June 28, 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
  • Daily Status Calls July 2 – July 13 8:15 – 9:00am.
  • Register at: http://bit.ly/osmorning
    https://register.gotowebinar.com/register/7757538709881059587

• Special Topics and Updates

• July Activities
Setting Expectations

• Everyone is new to this system at the same time.

• Any employee who will be using the new systems will need time for training and a learning curve. OneSource team members are still in their learning curve.

• Internally, you may need to set expectations for initial delays.

• Despite the best planning, there will be hiccups. Let’s be patient with each other.

• Understand that it will take time to return to a comfort level.

• Data is organized and presented differently than in legacy. Plus we’ve converted data. Trust but verify the data. Let us know if you find issues.
Thank you...

... for your partnership with the OneSource team as we move through go live.

• We will have hiccups.
• We will encounter unexpected issues.
• We will work hard to bring you timely resolutions and keep you informed.
Go-Live Training Highlight:

• Approving Journals
• Approving Travel
• Approving Accounts Payable

• Access Requests and Assigning Approvers

Just-in-time before go-live
Go-Live Training Highlight:

• “Getting Started with Reporting”
• Team is working to bring you this recorded topic as quickly as possible.
• Stay tuned
Go-Live Special Topics and Updates
Financials.onesource.uga.edu

Log In instructions also available from the main page of Training Library
FY18 Year End Close and FY19 Transaction Entry

• FY18 close will occur in IMS as it always does
• The work to close FY18 (in IMS) continues until mid July
• FY19 budgets and payroll encumbrances will be posted in the Financial Management system (PeopleSoft) on July 2
• FY19 transactions may be processed in Financial Management starting on July 2
• FY19 budget journals and transfers may be initiated in Budget Management or Financial Management for processing starting on July 2
• UGAmart will open for FY19 transaction processing on July 9
• Prior year PO encumbrances are being converted in UGAmart and will be visible in Financial Management once they are manually entered
PCard/Works “blackout period”

Between June 26th and July 8th

- No new transactions will be visible until conversion ends
- P-cards will remain active
- Bank of America Works staff will modify the system
- It is imperative that users do not access Works starting close of business June 26th until notified by the UGA Procurement Office
FY18 Encumbrances in UGA Financial Management

• Encumbrance conversion and 2018 encumbrance visibility in UGA Financial Management
  • All open PO encumbrances will be converted to new POs in UGAmart (~6,000 to convert)
  • All prior years’ encumbrances will be entered with a Budget Ref of 2018
  • Prior year POs will be visible by departments

onesource.uga.edu
Email sent to UGAmart users

This announcement is being sent to all active users.

During PeopleSoft implementation, campus will be moving from the current UGAmart system to a new UGAmart configuration aligned with PeopleSoft functionality. This transition is referred to as “UGAmart conversion.”

Information about the UGAmart conversion can be found at the following URL: [http://busfin.uga.edu/procurement/pdf/UGAmart_Campus_Conversion_Info.pdf](http://busfin.uga.edu/procurement/pdf/UGAmart_Campus_Conversion_Info.pdf). It covers several key areas in UGAmart where different parties will be responsible for completing actions. It is important that all UGAmart users read and understand the information so they will understand 1) how they are impacted, 2) who is responsible for certain actions, and 3) when action should occur.

The areas include:
- Draft carts in UGAmart
- Requisitions that are not in purchase order status
- Receipts
- Updating accounting code favorites in UGAmart user profile

If you have questions related to this information, please contact:
Christy Bailey 706-542-7115 christym@uga.edu
Annette Evans 706-542-7066 amevans@uga.edu
UGAmart “Change Order” Processing Going Forward

• Additions and reductions to POs will continue to be processed in UGAmart

• They are then exported to the staging tables and processed and budget-checked every 15 minutes

• **Important Note**: Chart-Field-only changes will not be processed between UGAmart and the UGA Financial Management System. The user will need to wait for payment and create a journal voucher in AP to update the chartstring that needs to be changed.
Budget Amendment Creation
Role in Budget Management

• July 2: All UGA Budget Management users with the UGA GL Bud Jrnl Initiator role in Financial Management will be given access to initiate budget journals in the UGA Budget Management system.

