# Training Courses

Available Now

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>UnderstandingAccounts Receivable, Deferred Revenue and Carry Forward Calculation</em></td>
<td>• Recording <a href="#">Now Available</a>!</td>
</tr>
<tr>
<td><em>Faculty Contracts</em></td>
<td>• Updated for 2020&lt;br&gt;• Available in the <a href="#">Training Library</a></td>
</tr>
<tr>
<td><em>Amazon Punchout</em></td>
<td>• All new with Amazon Business information.&lt;br&gt;• Posted in the Financial Management System portion of the <a href="#">Training Library</a>.</td>
</tr>
</tbody>
</table>
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Weekly Status Call
FY21 Continuation

• The OneSource Weekly Status Call has been extended. We’re also excited to share that we’re transitioning the platform to Zoom Webinar beginning July 2, 2020.

• As a result of this change, we’re asking for the following from you:
  1. Delete any Outlook meeting invites which reference GoToWebinar after June 25, 2020. (We do not have the capability to remove from your calendars.)
  2. Request to add/remove employees to the Weekly Status Call invite via this form.
  3. Accept the Outlook meeting invitation which includes the updated Zoom link for the Weekly Status Call.
June 18, 2020

Financials,
Budgets,
Reporting
Accounts Payable
Friendly Year End Reminders

• Payment Requests
  • FY20 Payment Requests, including Petty Cash reimbursement requests, are due in Accounts Payable by close of business next Friday, June 26.

• AP Journal Vouchers
  • FY20 AP JVs are due in Accounts Payable by the close of business next Friday, June 26.
Travel and Expenses
Friendly Year End Reminders

• Expense Reports
  • FY20 Expense Reports are due in Accounts Payable by close of business next Friday, June 26.
    • This also includes any Expense Report Adjustments involving FY20 transactions.

  • Travel and non-travel expense reports created between June 27, 2020 and July 1, 2020 will process in FY2021 with an entry date of July 1, 2020.
Travel and Expenses
Guidance on Travel Planning and Cancellations Weekly Email Notifications

• Discontinuing weekly Guidance on Travel Planning and Cancellations notification emails.

• These emails were distributed weekly to individuals that had upcoming travel or recently completed travel to provide information on key questions regarding reimbursements, credits, cancellations, etc. due to the evolving situation around COVID-19.

• Guidance on Travel Planning and Cancellations is posted on the Accounts Payable website.
Purchasing
UGAmart Update – Follow up

• As mentioned on the June 11 status call, the JAGGAER Enhanced Search Experience will go into effect for all UGAmart users with the Jaggaer 20.2 update.
  • Details and a video tutorial are available from Jaggaer in the UGAmart section of the OneSource Training Library.

• Q: Will my current saved searches be migrated into the New Search Experience?
  • A: JAGGAER has stated that your existing saved searches will be migrated to the New Search Experience. However, we recommend that you take screenshots of all your saved searches and their criteria as a precaution.
Purchasing
FY21 Purchase Requests (1 of 3)

• To meet the operational needs of departments prior to receiving an FY21 budget, a process to proactively submit FY21 requisitions was sent to the Business-Memo listserv, also available on the OneSource Fiscal Year-End page.

• As of June 16, departments may submit some FY21 requisitions using the method outlined in that memo.
Process for submitting FY21 requisitions, prior to the FY21 budget being loaded

1. Accounts Payable will expedite BudRef 2021 requisitions past Budget Check 2 (hard check) step.
2. Travel & Encumbrance, Post-Award Accounting and Property Control steps will flow as normal.
3. Procurement will review the requisition approve into a future fiscal year step, where it will be held until the FY21 budget is approved and loaded and Accounting has approved processing of FY21 purchase orders.
4. **Once the FY21 budget is approved and uploaded**, Procurement will send a comment to the department to confirm that the chartstring is valid for FY21.
5. Procurement will then approve the requisition, which will then flow to Budget Check 3.
6. If it passes, it will go on to become a purchase order (PO).
7. If it fails, it will flow to the Exception Management step, to be reviewed by Commitment Management, Procurement and the requesting department to resolve the chartstring issues.
Please remember these tips as you process FY21 requisitions:

