

# Go Green!

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# Overview

- Who's here and why?
- Common obstacles
- How the USO went green
- Expense module options
- How your institution can get started



# Who's Here and Why?

- Introduce yourself
- What Institution?
- What is currently used for Travel reimbursements to employees?
- Why interested in changing?



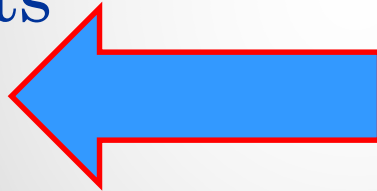
# Common Obstacles

- Expense Module is not user friendly
- Continuous Training
- Patience & hand holding required
- Maintenance



# USO Case Study

- Jim Barnaby; Mardina Woods; Carla Exum; Miki Peterson
  - Purchasing
  - Contracts
  - Travel
  - P-Card



# USO Case Study

- Using Expense Module, but required approved hardcopy report/receipts with backup
- Delays in getting employees paid because of the hardcopy requirement
- Paper reports had to be filed by Accounts Payable with the Payment advice
- All of the work; none of the benefits from using the Expense module

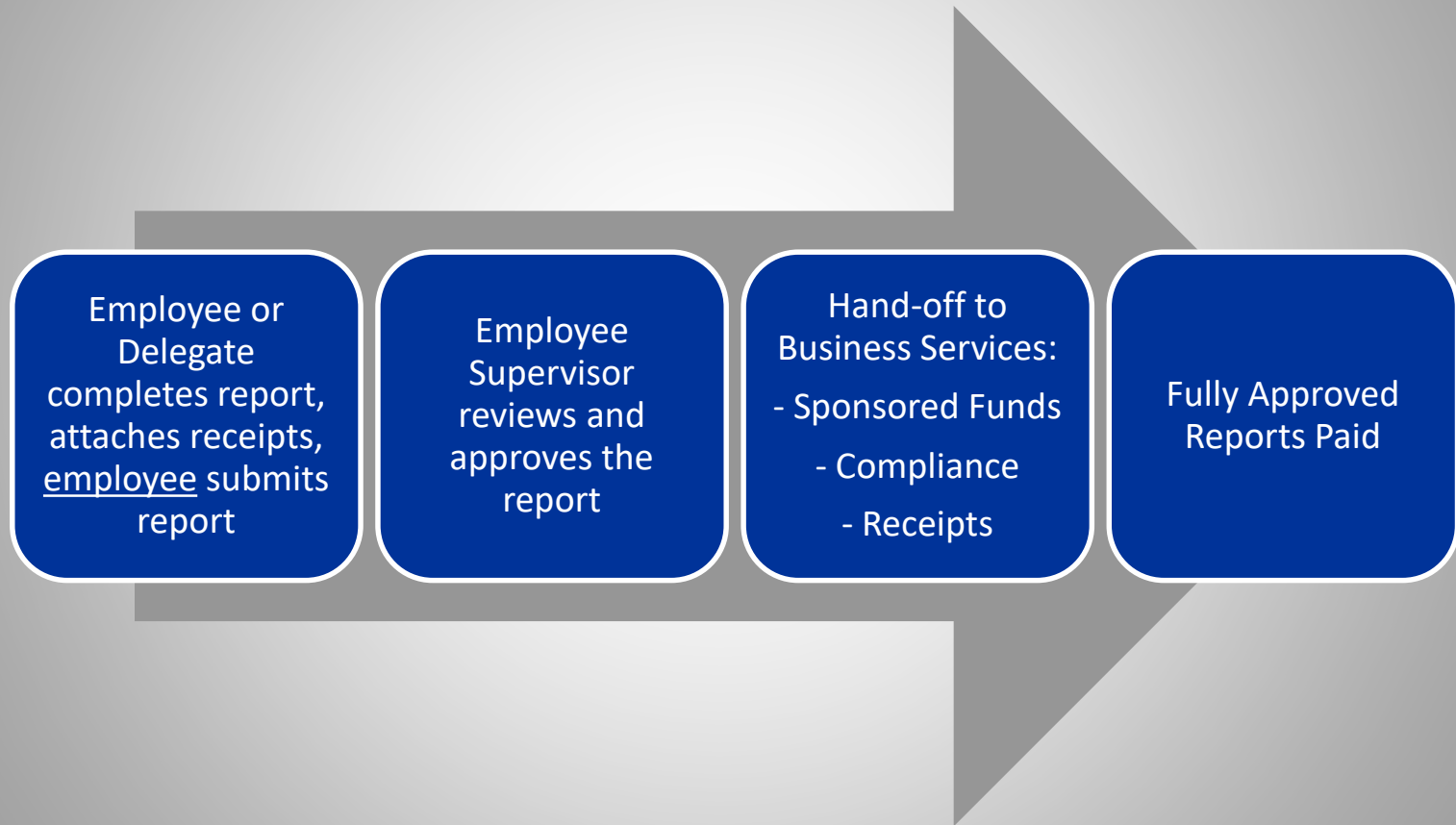


# USO Case Study

- Two months in advance: Executed a communication plan
- Training conducted at every location
  - Refresher training
  - Procedures and expectations for Attachments
- GeorgiaFirst team assisted us with populating the default chartstrings and supervisors



