July 12

Readiness
Daily Status Call
Agenda

• Important:
  • If you have questions on items covered, please send those to onesource@uga.edu

• Shout out

• Service Desk

• Topics/Issues
Shout Out!

• To Project Coordinators:
  • Thank you for your leadership in preparing your unit for go live.
  • Thank you for your input about your unit’s go-live experiences.
  • Keep the dialog going so we know what you need and how we can make the system effective for you and your unit.
Service Desk

• Hours of Operation
  • System available: Monday-Friday, 7 a.m.-6 p.m.
  • Service Desk open: Monday-Friday 8 am.-5 p.m.
  • Between 7/2 and 7/13, daily scheduled maintenance hours: Monday-Friday 6 p.m.-7 a.m.

• Contact Service Desk at onesource@uga.edu
Service Desk - Inquiries

Top issues/inquiries for Wednesday, July 11:

- UGAmart:
  - How to set up/modify approvers
  - Chartstrings and speedtypes—which ones to use, what order they should appear
    - New training, in addition to Training Library we also have a link available from UGAmart landing page
  - How to track items through the workflow process
Welcome to the OneSource version of UGAmart

Entering Chartfield / SpeedType Information in UGAmart

Fiscal 2018 Year End Information

PCard Cardholder and Approvers List

UGA Internal Stores & Forms

CESS Approval Form

P-Card Preapproval Form

Subaward Encumbrance Form
Awareness Topics

• UGAmart: setting up Chartstrings
  • Remember to use ++ to add Chartstrings when creating speedtypes for a profile in UGAmart.
  • Transactions made during the Works Blackout period have been loaded and in the OneSource Training Library there is a video, “Using SpeedTypes in Works,” on how to allocate transactions.
Awareness Topics

• Purchase Order (PO) conversion progress

  • PO Conversion Status as of Thursday, July 12th
  
  • UGA had 4,885 open POs to Convert
  
  • 3,943 (81%) have been converted to new UGAmart OneSource POs and are now encumbered in the UGA Financial Management System
  
  • 942 (19%) are in UGAmart pending as purchase requests and are being processed into POs which will then be encumbered in UGA Financial Management System
  
  • As POs are converted, Property Control/Asset Management team members are setting up asset profiles in UGAmart and those will move into Asset Management module
Awareness Topics

• Previously, users who had the GL view role were not able to see budget journals or budget transfers. The role permissions have been updated so that users with this GL view role can now view both of these items.
Awareness Topics

Budget Transfers and Journals

- Here are some tips for entering budget transfers and journals. Following these rules will reduce budget checking errors:
  - Ledger DEPT_REV is for revenues (account codes 4xxxxxx)
  - Ledger DEPT_CHILD is for expenses (account codes 500000 and up)
  - You cannot combine DEPT_REV and DEPT_CHILD on one journal
  - Must be marked adjustment; never original
Awareness Topics

Example:
DEPT_REV
Budget Entry Type
Awareness Topics

Example:
DEPT_REV
Account ID
Awareness Topics

Example:
DEPT_CHILD
Budget Entry Type
Awareness Topics

Example:
DEPT_CHILD
Account ID
Awareness Topics

• More about budget journals and budget transfers

  • Be consistent in the use of fund and class; beware of crossing funds. The COA Code Structure document in the Training Library is a great resource that explains the correct structure and how to avoid errors. (This document can also be accessed from the Understanding the Chart of Accounts document in the Training Library.)

  • If funds exist, use a transfer.

  • If you are creating new funds, use a journal (example: Departmental Sales and Services).

  • Working with Budget Journals (for Budget Amendments) in the Training Library offers a great walk-through of the budget journal process.
Awareness Topics

Reporting! If you have not already done so, check out:

- reports.uga.edu, which lists available queries and reports across platforms
- The online “Getting Started With Reporting” information in the Training Library
Awareness Topics

Many of you are interested in queries/reports that provide budget balance information:

• Check out Chartstring Budget Detail in UGA Budget Management
• Check out UGA_KK_DEPT_BUDGET_BALANCE in Financial Management
  • This query provides departmental budget, encumbrances, expenditures and budget balance by all chartfields.
  • The user can select the “through period” (timeframe) and can filter by several chartfield selections.
  • Wildcards (%) are honored in the selection criteria.
• Check out the Budget Status Report Cube in the Data Warehouse
Awareness Topics

• We have received numerous requests asking how to track submissions and transactions through the process.
  
  • Check out reports.uga.edu to see if one of the existing report is helpful.
  
  • To track Travel and Expenses in your department, the UGA_TE_DEPARTMENT_REPORT query will give you information based on Department ID and date range.
  
  • To track Travel Authorities in your department, UGA_TE_TA_STATUS. We will add the prompt for Department ID.
  
  • To see status of payment requests, by department ID, check out UGA_AP_PAYMENT_REQ_DEPARTMENT

onesource.uga.edu
Awareness Topics

While we’re on the subject of queries:

• For best results in getting the information you need, we recommend running only queries that begin with UGA_

  • If you have used a non-UGA query that you have found helpful but it doesn’t have a UGA version, send it to onesource@uga.edu as an enhancement request for evaluation and possible inclusion in the UGA query library.
Known Issue

• The supervisor (Reports To) information in UGA Financial Management System directs workflow. If it is incorrect, travel approvals route to the wrong individual.
  
  • Reports To data comes from UGAJobs and cannot be edited in Financial Management
  
  • Continue to make changes in UGAJobs
  
  • Reports To data is updated to Financial Management nightly. Changes made during the work day in UGAJobs will be available in Financial Management the following day.
  
  • Users have reported making changes in UGAJobs that are not updated in Financial Management. OneSource is reviewing these instances with UGAJobs – this is a priority item so we can make sure routing is accurate.
New Known Issues

• Some approvers are receiving approval notification emails for users who are not in their workflow.

  • Resolution, per Security and Workflow Team:
    
    • Some incorrect route controls were identified and have been deleted. We will continue to monitor user input to determine if the deletions have corrected the issue. Please contact the Service Desk if you continue to have issues.
    
    • OneSource will begin to analyze approver pools with CBOs and see if corrections or updates are needed post go-live.