July 9

Readiness
Daily Status Call
Agenda

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

• Shout out

• Service Desk

• Topics/Issues
Shout Out!

• Treasury and Teams:
  • UGA successfully processed our first lockbox file on Friday. Marketing & Communications received payment through the lockbox paying two invoices. This electronic payment can now be applied to the open invoices in the system.

• PO Conversion Team:
  • Staff from Procurement, A/P, Administrative Services, Mail & Receiving Services, Property Control, Accounting and SPA, plus technical assistance from AIS have been working since July 4th on the PO conversion. This is a tedious and challenging activity and they are doing great work.
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
Week 1 – 947 Tickets
- 57% of tickets on the same day
- 73% by next day
- 85% by end of week
- 141 or 15% open
Service Desk - Inquiries

• Themes for Friday, July 6:
  • Continuing to work a number of TouchNet access requests
  • Users receiving combo edit errors
Awareness Topics

• Location code and chartfield 1 have been added to the “Chartstring Detail Report” in Budget Management System.
Awareness Topics

• Be in the habit of using the COA Reference Document on the COA Resource page and discard any previous versions you may have printed or saved as electronic files.

• We recommend using the online COA Conversion Tool as a starting point to crosswalk legacy accounts to the new chartfields and review the results of the conversion for accuracy before using the chartstring. Does this make sense?
  • You may find this helpful with those odd legacy accounts, such as xxooGN000000 or agency accounts where the department is defaulted to one value in the cross walk, but there could be a need to use other department values.
Awareness Topics

- Status on Deposit Transactions:
  - A Chartstring error on one deposit will keep the entire batch from posting to the ledger. This impacts all records in the batch, not just the ones with errors.
  - Treasury team is diligently working to get these errors corrected so batches can process.
  - You are accustomed to seeing the deposits in 1-2 days on your status reports, however as we are all learning about the chart fields and using correct combinations, you will see it taking a little longer to post your deposits.
  - As we all get up the learning curve on the Chartstrings, we will have fewer errors to resolve and the delays in posting will decrease.
• PCard/Bank of America (BOA) *Works* conversion update

• Users can login to *Works*

• Transactions posted on June 22nd and before are visible in *Works*

• Transactions for June 23rd and later are being prepped and loaded by BOA now. We should begin seeing them on Monday or Tuesday. BOA confirmed on Friday that they are loading PCard transactions that took place during the *Works* blackout period into *Works* now. The estimated completion time on this was 24-48 hours.

• There is nothing preventing users from accessing *Works* at this point and since the conversion and cutover of *Works* is complete.
• Purchase Order (PO) conversion progress

• PO Conversion Status at 8am Monday, July 9th
  • UGA had 4,885 open POs to Convert
  • 2,820 (58%) have been converted to ne UGAmart OneSource POs and are now encumbered in the UGA Financial Management System
  • 2,065 (42%) 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

• As UGAmart opens today, be aware:

• A purchase request in UGAmart dated before July 9 (7/9) is an IMS conversion purchase request.
  • Don’t modify it.
  • Don’t approve it.
  • Please leave it where it is in UGAmart.

• The PO conversion team will review and process it. If you open it up and it shows that it is assigned to Buyer = OneSource PO Conversion, please close it and let the conversion team complete the processing.
### Awareness Topics

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Awareness Topics

- Payments to vendors now follow a payment schedule according to the terms/conditions of the invoice or PO
  - This is part of the new business process
  - Scheduling is done so that we can pay according to terms we have negotiated with vendors
  - User can look up a payment to see when it is scheduled
  - Reach out to Accounts Payable if the payment schedule needs to be changed

- Note: **Payment Scheduling only applies to vendors.** It does not affect the timely payment of travel and other expense reimbursements to employees

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Awareness Topics

• Reminder on Alternate Approver Requests
  • An alternate approver must have the approver roles in order to be an alternate approver.
  • If you select a user who does not already have approver roles, they cannot be an alternate.
  • Request approver roles for anyone you expect to serve as an alternate.
  • A reminder of this constraint will be added to the training documentation on adding an alternate approver.
Known Issues

• **Resolved 7/6:** Budget Reference Chartfield is not yet a dimension in UGA Budget Management System
  • This is causing inflated FY19 values in budget summary totals and reports.
  • Only seen by users with UGA Budget Management roles.
  • OneSource will need to address this matter in two phases:
    • Short term solution is currently being tested. Stay tuned for more information on the correction of this. **COMPLETE 7/6**
    • Permanent solution under evaluation.

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New Known Issues

• The Asset Management Fluid tile has been removed from UGA Financials Menu
  • Users reported errors when selecting this tile.
  • We will troubleshoot access errors.
  • Removing the tile does not remove access to the functionality for users who need it. Users can navigate from UGA Financials page: Classic Home (tile) ->Main Menu->Asset Management
  • The Asset Management training guide will assist you in accessing and navigating the module via Classic View.
Known Issues—Still Monitoring

• Resolved but will monitor:
  • Some users reported they were not receiving email notifications.
  • On 7/4: OneSource identified a small number of users without email addresses. Those addresses have been updated.
  • On 7/5: OneSource identified additional users without email addresses. Those have been updated.
  • OneSource will continue to monitor for any additional instances. Please email onesource@uga.edu if you are not receiving email notifications on transactions that send them.
  • Please note that when a delegate prepares a Travel Expense statement on behalf of the traveler, the system does not send an email to the traveler to submit. That communication is outside of the system.