# USO Case Study





# USO Case Study

- Employees paid faster
- Workflow is time stamped – no mysteries of where the hold-up is
- Comments feature allows reviewer to document conversations or other items-e.g. agenda not attached
- No more pulling reports



# USO Case Study

Report ID 0000662637

## Details



File Name	Description	User
<a href="#">Hampton_Inn_Receipt_Jekyll_Pass_Receipts.pdf</a>	Receipts	DHICKEY98
<a href="#">2019_Year_End_Workshop_Agenda.pdf</a>	Conference Agenda	DHICKEY98

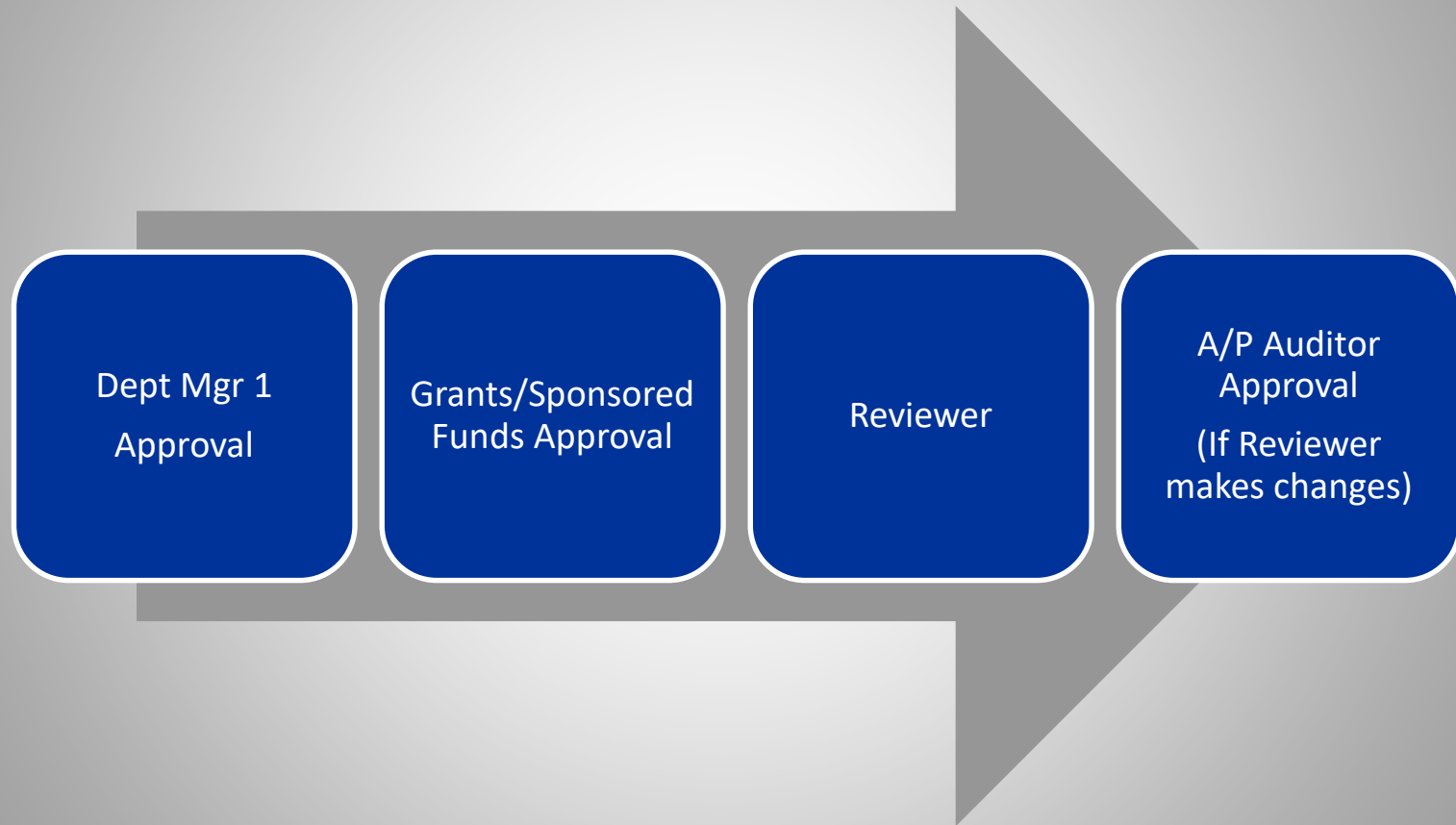


# Approval Level Options

- Required Approval Levels:
  - Department Manager 1 (DM1)
  - AP Auditor level
- Optional Approval Levels:
  - Department Manager 2
  - Project Grant
  - Reviewer



