Dear UGA Budget Management Users,

We are excited to tell you about additional functionality in the UGA Budget Management System. Here is what is new:

1. Budget, actual, and encumbrance data from the new UGA Financial Management system will be updated on a nightly basis. Legacy payroll data will continue to be loaded on a weekly basis until HCM go-live later this year.

2. The new Budget Amendment tool will also be available for use. It can be used to initiate budget journals/transfers within UGA Budget Management, export to the Excel Spreadsheet Uploader, and then import to UGA Financial Management for approval and posting. Additional information and procedures are posted in the OneSource Training Library.

3. Several new reports are also available in UGA Budget Management. We are in the process of adding these reports to reports.uga.edu:

   1. Department Tree—See the department structure of your unit, including whether a department is control, transaction, or control transaction

   2. Quarterly Amendment Review—See what the balances are for your unit by department and fund in the three main account code categories: Revenue, Personal Service, and Nonpersonal Services

   3. Fund Class Programs Report—Breakdown of fund, class and program for your departments

   4. Fund Class Balances—Breakdown of fund and class for your departments

   5. Department Fund Class Program Balance—Department totals for fund, class and program

   6. Department Fund Class Report—Department totals for fund and class

If you have any questions about the new functionality or new reports, please contact the OneSource Service Desk at 706-542-0202 or email at onesource@uga.edu

Sincerely,

Jonathan Wentworth
OneSource Budget Team Lead
onesource@uga.edu