

# Finance Division and SPA Division Wide Meeting

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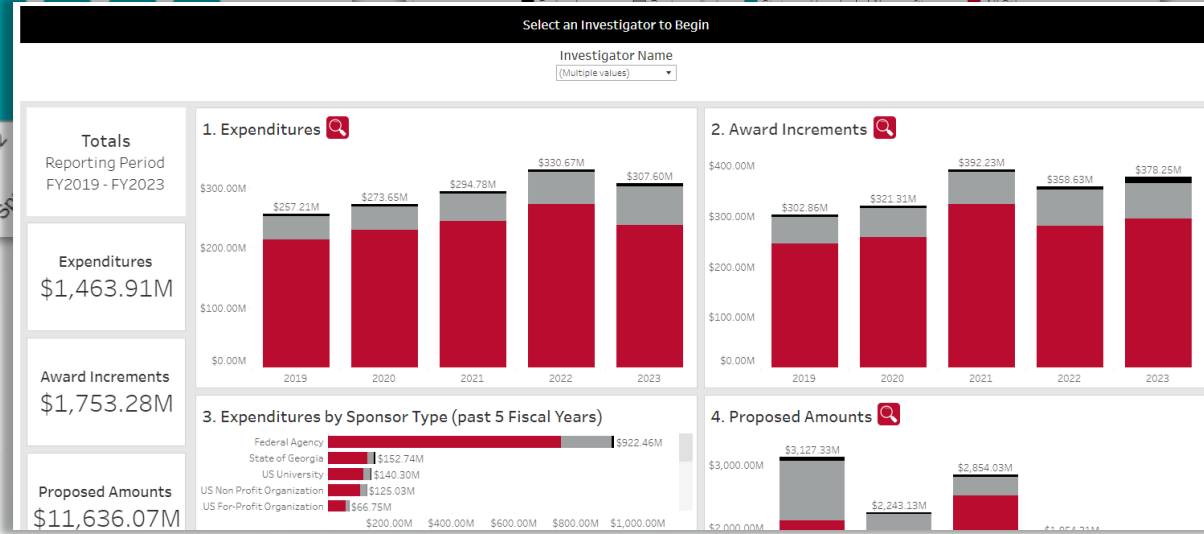
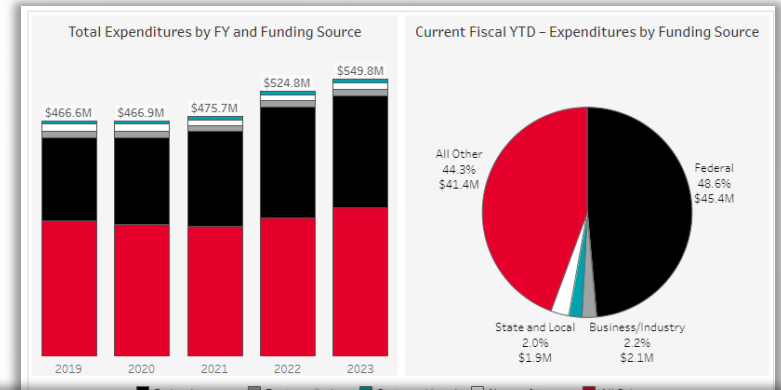
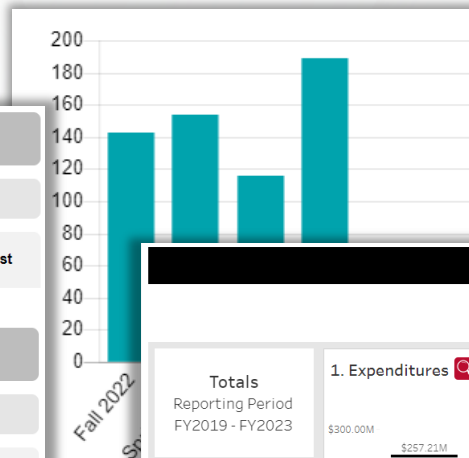
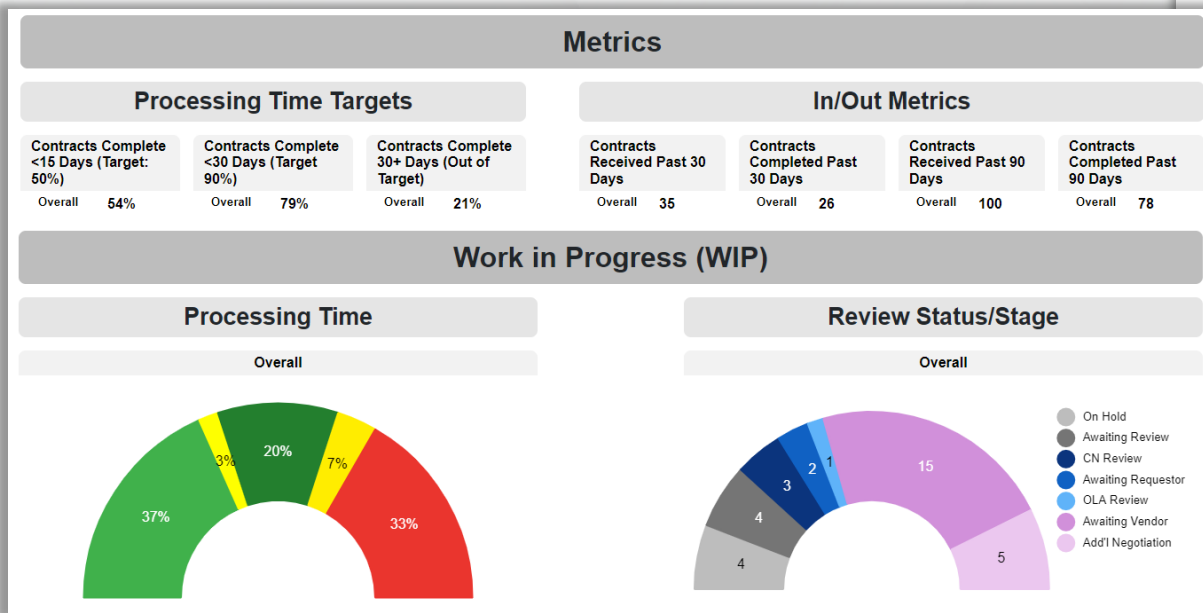
Working **Smarter**



Finance & SPA continue to build a reputation of being innovative organizations.



# Business Intelligence continues to improve.





We're constantly leveraging new tools to help us **work smarter.**

Today, we will share some of these stories.



# Bursar's Office – Petty Cash Applications

## Before:

- Antiquated, paper-based process
- Inability to run reports or analyze data
- Long process time

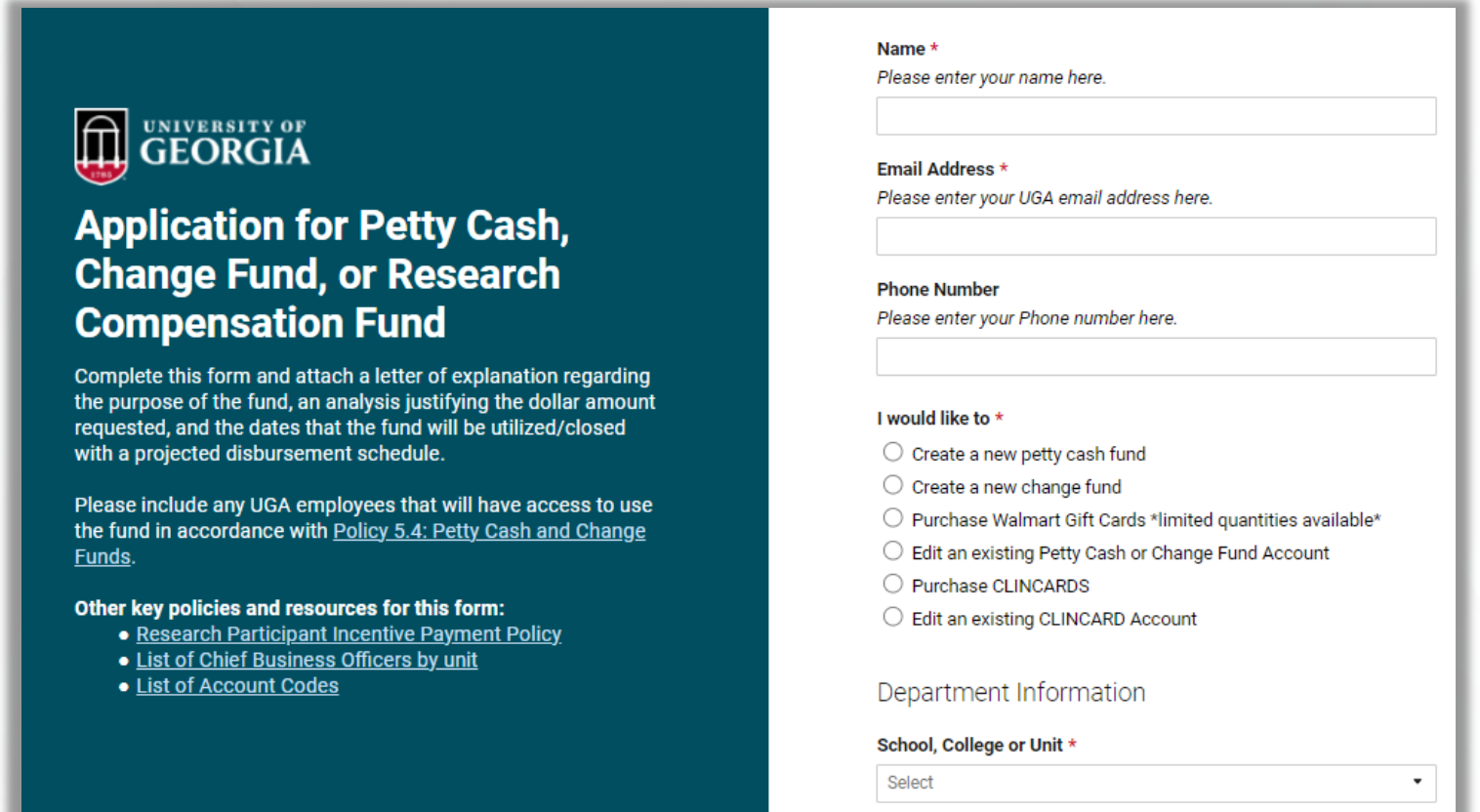
The screenshot shows a digital form titled "Application for Petty Cash or Change Fund" from the University of Georgia Bursar & Treasury Services. The form includes a "Clear Form" button in the top left and a "Print Form" button in the top right. The header features the University of Georgia logo and the text "Bursar & Treasury Services Finance & Administration UNIVERSITY OF GEORGIA". The form fields are as follows:

