July 13

Readiness
Daily Status Call
Agenda

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

• Friday Funny

• Service Desk

• Topics/Issues
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.
  - This weekend, 7/13 6pm – 7/16 7 a.m., is also a maintenance window. We reserve the right to have the system down for maintenance.

- **Financial Management System Maintenance:**
  - Friday July 20 6pm – Sunday July 22 8pm

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

Top issues/inquiries for Thursday, July 12:

• Reports-To data
  • Changes being made in UGAJobs do not always make it to UGA Financial Management. We continue to work with UGAJobs to identify root cause and resolve.
  • UGAmart chartfields and approvers

• Unable to locate items
  • Users are very interested to find an expense report in the workflow or other transaction types as well.
Awareness Topics

• UGAmart approvers:
  • We are evaluating the current process for requesting UGAmart approvers to determine what improvements are needed.
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.
Welcome to the OneSource version of UGAmart

- Entering Chartfield / SpeedType Information in UGAmart
- Fiscal 2018 Year End Information
- PCard Cardholder and Approvers List
Awareness Topics

• Purchase Order (PO) conversion progress
  • PO Conversion Status at 8am, July 13
    • UGA had 4,885 open POs to Convert
      • 4,171 (85%) have been converted to new UGAmart OneSource POs and are now encumbered in the UGA Financial Management System
      • 714 (15%) 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

• Budget Transfers and Journals: remember to use whole dollar amounts
  • This has been UGA historical norm, so nothing new here—this is just an awareness reminder
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.
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_REQ_DEPARTMENT

Users are asking for one, single screen to view status of all transactions. We are working with the consultants to see what options might exist for this type of functionality.
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 your changes in UGAJobs

  • Reports To data is updated to Financial Management nightly. Changes made during the work day in UGAJobs should be available in Financial Management the following day.

  • Users have reported making changes in UGAJobs that are not updated in Financial Management. OneSource continues to review these instances with UGAJobs – this is a priority item so we can make sure routing is accurate.
Known Issue

• There are some scenarios where a user may have more than one Reports To and this can complicate workflow of travel transactions:
  • Example 1: a faculty member who teaches in one department but is traveling based on their responsibilities for an institute.
  • Example 2: a graduate student who works for department X but has a default supervisor in the Graduate School/VPR because there was no other supervisor on record to use for workflow.

• We are evaluating these scenarios for workarounds or other solutions.