



QUICK START GUIDE

Getting Started in the UGA Financial Management System

The UGA Financial Management System supports business processes in Accounts Payable, Asset Management, Accounts Receivable, Budgets, Cash Management, General Ledger, Grants Management, Project Costing, and Travel & Expenses.

FIRST TIME SIGNING ON?

New faculty and staff will need to set User Defaults in the [UGA Financial Management System](#). You can access the [Managing User Default](#) tutorial for more information.

Before Logging in:

- ArchPass Duo is required for access to the UGA Financial Management System. Enable ArchPass Duo for your mobile device or set up an alternate phone: <http://archpass.uga.edu>
- Install Cisco AnyConnect (VPN) on computers used off campus and/or mobile devices: https://eits.uga.edu/access_and_security/infosec/tools/vpn/
- Ask your department if you will use a ‘delegate’ for your travel authorizations and/or expense reports.
 - A delegate is a person authorized to create, modify, and submit travel authorizations for you. They can also create and modify expense reports for you.
- Obtain training relating to the business processes you will be doing in the system.
 - Review information on the OneSource Training Page at <https://onesource.uga.edu/resources/training/>.
 - Review the [Course Catalog](#) for full course descriptions. A list of available in-person training and webinars can also be found on the Training Page. Additional courses will be added as they are made available.
 - Tutorials, quick start guides, and more can be found in the OneSource Training Library at <http://training.onesource.uga.edu>.

Logging In:

- Open one of the recommended web browsers. This list includes Google Chrome, Mozilla Firefox, Safari, and Internet Explorer.
 - We do **NOT** recommend using Microsoft Edge when accessing the UGA Financial Management System.
- Login to the UGA Financial Management System.
 - If not on the UGA Network, connect to Cisco AnyConnect (VPN) on your computer or mobile device.
 - Go to onesource.uga.edu. Click on UGA Financial Management System. Click the Login Button.
 - When prompted, sign in using your MyID, password, and ArchPass Duo.
 - Enable Pop-ups to allow for reporting and search capabilities.
 - You can also access the system directly at <http://financials.onesource.uga.edu>.
- Setup your user defaults. Information on how to do this can be found in the OneSource Training Library: <https://training.onesource.uga.edu/>
- Assign delegate(s) for your travel authorities and expense reports, if applicable. Information on how to do this can be found in the OneSource Training Library: <https://training.onesource.uga.edu>
- Access “just-in-time” training as needed by accessing the [OneSource Training Library](#) for tutorials, quick start guides, and more. Or, sign up for webinars or in person courses as offered.



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OneSource Support:

If you have questions or issues with:	Please contact:
Your security role or access to functionality	Your supervisor OR OneSource Service Desk onesource@uga.edu or 706-542-0202 (option 2)
ArchPass Duo, VPN, MyID	EITS Help Desk helpdesk@uga.edu or 706-542-3106
Any of the OneSource systems or business processes, including: <ul style="list-style-type: none"> • UGA Budget Management System (including Smart View) • UGA Financial Management System • UGA Cash Management deposits (TouchNet) • Data Warehouse • Simplr All training questions	OneSource Service Desk onesource@uga.edu or 706-542-0202 (option 2)

Other Resources

- Review the latest training resources at the OneSource Training Library site (training.onesource.uga.edu). Relevant courses include [UGA Financial Management System Basics](#) and [Access Request, Security, and Workflow](#).
- Review the latest policies and procedures at the Finance & Administration Policies and Procedures website <http://policies.uga.edu>.