- Request for:** Petty Cash Fund \$ \_\_\_\_\_ or Change Fund \$ \_\_\_\_\_
- Department Name:** \_\_\_\_\_
- Chart String:** \_\_\_\_\_  
Account Code Fund Program Department Class Operating Unit PC Business Unit  
Project Activity Chartfield 1
- Name of Custodian:** \_\_\_\_\_ Title \_\_\_\_\_
- Email Address:** \_\_\_\_\_
- Reconciler Name:** \_\_\_\_\_ Title \_\_\_\_\_

# Bursar's Office – Petty Cash Applications

## Solution:

- New Smartsheet-based process



The screenshot shows a web-based application form for the University of Georgia. The form is titled "Application for Petty Cash, Change Fund, or Research Compensation Fund" and includes instructions, a list of key policies, and a section for user information.

**UNIVERSITY OF GEORGIA**

### Application for Petty Cash, Change Fund, or Research Compensation Fund

Complete this form and attach a letter of explanation regarding the purpose of the fund, an analysis justifying the dollar amount requested, and the dates that the fund will be utilized/closed with a projected disbursement schedule.

Please include any UGA employees that will have access to use the fund in accordance with [Policy 5.4: Petty Cash and Change Funds](#).

**Other key policies and resources for this form:**

- [Research Participant Incentive Payment Policy](#)
- [List of Chief Business Officers by unit](#)
- [List of Account Codes](#)

**Name \***  
Please enter your name here.

**Email Address \***  
Please enter your UGA email address here.

**Phone Number**  
Please enter your Phone number here.

**I would like to \***

- Create a new petty cash fund
- Create a new change fund
- Purchase Walmart Gift Cards \*limited quantities available\*
- Edit an existing Petty Cash or Change Fund Account
- Purchase CLINCARDS
- Edit an existing CLINCARD Account

Department Information

**School, College or Unit \***  
Select

# Bursar's Office – Petty Cash Applications

## Results:









- Improved transparency

Custodian approval	Study Coordinator approval	Recon... approval	Approver approval	Dept. Head / Director approval	CBO approval (blank = no approval needed)	Dean/VP approval (blank = no approval needed)	SPA Approval (blank = no approval needed)	Global Engagement / VPI approval	OGE/VPI approval	BTS approval
Approved		Approved		Approved	Declined			N/A		
Approved		Approved		Approved	Approved		Approved	N/A		Declined
Approved		Approved		Approved	Approved			N/A		Approved
Approved		Approved		Approved	Approved		Declined	N/A		
Approved		Approved		Approved	Approved		Approved	N/A		Approved

# Bursar's Office – Petty Cash Applications

## Results:

- Improved collaboration options

		Created	Request ID
1	 	06/02/23	PC00034
2	 	06/02/23	PC00035
3	 	06/02/23	PC00036
4	 	06/02/23	PC00037



# Bursar's Office – Petty Cash Applications

## Results:

- Automated workflow

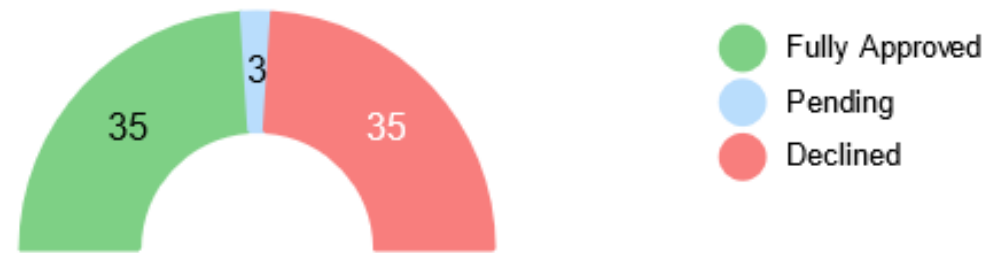
Custodian approval	Study Coordinator approval	Recon... approval	Approver approval	Dept. Head / Director approval	CBO approval (blank = no approval needed)	Dean/VP approval (blank = no approval needed)	SPA Approval (blank = no approval needed)	Global Engagement / VPI approval	OGE/VPI approval	BTS approval
Approved		Approved		Approved	Declined			N/A		
Approved		Approved		Approved	Approved		Approved	N/A		Declined
Approved		Approved		Approved	Approved			N/A		Approved
Approved		Approved		Approved	Approved		Declined	N/A		
Approved		Approved		Approved	Approved		Approved	N/A		Approved

# Bursar's Office – Petty Cash Applications

## Results:

- Real-time central reporting

### Request Summary



# Procurement – Email Automation **Before**

- Standard email processing of emails that are sent to [procure@uga.edu](mailto:procure@uga.edu) and forwarded to campus/internal contacts.
  - *Includes order acknowledgments, updates, delivery notices, etc. mixed in with user help requests, actionable alerts, etc.*
- High volumes and low-value per email.
- Near-entire manual process



# Procurement – Email Automation Solution



## Outlook

- Detailed inbox rules auto-sort emails based on category (order confirmation, delivery updates, change orders, etc.)
- Team member uses Quick Steps to manually categorizes if rules cannot.
- Team member manually handle kicked-back emails (spam, handwritten E#s, etc.)

## Power Automate

- Robotic Process Automation (RPA) programmed by Procurement staff
- Downloads PO reports and saves to specific shared folders.
- Grabs the emails from the Outlook category folders and reads the PO#.
- Navigates through UGAmart, attaches the email to the PO via comment, and tags the appropriate *Buyer/Requisitioner/Shopper*.

## Power Query

- Combines and transforms data from multiple Excel files into final spreadsheet reporting the best Procurement contact for that PO:
- *Managed lists of Buyers in/out of office*
- *Buyer vendor assignments*
- *The live downloaded PO report from Power Automate*



# Procurement – Email Automation

## Outlook



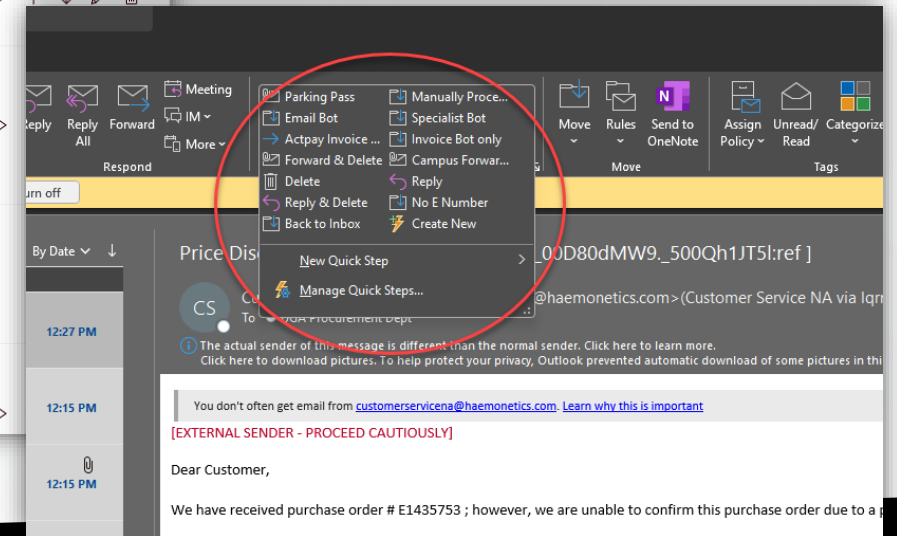
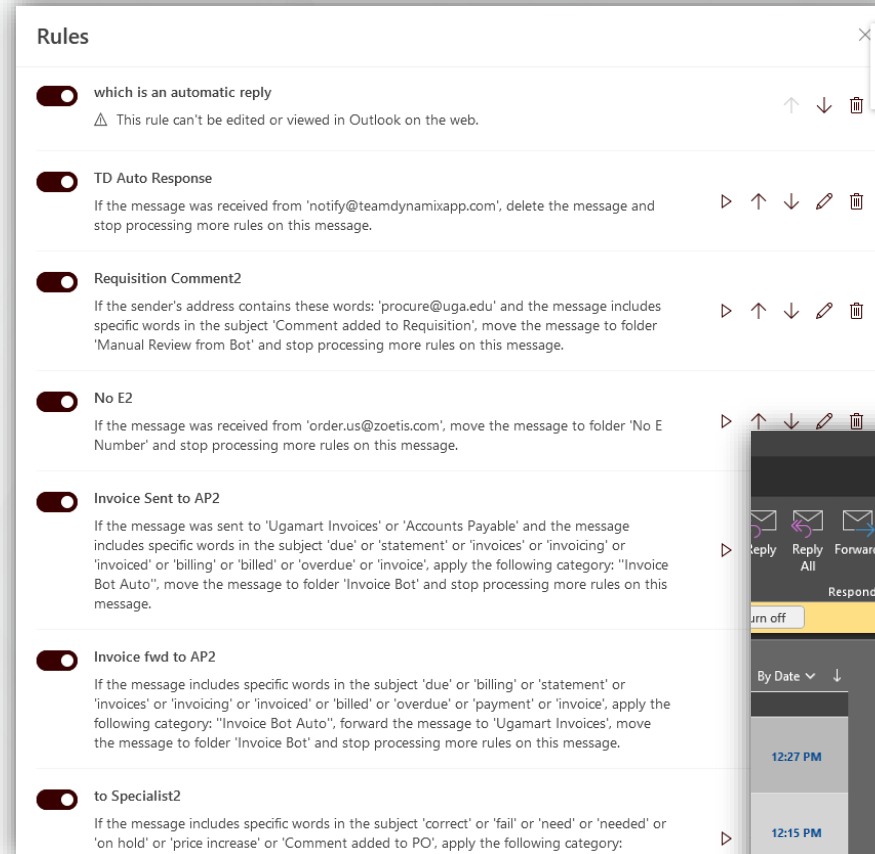
### • Inbox Rules

