July 5, 2018

Readiness
Weekly Status Call
Getting Started

• Please send questions through the question function.

• Please think about the format of information presented today and any suggested changes.

• The presentation and recording will be available on the OneSource website.
Agenda

• Go-Live Readiness

• Special Topics and Updates

• July Activities
Thank you

• UGA User Community
  • Transactions are moving through the system!
  • Over 1300 unique practitioners have logged in!
  • You are great partners!
  • You’ve alerted us to issues! This helps us with timely resolution.
  • You are providing good feedback and ideas! Training and documentation continues to be developed.
Go-Live Training Highlight:

• Approving Journals
• Approving Travel and Expenses
• Approving Accounts Payable
• Requesting, approving, reviewing access
Go-Live Training Highlight:

• Getting started with Reporting
  • Reports.uga.edu
  • Dept trees, controls and tracking
  • Finding your budgets and balances
  • Browsing for queries
  • Permissions
    • Budget Management
    • Data Warehouse/Simpler
    • Financial Management System
FY19 and Budget Reference:

• FY18 Encumbrances and FY18 (budget reference) Budgets have been initially entered and will continue to be updated in Financial Management System as we move through the UGAmart open PO conversion and payroll encumbrances with the FY19 Crosswalk/Mapping/Account-Conversion

• Budget Management is currently showing all of these FY18 Budget Reference items as part of your FY19 budget

• The Budget Management system will be modified so that Fiscal Year FY19 choice for reports will only pull FY19 Budget Reference items

• New Financial Management Reports (ENTER HERE) will also just show you your FY19, FY19 budget reference items

• If you need to see the FY18 encumbrances that would have flowed into Liability, please currently use your year end FY18 reports
Reporting Workshops

• Project Coordinators are working with OneSource to schedule reporting workshops for their unit.

• We will:
  • walk through reporting tools and formats associated with the new UGA Budget Management and Financial Management systems
    • PeopleSoft Query
    • UGA Budget Management System reports
    • Data Warehouse
    • Simpler
  • look at reporting from the perspective of your data, and review the monthly financial review procedures.

• In advance of our time together, please let us know if you and your staff would like to cover anything specifically. We can tailor the workshop to your needs.

• Please include those in your organization who can benefit from this workshop. Please be mindful of persons at non-Athens locations and ensure that they have a way to join the meeting remotely.
Opened and Resolved Cases this week
By OneSource Teams

<table>
<thead>
<tr>
<th>Category</th>
<th>Open</th>
<th>Resolved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>6</td>
<td>43</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>17</td>
<td>27</td>
</tr>
<tr>
<td>AR/BI</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Assets</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Budget Mgmt</td>
<td>5</td>
<td>8</td>
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<tr>
<td>Cash Mgmt</td>
<td>3</td>
<td>20</td>
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<tr>
<td>Accounting</td>
<td>17</td>
<td>8</td>
</tr>
<tr>
<td>Grants Post</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Grants Pre</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Purchasing</td>
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<tr>
<td>Training</td>
<td>3</td>
<td>15</td>
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<tr>
<td>Travel &amp; Expense</td>
<td>19</td>
<td>30</td>
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<tr>
<td>Service Desk</td>
<td>17</td>
<td>51</td>
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<tr>
<td>OIR Data Warehouse</td>
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<td>1</td>
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</table>
Opened and Resolved cases by week for all OneSource Teams

April 29, 2018: Open 1, Resolved 91
May 6, 2018: Open 1, Resolved 57
May 13, 2018: Open 1, Resolved 125
May 20, 2018: Open 3, Resolved 93
May 27, 2018: Open 1, Resolved 81
June 3, 2018: Open 1, Resolved 163
June 10, 2018: Open 3, Resolved 113
June 17, 2018: Open 11, Resolved 215
June 24, 2018: Open 11, Resolved 193
July 1, 2018: Open 134, Resolved 413

Legend:
- Open
- Resolved
Go-Live Special Topics and Updates
Security Access Roles Requests

• Access form made available July 5th
• Some users receiving error
  • Only when requesting roles that a user already has
• Security Team is working on a solution to remove the error
GL Journals

- Intra-University charges crossing funds
- System creates balancing entries and shows to the initiator
- *Used to happen behind the scenes*
- Example: “eTicket replacement” –
  - Entomology, paying with general funds (10500) to the Georgia Center, receiving to departmental sales funds (14000)
  - Entomology, paying with general funds (10000) to the Georgia Center, receiving to departmental sales funds (14000)
### Long Description
RCLD Server Support Services for FY19: basic server service & support ($720); data backups for servers ($109.98); and virtual server hosting ($794.25)