# Example of Approval Workflow:



# Getting Started – Open an Incident



## Implementation Guide for Travel and Expenses

	Institution Task	Target Date	Assigned To	Complete Date
1	<b>CHECKPOINT CALL 1</b>			
2	Determine Use of T&E Transactions <ul style="list-style-type: none"><li>• Travel Authorizations</li><li>• Cash Advances</li><li>• Expense Reports</li></ul>			
3	Determine Approval Levels			
4	Determine Approver Assignments			
5	Determine Expense Administrator			
6	Determine Workflow Administrator			
7	<b>CHECKPOINT CALL 2</b>			
8	Set up Default ChartField Values for pilot Departments			
9	Authorize Expense Users in pilot Departments			




# Journal Entries

- All USO journal entries contain electronic backup
- Eliminated filing/storing paper journal entries
- Eliminated pulling journal entries for auditors
- Facilitates Account Analysis and Research on account balances



# Journal Entries

**Journal ID** YE19000029 **Date** 06/30/2019

**Description** Record Golden Environmental Retainage at 6-30-19 

206 characters remaining

**Account Group** GAAP **Adjusting Entry** Non-Adjusting Entry ▼

**Ledger**  **Fiscal Year** 2019

**\*Source** ONL **Period** 12

**Number**  **ADB Date** 06/30/2019

**Journal Class**

**Transaction Code** DEFAULT  **Auto Generate Lines**

**Journal Entry Type**  ▼  **Save Journal Incomplete Status**

Currency Defaults: USD / CRRNT / 1  **Autobalance on 0 Amount Line**

**Attachments (1)**  **CTA**

Reversal: Beginning of Next Period 2019-07-01 **Commitment Control**

**Entered By** DHICKEY98 **Diane Hickey**

**Entered On** 07/29/2019 2:57:49PM

**Updated On** 07/29/2019 6:09:05PM



# Journal Entries

**APPLICATION FOR PAYMENT**

APPLICATION FOR PAYMENT NO. 3 PROJECT NO. BR-97-1701

**CERTIFICATE OF THE CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work and material shown on this Application for Payment No. 3 are correct; that all work has been performed and materials supplied in full accordance with the terms and conditions of the Contract Documents between \_\_\_\_\_ (Owner)

and Golden Environment (Contractor) dated 5-3-2019

and all authorized changes thereto; and that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this Application and that no part of the "amount due this Application" has been received.

(a)	Total amount earned for work in place (original contract)	\$945,005.00
(b)	Total amount earned for work in place (Change Orders)	\$105,000.55
(c)	Value of materials stored at site	\$0.00
(d)	Total amount earned ( (a) plus (b) plus (c) )	\$1,050,005.55
(e)	Amount retained (10%)	\$105,000.55
(f)	Total earned less retained percentage ( (d) minus (e) )	\$945,005.00
(g)	Total previously approved	\$190,143.00
(h)	Amount due THIS ESTIMATE ( (f) minus (g) )	\$754,862.00
(i)	Retainage payment to Subcontractors per Paragraph 4.1.2.5 of the General Conditions.	\$0.00
(j)	AMOUNT DUE Contractor ( (h) minus (i) )	\$754,862.00

I further certify that all claims outstanding against the undersigned Contractor for labor, materials, and expendable equipment employed in the performance of said contract have been paid in full in accordance with the requirements of said contract, except such outstanding claims as are listed below or on the attached sheet, which statement contains all claims against the Contractor which are not yet paid, including all disputed claims and any claims to which the Contractor has or will assert any defense.





# Online Payment Requests

- Rolling out now to all USO departments
- Can only be used for non-PO invoices
- Intended for all payments not on PO
- Helps reduce filing/storage, pulling vouchers for auditors



# Online Payment Requests

Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

**Business Unit** 98000      **Invoice No** 9834699009-416982314-00028  
**Voucher ID** 05337783      **Accounting Date** 08/06/2019  
**Voucher Style** Regular Voucher      **Pay Terms** NOW Due Now  
**Invoice Date** 07/23/2019      **Basis Date Type** Inv Date  
**Invoice Received**

Verizon Wireless

**Supplier ID** 0000032105  
**ShortName** VERIZONW-001  
**Location** MAIN  
**Address** 1

<b>Line Total</b>	129.12
<b>Currency</b>	USD
<b>Miscellaneous</b>	
<b>Freight</b>	
<b>Total Difference</b>	129.12 0.00

**Action**                 

from Source Document

- Non Merchandise Summary
- Session Defaults
- Comments(1)
- Attachments (1)**
- Template List
- View Audit Logs
- Advanced Supplier Search
- Approval History
- Supplier Hierarchy
- Supplier 360



# Questions?

