

Meeting: Business Services Advisory Group

Date and Time: Wednesday, February 20, 2019, 3:00 – 4:30 p.m.

Location: Miller Learning Center, Room 248

I. Welcome and General Business – John Graham and Holley Schramski

John Graham welcomed the group and thanked them for taking the time to attend the meeting.

a. Committee Co-Chair Meeting February 1

- i. The BSAG Committee Co-chairs met on Friday, February 1, to review the current BSAG Operations and Guidelines, determine prioritizing enhancements documentation and getting them placed on the BSAG website.
- ii. Co-chairs reviewed the agenda template and how standing reports from each committee will be given at meetings. The reports will be formal (having the group providing feedback/approval).

b. Recommended BSAG Operations Guideline Changes ([click here](#))

- i. John Graham reviewed the suggested changes that should be made to the current BSAG Operations and Guidelines for the group.
- ii. Recommendations from committee co-chairs and BSAG membership were:
 - a. Include in BSAG membership unit human resource officer representatives
 - b. Create an Accounts Receivable committee which is separate from Banking/Treasury
 - c. Create a Faculty Affairs committee.
- iii. A two-year term will be assigned to committee co-chairs. To create overlap of experience and offset term end dates between the co-chairs, for calendar 2019, unit Co-chairs will serve a one-year term and central office co-chairs will serve a two-year term. Co-chair names and terms are listed on the BSAG website.
- iv. Co-chairs also recommended that all items presented to BSAG for approval are approved via a formal vote and that it be documented in minutes.
- v. All guideline and other suggestions were approved by BSAG membership.

c. Request for Faculty Affairs Co-Chairs

- i. Tina Weidemann will be serving as the central office co-chair for the Faculty Affairs Office. Volunteers are needed to serve on this committee with her, please email Tina at guthrie@uga.edu if interested.

II. Committee Reports – Committee Co-Chairs and Invited Speakers

a. Accounting – Andy Garber and Darlene McConnell

- i. This committee identified some duplicates and categorized five items to begin working on.
- ii. JIRA 3688, Allow departments to set up department ID's and assign approvers. This was a conversion set-up issue and is no longer a problem. Request to close.
- iii. JIRA 3622, Customizing GL Journal screen. This issue will be addressed in a Tuesday Tip by providing instructions or identifying a link in the Training Library. Request to close.
- iv. JIRA 3662, Provide instructions for completing the "long description" field on journal entries. Instructions were provided in the 9/25/19 Tuesday Tip. Request to close, however OneSource should re-communicate this.
- v. JIRA 3580, Ability to run Department Budget Balance report by accounting period. This JIRA has been implemented as of date of meeting. Request to close.
- vi. BSAG membership approved to close the items requested.

b. Banking & Treasury – Lisa Catanese and Lisa McCleary

- i. Get rid of email notifications/receipts – discussed the need to continue to receive emails with the required detail.
- ii. Holley Schramski asked if managing this via ticket is useful and preferable to email. It was noted that the extra step is the problem and that while any user can email to create a ticket, not all Bursar's Office staff have a TeamDynamix license to work the tickets.
- iii. Conclusion: We will continue to send email notifications for these deposits. It is the most effective and efficient method available at this time.

- c. **Accounts Receivable – Joshua Worth and Lisa Catanese**
 - i. JIRA 193 is closed. This is a request to create a custom page in the Financial Management System to be used for new customer requests or updates to existing customers from the schools, colleges, and units.
 - ii. JIRA 822, is a request to create a receivables manager dashboard to show dunning activity, recurring billing activity, installment bill activity, etc. Priority wise, this will stay open and is a potential change that could be launched with Cohort 2.
 - iii. JIRA 1367 is closed. This is a request to alter the billing jobs to exclude processes not applicable to UGA.
 - iv. Schedule for adding new units to the module. There is not a formal schedule document that could be shared at this time. There is an internal checklist to track the new units' status in Cohort 2. AR is testing with the CAES, Housing, and the timeline for adding new units will be a rolling go-live.
 - v. There was a question about why testing was necessary with each new unit which is added. It is best practice to test with each new business unit ID since that is a unique value and it is necessary for the business unit to understand functionality and determine if expectations are met.
- d. **Budget – Teresa Taylor and Ken McCollum**
 - i. No committee report.
 - ii. **FY20 Budget and Salary Setting Information – James Shore**
 - a. Tuition rates, fee rates, won't be released until April after the BOR Meeting.
 - b. The Board has asked for UGA's budget to be submitted by May 3. The Board is set to meet May 14 to approve the provided budget.
 - c. The budget system should be available mid-March to begin reviewing your information. Combo codes, reclassifications can be requested through the normal process during this time.
 - d. The board has mentioned that in the event a merit allowance is approved, salary guidelines may be provided in an advanced form which can assist units to plan what their distributions will be.
 - e. The "color" of funds you have now, should be what you are given in the future. The desire is for everyone to have a good mix of funds. Contact the Budget Office if you have any questions on this information.
 - f. No request for budget redirection information at this time.
- e. **Grants Accounting – Shannon Kennedy and Brad Langford**
 - i. In speaking with the OneSource Grants Lead, six out of the eight enhancement items will be addressed with the release of the Project Status Report. These enhancements have been tabled until the PSR has been rolled out to see if these items are addressed.
 - ii. Pre and Post Award continues to improve collaboration and communication efforts. They have cross training, staff meetings, and onboarding processes in place. Please reach out to this group if you have examples or want to provide feedback on customer service efforts.
 - iii. Sponsored Projects is revisiting the Residual Balance Procedure and would like to collaborate with some departmental administrators. The suggested changes in mind will be a great benefit to campus and make the process more effective and efficient. Please reach out to Brad Langford if interested in joining a group to discuss.
 - iv. Central Grants Administration is putting together some cost share tools and best practices for campus. These should be released in spring. Please reach out to Brad Langford if interested in reviewing or providing feedback.
- f. **Human Resources – Kathryn Flores and Traci Strickland**
 - i. No committee report.
 - ii. Reminder that HR is holding open office hours every Thursday afternoon and HR teams are currently conducting a "Touch Point" meeting with every unit to review OneUSG Connect adoption and questions.
- g. **Insurance and Claims Management – Vance Silcott and Brian Freese**
 - i. No committee report.
- h. **Payroll – Debbie KupperSmith and Melissa Stoker**

