July 26, 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

- Training Highlights
- Special Topics and Updates
- July Activities

Thank You

Training Opportunities

- Check the Training Library for new content
  - Getting Started with Reporting
  - Split Implementation (payroll report)
  - Access Request, Security and Workflow
  - Approvals, including the new Ad Hoc functionality

- http://training.onesource.uga.edu

Training Opportunities

- Check Out the Search Functionality in the Training Library
- It is a great way to find a particular course or topic
- Search bar is located at the top of the Table of Contents
- http://training.onesource.uga.edu

Training Opportunities

- **Webinars** (via GoToWebinar)
- Monday, July 30, 8:30-11:30: Accounts Payable Lecture + Webinar
- Thursday, August 2, 8:30-11:30: Working with Budgets
- Thursday, August 2, 1:30-4:30: Working with GL Journals
- Friday, August 3, 8:30-11:30: Travel and Expenses Lecture + Webinar
- Monday, August 6, 1:30-3:30: Maintaining Custodial Records
- ...plus additional webinars being added the weeks of August 27 and September 3!

Registration links from the Training Resource Page:
https://onesource.uga.edu/resources/training/

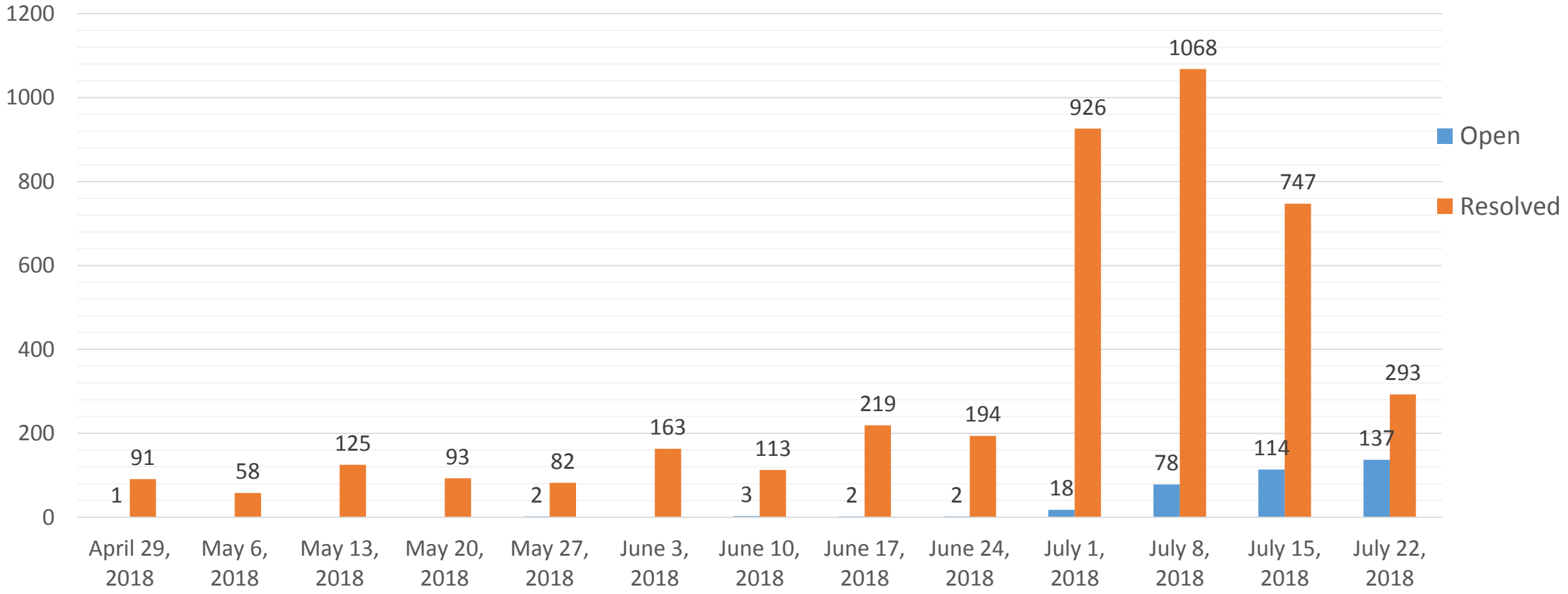
Training Opportunities

- **Smart View (excel Add-in to Budget Management System (Hyperion)** (8:30-4:30 in Caldwell 401)
- Wednesday, August 8
- Tuesday, August 21
- Wednesday, September 5
- Thursday September 20