- Use online version for shared inboxes that multiple people use

### • Quick Steps

- Reduce repeated series of actions into a single click
- Such as moving into a folder, replying, and/or forwarding, etc.

- Included and already available to all UGA users via Microsoft 365

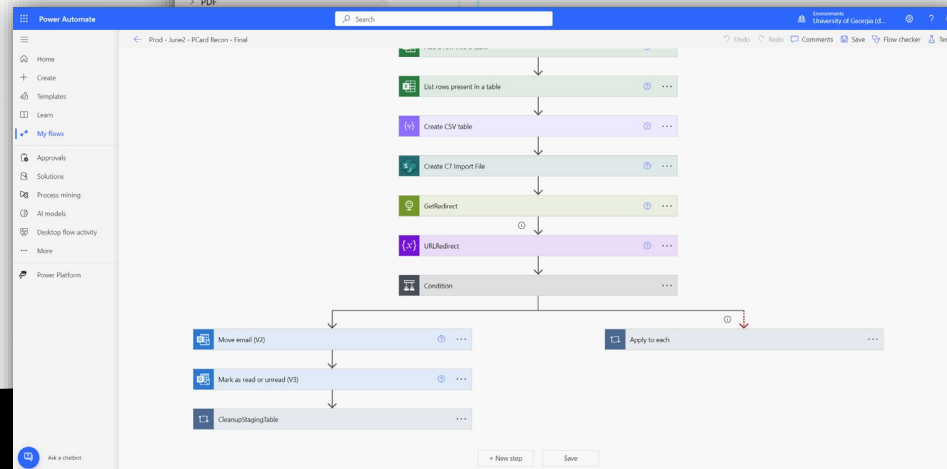
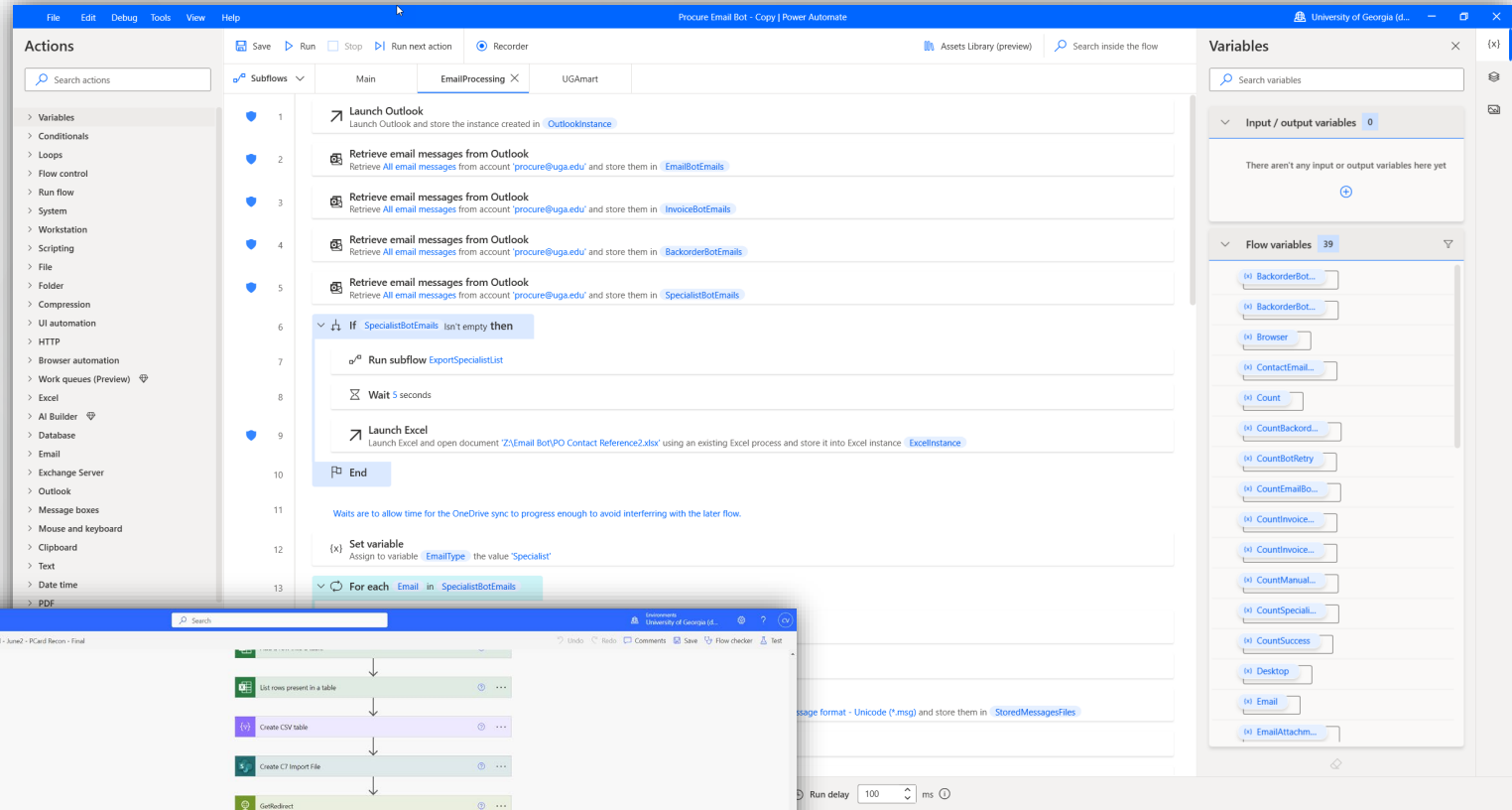


# Procurement – Email Automation

## Power Automate



- Intuitive flow designer
- Online and desktop versions
- Can be used as full automations or just to reduce repetition or volume on manual tasks.
- Included and already available to all UGA users via Microsoft 365



# Procurement – Email Automation

## Power Query



- Great for processing/transforming the same Excel documents when data is updated (*replacing repeated manual effort*).
- Included and already available to all UGA users via Microsoft 365

The screenshot displays the University of Georgia procurement system interface. The top window shows a list of purchase orders with columns for Vendor, PO Number, AP Status, Vendor, Created Date/Time, PO Owner, Invoice Status, Matching Status, Invoice Pay Status, Total Amount, and Invoice Due. Below this, an Excel spreadsheet titled 'Export request for Purchase Order' is shown, with columns for PO Number, AP Status, Vendor, Created Date/Time, Invoice Owner, Procurement Desc, PO Closed Date, PO Closed Date, PO Owner, and Prepared By (Requisitionist). A large red arrow points from the procurement system data to the Excel spreadsheet, indicating data extraction. Another red arrow points from the Excel spreadsheet to a smaller table on the right, which contains columns for PO Number and Email, with rows of data including PO numbers and email addresses like 'cd02908@uga.edu' and 'LYNETTE CASEMAN'.

# Procurement – Email Automation Results



Approximately 60-80% of email volume can now be processed without human touch. The remaining can usually be sorted in a single click via Quick Steps.

Team members' time is freed up to focus on more value-added tasks that require critical thinking.

Removes the need for a team member to perform ~30-50 clicks per email

Emails now route to UGA users typically within an hour of landing in the inbox. The communications are also safely documented (and accessible) within UGAmart.

Team members no longer need to use multiple cross-references to determine who the best Buyer/contact is for an order.

The resulting file even determines who the contact is when a Buyer is out of office or for punchout orders that bypass Procurement and are never assigned a Buyer.