- i. No committee report.
- ii. Holley Schramski had a walk-on item from the Time/Labor team on listservs.
 - a. The current MyTime listserv no longer contains the correct membership now that we are using OneUSG Connect. The OneSource team has contemplated creating a listserv that includes all time/absence approvers, however, this includes many Deans/VPs, etc. These persons could be manually removed, but this is a lot of work on the part of the team. The question is “who should be included in this type of listserv and how should it be used”? Is there a need to send bi-weekly payroll reminders and notices when timesheets are unlocked? Some units are doing this internally. Or should the list be used for “one-off” communications which are not so routine.
 - b. Many BSAG members responded that they would prefer the list to include all time/absence approvers but be used for one-off payroll items only (early cut-offs, estimated time, or other payroll dates that are not consistent). A separate listserv that is by subscription could be created for the bi-weekly notices.
 - c. Until a new format is created, the bi-weekly payroll run reminders will be sent to the MyTime listserv and to project coordinators as well.
- i. **Property Control – Tashua Sands and Chris Williamson**
 - i. OSPM – 3894 – Configuring the Financial Management System to FLUID to Enhance the Annual Physical Inventory Process.
 - a. A third-party vendor will need to be involved for scanning devices and a sub-committee will need to be formed to start this process.
 - ii. OSPM - 3884 – Add Section for Asset Management Under Links and Queries in the Business Management Workcenter.
 - a. A suggestion was made to add Property Control commonly used queries to the Business Management Workcenter. The committee will look into having this done.
 - iii. OSPM – 4492 and OSPM-4459 – Depreciation by Asset Queries, Published for Applicable Auxiliary Units.
 - a. There were two queries made public on Feb. 1 pertaining to depreciation for Auxiliary Units. A motion was given to close this ticket unless any modifications were needed to this query. It was determined this ticket would be closed.
- j. **Purchasing & Payables – Claire Boyd, Kim Collins, Melissa Hunter, and Bret Jamieson**
 - i. The committee met twice to prioritize the enhancement survey items and to identify other potential improvements.
 - ii. Due to the high number of enhancement requests, we will communicate updates via email with BSAG. Some items have been moved to other committees, and a number will be able to be resolved through user education, the development of new queries, or will be resolved with already scheduled system updates.
- k. **Reporting – Allison Davis and Laurel Palmer**
 - i. FRAG (Financial Reporting Advisory Group) will begin looking at enhancement requests in March.
 - ii. **Auto-Provisioning Project Status Report Access for Project Teams – Shawn Hill**
 - a. The Reporting Committee has been focused on delivery of the new Project Status Report in the Data Warehouse.
 - b. A number of reporting resources (queries, cube, etc.) currently exist for projects, but so far we do not have a good self-service tool for researchers.
 - c. A new Project Status Report (PSR) is tentatively slated for release at the end of February. Communications will be distributed broadly when ready.
 - d. This report will not only work for Sponsored Projects, but also for capital and non-sponsored projects.
 - e. The PSR was designed and tested through several working sessions with both financial staff and faculty over the course of several months.