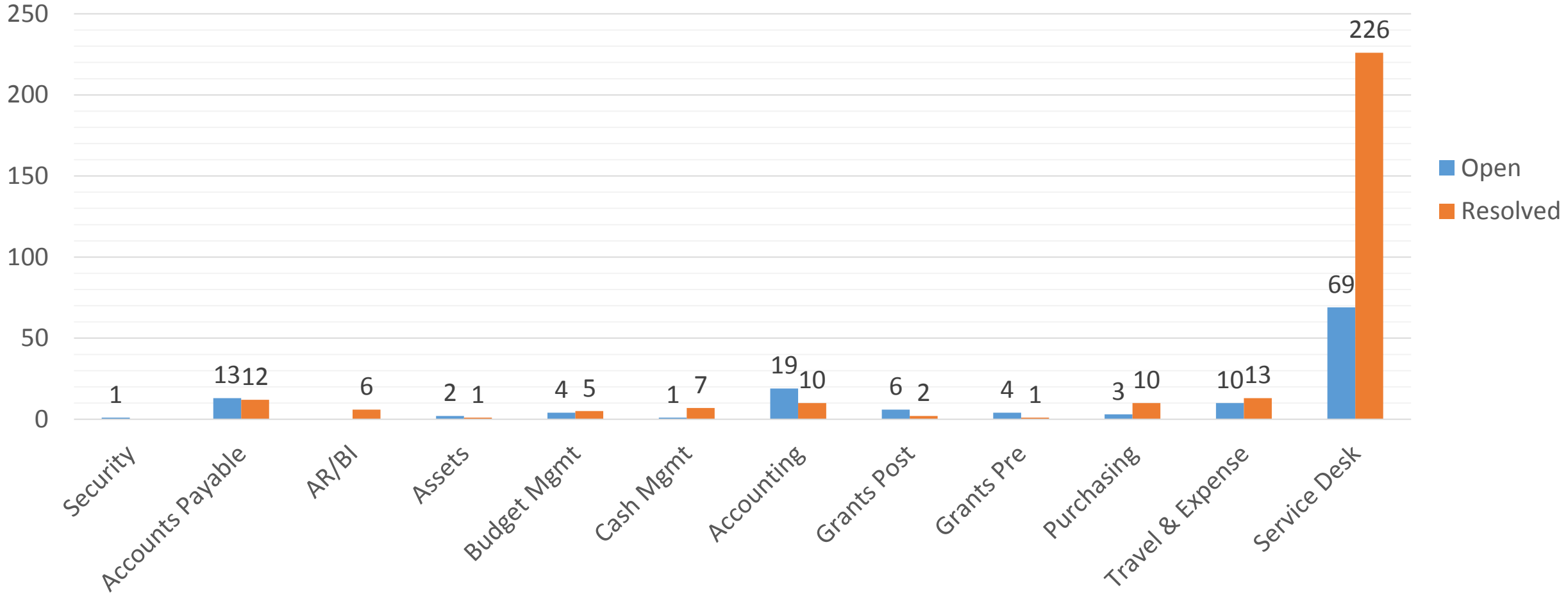
- Registration links from the Training Resource Page: https://onesource.uga.edu/resources/training/

Special Topics and Updates

Opened and Resolved cases by week for all OneSource Teams



Opened and Resolved Cases this week
By OneSource Teams



Managing Equipment Inventory

- The equipment inventory conversion is now complete.
- Users can now view and initiate equipment transactions in UGA Financial Management System.
- A list of equipment inventory management queries can be found at reports.uga.edu. A good starting point is UGA_AM_SEARCH.
- The training library has guides on making location changes, recording off-campus equipment, and updating custodial information for those with the "AM department" role.

Access Request Form Status

- If you can submit or approve access request forms, you can view the status of your request. Check out Viewing Access Request Status in the Training Library.

