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.