

BSAG Agenda

Wednesday, February 9, 2022

3:00 – 4:30 p.m.

Zoom Info:

<https://zoom.us/j/95191259847?pwd=SDc2UoUvUEJ0SXpUbjFxQ3UwalV1Zz09>

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

II. **Open Forum Discussion Topics (Requested by BSAG Members):**

- **Encumbrance Known Issue – how are CBOs managing this?**
 - How are CBOs managing the known issues for encumbrance calculation fails for employees that transfer, promotion or other change to positions [K19.2-023-CA](#)
 - Set up a cube specifically for payroll accounts and note it next to the cube to self and it acts like a mini shadow account (reminder not to sweep the funds)
 - Not the most efficient but it's a workaround
 - Feel free to reach out individually!
 - They're working on it but no exact update now (about 35 positions that fall into this)
 - Is this Known Issue for any position changes or just a sub-population?
 - Unclear why it's working for some and not others, not clear what the subpopulation is but it's not consistent who it does or doesn't work for
 - Includes some that shouldn't be encumbered (have been hired but haven't hit their start date yet)
 - Doesn't this clear up at the end of a month when encumbrances run again, or does it last throughout the FY?
 - Lasts throughout the FY
 - Celise – USG is working on this and will provide updates whenever possible
- **Open Discussion**

III. **Committee Reports & Other Agenda Items**

- **UGA Foundation Update:** Elizabeth Prince
 - New Director of Data Analytics and Internal Controls – Jason Burdette
 - Processes have changed a lot with introduction of new UGA financial mgmt. system
 - A large majority of foundation transactions are being processed through uga/onesource and this reduces risk a lot, but in our attempts to monitor donor intent, Jason is providing internal auditing/assurance
 - Also working on data analytics front to provide potential process improvements of gift accounting, etc.
 - Works in tandem with Finance and Chad Cleveland

- Jason may reach out to continue to build his understanding of UGA processes (foundation understanding) since he has started this process
- **Accounts Receivable Update:** Susan Caldwell
 - [PowerPoint slide deck here](#)
 - Billing module is for physical invoice you send to the customer; not everyone needs this
 - Accounts Receivable module has customer balances, payments, aging, etc. And everyone in billing uses this
 - Recognize revenue at the point the invoice is created
 - All integrated with AR and GL module so you don't have to remember to make year end entry
 - Online reports and queries that can be run to track down all kinds of info
 - Preventative measures
 - Information is separated via business unit (BU)
 - Each dept can have multiples BUs based on how they segregate information
 - EX= F&A, Marcomm, Terry, etc.
 - If you're not on the list in the PPT, please reach out so your division can be onboarded to this system
- **Prior year payroll adjustments:** Celise Elder, Shawn Hill
 - Group feedback request on potential to pilot a [process tweak](#): If prior year payroll impacts another unit, send to the other unit's CBO via TeamDynamix workflow.
 - **Poll:** Would this be useful? **BSAG:** Yes.
 - **Update:** This change is now in place.
- **Potential for targeted notifications:** Shawn Hill
 - Sample [subscription form](#)
 - Proposed process: Individuals can subscribe to receive email notifications when there are known issues or enhancements in that specific area.
 - **Poll:** Would this be useful? **BSAG:** Yes.
 - **Result:** This is now on the roadmap.