

Business Services Advisory Group Minutes  
Wednesday, September 28, 2016  
3:00 – 4:30 p.m.  
Miller Learning Center, Room 250

- I. Welcome and Announcements – Holley Schramski started the meeting by welcoming the group and reviewing the order of the agenda.
- II. Other Business
  - A. ArchPass Duo Update – Robert Farmer from EITS reviewed the next phase of the ArchPass. ArchPass Duo is the University of Georgia’s phone-enabled two-factor authentication system. This system will replace the current physical token ArchPass system. Anyone who currently has ArchPass privileges will receive an enrollment e-mail from EITS to upgrade to Duo. This e-mail will contain a secure link to the enrollment page. A plan is in place to phase out use of the current token. Users can turn their tokens into the EITS Help Desk in person or via campus mail once the user has upgraded to Duo.
    - i. Anyone who does not currently have ArchPass privileges must have their supervisor [submit an ArchPass request form](#) from EITS.
    - ii. More information about the next phase of the ArchPass can be found [here](#).
  - B. OneSource Update – OneSource Team (Project PowerPoint update here)
    - i. Chart of Accounts Update – Holley Schramski reviewed with the group that the OneSource implementation is a multi-year business process transformation project. While we will be using a new technology platform, it is also important to remember that our business processes will be changing. It will affect all areas on campus (as an individual employee and as a business officer). There are also many opportunities for UGA faculty and staff to be involved in the project and participation from all schools/colleges/units will contribute greatly to the success of the project.
      - a) Holley Schramski discussed the work completed by the Chart of Accounts Team. The new chart fields, as proposed, were presented to the UGA community at the September 13 public forum. A survey was sent to attendees to capture their feedback and on September 28, the chart of accounts team reconvened to review the feedback from the survey. Holley discussed that there will be a need for conversations with each chief business officer to determine how many department IDs will initially be needed by each unit. Additionally, based on discussion with the Chart of Accounts Team, there will be a need for additional conversations on how to best use the chart fields for projects and departments. Some members of the Chart of Accounts Team were in favor of taking the lead on these tasks and helping to develop best practices. Those best practices could then be shared with all units to assist them in determining how they can best use the chart fields.

Holley continued by asking BSAG members their opinion on how the OneSource project could receive confirmation from the chief business officers on whether the chart field design created any issues for their school/college/unit. She asked if a survey would be good for this purpose or another format. After some discussion, it was agreed that a short survey will be sent to the primary business leaders to receive initial validation on the chart fields. Then based on that feedback and development of “best practices” by a few units, a meeting where all units were present would be welcomed. A meeting with multiple voices and ideas would serve as potential solutions generators for other units and we could learn from each other best practices on implementing the new chart fields for our areas.

- b) It was encouraged that everyone take a brochure to their department as a summary of the project. Contact information is available for anyone who may have a question about OneSource. If departments want additional copies of this brochure, they can be obtained by e-mailing Lynn Latimer Wilson, [llatimer@uga.edu](mailto:llatimer@uga.edu).
  - c) Holley reviewed a list of accomplishments on the project to date and also shared a timeline of the next phases of the project: Phase I and II – Plan & Discover and Analyze & Design.
  - d) Holley noted that PeopleSoft does not deliver an effort reporting solution (PAR certification). A “bolt on solution” will be explored in October. If it looks viable, it will be further explored with PIs and administrative staff. University of Florida and Arizona State University use this product. ASU is currently part of a federal pilot program on a new way to complete effort reporting requirements so the OneSource project will continue to monitor what is occurring with that federal pilot program to make adjustments to effort reporting as needed.
- ii. Project Stakeholders Update – Penny Benton
- Penny Benton requested the participation of the group. As many participants as possible are needed to be involved in the project to take on various roles. A roadmap and a more detailed update for OneSource is available [here](#).

*The next BSAG meeting will be held Wednesday, December 7, 2016 at the Special Collections Library.*