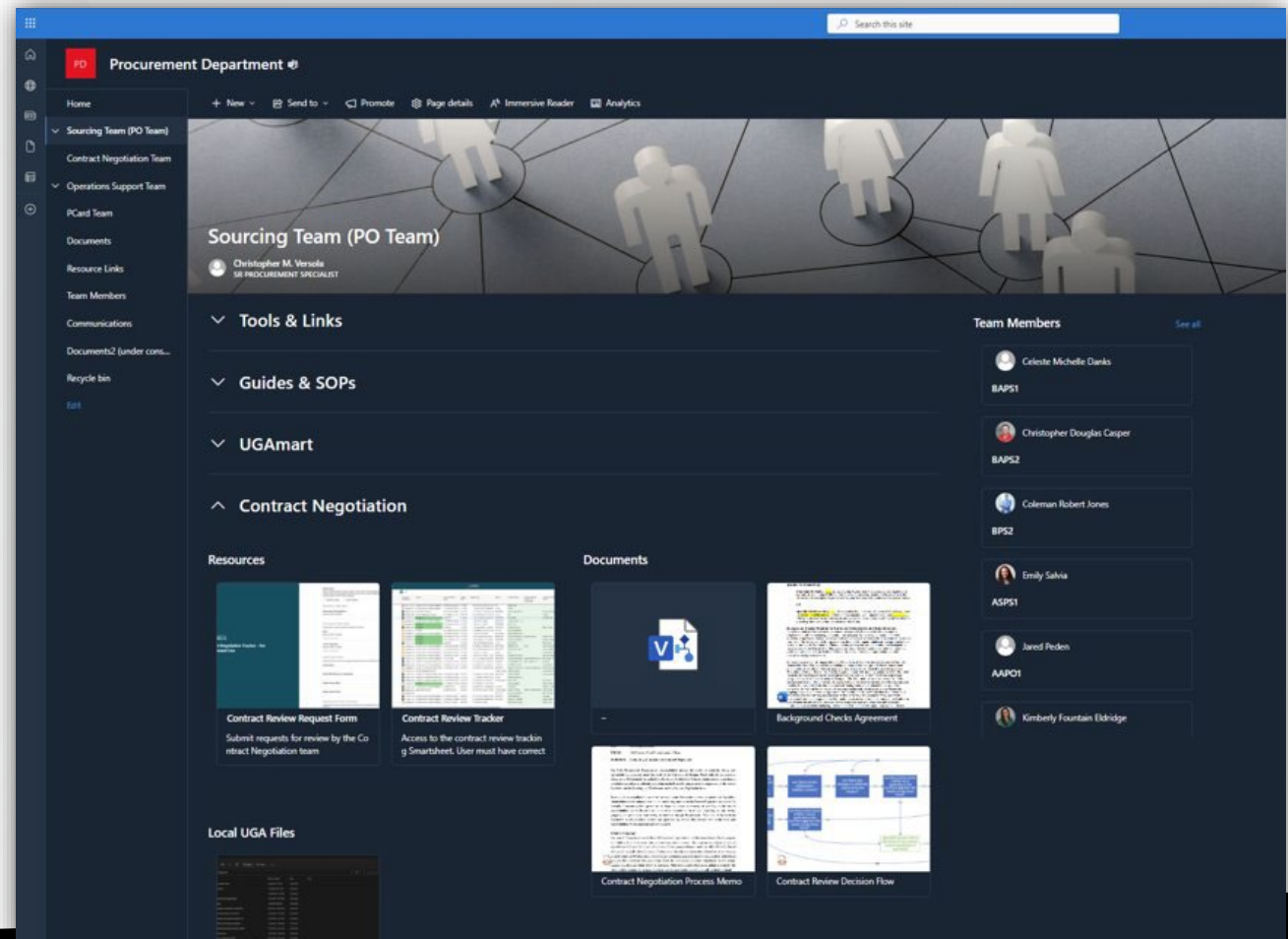


# Procurement – Sharepoint Team Hub **Solution** (in progress)



## Sharepoint

- Document storage
- Hub for varied team resources
  - Smartsheets
  - Documents
  - Links
  - Pages
  - Forms and Templates
- Integrated with Teams, OneDrive, Word, Excel, Power Automate, etc.
- Finance departments can customize their site and pages/libraries for their subteams.





# Procurement – Sharepoint Team Hub

## **Before**

### **Before:**

- Shared folder as the only central document storage location
- Important online resources relegated to lists and individuals' browser favorites
- Document editing and versioning difficult to manage and maintain
- Few permissions restrictions (editing, viewing, sharing, etc.)
- Institutional knowledge at higher risk

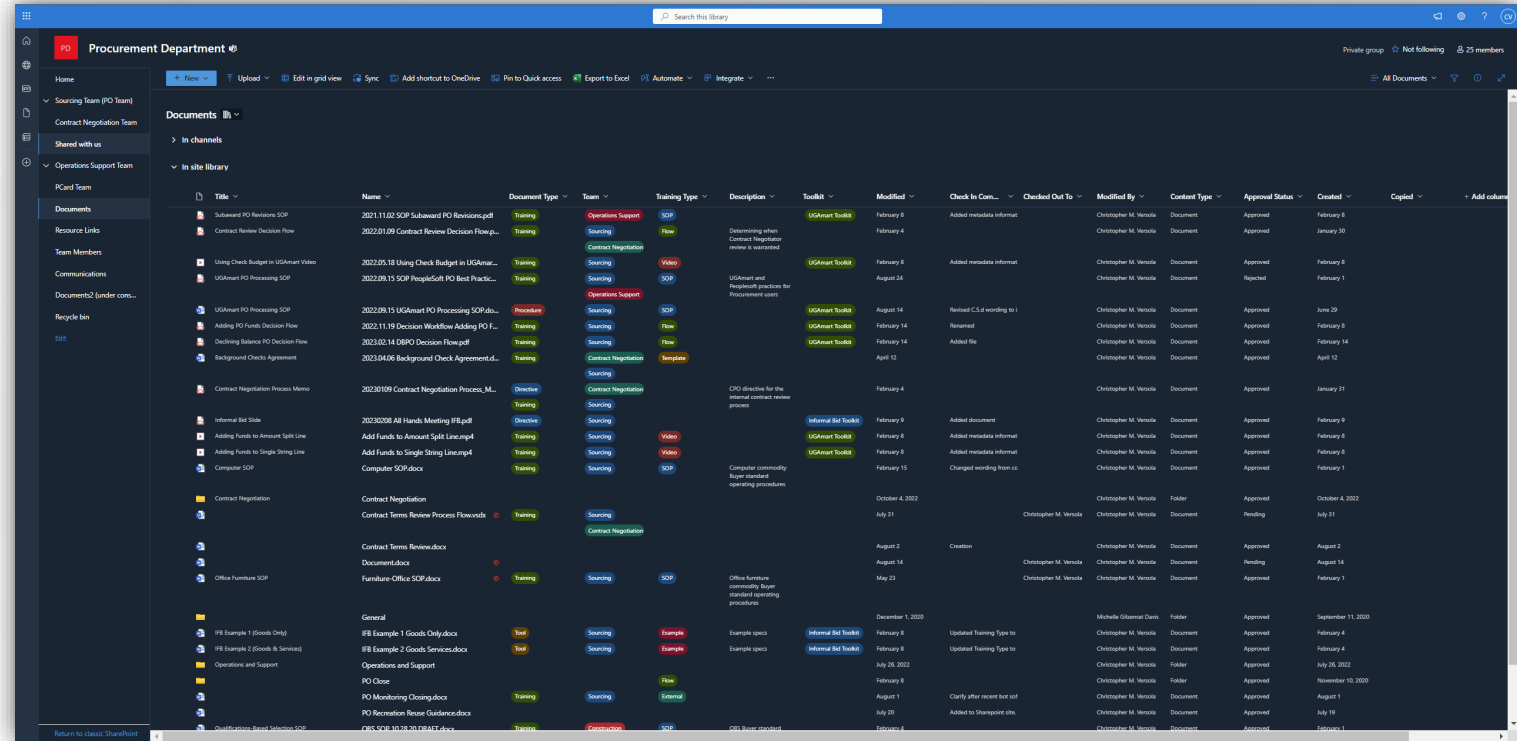
# Procurement – Sharepoint Team Hub

## Results



## Sharepoint

- Simplifying 'where to go' for shared resources, especially useful for new hires.
- Consistent management/stewardship/structure of documents.
- Standardized approval workflow of revisions (SOPs, templates, etc.)
- Reduced opportunities for institutional knowledge loss



# Budget Office - eRates

## Before:

- Manual (email-based) workflow with 10+ steps
- Unclear where items stand in approval process
- Units required to notify Budget Office of any changes






# Budget Office - eRates

## Solution:

- New Smartsheet-based process



UNIVERSITY OF  
GEORGIA

### eRate Requests Form

**BEFORE SUBMITTING THIS FORM:**  
Before submitting this form, please contact the Office of Online Learning at [online@uga.edu](mailto:online@uga.edu). They will consult with you and help with the budget template that must be attached to this form.

**USE THIS FORM TO:**

- Create a new program to be offered online with an eRate;
- Request that an existing face-to-face program also be offered online with an eRate;
- Request to add an eRate to an existing online program;
- Request to increase the eRate on an existing online program;
- Request to decrease the eRate on an existing online program; or
- Request to remove the eRate on an existing online program.

