

As a part of the conversion of legacy data to the new OneSource Financial Management system, we have created budgets to account for travel authorities that were still open with encumbered amounts at the end of FY18. These budgets differ for non-sponsored and sponsored accounts. As you create travel expenses in the Financial Management system against these prior year travel authorities (liabilities in previous years), please keep the following in mind:

- Non-sponsored travel authorities that were open at year-end have been converted and budgets created with a Budget Reference of 2018. If you find that your actual expenditures exceed the amount encumbered on the original travel authority, you must charge the difference to a chartfield distribution using Budget Reference 2019. The Financial Management system query **UGA\_KK\_DEPT\_BUDGET\_BALANCE - Departmental Budget Balances** may be used to identify these. At the prompt, please use Fiscal Year 2019 and Budget Reference 2018.
- Sponsored travel authorities that were open at year-end have been converted. All travel expenditures against these sponsored legacy travel authorities should be entered with a Budget Reference of 2019.

For your reference, OneSource has posted a list of non-sponsored and sponsored converted travel authorities on the FY18 Resource page:

[https://onesource.uga.edu/resources/fy\\_18\\_year\\_end/](https://onesource.uga.edu/resources/fy_18_year_end/).

For questions or to speak with a member of the OneSource team, please contact [onesource@uga.edu](mailto:onesource@uga.edu) or call the Service Desk, 706-542-0202.