

# Go Green!

Presented by:  
Diane Hickey  
Vice Chancellor for Fiscal Affairs  
Kristi Bradshaw, GeorgiaFirst



# Overview

- Who's here and why?
- Common obstacles
- How the USO went green
-

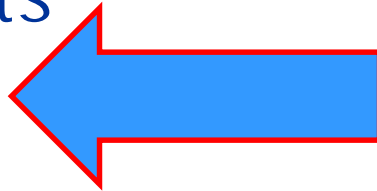


# Common Obstacles

- 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



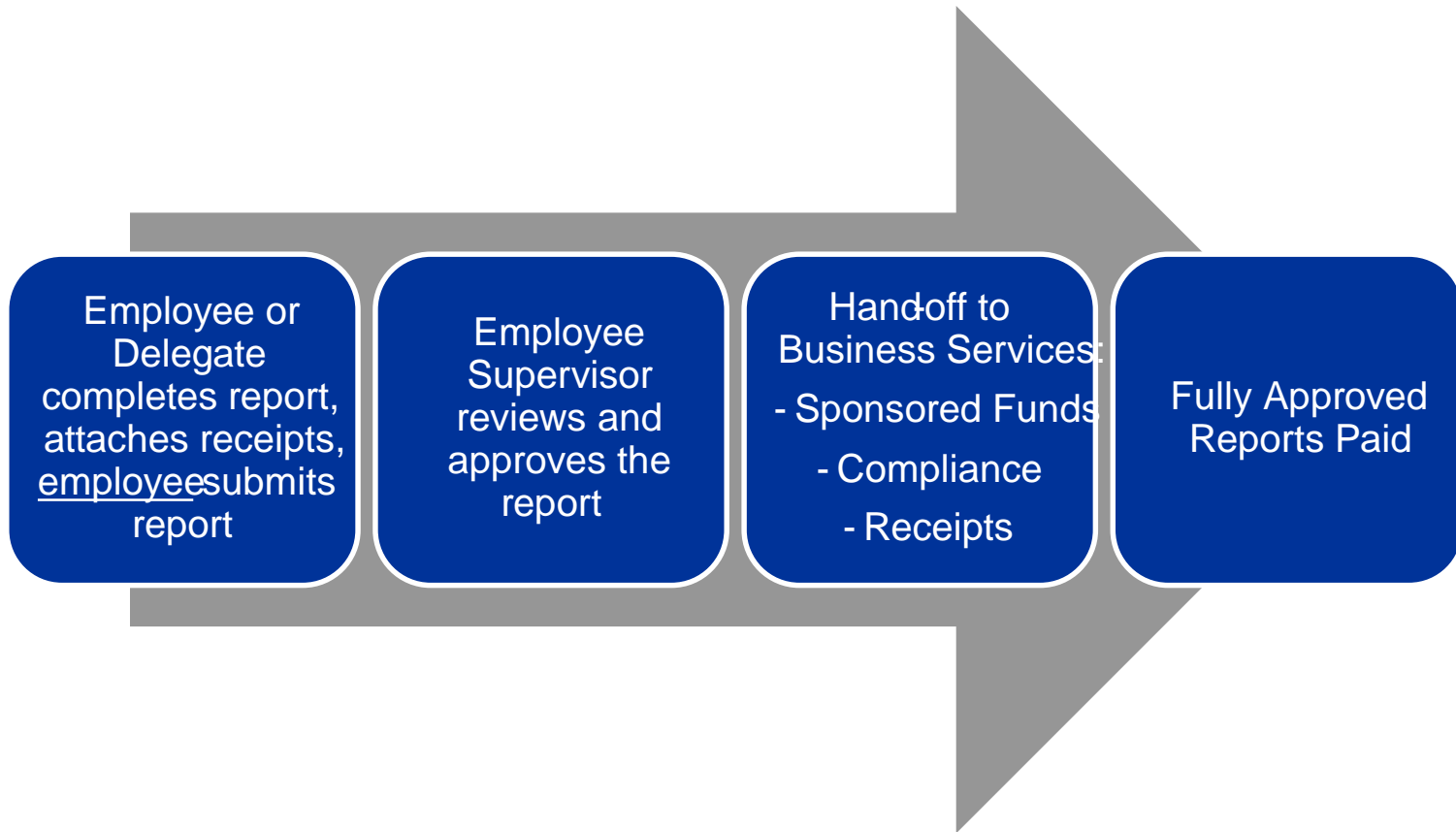
# USO Case Study

- 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