- The BudRef 2021 must be entered by the requisitioner when submitting an FY21 requisition.
- The anticipated 2021 chartstring should be used, to the best knowledge of the requisitioner. This includes any planned changes to accounting trees, new department IDs, etc. in the new fiscal year.
- Requisitions will not be fully approved until the FY21 budget is loaded.
- For UGA PPE punchout orders, use budref 2020 (until July 1).
- Only requisitions that require lead time/processing time should be submitted. Examples are copier leases, non-catalog orders, services, and large orders that will require a sole source/bid process.
  - Discouraged example: Punchout orders should not be submitted before the FY21 budget is loaded because (1) this increases the manual workload for central offices in the requisition workflow, (2) punchout pricing and product availability may change by the time the PO is created, at which point the department may have to submit a new requisition, and (3) shoppers are inadvertently submitting 2021 requisitions for supplies, when they meant to use 2020 funding.

FY21 purchase orders (POs) will be created and sent to the vendor and the financial management system no earlier than July 1.
Grants Management
Awards & Modifications FY20

- Any awards and modifications should be sent to Sponsored Projects by **June 20, 2020** in order to guarantee processing in FY20
  - All information needed to process should also be sent including revised budgets, compliance approvals, and unit approvals.

- Questions about the status of awards or modifications can be sent to the pre-award awardee listed in the Grants Portal or Tammi Childs, awards manager at tachilds@uga.edu
Accounting

Year-End Preparation

• Journal Entries
  • Supporting Documentation – Don't forget to attach!
  • Anomaly Corrections - submit prior to June 30

• Year-End Deadlines – [Year-end Letter]
  • June 19, 2020 – Student Technology Fee Carry Forward Request
  • June 25, 2020 – Accounts Receivable, Deferred Revenue Request, Scientific Equipment Reserve Request
Accounting
Year-End Preparation

• P-card Cutoff – July 2, 2020, noon
  • Saturday, June 27, 2020 Works scheduled cycle drop – All transactions that are in the system will be picked up and included in FY20 expenditures.
  • Cardholders and Approvers have until July 2, NOON, to review/updated SPEEDTYPES and ACCOUNT CODES.
  • Financial personnel will have 6 business days to adjust in GL after P-card activity is posted to GL. Be PROACTIVE in communications with persons responsible for updating P-Card speedtypes/account codes.

• Questions? Contact Paula Bond at pbond@uga.edu
Data Warehouse

Upcoming Budget/Project Cube Changes

• **What:** Data source change will take place on **Friday, July 10**.

• **Reason:** To improve the accuracy of project reporting and add additional data/detail/features to the cubes.

• **Impacted Reports:** Budget and Project Status Cube, Budget Status Report, Project Status Report, Monthly Status Report, and the financials transaction log.

• **User Impact:** This will mean a new download of the cube, not just a filter change. In addition, saved views and subscriptions in the BSR, PSR, and MSR will need to be rebuilt.

• **Questions:** [onesource@uga.edu](mailto:onesource@uga.edu) - ATTN: Reporting
Data Warehouse
Upcoming Budget/Project Cube Changes

• Cube Transition Tips:

  • Start taking screenshots of your current cubes. This information will help you to set up your new cubes.
    • Include your PivotTable fields so you know which fields are included.
    • If you can, include your cube format as well which can help you remember filter settings.
    • Ex. Based on the PivotTable fields you can see UGAACCTTREE is selected as a row. However, you wouldn’t see that Level 01 of the account tree was hidden or that Bud Ref and UGADEPBUDGRPT were filtered to specific values.
Data Warehouse
Upcoming Budget/Project Cube Changes

• Companion Report Transition Tips:
  • Subscriptions versus views:
    • A subscription is a view that has been saved and set up to be emailed to your or someone else on a recurring basis.
    • A view is a saved version of a report – does not necessarily have a corresponding subscription.
  • **Important:** All views that are not associated with a subscription will need to be rebuilt by their owners.
  • Assistance with rebuilding subscriptions
# Data Warehouse

