Meeting: Business Services Advisory Group
Date and Time: Wednesday, April 10, 2019, 3:00 – 4:30 p.m.
Location: Miller Learning Center, Room 248

I. Welcome and General Business – John Graham
   a. John Graham welcomed the group to the April BSAG meeting and reminded everyone to
      please sign-in on the attendance sheet.

II. Committee Reports – Committee Co-Chairs and Invited Speakers
   a. Travel – Kim Collins and Jared Peden
      i. Expense Report Adjustments Proposal – Jared Peden (click here)
         (click here)
         a. A template will be provided that will allow expense report adjustment
            requests to be submitted using a form in TeamDynamix. These should no
            longer be submitted as an email to the OneSource Help Desk.
      ii. Per Diem Clarifications – Jennifer Dunlap
          a. Jennifer provided an update on the State Accounting policy for per diem
             calculations.
          b. One department had noticed an issue with the computation of per diems for
             two travelers going to Oregon. OneSource teams have not been able to
             duplicate this error and it appears to be isolated to these two specific expense
             reports. There have not been any other reports of the same error.
   b. Purchasing & Payables – Claire Boyd, Kim Collins, Melissa Hunter and Bret
      Jamieson
      i. Payment Request Approvers View – Kim Collins
         a. The Purchasing and Payables Committee released a survey asking about
            preferences on displaying the Initiator name vs. the Supplier/Payee name on
            the Payment Request Approvals page.
         b. Out of the 62 total responses, 32.26% preferred the Initiator name and
            67.74% preferred the Supplier/Payee name. The survey suggestions will be
            given to the Accounts Payable OneSource Lead and then passed to the Project
            Team for prioritization, scheduling and implementation.
      ii. Qualtrics Survey on Improvement Requests Proposed to Close – Bret
          Jamieson (click here)
         a. Bret Jamieson reviewed the Qualtrics survey responses from BSAG members.
            Many of the requests can be resolved through training/awareness items and
            manage requests received no votes. If BSAG members have specific questions
            or recommendations on individual improvement requests included in this
            list, please contact the committee co-chairs. The majority of the items will be
            closed.
      iii. PO Closings – Annette Evans
          a. Best practice with the Financial Management System is to place POs in the
             “closed” status once they are complete.
          b. Closing of POs will be handled by Procurement. Procurement has engaged
             with a workgroup of BSAG members and is working to develop queries that
             can identify POs which may need to be closed.
          c. A PO closing policy is also being drafted and will be released to campus soon.
      iv. UGAmart Access – Annette Evans
          a. Within the next several days, a communication about shopper access in
             UGAmart will be emailed. Shopper access is currently limited and in 2016
             BSAG discussed this limitation. This communication will address the issues
             associated with this limitation and ask for a BSAG vote as to whether
             shoppers should have view capability to see everything in UGAmart or only
             those carts they created.
   c. Budgets – Teresa Taylor and Ken McCollum (click here)
      a. Teresa reviewed the list of enhancements that were requested of the Budgets
         Committee. More information is still needed for a couple of the
enhancements requests, please email Teresa or Ken to provide additional comments/information.

ii. **FY20 Budget and Salary Setting Information Update**
   a. To date there has been no update from the Board on merit allocations/instructions. As of now, continue your budget planning and salary setting actions. Formal instructions will be released as soon as possible.

iii. **Double Dawgs – Revenue allocations**
   a. Summer through spring, will be the period for these revenue allocations; this will work the same as in years past. The Registrar’s Office sends the Budget Office information on the students so that funds can be calculated and allocated. These are one-time allocations each year since the volume of students will change for each new period of time.

d. **Faculty Affairs – Sarah Covert (click here)**
   i. Contract Delivery
      a. The implementation of OneUSG Connect will allow for electronic contract delivery. UGA is the first institution to go-live with this functionality. Departments will access their own contract data via OneUSG Connect and will check their datasets for accuracy in May. This is time to review the data before actual contracts are prepared.
      b. At least 25 calendar days will be allowed for faculty to review and sign their contracts. Faculty need to ensure they can log in to OneUSG Connect prior to leaving for the summer.
      c. Training sessions/webinars/resources are being created for users. Project Coordinators and OFA liaisons were recommended to receive any information on contracts. Based on BSAG input, a request will be sent to OFA liaisons asking who within their unit should receive this information.

ii. **Identity Management**
   a. To accommodate faculty with termination dates that are prior to events such as due dates to enter grades, UGA will utilize the permission granted by USG to keep the MyID active for 12 months after termination date. The system will still reflect that this employee has been terminated with the correct termination date, but the active MyID will accommodate system provisioning on an as needed basis.
      a. Protocol is being developed to address situations that require a MyID to be deactivated immediately.

e. **Grants Accounting – Shannon Kennedy and Brad Langford (click here)**
   i. Residual Balance Policy – Brad Langford
      a. In the last BSAG meeting, a request was made to revisit the current residual balance procedures. The Grants Accounting Committee emailed to BSAG a communication of the proposed changes and received a lot of positive feedback.
      b. Some benefits of the revised procedure include: increasing the threshold to submit residual balance forms from $500 - $1,000, streamlining the process of submitting residual balance forms through workflow (portal), increased time the PI has to spend funds (from six months to two years) and a PI can spend and track the residual balance funds separately within the same project ID.
      c. One consistent point of feedback was keeping the option to move funds to a departmental residual chartstring. The committee is going to do their best to add this option. If chosen, departments would not receive access to these funds as fast as if they select the two year extension option.

