I. Welcome and Announcements – Bill Prigge (click here)
   i. Bill Prigge welcomed the group and also welcomed the group of HR Liaisons to their first BSAG meeting.
   ii. Bill also took a moment to review the purpose of BSAG and the various committees included.

II. Other Business
   A. Foundation Accounting Processes Update – Chris Setzer (click here)
      i. The Foundation Office reviewed the process for Foundation funds. The Foundation creates budgets for all expendable Foundation funds in the UGA Financial Management System.
      ii. Individual units determine the need for expenditure of Foundation funds and confirms the available budget in the UGA Financial Management System.
      iii. Units should review the Expenditure Matrix to determine whether the expenditure should be processed through either UGA or the Foundation directly. Regardless of where the transaction is processed, the Foundation will be the funding source.
      iv. The Foundation provided a class code update on non-scholarship funds, all class codes beginning “67” will be funded by a UGAF fund. After July 1, any newly established UGAF non-scholarship fund will automatically receive a corresponding class code to allow for spending through OneSource.
      v. In the future, the Foundation plans to send units an electronic document listing all Foundation funded class codes with current OneSource department ID and program code. If needed, Units should input an alternate, preferred department ID and/or program code, which the Foundation team will use to update their budget process. Units may transfer budgets between department IDs as needed; however, budgets must remain within the same benefitting unit and class code.
      vi. The Foundation is exploring the best approach to display scholarship budgets and expenditures and welcomes your feedback.

   B. Temporary Travel Authority Form Update – Vance Silcott and Bill Cheesborough (click here)
      i. The Insurance Committee reviewed a non-employee travel authorization form created for non-employees and students traveling on official UGA business.
      ii. The form features provisions for multiple funding sources, a dropdown menu for primary purpose, a provision for export control review, international education, calculates estimated costs and account total, links for AP, Per Diem, mileage, OIE, and simplicity.
      iii. The group had a general discussion on a variety of things to add to or omit from the form, and agreement on the Insurance Committee’s plan to move accounting data to the end of the form, where it would be of use to the department, but not something the traveler would have to submit. The Committee stressed the value of keeping the form simple.
      iv. The Insurance Committee will finalize the form and submit it for use across campus. This will close this issue.

   C. OneSource Project Coordinator and HCM Liaison Discussion
September HCM Forum Outline and Employee Guide – Sharon Logan and Sarah Fraker (click here)

a. Sarah Fraker reviewed the agenda for the upcoming OneUSG Connect System Forums in September. Topics to be covered include updates to the USG Business Process Manual, FAPL changes, and the Testing and Training Calendar.

b. The go-live forum will also include communications to go out to the campus community (i.e. employee guide, go-live email communications to all employees and the start of daily, weekly, and monthly calls).

c. Sharon Logan reviewed the statistics from the go-live month of July and how they reflected the success of everyone involved in the project.

d. Tips for the UGA Financial Management System were given:
   1. Confirm where the budget is recorded, including all chartfields in chartstring.
   2. Check chartfields assigned to Speedtypes, including Speedtypes for Pcards.
   3. Consult crosswalk, but it is not always going to apply.
   4. Ensure correct budget reference chartfield is used.
   5. Follow-up with transactions pending workflow approval.
   6. Follow-up with transactions initiated, but not submitted or completed. Do they need to be submitted or deleted?

e. Feedback was provided by the group to: share some new Chart of Accounts information, including the combo edit groups and rules guide and the Chart of Accounts Code Structure to the group, confirm the UGAmart departmental approver process and communicate with the group, follow-up on the existing and any other future process for updating departmental approvers in Finance, and to provide a new department checklist.

The next BSAG meeting will be Wednesday, September 5, from 3:00 – 4:00 p.m., Special Collections Library, Room 271.