Example of online tuition differential: [Click here](#)

**What would you like to do? \***

Create a new eRate


Update an existing eRate

Contact Information

**Requestor Name \***

**Requestor Email \***

**Requestor Phone # \***

 +1 ( ) - -

Department Information

**School, College or Unit of the Program \***  
*Please select from the dropdown menu or key enter.*

Select

# Budget Office - eRates

## Results:

- Improved transparency
- Improved documentation
- Reporting capabilities

Program Name	Dept. Name	Link	Dept. Head Approval Status	CBO Approval Status	Dean/As... Dean Approval Status	Grad Dean Approval (not needed if blank)	Office of Online Learning Approval	VPI Business Office Approval	VP for Instructi... Approval	Provost Approval
Dyslexia (Graduate Certificate)			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Online Teaching and Learning (Graduate Certi			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Public Health (Graduate Certificate)			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Gerontology (Graduate Certificate)			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Alternative Dispute Resolution (Graduate Certi			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Educational Administration and Policy (M.Ed. ε	Lifelong Edt	<a href="https://docs">https://docs</a>	Approved	Submitted						
Behavioral Financial Planning and Financial TI			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Educational Psychology (M.Ed.) with Area of E			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Public Health (M.P.H.)			Approved	Approved	Approved		Approved	Approved	Approved	Approved
Substance Use Counseling (Graduate Certific			Approved	Approved	Approved		Approved	Approved	Approved	Approved
TESOL (Graduate Certificate)			Approved	Approved	Approved		Approved	Approved	Approved	Approved
M.S. in Civil and Environmental Engineering	Environmen		Submitted	Submitted						



# Budget Office - GTRIP

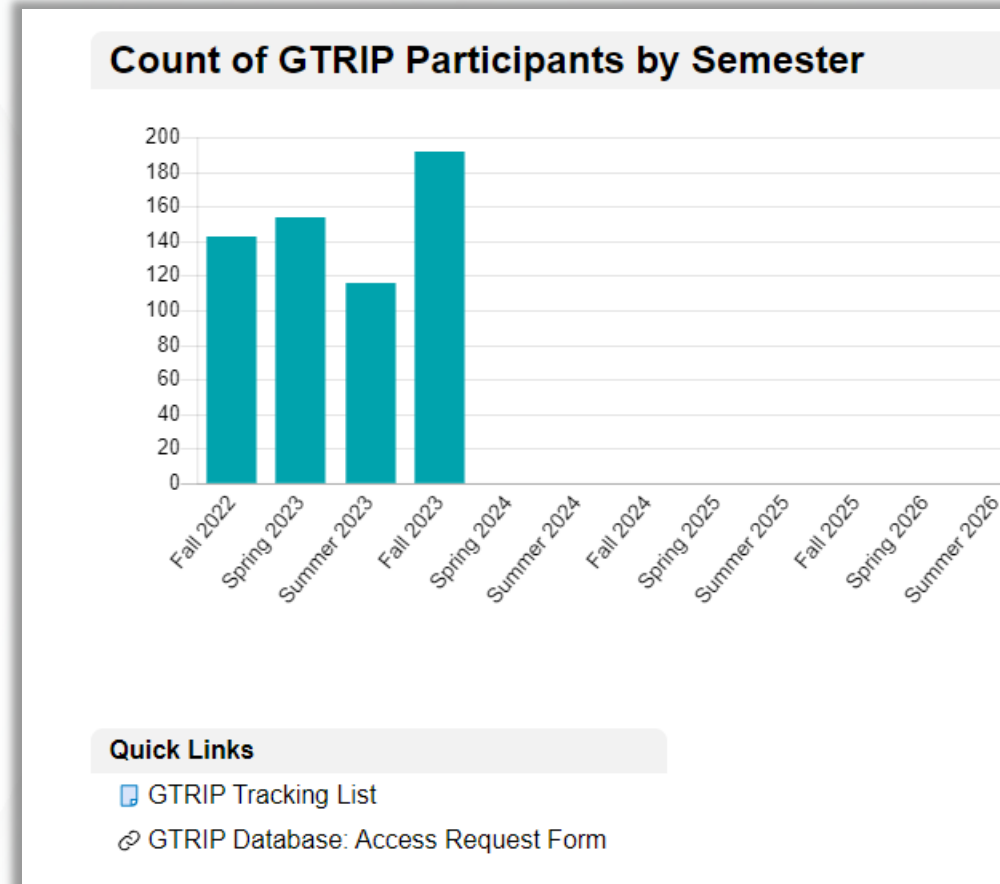
## **Before:**

- Email-based process with coordination required between department, Grad School, SPA, Student Accounts, and Budget Office.
- Similar challenges: Lack of transparency or clear direction on who has the next step in the process.

# Budget Office - GTRIP

## Results:

- Transparency
- Clarity on next steps
- Speed and accuracy
- Reporting





# Budget Office - GTRIP

## Solution:

- Smartsheet based process integrated with GradStatus system – automatically kicks off Smartsheet workflow.
- Workflow emails have links that capture necessary info at each step.

You will be asked to confirm the fiscal year in which you would like your tuition return funds. You will also be asked to specify the requested program and department chartfields for your tuition return funds. Optionally, you can also include Operating unit and/or Chartfield 1. You also have the option to add PI name if this helps with your tracking.

PI Name (Optional)

Is this an NIH T32 Training Grant?

Is this an out-of-state student?

Fiscal Year for Tuition Return Funds

Program

Dept.

# Accounting - UBI

## Old Process:

- Word Document
  - Required PDF Conversion to add in accounting specific notes
- Built in Logic wasn't always followed
  - Responses weren't "Required"
  - Avoidable Responses Provided
- Labor intensive manual review
- No central workpaper

**University of Georgia**  
**Unrelated Business Income Questionnaire**

UGA Department Name:

UGA PeopleSoft Department ID (Example: 61021000 Accounting):   
*\*If more than one Department ID is included, attach a listing of ALL PeopleSoft Department ID's*

Questionnaire completed by:  Date:

Questionnaire reviewed by:  Date:

Contact Person:  Contact #:

Answer each question by checking the appropriate box. You may enter as many UGA chart strings as needed.

<b>Does the department collect revenue from sources outside the University for:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>UGA Chart String Fund/Program/Dept./Class</b>
1. Advertising in:				
a) Printed publications? (Magazines, journals, programs, materials for special events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
b) Internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
c) TV/Radio broadcasting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
d) Facilities? (Billboard, scoreboard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

# Accounting - UBI

## New and Improved Smartsheet

- Superior Built in Logic
  - Resulting in Stronger Data
- Reorganized and Clarified Form
- Email Sent to Accounting upon submission, and user upon request.

**ADVERTISING REVENUE**

*Advertising is defined as messages containing qualitative information, an endorsement, and/or an inducement to service, facility, or product.*

1) Did the department receive income from advertising during the previous fiscal year? \*

Examples would include revenue from ads appearing in printed publications, websites, university buildings/facilities, TV/radio, etc.

Yes  
 No

**SPONSORSHIP REVENUE**

*Qualified sponsorships do not need to be listed. Qualification as any payment made by a person engaged in a trade or business name, logo, or product lines, in connection with acknowledgment" doesn't include advertising the sponsor's payment isn't a qualified sponsorship payment if its amount, other-wise, upon the level of attendance at one or more factors indicating the degree of public exposure to one or more factors, a sponsorship payment is contingent upon an event occurring, doesn't, by itself, affect whether a payment qualifies.*

2) Did the department receive income from sponsorships during the previous fiscal year? \*

Examples would include revenue from the sponsoring of printed materials/publications, events, websites, facilities, billboards, scoreboards, TV/radio broadcasting, etc.

Yes  
 No

**ADVERTISING REVENUE**

*Advertising is defined as messages containing qualitative or comparative language, price information, an endorsement, and/or an inducement to purchase, sell, or use any company, service, facility, or product.*

1) Did the department receive income from advertising during the previous fiscal year? \*

Examples would include revenue from ads appearing in printed publications, websites, university buildings/facilities, TV/radio, etc.

Yes  
 No

1.1) Please select all advertising that the department received income from in the current year. \*

Printed Publications  
 Other Printed Materials  
 Websites  
 TV/Radio Broadcasting  
 Facilities (Billboard/ Scoreboard)  
 Other

1.2) Are the advertisements sold by (select all that apply): \*

Students  
 Paid Employees  
 Outside Company  
 Uncompensated Volunteers  
 Other

1.3) Are students participating in this activity as part of a learning experience? \*

Yes  
 No

# Accounting - UBI

- Central Database

The screenshot shows a web-based data entry form titled "FY23 Unrelated Business Income Tax Questionnaire". The interface includes a menu bar with "File", "Automation", "Forms", "Connections", and "Dynamic View". Below the menu is a toolbar with various icons for file operations, view settings (Grid View, Filter), text formatting (Arial, 10, Bold, Italic, Underline, Strikethrough, Text Color, Background Color), and other functions. The main area is a table with 25 columns and 7 rows of data. The columns are labeled with numbers 1 through 3.7, each with a small circular icon below it. The rows contain data entries, with some cells highlighted in grey. Row 21 has several cells with text: "10%", "Buildin", "Room", "No", "Pre-s", "No", "Yes", "Yes", "Yes". Row 22 has "Printed Publications" and "Students" highlighted. Row 22 also contains "Yes", "55 stu", "Other", "Gifts fr", "No".