## Upcoming Budget/Project Cube Changes

Take screenshots of your Tableau reports!
Data Warehouse

Upcoming Budget Cube Changes

• For individuals still using the original version of the Budget Status Cube:
  • If your cube contains the following options in the Pivot Table Fields list, you are using an original version:
    • UGA Source Document
    • PS Source Document

• After July 10, **earlier cube versions will no longer work**.
  • The data associated with these fields is/will be included in the Data Warehouse reports below. Queries are also available.
    • Budget and Project Status Cube Drillthrough
    • All Tableau companion reports: MSR, BSR, PSR, Financials Transaction Log
Data Warehouse

Budget Status Report v1.0 (Paginated)

• **Beginning July 10, the paginated BSR will no longer be available.**
  • Due to the data source change taking place on July 10th, the underlying data for this report will be fundamentally different and it will not be possible to rebuild the report in the same way.

• **Alternative Reports:**
  • **Monthly Status Report** (screenshots on next slide)
    • Similar structure to the BSR v1.0. Two tabs: Summary and Detail
    • Can be run for multiple departments at once.
    • Provides a carryforward balance, current month transactions, ending balance
  • **Budget Status Report** (v2.0/v3.0)
    • Summary and detail tabs with transaction and payroll drillthrough detail.
    • More customizable.
    • Can be run for multiple departments at once.
    • Can be set up to email out on a recurring basis.
# Data Warehouse

## Budget Status Report v1.0 (Paginated)

### Summary

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Department</th>
<th>Rev/Expense</th>
<th>Account Family</th>
<th>Current Budget</th>
<th>Encumbrance</th>
<th>Monthly Actuals</th>
<th>Actuals to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>150000 -</td>
<td>700000 - Op Supplies</td>
<td>Expense</td>
<td>$1,649.00</td>
<td>$1,003.68</td>
<td>$1,649.17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RI-Indirect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recoveries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,003.68</td>
<td>$1,649.17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,003.68</td>
<td>$1,649.17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Revenue | 400000 - Revenue | $0.00 | $0.00 | $0.00 | $0.00 |
|         | Total            | $0.00 | $0.00 | $0.00 | $0.00 |

### Detail

#### 553180 - Health Savings Account-Seed

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Account Code</th>
<th>Description</th>
<th>Amount</th>
<th>Bal Fwd</th>
<th>Health Savin.</th>
<th>Bal Fwd</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8/2020</td>
<td>General Ledger</td>
<td>P000120453</td>
<td>Payroll Exp.</td>
<td>20000</td>
<td>64568</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>5/21/2020</td>
<td>General Ledger</td>
<td>R000122363</td>
<td>Payroll Retro.</td>
<td>20000</td>
<td>64568</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

#### 553201 - Group Life Ins Basic Life

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Account Code</th>
<th>Description</th>
<th>Amount</th>
<th>Bal Fwd</th>
<th>Group Life In.</th>
<th>Bal Fwd</th>
</tr>
</thead>
<tbody>
<tr>
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<td>20000</td>
<td>64568</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

#### 561425 - Well Being Program

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Account Code</th>
<th>Description</th>
<th>Amount</th>
<th>Bal Fwd</th>
<th>Well Being P.</th>
<th>Bal Fwd</th>
</tr>
</thead>
</table>

#### 561426 - Well Being Reimbursement

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Account Code</th>
<th>Description</th>
<th>Amount</th>
<th>Bal Fwd</th>
<th>Well Being R.</th>
<th>Bal Fwd</th>
</tr>
</thead>
</table>
Data Warehouse
Testers Needed

• If you are interested in serving as a tester for the Tableau companion reports, please email Laurel Palmer (lpalmer7@uga.edu).

• Reports:
  • Budget Status Report (BSR) – all versions
  • Project Status Report (PSR)
  • Monthly Status Report (MSR)
  • Financial Transaction Log
Budget Management
BPSS Update

• By tomorrow, goal is that:
  • All units in balance to their allocation sheets
  • All Auxiliary and DSS revenue/expense budgeted
  • All positions budgeted
    • Out of ~11k, only ~270 are not budgeted

• Board of Regents (BOR) has not yet provided FY21 budget information to institutions

• Planning for quick communication and action once we receive information from BOR.
Return to Campus

Required Supervisor Training

- Course Title: **Protect UGA: COVID-19**
  
- **Required Training for Supervisors**
  
- 3,080 employees have completed training.
  