Travel and Expense Transactions Ad Hoc Workflow

- "Ad Hoc" workflow functionality has been enabled for travel and expense transactions. This allows approvers to route transactions to another individual for approval.

- Instructions on using ad hoc routing have been added to a number of sections in the Training Library, specifically the sections titled Setting Up Approvals and Approvals for Travel and Expenses sections, as well as each of the approvals courses.

Travel Authority Destinations

Follow-up from last week:

- TAs with incorrect Types must be Denied by Expense Approvers – they cannot be edited if Pushed Back – and a new TA needs to be created.
- Be proactive on future or pending TAs. No action needed on approved TAs.
- Query: UGA_TE_TA_WRONG_EXP_TYPE review for TAs having the wrong type to look for past or current mis-matches and educate Travelers and Approvers.
- International entry updated to: GEORGIA COUNTRY, Other

Financial Review and Analysis

- We appreciate your desire to be good stewards and seek guidance for how to perform monthly financial reviews (formerly known as ASR reconciliation).
- Please know there is **no formal expectation** for you to perform monthly financial review procedures by the end of July/early August.
- What will our new procedures be with respect to monthly reviews and reconciliations? And when do I begin performing these?

Financial Review and Analysis

- New Procedures
  - in DRAFT and we will update as we move through the roll-out dates.
  - Individuals assigned these duties can begin performing them in advance of the roll-out dates but should make them routine starting with the roll-out dates.

- The Chief Business Officer for each school, college, or administrative unit is responsible to implement a process for review and analysis of budgets and financial transactions.

Financial Review and Analysis vs. System Reconciliation

Financial Review and Analysis

CBOs are responsible to implement a process for review and analysis of budgets and financial transactions.

Processes should be conducted to ensure reasonableness and accuracy of financial transactions recorded in the University's financial systems and monthly reviews be conducted within 30 days of the prior month end. (Exceptions for July and August 2018)

This review occurs through three primary mechanisms:

- transaction level review and approval,
- routine monitoring of financial transactions, and
- a monthly review of the budget status using generated reports or corresponding data analysis from the financial system of record.

Resource Page: Financial Review and Analysis

Financial System Reconciliation

A reconciliation is the process of comparing one set of records with another set of records.

To ensure reasonableness and accuracy of data provided through an interface between a third-party system and the University's financial system or between modules/sub-modules of the University's financial system, a periodic reconciliation of the third-party system or module/sub-module to the general ledger balance is required.

Only departments meeting the criteria in this procedure document are required to perform these reconciliations. For example:

- Central Payroll Office: Must reconcile payroll system to UGA Financial Management
- Central AP: Must reconcile the AP Module to the GL Module

Resource Page: Financial Review and Analysis

Financial Review and Analysis

Transaction level review and approval (should be doing this now)

How do I do this?

- Financial Review and Analysis Guide
- See Part I: Transaction Level Review and Approval
- General Guidance for Approvers
- Specific Guidance based on transaction types. For example:
  - On a Travel Authority – awareness around supervisor approval comments
  - On Budget Transfers/Journals – is it crossing funds? Does budget even exist in the source? Should I be reminding initiators to do a budget pre-check and edit when they first enter the transaction?

Financial Review and Analysis

- General Guidance for Approvers
  - Approval is not a rubber stamp. Do not approve a transaction just because the person before you has approved. As an approver, you are confirming to the best of your knowledge, that the transaction is appropriate, accurately classified with correct chartfields, and complete with respect to substantiating documentation (attachments).
  - Compliance with policies
  - Do attachments agree to the transaction, are attachments missing
  - Are there prior approver comments I need to consider
  - Is funding available based on the accounting lines used?
  - Do I need additional information before approving? Do I need to make comments as the approver?

Financial Review and Analysis

Routine Monitoring (begin performing regularly August 2018)

How do I do this?

- Financial Review and Analysis Guide
- See Part II: Routine Monitoring
- Current Approach:
  - Persons assigned monitoring duties can run queries to identify and then take action on budget checking errors and transactions not moving
- Goal:
  - Create a Business Manager Workbench that gives you links to the queries but more helpful tool for identifying transactions with errors or that are not moving through approval

Managing Budget Checking Exceptions

- Monitor and review budget checking errors on transactions.
- Determine where funds are budgeted (*UGA_KK_DEPT_EXP_REV_BALS* query from the UGA Financial Management System).
- Determine where budget checking errors exist.
- Resolve budget checking errors. Remember: different actions may be required depending on the transaction type and the budget checking error.
- See Financial Review and Analysis Resource Page for additional resources.