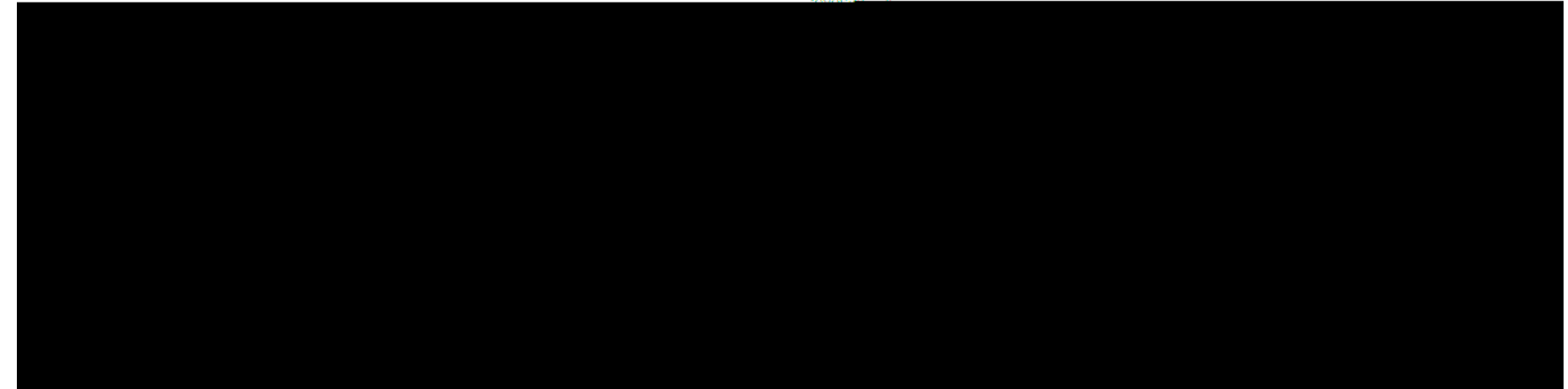
# USO Case Study

- 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

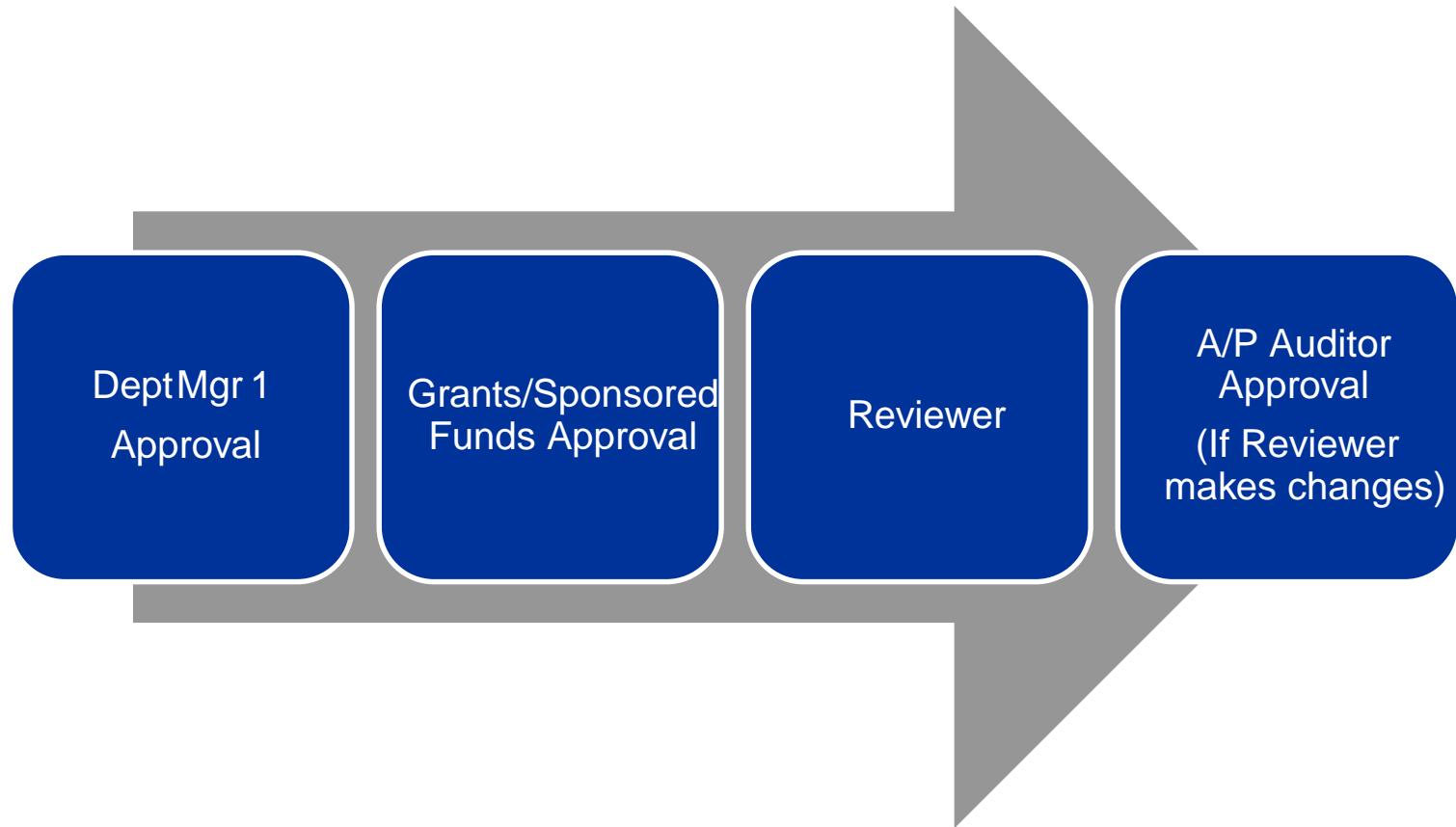
Actual \$



# 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

The screenshot shows the PeopleSoft HR System interface. At the top, there are logos for 'UNIVERSITY SYSTEM OF GEORGIA' and 'PeopleSoft'. Below the logos, there is a navigation bar with various menu items. The