• After July 2: All users with Budget Management access for whom the UGA GL Bud Jrnl Initiator is requested will be given access to initiate budget journals in Financial Management via direct entry, spreadsheet uploader, or UGA Budget Management.
Sponsored Projects Conversion

• Information on Sponsored Projects Conversions was distributed yesterday (6/27) to several key groups on campus.

• Information about the conversion and a job aid is available on the Sponsored Projects Conversion Resource page.
Form to request new legacy accounts

- The Accounting Office has created an account addition form for requesting a new legacy account number for payroll during split implementation.

http://busfin.uga.edu/forms/accounting_request.pdf
Class Codes and UGA Foundation Funds

• All non-scholarship UGAF funds have been assigned a unique UGA class code. This includes current UGA restricted accounts funded by UGAF and UGAF funds that up until FY19 did not have a companion UGA restricted account.

• These class codes for UGAF funds begin with 67xxx.

• All current budgets established for these UGA restricted accounts will reset to zero at 6/30/18.

• UGAF team will process FY19 budgets for all 67xxx class codes. You do not need to take action.
UGA Foundation (cont.)

• Memo with additional details will be distributed June 28. We will include a copy of that memo with these slides in the weekly status call presentations on the OneSource webpage.

• Departments are encouraged process expenditures through OneSource except when UGA policy disallows
  • Expenditure Matrix:
  • [https://dar.uga.edu/policies_ugaf/nodes/view/476/Expenditure-Matrix](https://dar.uga.edu/policies_ugaf/nodes/view/476/Expenditure-Matrix)

• Procedure & Checklist for Contracts for Fundraising, Donor Cultivation, and Alumni Events:

• Materials on how to process expenditures for these funds will be added to the Training Library.
System availability

- First user logins: July 2
- Normal Business Hours: M-F 8am-5pm
- System Operational Hours: M-F 7am-6pm
  These are excluding holidays

- Outages posted to status.uga.edu
- Known issues posted to Known Issues Resource Page
Known Issues

- Processes not functioning as expected (for go live, includes data conversions)
- Workarounds defined when available
- All major financial transaction functionality is operational
Known Issue for Go Live

• **Known Issue:** UGA Financial Management Access Request Form Availability Posted date: June 28, 2018

• **Status:** Active

• **Audience:** Units wishing to request new or modified user access to any of the following systems: UGA Financial Management, Cash Management (TouchNet), UGAmart, Budget Management (Hyperion), Simpler, or the Data Warehouse.

• **Overview:** Before July 5, 2018, units wishing to request new or modified user access to any of the above systems will need to work with their Chief Business Officer to submit a request to onesource.uga.edu. The Access Request Form that will be accessed through Financial Management will be released for use on July 5, 2018.
Known Issue for Go Live

• **Known Issue: Concurrent Access Requests**
• **Status:** Active
• **Audience:** Users requesting access to UGA Financial Management/UGA Budget Management/Simpler/Data Warehouse, UGAmart, UGA Cash Management (TouchNet)
• **Overview:**
  • There are three access request forms: 1. Financials/Budget Management/Simpler/Data Warehouse, 2. UGAmart, and 3. UGA Cash Management (TouchNet)
  • You can only have one of these access request form types moving through workflow at a time for a specific employee.
  • If there is an urgent request, contact the Service Desk at onesource@uga.edu
• CFOs can assign Approvers to Expense, Journal and Spend pools
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<td>• UGA Financial Management System Go-Live Training</td>
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Questions

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

Monthly Status Call
Resource Page

Next Weekly Call:
July 5 @ 1:30 p.m.

Daily Status Calls Start:
July 2 @ 8:15 a.m.