### Header
- **Unit**: 18000
- **Journal ID**: 1000000177
- **Date**: 07/05/2018

### Lines
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<tr>
<th>Select</th>
<th>Line</th>
<th>Ledger</th>
<th>Account</th>
<th>Bud Ref</th>
<th>Fund</th>
<th>Program</th>
<th>Dept</th>
<th>Class</th>
<th>Fund Affil</th>
<th>Amount</th>
<th>Journal Line Description</th>
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<td>ACTUALS</td>
<td>441900</td>
<td>2019</td>
<td>14100</td>
<td>14400</td>
<td>19080SER</td>
<td>41500</td>
<td></td>
<td>1,624.23</td>
<td>Other Sales &amp; Services Fee</td>
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<td></td>
<td>2</td>
<td>ACTUALS</td>
<td>714100</td>
<td>2019</td>
<td>10000</td>
<td>11140</td>
<td>19780000</td>
<td>11200</td>
<td></td>
<td>-1,624.23</td>
<td>Supplies and Materials</td>
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<td>3</td>
<td>ACTUALS</td>
<td>118200</td>
<td>2019</td>
<td>14100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10000</td>
<td>-1,624.23 Control Account - Cash - Int</td>
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<tr>
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<td>4</td>
<td>ACTUALS</td>
<td>118200</td>
<td>2019</td>
<td>10000</td>
<td>14100</td>
<td></td>
<td></td>
<td></td>
<td>14100</td>
<td>1,624.23 Control Account - Cash - Int</td>
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</tbody>
</table>

### Totals
<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>18000</td>
<td>4</td>
<td>3,248.46</td>
<td>3,248.46</td>
<td>V</td>
<td>V</td>
</tr>
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UGAmart emails

• All open POs (6400+) need to be recreated in the system
• UGAmart email notifications were globally turned off
• If users have any historic changes to their notification defaults, they will get email
• These POs will continue to be processed through the weekend
Travel Delegate Reminder

• If you are a delegate for a traveler, please remember you must pick the employee traveling as the first step.
• If you do not pick the appropriate traveler, you are completing the transaction as if you are the traveler.
• Approvers need to look at all the details before they select the approve key.
OneUSG Connect Updates

- Teams have successfully converted employee data for 23,000 UGA employees.
- This outcome included the successful calculation of 23,000 (test) paychecks!
- Through this conversion and testing activity, the team identified possible defects and they are diligently working to update this data prior to the next conversion test scheduled to start late July.
OneUSG Connect Updates – Unit Request

• Information session (via webinar) on **Friday, July 20** and a workshop on **Friday, July 27** to assist you with completing this request.

**July 20 Informational Webinar**: The webinar will take place on Friday, July 20 from 10:00 a.m. - 12:00 p.m. Participants will gain a better understanding of the individual unit requests and be given the opportunity to ask questions. [Register here.](#)
  • This session will be recorded and available on the [OneSource website](#).

**July 27 Workshop**: The workshop will be at the Georgia Center, on **Friday, July 27** from 9:00 a.m. - noon. You may also attend via [collaborate](#).
  • This session will be recorded and available on the [OneSource website](#).
OneUSG Connect Updates – Unit Request

- HR Departments: Phase II
- Time and Absence Approvers -employee focused
- Current Employee Schedules
- MSS Distributed Approval Paths -per department (Workflow request July 9)
- HR Reports To: Phase III
- MSS -Managers to have access -per dept
- Leave Time and Absence Consolidation (Extended Leave)
- “Position Funding Changes” Workflow Approvers (Workflow request July 9)
- Validation Unit Ask – Pay From Schedule, Auto Meal Deduction, Web Clock, Kaba Clock, Elapsed Time

https://onesource.uga.edu/resources/unit_requests/
Monday July 9th

- UGAJobs Launch
- UGAMart Reopens
- RUSS Retirement
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>Monthly Highlights (FIN)</strong></td>
<td><strong>Monthly Highlights (HCM)</strong></td>
<td><strong>Monthly Highlights (Comm)</strong></td>
<td><em>Daily Go-Live Status Calls July 2 – 13 from 8:15-9:00</em></td>
<td></td>
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<tr>
<td>• UGA Financial Management System Go-Live Training</td>
<td>• Kaba Clock Installation Preparation</td>
<td>• Training</td>
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<tr>
<td></td>
<td>• Tester Recruitment</td>
<td>• Reporting Forums (coordinating with Project Coordinators) (New)</td>
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<td></td>
<td>• Unit Request: See Unit Request Resource page</td>
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<td></td>
<td>• Communication Planning</td>
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2 3 4 5 6
Go-Live - First Business Day!

HOLIDAY

*TODAY Weekly Go-Live Call ITMF*

9 10 11 12 13
BSAG UGANET Weekly Go-Live Call

16 17 18 19 20
IDC Return Mapping Final Validation Due

Kaba Workshop Weekly Go-Live Call

HCM Unit Request Informational Webinar Week of (New)

23 24 25 26 27
July Pre-Awareness Email Financial Go-Live Email #6 (New) Weekly Go-Live Call

HCM Unit Request Workshop Week of (New)

30 31
HCM Security and Workflow Due
Questions

Project Feedback
onesource.uga.edu
onesource@uga.edu

Monthly Status Call
Resource Page

Next Weekly Call:
July 12 @ 1:30 p.m.

Daily Status Calls Continue:
M-F @ 8:15 a.m. until July 13
Project Coordinator Time