main content area displays a table with the following columns: 'Travel Number - Back', 'Request Date', 'Assigned To', 'Request Date', and 'Request Date'. The table contains one row labeled 'CHECKPOINT CALL 1' with the value '1' in the last column. Below the table, there is a list of tasks or steps:

- Cash Advances
- Expense Reports

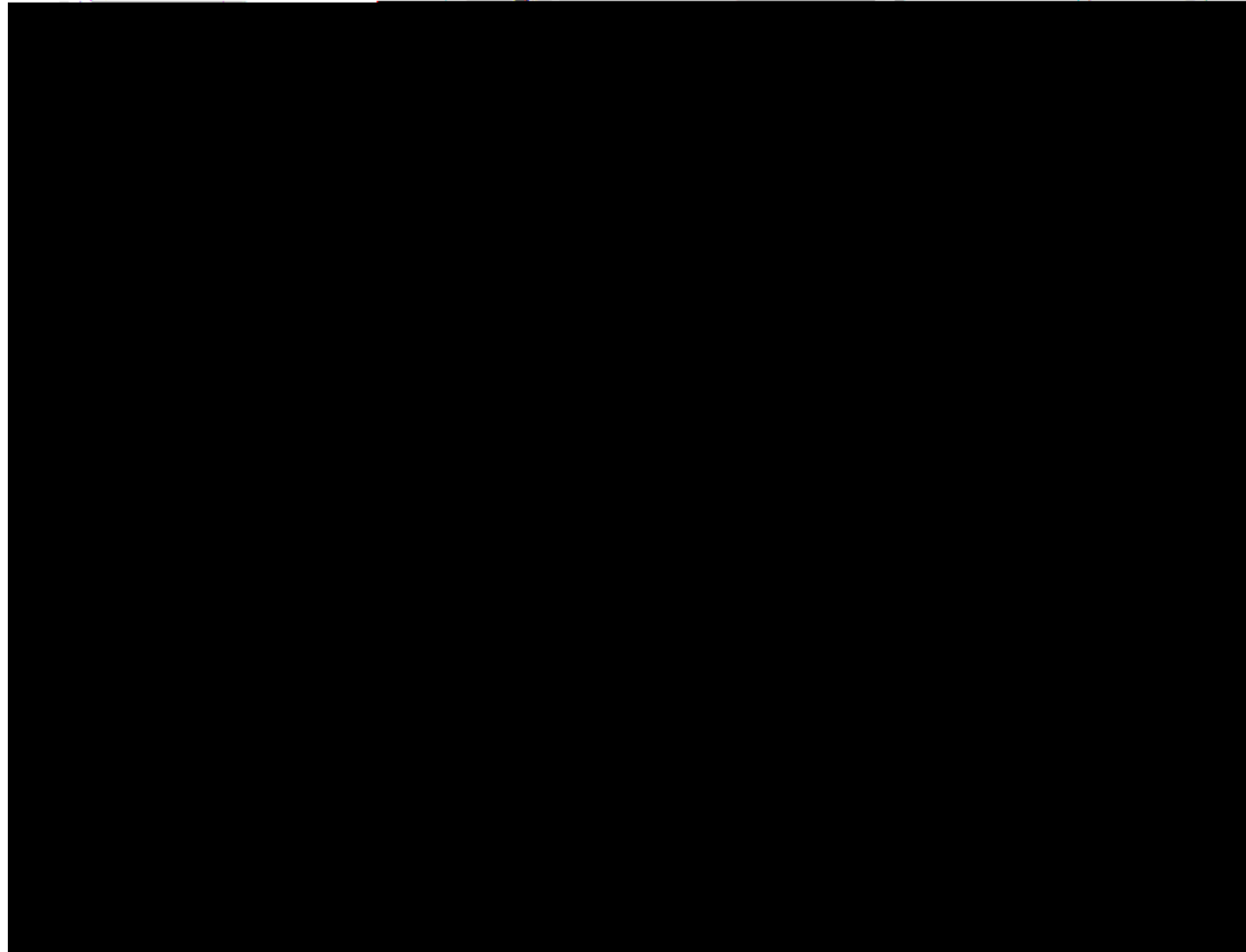
Below the list, there is a table with the following rows:

3	Determine Approval Levels
4	Determine Approver Assignm
5	Determine Expense Administrator
6	Determine Workflow Administrator
7	<b>CHECKPOINT CALL 2</b>
8	Set up Default ChartField Values for p
9	Authorize Expense Users to Use

# Journal Entries

- All USO journal entries contain electronic backup
- Eliminated filing/storing paper journal entries
- Eliminated pulling journal entries for auditors

# Journal Entries



# Journal Entries

**APPLICATION FOR PAYMENT**

APPLICATION FOR PAYMENT NO. 3 PROJECT NO. RR 17-1701

**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 materials shown on the Application for Payment are in accordance with the terms and conditions of the Contract Documents between me and Golden Environment dated 5-3-2017 and all authorized changes thereto, and that the following is a true and correct statement of the contract amount 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)	\$ 105,000.55
(b)	Total amount earned for work in place (Change Orders)	\$ 0.00
(c)	Value of materials stored at site	\$ 1,050,000.55
(d)	Total amount earned ( (a) plus (b) plus (c) )	\$ 1,050,000.55
(e)	Amount retained (10%)	\$ 94,500.00
(f)	Total earned less retained percentage ( (d) minus (e) )	\$ 1,90,143.00
(g)	Total previously approved	\$ 1,054,862.00
(h)	Amount due THIS ESTIMATE ( (f) minus (g) )	\$ 0.00
(i)	Retainage payable to Contractor per Paragraph 4.1.2.5 of the General Conditions	\$ 0.00
(j)	AMOUNT DUE Contractor ( (h) minus (i) )	\$ 0.00

I further certify that all claims outstanding against the undersigned Contractor for labor and materials 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 paid, including all disputed claims and any claims to which the Contractor has or will assert any defense.



# Online Payment Requests

# Online Payment Requests

[Related Documents](#) | [Vendor Information](#) | [Payments](#) | [Voucher Attributes](#) | [E-TRF Summary](#)

**Non Merchandise Sum** **Business Unit** 08000 **Invoice Total**

**Posting Date** 08/06/2019 **Line Total** 129.12 **Session Defaults** **Voucher ID** 09337763 **Account**

**Attachments** **Bar Terms** **Invoice No** **Invoice Date** **Invoice Type** **Invoice Style** **Register Voucher**

**Date** 07/23/2019 **Basis Date type** Inv Date **Miscellaneous**

**Received** **Freight** **Territory** **Invoice**

**Verizon Wireless** **Total** 129.12 **View Audit Logs** **Advanced Supplier See**

**Difference** 0.00 **Approval History** **Supplier ID** 0000032105

**Supplier Hierarchy** **ShortName** VERIZONW-001

**Supplier 380** **Location** MAIN **Supplier 300**

**Address 1**

Calculate | Print |  | Run

# Questions?