Closing the Year with OneUSG Connect
Background

- Time Required to Process a Retro
- Budget Retros can overlay a Direct Retro
- Direct Retro user experience is complex
- Existing solution does not support large reclassifications
- Separate retros are required when multiple combo codes are involved

Conclusion: Accounting and Budget Practitioners concerned they will not be able to close the year within the closing schedule.
Commitment Accounting Advisory Group
Established by USO

Initial Meeting Held in March (3/18)
- Catalog Pain Points
- Evaluate Options to Address Pain Points
- Propose Action Plan to System Office Leadership
Advisory Group Members

- Jamie Fernades – KSU
- Chad Cleveland – UGA
- Terryl Barnes – GT
- Laura Craft – AU
- Mary Renfroe – GSU
- Jason Matt - USO
- Lynn Hobbs – SSC
- Brandi Waters – GSO
- Claire Arnold – USO
- Brad Freeman – USO
- Donna Wooddell – ITS
- Christy Todd - ITS
Introduction

In current state, the colleges have two options for processing retro distributions: Direct Retro

Soft Copy of Notes Available on the OneUSG Connect Web Site

Documentation
Commitment Accounting

This assessment is focused on the following objectives:

Look at functionality, both delivered and customized, with the intent to:

a) Review options and, at the same time,

b) Identify gaps where additional work is needed.
Proposed Approach

- Express Direct Retro
  - Model Solution from Georgia Tech
    - Stand Alone
    - Integrated with Commitment Accounting
- Payroll Adjustment Expansion

Express Direct Retro Solutions Cannot be Implemented in Time for Fiscal Year End
Approach

• Expand Payroll Adjustment Functionality in Time to Assist with Fiscal Year End
  – Deployed 5/10 to HPROD
    • OneUSG Connect Production
• Implement Express Retro Solution
  – Targeted for Georgia Tech Implementation
OneUSG Connect

Payroll Adjustment Expansion
Payroll Adjustment Expansion

• Scope
  – CSV Upload into Payroll Adjustment Page
  – Query to Output Personal Services Transactions into CSV Format
  – Support for Additional Chartfields (Research Institutions)
  – Support to Use Program / Class Different from Combo Code
  – Document Attachment Support
  – 1 Step Approval of Payroll Adjustment
    • Addresses Audit / Compliance Risk
  – Standardized Justification Comments
Payroll Adjustment Expansion
Payroll Adjustment Expansion

• Security Roles
  – Payroll Adjustment Entry
  – Payroll Adjustment Approval
  – Payroll Adjustment Chartfields
    • Opens Chartfields to be Different than Combo Code
    • Assumes Commitment Control budget in place for Accounting String
OneUSG Connect

Express Direct Retro
Express Direct Retro

Past Pay Period Project Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Empl ID
- GL ORG value
- Project/Grant
- Name
- Last Name
- Company
- Business Unit

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
- Select Charges by Accounting period or Pay End Dates
- Change Account or Combo Code
- Can Split to Multiple Combo Codes
- Retros are recorded at an Employee Level
- Requires Justification and Workflow Approval
### Past Pay Period Project Change

**Name:** Jon Smith  
**ID:** 999999  
**Rcd#:** 0  
**FTE:** 1.000000  

**Selection FY:** 2018  
**Accounting Period(s):** 7  
**Thru:** 7  

**Pay Period End Date(s):**  

#### Find | View All  
**First:** 1 of 1  
**Last:**

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2505Q71</td>
<td>19,293.17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Distribution</th>
<th>Amount</th>
<th>Use This Proj/Acc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries-Reg Faculty w/Benefit</td>
<td>19,293.17</td>
<td></td>
</tr>
</tbody>
</table>

#### Confirm Transfer  
**From Project:** 2505Q71  
**To Project:** 2505R03  
**From Account:** 511100  
**To Account:** 511100  

**Selected Total:** 19,293.17  
**Justification**  
**Apply**

**Edit ChartFields**  
**Amount:** 15,000.00  
**Redistributed Total:** 15,000.00

Note: Georgia Tech uses “Project” as the Combo Code.
Fiscal Year 2019 Considerations
• Payroll Adjustments can (will) conflict with Budget and Direct Retros
  – OneUSG does not recommend using both at the same time (within a fiscal year)
• Payroll Adjustments are Unencumbered
Institution Options

- Option 1: Continue using Direct and Budget Retro without Using Payroll Adjustment
- Option 2: Use Payroll Adjustments for Year-End – Discontinue Using Budget and Direct Retro
  - Service Now Ticket Required to Stop Using Budget Retros
  - Shared Services will remove your institution from the Batch Schedule
- Budget Actuals will be out of sync with PERS_SERV_BOR
- Shared Services will remove your institution from the Batch Schedule
Fiscal Year 2020 Considerations
Institution Options

• Option 1: Continue using Direct and Budget Retro without Using Payroll Adjustment
• Option 2: Use Payroll Adjustments for Year-End and Reinitiate Budget and Payroll Adjustments Effective 7/1
• Option 3: Stop Using Budget and Retro Adjustments Until Long Term Solution Developed

• Service Now Ticket Required to Restart Budget Retros if Turned off for FY19
• If you plan to use the Payroll Adjustment....
  – Request Security Roles
    • Approval at a Minimum
    • Override (if you must)
  – Determine FY19 Approach to Retros
    • Submit Service Now Ticket if Moving Away from Budget and Direct Retro
  – Determine FY20 Approach to Retros
thank you!