ii. Manual Adjustments on Final Invoices and Reports
   a. A communication was also sent to the BSAG listserv regarding the procedure of including adjustments on final invoices and reports on sponsored projects. This procedure has been in place for years, even decades. It was created to
ensure that all charges that were incurred on a restricted account, were included in the final invoice to the sponsor.

b. In a perfect world, what would happen is we would problem the account didn’t always zero out like they should have, charges that were included in the final never posted, resulting in an overpayment on the account, charges posted incorrectly, resulting in an overdraft of the account and even when all posted correctly, sometimes IDC or S/B were off by pennies due to rounding that required a journal to fix.

c. We were able to take this approach, because IMS allowed us to manually create invoices to include any expenses that had not yet posted to the project. PeopleSoft does not operate in the same way. With PeopleSoft we can only generate invoices based upon posted expenditures. Any invoice created with adjustments has to be created manually and outside the system. This is causing problems on the A/R side when there is no invoice in PeopleSoft to apply payments to when they are received.

de. **Payroll – Debbie Kuppersmith and Melissa Stoker** (click here)

   i. Decommission for employee.uga.edu – Debbie Kuppersmith

      a. Employee.uga.edu will decommission as of June 30, employees will need to download paystubs and W2s by this date. After this date, they will no longer be accessible. OneUSG Connect will be the source for documents January 1, 2019 and later. An Archnews will be sent out about this change.

      ii. MyTime Listserv Decommissioning Update – Amanda Ganger

         a. There was no objection to how this process will be handled.

df. **Accounting – Andy Garber and Darlene McConnell**

   i. Request to add more “hover” capabilities to the Workcenter – Darlene McConnell

      a. The hover over capability is not something that can be provided at this time. The committee therefore recommended that this item (JIRA #OSPM-3885) be closed.

e. **Banking & Treasury – Lisa Catanese and Lisa McCleary**

   i. No items to report.

f. **Accounts Receivable – Joshua Worth and Lisa Catanese**

   i. Cohort 2 Update – Lisa Catanese

      a. Seven new units are now using the Accounts Receivable module.

      b. Five more units will begin before FY19 year-end.

gh. **Human Resources – Kathryn Flores and Traci Strickland**

   i. No items to report.

i. **Insurance and Claims Management – Vance Silcott and Brian Freese**

   i. No items to report.

j. **Property Control – Tashua Sands and Chris Williamson**

   i. Inventory Threshold Update – Property Control has been receiving requests to remove equipment under the inventory threshold that are different from decisions made by units/schools/colleges back in March 2018.

      a. Please remind individuals purchasing equipment and taking annual inventory about your internal policies/decisions with respect to the thresholds.

      b. Any requests to remove equipment below the threshold is asked to come from the central inventory contact and that the equipment be located. This way we can confirm the request meets with your expectations.

   ii. Reminder: there are specific inventory account codes that can be assigned when placing an UGA mart order for equipment under the $3,000 threshold. By selecting this account code, Asset Management is notified that the equipment needs to be inventoried. This has been communicated to inventory contacts, but reminders to those who place orders will be very helpful.

m. **Reporting – Laurel Palmer**

   i. Position Funding Cube Workshop – Laurel Palmer

      a. Save the Date for a Position Funding Cube Workshop on Tuesday, May 28, from 10 a.m. to noon in Mahler Hall, at the Georgia Center. Collaborate will be provided for this session.
b. Project Status Report/Cube sessions are going well and the number one request continues to be getting payroll details in Tableau. The team is currently working toward a fix related to encumbrances on projects. There is also a ticket in to get IDC restored to the project status cube. In the meantime, this issue is listed on the Known Issues page and includes the name of the query that can provide IDC information.

c. A Budget Status Report is being developed that will be similar to the project status report in Tableau. This will be the primary topic for the FRAG meeting on May 15.

d. The Reporting Committee continues to review enhancement requests and identifying those that can be resolved by the release of the new BSR and PSR reports.

III. Other Business

a. OneUSG Connect June 2019 System Downtime for Augusta University Go Live – Holley Schramski (click here)
   i. OneUSG Connect will experience downtime Friday, June 7 (5 p.m.) to Tuesday, June 11 (7 a.m.) and Friday, June 21 (5 p.m.) to Monday, June 24 (7 a.m.). This will allow time for Augusta University to join the OneUSG Connect system and for requested upgrades to be implemented.
   ii. Please be aware of any impacts to employees reporting time, making leave requests and supervisors/managers approving items. There is also an early payroll cutoff.

b. Call for Faculty Affairs Committee Co-Chair – Holley Schramski
   i. A representative from BSAG is needed to serve on the Faculty Affairs Committee. Please contact Tina Weidemann at guthrie@uga.edu if interested.

c. Call for Reporting Committee Co-Chair – Holley Schramski
   i. A representative from BSAG is needed to serve on the Reporting Committee. Please contact Laurel Palmer at lpalmer7@uga.edu if interested.

d. Communications and Training Subcommittee – Sarah Fraker
   i. Sarah Fraker asked the BSAG community if a committee is needed that is communication and training focused (ex: FACTS program). It was determined that a committee like this would be helpful. Names and suggestions for this committee should be sent to Sarah Fraker at fraker@uga.edu.

e. Next Meeting – John Graham

The next BSAG meeting will be Wednesday, June 5, from 3:00 – 4:30 p.m., Park Hall, Room 265. We will have a short business meeting with Committee reports and will spend time submitting process improvement ideas with an emphasis on human resources and payroll processes. This mirrors the December 2018 meeting which was approximately 6 months post go-live on the Finance system and new processes.