Grant Budget Checking Exceptions

- **Overview**:
  - Users are encountering "no budget exists" errors when processing transactions on sponsored projects.
- **How to resolve:**
  - Step 1: Check the department in the chartstring. Users can find the department(s) in which funds are budgeted by running this query: UGA_GM_BUDGET_BY_CFS. This is also in the Grants WorkCenter.
  - Step 2: If new chartstrings should be added to split funds between additional departments, units should follow the existing process for updating a sponsored project budget via the grants portal: https://spa.uga.edu/docs/spa/How-to-request-Rebudget.pdf.

Routine Monitoring Queries you can start using now – in advance of August 2018 expectation

- UGA_TE_DEPARTMENT_REPORT query provides both TA and Expense status based on Department ID and date range. Wildcards are available.
- UGA_AP_PAYMENT_REQ_DEPARTMENT will provide status of payment requests, by Department ID. OneSource will be adding prompts for dept, date range, and payment status, etc.
- Budget Journals and Transfer Status Queries: Under Development.
- GL Journal Status Queries: Under development.

July 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Monthly Highlights (FIN) • UGA Financial Management System Go-Live Training	**Monthly Highlights (HCM)** • Kaba Clock Installation Preparation • Tester Recruitment • Unit Request: See Unit Request Resource page • Communication Planning	**Monthly Highlights (Comm)** • Training • Reporting Forums (coordinating with Project Coordinators)	* Daily Go-Live Status Calls July 2 – 13 from 8:15-9:00	**Tuesday Top 2 Weekly Email begins ***System Changes website updated with important information related to HR/Payroll systems (**New**) This will be updated in early August.
2	3	4	5	6
Go-Live - First Business Day!		HOLIDAY	Weekly Go-Live Call ITMF	
9	10	11	12	13
		BSAG UGANET	Weekly Go-Live Call	
16	17	18	19	20
IDC Return Mapping Final Validation Due	Tuesday's Top 2 Starts **	Kaba Workshop	Weekly Go-Live Call	HCM Unit Request Informational Webinar *System Maintenance (Weekend)
23	24	25	26	27
HCM Unit Request: Distribute templates Week of			*TODAY Weekly Go-Live Call	HCM Unit Request Workshop *System Maintenance (Fri) (New)
30	31			
Readiness Survey Distributed System Changes Comm ***	HCM Security and Workflow Due			

Moving forward…
Communication Resources

Key resources to keep you in the "know"

- **Tuesday's Tips:** Updates published each Tuesday
- **Known Issues:** Updates published each Tuesday
- **Monthly Status Call**: Third Thursday Aug, Sept, Oct
  - Weekly Calls resume in November in prep for HCM go-live
- **Monthly Project Coordinator Email:** 1st Monday of each month
- **Weekly Change Champion/Project Coordinator Meetings:** Weekly meetings resume Aug 2. Registration information will be sent Friday, July 27, 2018.
- **Website:** Updates published regularly

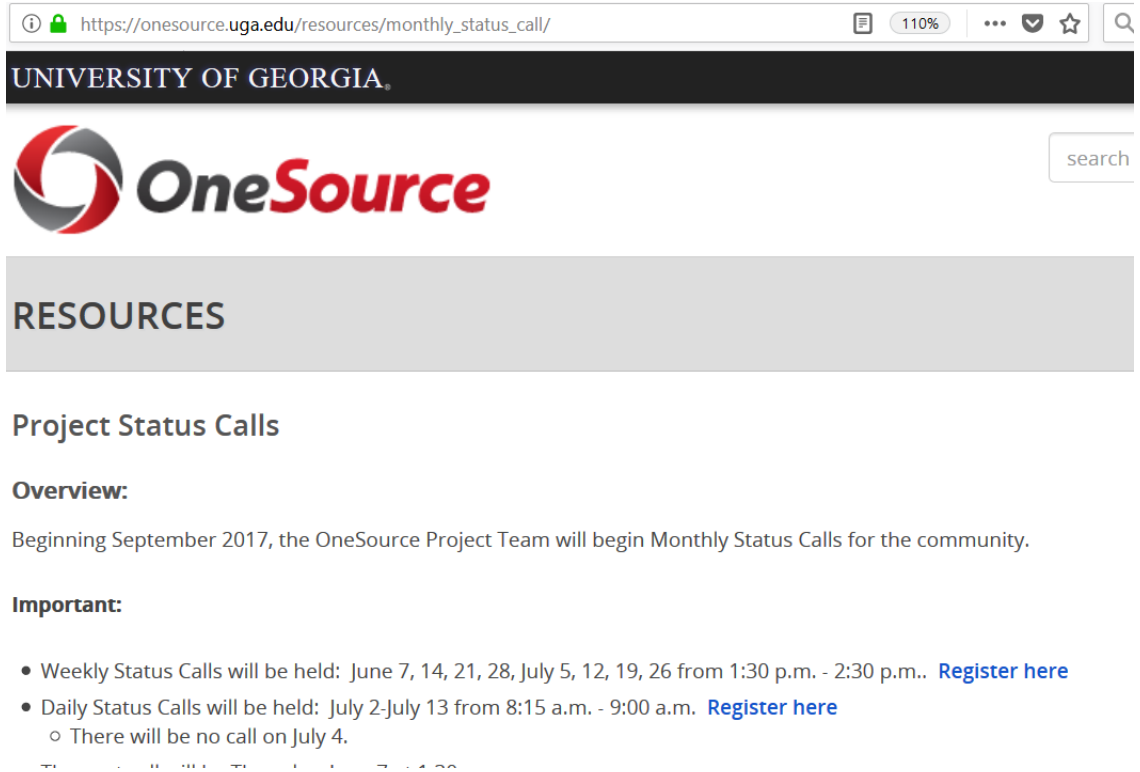
Questions

Project Feedback

onesource.uga.edu

onesource@uga.edu

Monthly Status Call Resource Page



Today is last weekly call

Monthly calls resume Aug 16

Project Coordinator Time

OneUSG Consolidated Unit Requests

Just a Reminder…

- **July 27 Workshop**: The workshop will be at the Georgia Center, Masters Hall, on **Friday, July 27** from 9:00 a.m. - noon. You may also attend via collaborate.
  - Please bring your laptop to the workshop.

- All the webinar and workshop presentations will be on the OneSource HCM Unit Request Resource page.

Save the Date: Early September

- The weekly Change Champion/Project Coordinator meeting will be a face-to-face meeting. Additional information to be provided.
  - Time to celebrate your great work!!!

Quarterly Budget Review

OneSource: Quarterly Budget Review (New) Full Description	August 6	8:30am-12:00pm	
OneSource: Quarterly Budget Review (New) Full Description	August 1	1:30pm-5:00pm	
OneSource: Quarterly Budget Review (New) Full Description	August 14	8:30am-12:00pm	
OneSource: Quarterly Budget Review (New) Full Description	August 22	1:30pm-5:00pm	

CBO or delegate - By invitation only - In Person

Setting-up Expense Approvers by Department

Process for adding Expense Approvers is different than adding Spend and Journal Approvers

- Setting Up Approvals
  - Assigning Journal and Spend Approvers (CFO Only)-Fluid
  - Modifying and Removing Journal or Spend Approval Roles (CFO Only) Fluid
  - Assigning Expense Approval Roles (CFO Only) Fluid
  - Modifying and Removing Expense Approval Roles (CFO Only) Fluid
  - Requesting a Temporary Alternate Approver
  - Requesting Removal of a Temporary Alternate Approver on Behalf of Another
  - Assigning an Ad Hoc Approver

Setting-up Expense Approvers by Department

- **<u>DEPARTMENTS MISSING SPEND APPROVERS</u>**
- **Awareness Item**: If there are no approvers set up for Spend pools, any associated transactions will skip the intermediary departmental approvals and go straight to AP for the final approval.
- **Action Item**: Assign at least two individuals to the spend approver pool for any department that can accept transactions.