**Budget Manager’s Meeting Notes**



September 8, 2021 (blue type indicates comments added during meeting)

1. **Introductions (standard item)**
2. **Budget Office Changes**

Effective 9/1/21 the Budget Office made a few changes to the areas they work with as part of an annual workload analysis. The summarized list of who to contact is below. You can also check this at anytime on our website <https://www.westga.edu/administration/business-and-finance/budget/who-to-contact.php>.



1. **eBA Review and Timelines:**

Since last fall, our office has worked with ITS to help create an electronic budget amendment form that will replace our paper BA. The eBA will flow through Core Integrator (like ePAR) and is currently in the final stages of testing. We developed this form in collaboration with several campus partners who served on our focus group.

Approval Workflow:

Rollout Timeline: We held a review for several members of our focus group a few weeks ago. From that meeting, the small modifications to the eBA form that were needed/requested were made by ITS this week. Over the month of September, we will work with University College and Business & Finance to start a soft rollout of the eBA this month. From there, we plan on starting general training in October with a November 1st rollout of the rest of campus. We will stop accepting paper BAs after December 1st.

Training and other details: We will have two separate training options available starting in October. We will have a longer, more in-depth training for initiators and budget managers and a shorter, more succinct training for approvers. You will need to attend one of those trainings to gain access to the eBA. After November, we will continue to have eBA training offerings every other month. Ad Hoc Approvers will need the approver training as a minimum. As part of our roll out of this process to University College we will identify what Ad Hoc Approvers will be necessary in Academic Affairs (as determined by the Provost Office) and that will be shared with the initiators and budget managers in that division.

1. **Non-Lapsing Reserves Reporting and Best Practices**

Starting in FY22, all USG institutions had to report on our non-lapsing funds which includes Continuing Education, Department Sales & Services, Technology Fee, Indirect Cost Recovery, and Tuition Carry Forward. This request was made by the legislature, not the system office, and will likely be requested in the upcoming years as more scrutiny is being made of the balances of these funds.

This report requires five year tuition and expense projections, details on intended strategic uses, and details of how reserve balances are being spent through FY26. This means that we should be aware of this are we request those funds with BAs this year. For instance, if you are requesting the use of fund balance because your FY22 budget was not set up with sufficient funds to cover your expenses this year (and you have detailed information to support the projection being at a higher amount), the answer may be to increase your FY22 budget instead of using your fund balance. This also means that we really need to understand what contributes to the fund balance each year (Current year fund balance from Accounting, plus revenue collections, minus expenses/encumbrances/transfers).

For those who assisted with this request, thank you so much for your effort and time. As we receive feedback from the system office on our request (due this Friday), we will fine tune this process for FY23 and going forward to try to make this easier for everyone.

1. **MSS/Careers Updates and Reminders:**
* We are still seeing a lot of confusion in regards to updating the Time Approver and/or Reports To approver in MSS. If you would like to change the Reports To position, please make sure that is done with an Add/Change Position request. This is very important for our multi-incumbent positions as that will ensure that all employees hired in that position are updated to the new Reports To supervisor position. When you submit your Add/Change Position Request, the employee in the Reports To Supervisor position will be the Time Approver as well unless otherwise noted in your requests. If you have to update a Time Approver due to a position vacancy, please use the Time Approver change only. The Reports To position will roll up to the next supervisor in the workflow. If you just want to update the Time Approver, please make sure to use the instructions found at this link:

<https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011039&sys_kb_id=09fd1c291b2b2c901e798550604bcb90&spa=1>

* Timing due to Ad Hoc Approvers: As a reminder, many of our MSS and Careers transactions require Ad Hoc Approvers to be added since the standard workflow is so limited. As a result, some transactions have been taking more time as they have to get routed to the Ad Hoc Approvers.
* What are the major pain points that you have with MSS and Careers? Matt and Jackson will be working on help guides based on the issues we’ve seen this year and we’d like your input on the items that we address.
1. **Upcoming Deadlines/Meetings:**
* Purchasing Forum – October 6th from 1:30-3pm
* The FY23 Budget Hearing Narrative, including enrollment projections, is due to the system office November 18th.
* Mandatory Fee forms, Elective Fee forms, and Five-Year Auxiliary Business Plans are due to the system office December 17th.

**Roundtable:**

**Who to Contact:** please remember that there was a transition this year with the processing of PeopleSoft approval workflow and the granting of security roles. For anything departments previously contacted Tricia about, please direct them to email psworkflowupdates@westga.edu with questions or forms. Also, the various forms are located on the Controller's website and some have been updated.