- f. We are hopeful that this self-service report will improve information access and save time for both faculty and staff.
 - g. The report can be set-up as a “subscription” and auto-emailed out in user-defined increments. For example, financial staff can set this up for their PIs to auto-deliver updated balances weekly.
 - h. To ensure that the appropriate stakeholders have access, an institutional decision was made to automatically grant access to VPN02 and to the Simpler/Data Warehouse domain for all PIs, Co-PIs, and Co-Investigators. This will go into effect next week. Training materials will be provided.
- l. Travel – Kim Collins and Jared Peden**
- i. **Allow Approvers to See Notes/Comments when an Item is Rejected**
 - a. Production Release on 01/26/19 allows approvers to see notes/comments in Fluid. This item can be closed.
 - ii. **Send Automatic Notification for Pending Approvals**
 - a. PeopleSoft automatically sends workflow notification emails to those approvers in the workflow approval group. Additionally, notifications are also generated when payment has been approved and processed. Since workflow emails are already generated when action is needed, no modifications will be made at this time. This item will be closed.
 - iii. **Only Show Per Diem Deductions Applicable to the Destination – don’t Allow Per Diem Amount to be Typed Over.**
 - a. This functionality does not exist in PeopleSoft. The only option would be to back the per diem deduction part out altogether, forcing employees to find applicable per diem rates on their own and calculate the deduction manually. The preference was to keep the user in PeopleSoft.
 - b. In regards to not allowing the per diem to be modified, there are units that are more restrictive with the amounts that can be reimbursed, therefore we cannot turn off the ability to edit that field. This item will be closed.
 - iv. **Populate Expense Report with Accounting Details from Travel Authorization**
 - a. TA Information is put in at a summary level, not at the required detail level of an expense report. Additionally, since the TA does not create a financial encumbrance, there is no true budget check against the financial information. This could cause population of incorrect information. This item will be closed.
 - v. **Email Approval Needs to Include the Chartstring Information**
 - a. Approval notifications cannot be customized without modifications to the system. Modifications to the system can cause issues with future updates, so we need to limit these. When you login to Approvals within PeopleSoft, you can review the Chartstring information there. The email notifications are a generic template and will not be modified at this time. We will continue to monitor in case more users request this functionality. This item will be closed and can be re-opened if in the future it is a requirement.
 - vi. **Resolve Functionality Issues with Revising a Travel Expense Report Line Item**
 - a. Typically we see this error when a group travel expense item is logged or a mileage item is logged on an expense line that is not for a mileage expense type. There was a fix to correct this released to production in early January 2019. This item will be closed.
 - vii. **Ability to Upload Attachments One Time if All Expenses are on a Single Receipt Instead of Individually for Each Transaction/Streamline Expense**

Approval Navigation Process (For Example, Clicking Once to View all Receipts)

- a. This ability already exists. Receipts can be added at the header level or individually at the line item level. The MyWallet feature typically associates a specific receipt with a specific line item – this is how PeopleSoft works. If not generated by MyWallet, receipts can be added at the header level. This item can be closed.
- viii. **Add an Error Flag to a TA if the Start Date for Travel has Passed when the TA is Submitted**
 - a. When creating a TA, if the start date has passed the system will not let you save the TA. Travel authorities should be completed before the travel occurs. PeopleSoft will prevent you from being able to create a travel authorization for past dates. If the situation occurs where the travel authorization has not been processed, comments should be added to the expense report detailing the reason for not following policy. Expense Approvers should address the policy requirements with the traveler to ensure requirements are met with future travel. This item can be closed.
- ix. **List of TA's Submitted**
 - a. Two queries can be run to see these items:
 - i. UGA_TE_TA_PENDING_SUBMISSION – Shows TA's Pending Submission by Dept.
 - ii. UGA_TE_TA_STATUS – Shows TA Status
 - iii. This item can be closed.
- x. **Lump Travel Expenses into Summary Level**
 - a. This is not possible in PeopleSoft
 - b. In Legacy, we were limited in our reporting capabilities because Travel and Expense rolled up into the 60000 Object Codes. This caused many issues, including issues with Open Records requests where detailed information requested could not be provided.
 - c. Detailed Expense Account Codes for travel in the 60000 level allows a detailed review of all travel expenses for departments to examine spending trends. This item will be closed.

III. Other Business – John Graham and Holley Schramski

- i. Holley Schramski mentioned looking at the BSAG/BAAF model and see if it needs to be revamped. A survey is being created to collect this information and will be distributed the end of March.
- ii. Holley also welcomed Liz Walker as the new UGA Financial Management System Business Analyst.
- iii. **Listserv Discussion – Crystal Rogers**
 - a. Feedback was requested on possibly creating a UGA Financial Management System listserv to share system specific information. This listserv would be to communicate system outages, enhancements, maintenance, performance issues, etc. Should a separate listserv be created? Who should be included? Suggestions or feedback should be sent to Crystal Rogers at cgrogers@uga.edu. We will also include listservs on the survey noted above.

The next BSAG meeting will be Wednesday, April 10, from 3:00 – 4:30 p.m., Miller Learning Center, Room 248.