spend money from Sales & Service accounts? Currently we can spend funds before we start collecting money.

  - As long as there is available budget at the fund and (control) department level, expenditure transactions can be processed.

  - Sales & Service activities will have revenue and expenditure budgets just as they do today.

Questions

Project Feedback

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