

## **BSAG Agenda**

Wednesday, September 9, 2020

Zoom Meeting

3:00 – 4:30 p.m.

### **I. Welcome and Thank You Remarks:** Jared Peden & Shawn Hill

### **II. Committee and Other Agenda Items:**

#### **a. Purchasing:** James Shore

##### [FY21 Spend Guidance](#)

- All purchasing and approvals need to be through a prudent and scrutinous lens. We are not out of the clear, as so many of our revenue streams are in a reduced operation state. With that said, we need to continue to be good financial stewards. Please continue to document – as you always would – understanding that we may be asked to justify purchasing decision (as is always the case). It does not have to be lengthy, but anything you are doing that helps provide a sense of the purchase is helpful. This topic will be on the breakout room in the Weekly Status Call tomorrow.
- Q: When will we possibly know more about when we can spend the money that we have? A: We are unsure at this time, but we could get some sense over the next few months.
- Q: Is there a chance that the governor's office cut too soon for the fourth quarter so could they amend some of that back to our FY21? A: We have not gotten any word that would suggest this. We should hear more about formula funding at some point.
- Q: Will we be sent any additional spending Guidelines? A: The [FY21 Spend Guidance](#) will be all of the information they are sending.

#### **b. Best Practices Initiative:** Crystal Rogers

##### Update

- The purpose of this initiative is to collaborate with schools, colleges and units to develop and implement best practices in fiscal and administrative matters. The workgroup came up with a list of topics for this and then they picked a few to tackle first. They also have a few in progress for ones that they have started.
- **Action Item: Please review the completed ones and let Crystal know of any feedback.**
- **Action Item:** They have a list that “Needs Volunteer,” please review these items and see if you would like to complete them or volunteer someone in your unit that has really good practices.
- We are looking to add a “Share Best Practice” Button to the Enhancements page, but it is also currently located here. There is currently a button within the Best Practices Library that you can “[Share an Idea.](#)” [Link to the Best Practices Library Here](#)

- Don't wait until you're sure that something is a "best" practice; we have to start somewhere and then iterate. We welcome pretty good practices too!
- c. **Central Accounting:** Allison Davis  
Year-end Payroll Accrual Process \*PowerPoint\*
- If anyone has suggestions for improvements to the process, they are open to those. There were no questions or suggestions.
- d. **Human Resources:** Lindsey Van Note  
Off-cycle/Overpayment Issues
- Thank you for joining the breakout room last week! It was very useful. How can we help lower our number of off-cycle and overpayment issues?
  - Lindsey wants to ensure we are doing this in a partnership, and we look forward to bringing more information and a list of efficiencies.
- e. **Reporting:** Laurel Palmer  
Financial Reporting Advisory Group  
Data Warehouse Schedule Release
- Yes, FRAG still exists 😊 they are meeting on Sept 23 at 3:00 p.m. Just email Laurel if you want to be a member. They will meet every other month.
  - Data Warehouse maintenance is scheduled for the weekend of October 30. The filters are expected to be impacted in the budget and project status cubes. We will have additional updates on this release in the WSC. One of the updates is the Master Institutional Hierarchy – a different view to connect the dots between your finances. Adding the KK Trans Type back as a pivot field.
  - Q: Should we just expect that we will have to adjust or rebuild our cubes every time there is maintenance? A: We always discuss in our meetings that the last thing we want to do is break the cube filters while pushing out updates. This is definitely a priority and we will continue to look for alternate ways to make these adjustments.
- f. **Training and Comm:** Shawn Hill  
What is OneSource? \*PowerPoint\*
- The OneSource project is over, but OneSource live on.
  - Here is the official definition: "OneSource in an ongoing UGA initiative to improve efficiency, streamline business and HR processes, reduce burden and support data-driven decisions through innovative infrastructure and technology."

**Final Comments/Questions:**

Any committee reports that we did not have the opportunity to cover today? No

Any topic that anyone wants to discuss? No

Recognizing **Kathy Hines** and **Elizabeth Wilson** because you two have been instrumental in this group and to the university. **We will miss you so much!**

**Congratulations on your retirement!**

***\* The next BSAG Meeting will be held on November 4 from 3:00 p.m. – 4:30 p.m. on Zoom. The BSAG Golf Course meeting has been moved to the spring.***