- Our goal is to start sending completion reports to units beginning next week to the unit HR Liaison.
  
- Viewing the course information after completion:
  - Locate the course title and click on the "View Completion Page," then click on the arrow that reads "Launch" to open the course.
  
- Supervisors will also need to take employee training.
Commitment Accounting
USG Connect Release 6.11

- OneUSG Connect release 6.11 is set for Friday June 26.

- UAT testing is taking place this week

- This release is for the new Manager Self Service Change Position Funding functionality that allows for multiple effective dated funding requests in a single transaction.

- This new functionality is in response to multiple change requests submitted by UGA departmental administrators and approved by BSAG. A change request was then submitted by UGA to OneUSG Connect.
Onboarding and Employee Services
Form I-9 Processing

• In an effort to reduce administrative burden and to assist the ongoing Return to Campus planning groups, the Onboarding and Employee Services team is prepared to **continue Form I-9 processing through December 31, 2020.**

• Form I-9 service can continue as a permanent offering should your unit decide to utilize this service moving forward.

• Please let the team know by sending an email to hrweb@uga.edu if you would like to hear more about this offering for 2021!
Benefits
New Hire Benefits Enrollment

REMINDER:
• New faculty member’s hire information must be in OneUSG Connect before the new faculty member can enroll in benefits.
• New faculty members/new hires can enroll in benefits up to 30 days before their hire date as long their information is in OneUSG Connect.
• Timely entry of the hire information can prevent time consuming and frustrating delays in access to benefits.
Payroll

Summer Pay Update

• Deadline to enter Summer Pay amounts for June on the Summer Pay page is today, June 18, at 5:00 p.m. See the OFA Summer Payroll Procedures website.
• The deadline to submit Exception forms for new hires or Maymester backpays was Wednesday, June 17.
  • Backpays for previous months are added as earnings adjustments during payroll processing and will not show up on Summer Pay queries; Run Validate Monthly Pay query to review on afternoon of June 23 after paysheets are created.
  • Summer Pay for new hires are set up on Additional Pay and can be reviewed by running the Additional Pay Review query.

• Backpay for summer pay will be added to the next on cycle payroll. Off cycle requests should only be submitted for extreme hardships.

• Questions or problems: OneUSGSupport@uga.edu
Time & Labor

Time Entry Methods

• There are multiple different time entry methods that can be assigned to an employee
  • Web Clock
  • Kaba Clock
  • Manual Time Entry
  • Pay From Schedule

• Each employee can only have one-time entry method per job

• If your unit is continuing to use the Kaba Clock, updated instructions for cleaning Kaba clocks can be found on the OneSource Time & Attendance Resource page.
  • Kaba recommends placing a hand sanitizing station for employees to use after interacting with the clock

• To update the time entry method, send a ticket to oneusgsupport@uga.edu
  • The SOP can be found here.
OneUSG Connect Queries

New Fiscal Year

• Certain queries in OneUSG Connect will retrieve data based on the Fiscal Year.

• Be sure to change review the Fiscal Year on the query prompt and change it to 2021 as necessary.

• As an example, the Estimated Monthly Payroll query currently defaults to 2020.
Updated Query
Estimated Monthly Payroll Query

• The existing query assumes the combo code that is effective as of the pay period end date is effective for the entire month.

• The updated version fixes this issue plus adds some additional prompts for running the query. Pay Period End Date replaces the Pay Run ID prompt to allow for running the query more than one month in advance.

• New prompts include:
  • Top HR Dept
  • HR Dept Descr
  • Pay Period End (replaces Pay Run ID)
Thursday Tidbit

How to Combat Zoom Fatigue


- Avoid multitasking
- Build in breaks
- Reduce onscreen stimuli
- Make virtual social events opt-in
- Switch to phone calls or email
- For external calls, avoid defaulting to video, especially if you don’t know each other well

NY Times [https://www.nytimes.com/2020/05/20/smarter-living/coronavirus-zoom-facetime-fatigue.html]
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu