July 2, 2018

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!

• Thank you for joining the OneSource Team on July 1 to enter some transactions with us:

  • Toni Rogers - Academic Affairs and VP Instruction
  
  • Kathy Hines, Cale Caudell, Tammy Fields, Amy Gay, Latosha Pittard - Facilities Maintenance Division

  • Melissa Hunter - Pharmacy
Service Desk

• Hours of Operation
  • System available: Monday-Friday, 7 a.m.-6 p.m.
  • Service Desk open: Monday-Friday 8 a.m.-5 p.m.
  • Scheduled maintenance hours: Monday-Friday 6 p.m.-7 a.m.
• Nightly maintenance window 6 p.m.-7 a.m.
  • Users may not be able to access the system during these hours
• Contact Service Desk at onesource@uga.edu
Daily Status Call Topics – July 2

- Be mindful that the published walkthroughs were created prior to go-live and we are reviewing them to reflect some navigation change that we made to assist users.
- Training team is in the process of updating those walkthroughs.
- For example we know this is the case with Creating Payment Requests and we have republished it this morning (July 2).
Daily Status Call Topics – July 2

• Approval Training modules are now online
  • Access Request, Security, & Workflow
  • Approving AP Transactions
  • Approving GL and Budget Journals
  • Approving Travel and Expenses
Daily Status Call Topics – July 2

• New training modules are now online
  
  • [Getting Started with Reporting and reports.uga.edu](https://reports.uga.edu)
FY19 Payroll Crosswalk is coming to the Chart of Accounts Resource Page

- It may be necessary to add new legacy accounts in order to pay wages off of new departments or new sponsored programs during the split implementation. Use the Request new legacy payroll account form. The crosswalk from the legacy account to the new PeopleSoft chart string must be specified on the form.

It is also possible to change the crosswalk for existing legacy accounts for purposes of FY19 Split Implementation payroll only. Use the Payroll Crosswalk Change Request Form in the tools section of the Chart of Accounts Resource Page. By midweek, a listing of all FY19 Payroll Crosswalks will be available in the same location.
Daily Status Call Topics – July 2

• STF, IDC, DSS carry forward: Similar to prior years, you’ll receive a memo about these budgets

• Study Abroad and Field School Budgets:
  • These will be established by Office of International Education. Contact is Leigh Knapp

• Payroll encumbrances = Budget development + FY19 personnel docs completed as of 6/28/18.

• When processing FY19 budget transfers, make sure the budget you are transferring from exists.
Daily Status Call Topics – July 2

• Vendor conversion is still underway
  • If you cannot find your vendor when processing a payment request, please submit a ticket with Service Desk. This ticket will alert A/P to add the vendor so you can continue with your work.

• Paying freight on invoices associated with a PO from prior years:
  • Be mindful that freight may not have been included in a prior year’s PO encumbrance.
  • Therefore, when the invoice is paid, you will see your actuals reflect the freight expense.
Daily Status Call Topics – July 2

- Reminder that we are posting Known Issues to the resource pages: https://onesource.uga.edu/resources/known_issues/

- We will highlight Known Issues added after 8:15 am on July 2 during each Daily Status Call thru 7/13/18