	1	1.1	1.1.1	1.2	1.2.1	1.3	1.4	2	2.1	2.1.1	2.2	2.2.1	3	3.1	3.1.1	3.1.2	3.2	3.2.1	3.2.2	3.3	3.3.1	3.4	3.5	3.6	3.7
18	No							No					No												
19	No							No					No												
20	No							No					No												
21	No							No					Yes	Yes	10%	Buildin	Yes	Room	No	Pre-s		No	Yes	Yes	Yes
22	Yes	Printed Publications		Students		Yes	55 stu	Yes	Other	Gifts fr	No		No												
23	No							No					No												
24	No							No					No												



# Accounting - UBI

- Ability to export into Excel for further grouping and review

Accounting UBI Determination		Accounting Comments	
No UBI	No UBI based on Questionnaire responses	No	
No UBI	3) No UBI - Rent of real property is excluded from UBI; if a mixed lease it is nontaxable if the percentage of personal property provided is under 10%. NOTE: Events requiring security services are an element of risk management. UGA does not consider this as a substantial service provided on behalf of the customer/vendor but is a customary service for UGA. 4) No UBI - Royalties not attached to physical services (patents, copyrights, etc.) are exempt from UBI calculation. 14) No UBI- Not regularly carried on & no profit motive. Print and Copy Services in Tate Student Center exists as a convenience for students and departments to print. There is intermittent activity for external customers, not regularly carried on and no profit motive.	No	
No UBI	1) No UBI- Infusion Magazine: The solicitation, sales and publication are conducted by students. 2) No UBI-Tate Student Center Promotional Spaces: Banners are ONLY allowed to have the sponsor's name and date of the event. No commercial advertising is allowed. This is considered a nontaxable acknowledgment of the sponsor. No substantial return benefit. IRC 513(i)(2)(A) 5) No UBI - Furthers the mission of the university, there is no profit motive, and it is for the convenience of members. 26) No UBI- Annual educational summer camps orchestrated by University personnel for the general public is in furtherance of the University's educational purpose. PLR8024001	Yes	Printed Publications
UBI		No	
No UBI	14) No UBI - Services provided for the convenience of related members.	No	

Accounting UBI Determination		Accounting Comments	
1	Advertising Revenue - 1) Did the department receive income from advertising during the previous fiscal year? Examples would include revenue from ads appearing in printed publications, websites, university buildings/facilities, TV/radio, etc.	1.1	Advertising Revenue - 1.1) Please select all advertising that the department received income from in the current year. (Printed Publications, Other Printed Materials, Websites, TV/Radio Broadcasting, Facilities (Billboard/ Scoreboard), Other)
1	Advertising Revenue - 1) Did the department receive income from advertising during the previous fiscal year? Examples would include revenue from ads appearing in printed publications, websites, university buildings/facilities, TV/radio, etc.	2	Sponsorship Revenue - 2) Did the department receive income from sponsorships during the previous fiscal year? Examples would include revenue from the sponsoring of printed materials/publications, events, websites, facilities, billboards, scoreboards, TV/radio broadcasting, etc.
		3	Rental Revenue - 3) Did the department generate revenue from a facility or arena rental? Examples would include weddings, banquets, corporate events, sporting events, entertainment events, summer housing/ athletic facility rentals, broadcast/ cell tower rental, etc.

# Accounting - UBI

## Wins:

- Central Workpaper
  - Improved Review Time
  - Improved Documentation
  - Easy Access to Historical Notes and Decisions
- Standardized User Input and Review Procedures
- Automatic Notification



# AP/Travel – Taxable Travel

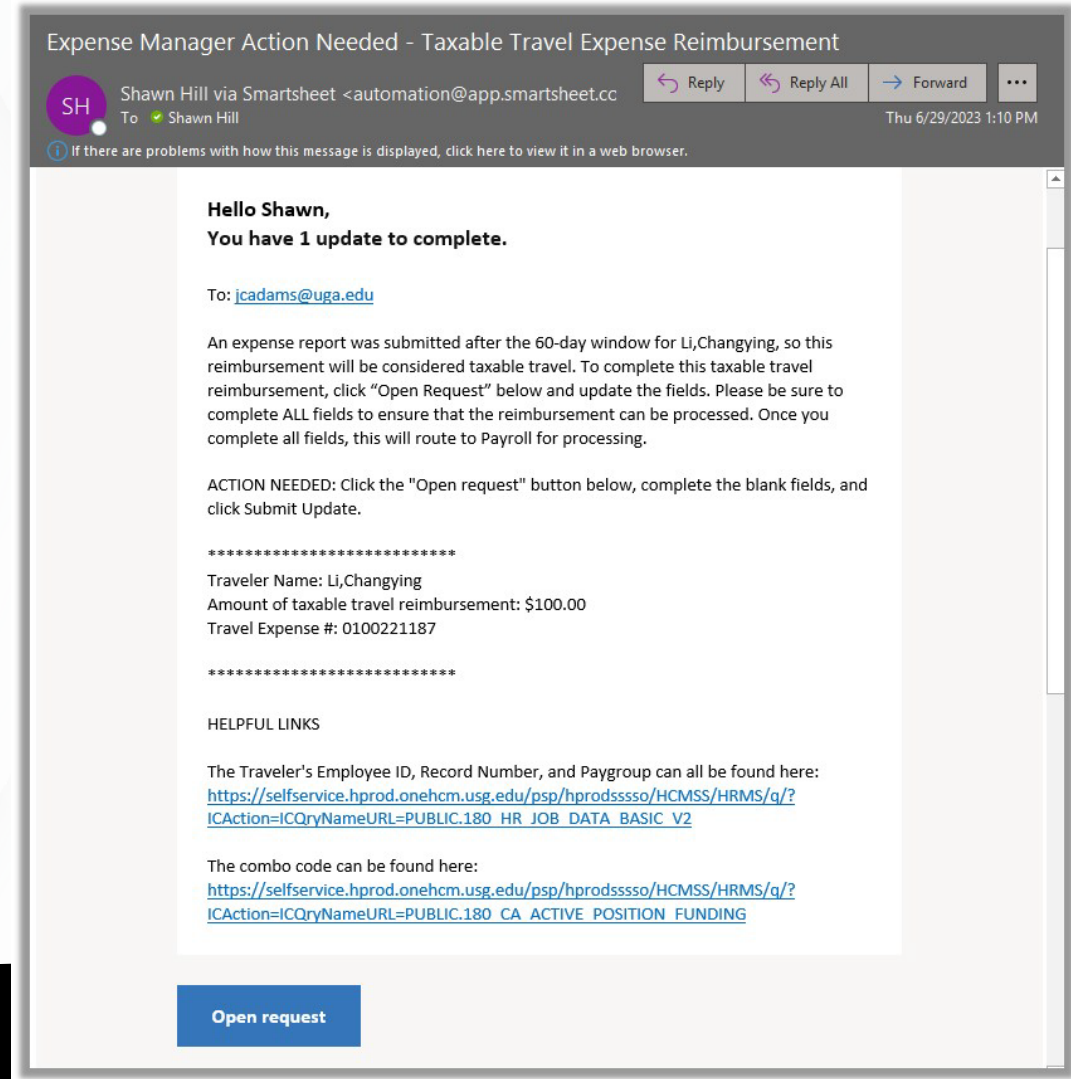
**Benefits:** Reduced risk, improved tracking, improved accuracy, lower burden

**Process:** Run an FMS query, click a link and it auto-populates a Smartsheet form

Row	Smartsheet Fill Form Link	Travel Expense #	Created	Traveler Employee ID	Expense Status	Traveler Name	Traveler Email	AP Pre Pay Auditor	AP Appr(s) MyID, Action, Time	AP Appr(s) Email	Expense Manager	Exp Mgr(s) MyID, Action, Time	Exp Mgr(s) Email	HR Supervisor	HR Sup(s) MyID, Action, Time	HR Sup(s) Email	Line Information	Total Amount
1	<a href="#">Fill Form</a>	0100248030	06/01/2023	1803153	DEN	Ayres, Kevin M	kayres@uga.edu	PREPAY AUDITOR	cnt27518, DNY, 2023-06-06-08.14.17	cnt27518@uga.edu	EXPENSE MANAGER	mmontalv, APR, 2023-06-06-07.27.15	mmontalv@uga.edu	HR SUPERVISOR	bhj06, APR, 2023-06-05-17.56.00	bhj06@uga.edu	Line 1 D-Meals Out of State Dept/Rtn \$48   Line 2 D-Meals Out of State Dept/Rtn \$48   Line 3 D-Meals Out of State Full Day \$64   Line 4 D-Meals Out of State Full Day \$64   Line 5 D-Meals Out of	352.000

# AP/Travel – Taxable Travel

Automatically emails the expense manager, who clicks the button to provide the necessary info, then automatically routes to payroll for processing.



Expense Manager Action Needed - Taxable Travel Expense Reimbursement

Shawn Hill via Smartsheet <automation@app.smartsheet.cc>  
To Shawn Hill

Thu 6/29/2023 1:10 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

**Hello Shawn,**  
**You have 1 update to complete.**

To: [jcadams@uga.edu](mailto:jcadams@uga.edu)

An expense report was submitted after the 60-day window for Li,Changying, so this reimbursement will be considered taxable travel. To complete this taxable travel reimbursement, click "Open Request" below and update the fields. Please be sure to complete ALL fields to ensure that the reimbursement can be processed. Once you complete all fields, this will route to Payroll for processing.

