From:	OneSource Project Coordinators <ONESOURCE-PC@LISTSERV.UGA.EDU> on behalf of UGA OneSource <onesource@UGA.EDU>
Sent:	Thursday, June 28, 2018 11:26 AM
To:	ONESOURCE-PC@LISTSERV.UGA.EDU
Subject:	UGA Foundation Data Information - UGA's OneSource Project

Colleagues,

The OneSource team and the UGA Foundation have been working together to coordinate business process changes related to the UGA Financial Management System implementation.   This message is being shared with OneSource Project Coordinators, Change Champions, and the Business Services Advisory Group (BSAG).

Key Points:

Class Codes

All non-scholarship funds held at the UGA Foundation (UGAF) have been assigned a UGA class code (a chart of accounts chart field) to allow for spending through the UGA Financial Management System (OneSource).

All current UGA restricted accounts funded by UGAF will transition to class codes in the OneSource system. Any UGAF funds that are not currently linked to a UGA restricted account have been assigned a new class code for use beginning July 1, 2018. There is no action required by departments to ensure that these class codes are created.

Any class code within the UGA chart of accounts that begins with the numbers "67" (67xxx) will be funded by a UGAF fund. Only one class code will be created for a particular UGAF fund.

After July 1, 2018, any newly established UGAF non-scholarship fund will automatically receive a corresponding class code to allow for spending through OneSource.

FY19 Budgets

All current budgets established for UGA restricted accounts funded by UGAF will reset to zero at the close of FY18. Opening class code budgets for FY19 will be created by the UGAF team, no action is required by departments to ensure these budgets are created.

Please note that the July 1, 2018 class code budgets will be preliminary until final adjustments are made on July 23rd. For class codes linked to UGAF endowments, only the FY19 spending allocations will be initially included. For class codes linked to UGAF non-endowed funds, the preliminary FY18 ending balances will be used.

Once opening FY19 class code budgets have been finalized, the UGAF team will automatically amend class code budgets throughout the remainder of the fiscal year in order to keep the budget equal to the amount available to spend in the particular UGAF fund linked to a given class code. No action is required by departments to ensure these budgets are amended.

Processing Expenditures in OneSource

The increased automation described above will remove the administrative barriers that previously existed when processing expenditures through UGA restricted accounts funded by UGAF.

Now with these barriers removed, departments are encouraged to process expenditures through OneSource when possible. The Expenditure Matrix has been created as an initial guide to assist departments in

determining when to process a UGAF funded expenditure through OneSource versus processing directly through UGAF.

Additionally, the [procedure and checklist for contracts for fund raising, donor cultivation, and alumni events](#) has been created to assist departments in executing contracts for these types of events.

<u>"Chartfield 1"</u>

Beginning July 1, 2018, a field equivalent to the UGA "Chartfield 1" will be available in UGAF's financial system, ONESolution. This will be a 20 character, free form text field. A new report will be available in ONESolution to access the information in this field at a transaction level.

Please feel free to contact the UGAF team at 706-542-6677 if you have any questions or if you would like to submit any suggestions or recommendations. We appreciate your input and know how much it supports the OneSource project.

Sincerely,

Christopher Setzer
Director
UGA Foundation

Holley Schramksi
Project Director
UGA's OneSource Project