OneSource Finance System Updates

BAAF

November 2018
**Finance System Implementation Status**

**Financial System Processing Activity - Q1**
**FY2019 and FY2018**

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY18 Amount</th>
<th>FY19 Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments to Vendors</td>
<td>$223,080,943</td>
<td>$116,215,663</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>61,383,289</td>
<td>$83,542,285</td>
</tr>
<tr>
<td>Expense Reimbursements</td>
<td>$3,705,253</td>
<td>$5,635,608</td>
</tr>
<tr>
<td>Payroll Transactions</td>
<td>$195,786,655</td>
<td>$216,712,133</td>
</tr>
<tr>
<td>Deposit Transactions</td>
<td>$478,584,925</td>
<td>$431,124,615</td>
</tr>
</tbody>
</table>

**Note:** The chart above shows the financial system processing activity for Q1 FY2019 and FY2018, with a breakdown of transactions for Payments to Vendors, Purchase Orders, Expense Reimbursements, Payroll Transactions, and Deposit Transactions.
Legacy system did not assign an accounting date (accounting month) to transactions until they were complete and ready to post. Now the date used specifies the accounting date/month and therefore transactions must be fully processed and all errors resolved prior to closing the accounting month. We must close the month timely to process F&A on grants and bill sponsors in a timely fashion. This is a new process for UGA; it provides greater transparency to all transactions regardless of status, reduces/eliminates the need for shadow systems, and allows business officers to have insight and management over the timely processing of the transactions for their unit.

• The accounting date used on transactions specifies the accounting month. Make sure transactions complete approval workflow and any other user-initiated steps (edit/budget checks) by the cut-off dates found in the monthly financial closing schedule at [http://busfin.uga.edu/accounting/finclsh.pdf](http://busfin.uga.edu/accounting/finclsh.pdf).

• Tools in the “Business Management Workcenter” are available for monitoring these tasks and responsibilities. Learn more about the Workcenter from the [Training Library](http://busfin.uga.edu/accounting/finclsh.pdf) and the recording on the [Short Webinar Series](http://busfin.uga.edu/accounting/finclsh.pdf) portion of the Training Resources page.
Sponsored Projects Administration

- Learning, implementing and adapting to new OneSource systems, and fielding increased volume of questions from campus, resulted in a temporary backlog of over 200 items.
- The backlog was cleared to standard operating levels by late October. Additional efficiency gains are possible and Grants team is working with external consultants to capitalize on these.
Sponsored Projects Administration

Invoicing Backlog

• To ensure all sponsors are invoiced correctly in the new system, the SPA team has been reconciling thousands of sponsored projects. This is a time-consuming but important quality control step. This reconciliation is nearly complete. Final invoices are prioritized.

• SPA expects all remaining invoices for July – Sept and most of October expenditures to be sent by end of November. No additional delays are expected.

• Invoicing has taken longer than expected due to a combination of legacy system data cleanup and new system technical issues. These issues are being resolved.

• About 25% of projects require quarterly invoices, so invoice would just now be created.

• Notifications on delays are going to sponsors and internal UGA stakeholders next week.
Pending PO Invoice Processing Status

1,789 Pending Invoices
Days to Pay and Cycle Time

<table>
<thead>
<tr>
<th>Days to Pay</th>
<th># of Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>136</td>
</tr>
<tr>
<td>1</td>
<td>55</td>
</tr>
<tr>
<td>2-5</td>
<td>376</td>
</tr>
<tr>
<td>6-10</td>
<td>127</td>
</tr>
<tr>
<td>11-29</td>
<td>749</td>
</tr>
<tr>
<td>30+</td>
<td>346</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Days to Pay</th>
<th>Average Invoice Cycle Time (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2-5</td>
<td>4</td>
</tr>
<tr>
<td>6-10</td>
<td>7</td>
</tr>
<tr>
<td>11-29</td>
<td>18</td>
</tr>
<tr>
<td>30+</td>
<td>59</td>
</tr>
</tbody>
</table>
Paid PO Invoice Processing Status

36,177 Paid Invoices
Days to Pay and Cycle Time

82% of paid invoices were paid in 5 days or less.

<table>
<thead>
<tr>
<th>Days to Pay</th>
<th>Avg. Invoice Cycle Time (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2-5</td>
<td>3</td>
</tr>
<tr>
<td>6-10</td>
<td>8</td>
</tr>
<tr>
<td>11-29</td>
<td>19</td>
</tr>
<tr>
<td>30+</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Invoices</th>
<th>0</th>
<th>1</th>
<th>2-5</th>
<th>6-10</th>
<th>11-29</th>
<th>30+</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Invoices</td>
<td>26,784</td>
<td>975</td>
<td>1,890</td>
<td>1,578</td>
<td>2,967</td>
<td>1,983</td>
</tr>
</tbody>
</table>
Themes From “Listening Tour”

• Entering data – Payment requests and expense reports, for example, are more cumbersome than eCheck
  • More fields, more lines, more time
  • However, we now have more spend data available

• Terminology changes – New terms
  • What are they, how do they relate, what do they mean?
  • Glossary – let us know what additional terms you’d like to see!

• Transaction Processing – Shift in entire paradigm
  • Single entry system
  • Emphasizes the importance of Approver Role
  • Requires monitoring and analysis

• Emphasis on management of budgets and budget errors
  • Business Management WorkCenter in Financial Management System
  • Budget Overview Page in Financial Management System
  • Data Warehouse Cubes and Reports
Introducing Office Hours

• Training & Development Center, Lab K

• Two offerings per week

• Sessions will be topic oriented, for example: Grants, AP/Expense, Purchasing, Asset Management, General Ledger, Budget Management System, AR, Treasury, Project Costing, etc.

• Specific date and time information will be sent to the OneSource listserv.
Reporting

• Shift from pushing “canned report” to “access to data”

• Budget Status Report
  • Paginated
  • Cube – Customize to fit your needs and business processes

• Project Status Report
  • Paginated coming soon
  • Cube – Customize to fit your needs and business processes

• Workshops and Personalized Assistance

• Financial Reporting Advisory Group
  • 26 volunteers from various schools/colleges/units
  • Role: Recommend and prioritize work on reporting enhancements
  • Test New Simpler Apps
Prioritizing Enhancements

- We have collected close to 100 requests for Financial System and reporting enhancements.

- Workflow for Travel Authorities and Expense Reports is under evaluation.

- Enhancements will be prioritized based on:
  - Criticality
  - Level of Effort
  - Feasibility

- Who Sets the Priority?
  - Starting November 2018: BSAG will assist with enhancement priority setting.
  - Discuss with your Chief Business Officer.

- After priorities are established, the release of enhancements can be scheduled.
  - Release schedule will be published approximately in spring 2019.
  - Expect first releases to occur after spring 2019.
Keeping You “In the Know”

• Tuesday’s Tips: Emailed each Tuesday and archived in News

• Known Issues: Updates published each Tuesday

• Weekly calls resume TODAY in prep for OneUSG Connect go-live and replace weekly Change Champion/Project Coordinator meeting

• Weekly Project Coordinator Call Time after Weekly calls
Questions

OneSource Information
onesource.uga.edu