**ACTION NEEDED:** Click the "Open request" button below, complete the blank fields, and click Submit Update.

\*\*\*\*\*

Traveler Name: Li,Changying  
Amount of taxable travel reimbursement: \$100.00  
Travel Expense #: 0100221187

\*\*\*\*\*

**HELPFUL LINKS**

The Traveler's Employee ID, Record Number, and Paygroup can all be found here:  
[https://selfservice.hprod.onehcm.usg.edu/psp/hprodssso/HCMSS/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.180\\_HR\\_JOB\\_DATA\\_BASIC\\_V2](https://selfservice.hprod.onehcm.usg.edu/psp/hprodssso/HCMSS/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.180_HR_JOB_DATA_BASIC_V2)

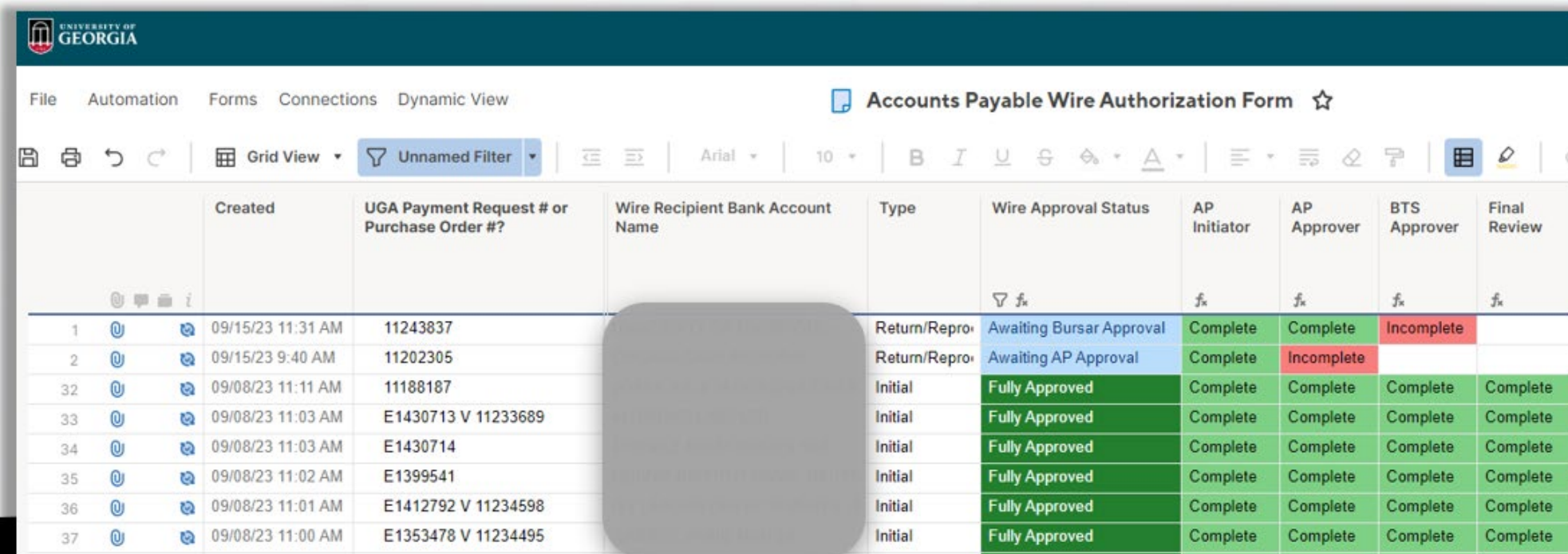
The combo code can be found here:  
[https://selfservice.hprod.onehcm.usg.edu/psp/hprodssso/HCMSS/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.180\\_CA\\_ACTIVE\\_POSITION\\_FUNDING](https://selfservice.hprod.onehcm.usg.edu/psp/hprodssso/HCMSS/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.180_CA_ACTIVE_POSITION_FUNDING)

**Open request**



# AP/Travel – Wire Authorizations

**Benefits:** Improved collaboration, transparency, tracking, and quality control.



	Created	UGA Payment Request # or Purchase Order #?	Wire Recipient Bank Account Name	Type	Wire Approval Status	AP Initiator	AP Approver	BTS Approver	Final Review
1	09/15/23 11:31 AM	11243837		Return/Repro:	Awaiting Bursar Approval	Complete	Complete	Incomplete	
2	09/15/23 9:40 AM	11202305		Return/Repro:	Awaiting AP Approval	Complete	Incomplete		
32	09/08/23 11:11 AM	11188187		Initial	Fully Approved	Complete	Complete	Complete	Complete
33	09/08/23 11:03 AM	E1430713 V 11233689		Initial	Fully Approved	Complete	Complete	Complete	Complete
34	09/08/23 11:03 AM	E1430714		Initial	Fully Approved	Complete	Complete	Complete	Complete
35	09/08/23 11:02 AM	E1399541		Initial	Fully Approved	Complete	Complete	Complete	Complete
36	09/08/23 11:01 AM	E1412792 V 11234598		Initial	Fully Approved	Complete	Complete	Complete	Complete
37	09/08/23 11:00 AM	E1353478 V 11234495		Initial	Fully Approved	Complete	Complete	Complete	Complete

# AP/Travel – Tabbed Checks

## Benefits:

- Internal tracking
- Transparency (saves time)
- Automated notifications



## Accounts Payable: Tabs

Payment Request Number \*

Payee Name \*

Contact Name for pickup \*

Would you like to provide a contact email, phone #, or both? \*

Email  Phone #  Both

Contact Phone # \*

Notes

Send me a copy of my responses

Submit

# AP/Travel – Food Reference Chart (Knack software)


## Benefits:

- Easy maintenance
- Search/filter options
- Easy to create custom URLs to show only a section of the chart

Food Reference Chart

search by keyword

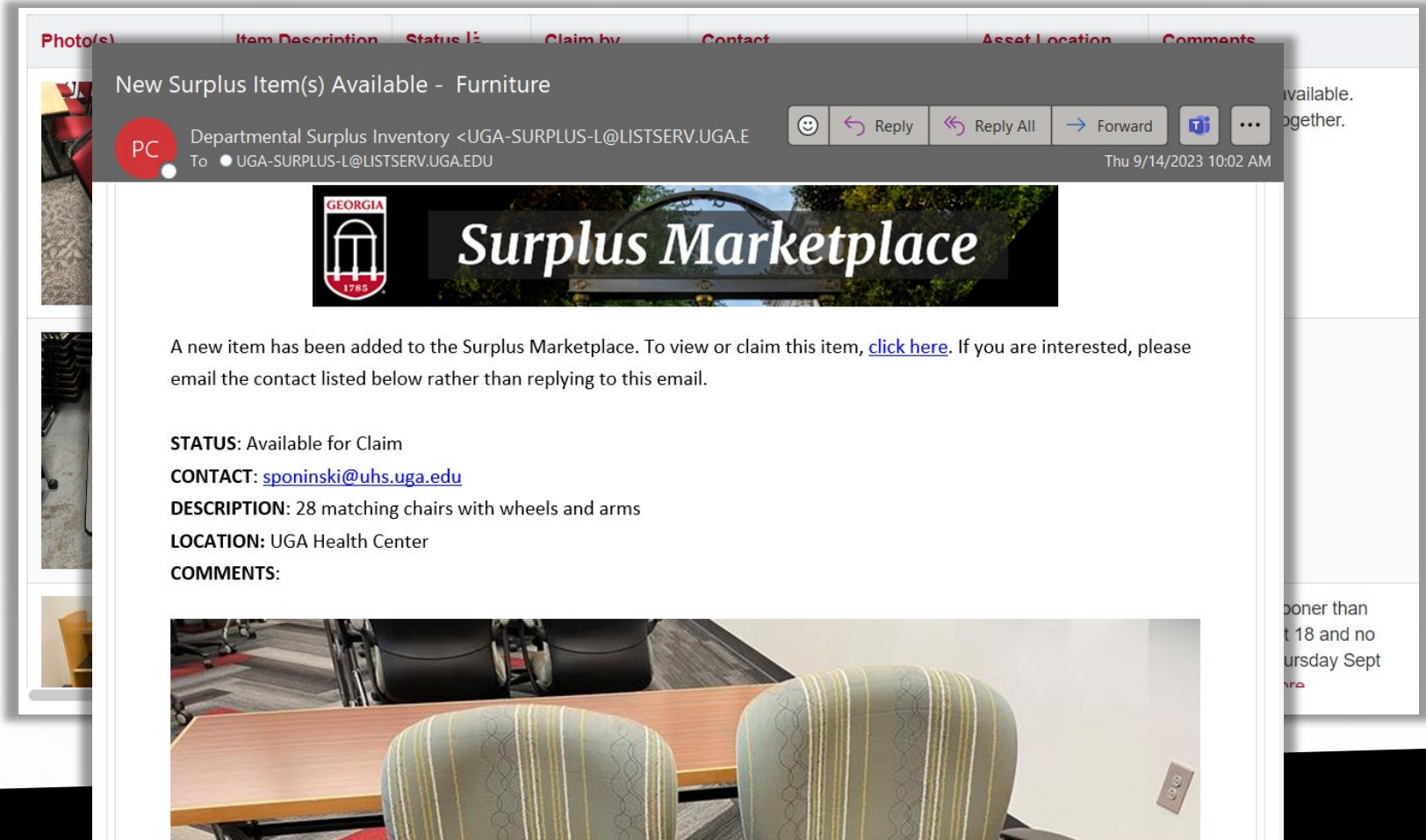
Showing 1-14 of 14   25 per page

Activity 	Potential Funding Source(s)	Purchasing Method(s)	Documentation Requirements	Expense Type
<p><b>Classroom &amp; Academic Programs</b></p> <p>Food that is an integral part of the instructional methodology. <i>Example: Food purchased for students in a food appreciation, cooking or foods and nutrition course, including a continuing education course.</i></p>	<ul style="list-style-type: none"> <li>- Sales and Service Revenue (14xxx)</li> <li>- General Funds budgeted for instruction (1xxxx)</li> <li>- Continuing Education Funds (14000)</li> <li>- UGA Restricted Funds which allow the expense (2xxxx)</li> </ul> <p><i>View a full list of potential funding sources <a href="#">here</a></i></p>	<ul style="list-style-type: none"> <li>- Payment Request (up to \$2,500)</li> <li>- Purchase Order (\$2,500 and over; PO must be issued prior to purchase/commitment)</li> <li>- P-Card (Less than \$2,500*)</li> <li>- No agency accounts</li> </ul>	<ul style="list-style-type: none"> <li>- Original receipt or invoice including details of items purchased.</li> <li>- When using Purchase Order, attach the quote to the requisition.</li> <li>- Description of business purpose</li> </ul>	F-Classroom & Academic Programs
<p><b>Safety Products</b></p> <p>Water or other hydration products may be purchased insofar as these products are required by OSHA or are necessary to prevent serious harm to an employee.</p>	<ul style="list-style-type: none"> <li>- General Funds (1xxxx)</li> <li>- Auxiliary Funds (12xxx)</li> <li>- Sales and Service Revenue (14xxx)</li> </ul> <p><i>View a full list of...</i></p>	<ul style="list-style-type: none"> <li>- Payment Request (up to \$2,500)</li> <li>- Purchase Order (\$2,500 and over; PO must be issued prior to purchase/commitment)</li> </ul>	<ul style="list-style-type: none"> <li>- Original receipt or invoice including details of items purchased</li> <li>- When using Purchase Order, attach the quote to the requisition.</li> </ul>	F-Safety Products

# Asset Mgmt – Surplus Marketplace (Knack software)

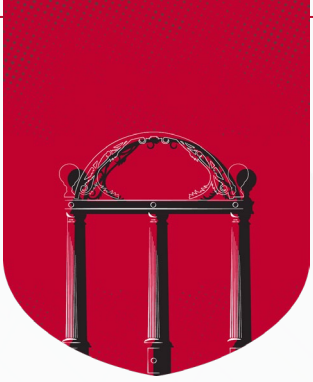
## Benefits:

- Improved service
- Automated
- Auto-emails

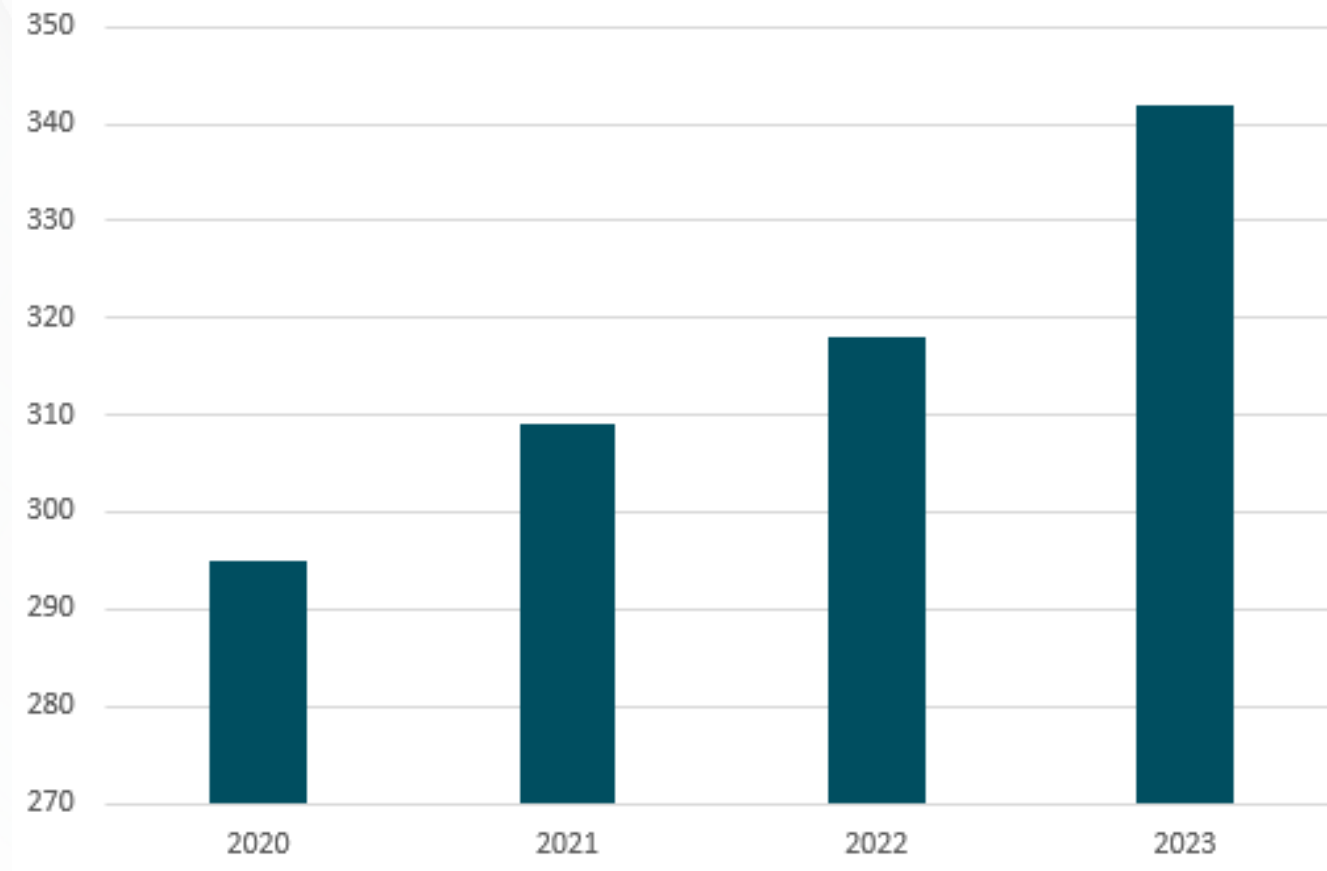


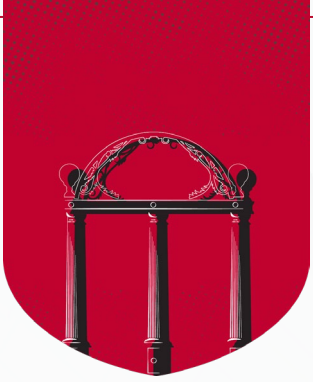
The screenshot shows an email notification from the Surplus Marketplace. The email header includes the subject "New Surplus Item(s) Available - Furniture" and the sender "Departmental Surplus Inventory <UGA-SURPLUS-L@LISTSERV.UGA.E>". The email body features the Georgia Institute of Technology logo and the text "Surplus Marketplace". The main content of the email states: "A new item has been added to the Surplus Marketplace. To view or claim this item, [click here](#). If you are interested, please email the contact listed below rather than replying to this email." Below this, the email provides the following details: "STATUS: Available for Claim", "CONTACT: [sponinski@uhs.uga.edu](mailto:sponinski@uhs.uga.edu)", "DESCRIPTION: 28 matching chairs with wheels and arms", "LOCATION: UGA Health Center", and "COMMENTS:". At the bottom of the email, there is a photograph of a long wooden table with several green and yellow striped chairs around it.





# Process Improvement Progress

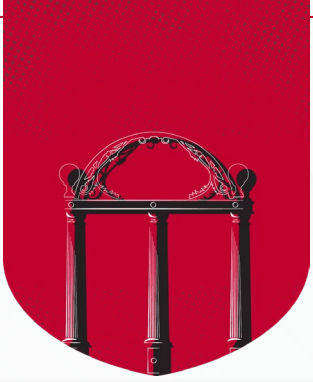




# This is exceptional, but it is also an undercount of actual progress.

Please contact the Marketing & Communications team at [onesourcecomm@uga.edu](mailto:onesourcecomm@uga.edu) or Shawn Hill at [shawnh@uga.edu](mailto:shawnh@uga.edu) to let share recent process improvements or improvements in the pipeline.


This will help to ensure that we have a complete list, and to ensure that we can communicate these effectively.



# Together, we are telling a compelling story.

New Enhancement - Sponsored Projects

UO New Enhancement - Sponsored Projects <onesource>  
To ● ALERTS-SPA@LISTSERV.UGA.EDU 7/27/2023



A process or system improvement has been added to the enhancements list.

**CATEGORY:** Sponsored Projects  
**STATUS:** Completed

**ENHANCEMENT DESCRIPTION**  
**New Industry Collaboration Pathways:** A new set of resources called [Industry Collaboration Pathways](#) has been developed to assist with and continue to build industry partnerships, including a list of [industry express options](#). Draft/sample agreements are coming soon.

You can view a full list of enhancements [here](#).

Release Notes **Enhancements** Suggest an Enhancement Share a Best Practice Subscribe

search by keyword  search

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Category	Status	Description	Target Date
Miscellaneous	In Progress	<b>Coming Soon – Bulldog Print &amp; Design Digital Storefront:</b> Customers will be able to browse an online catalog and place orders directly. Get instant quotes, order and view your job status online. Learn more <a href="#">here</a> .	2023-11
Reporting	Completed	<b>New Individual Investigator Report now available:</b> This new report shows year-over-year trends in proposal, award, and expenditure dollars with the option to drill down and view details. Coming soon: Ability to filter by department or school/college. Navigate to OIR's <b>Operational Reports</b> to view this report. All faculty have access to this report along with staff who have the data warehouse reporting role. To access this report outside the Athens campus network, you must first be connected to the VPN.	2023-08
OneUSG Connect	Completed	<b>Quickly view funding distribution:</b> A new query has been added to OneUSG Connect System Manager WorkCenter > Manage Faculty Events > <b>View Funding Distribution</b> . This provides a quick view into funding distribution between teaching, research, service, and administration.	2023-08
Finance	Completed	<b>Improved Program Code Descriptions:</b> Program Code descriptions have been expanded to assist users with easier and more consistent selection. These updates combine relevant descriptions from the USG Business Procedures Manual Chart of Accounts, the NACUBO Financial Accounting and Reporting Manual (FARM) functional descriptions, and UGA-specific descriptions. View these updated descriptions on the <b>Chart of Accounts website</b> or the Financial Management System query <b>UGA_GL_CF_PROGRAMS</b> .	2023-08



# Thank you!

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*...for challenging the status quo*

*...for your spirit of innovation*

*...for your relentless pursuit of  
exceptional service & support!*

