



## Quick Start for the July Go Live

The first working day for the UGA Financial Management System is **July 2, 2018**. The UGA Financial Management System supports business processes in Accounts Payable, Asset Management, Accounts Receivable, Budgets, Cash Management, General Ledger, Grants Management, Project Costing, and Travel & Expenses. To prepare for July 2, you may want to complete the following steps:

### **Checklist Prior to July 2 Go-Live:**

- ArchPass Duo is required for access to the UGA Financial Management System. Enable ArchPass Duo for your mobile device or set up an alternate phone: <http://archpass.uga.edu>
- Install Cisco AnyConnect (VPN) on computers used off campus and/or mobile devices: <https://remote.uga.edu>
- Ask your department if you will use a ‘delegate’ for your travel authorizations and/or expense reports.
  - A delegate is a person authorized to create, modify, and submit travel authorizations for you. They can also create and modify expense reports for you.
- Obtain training relating to the business processes you will be doing in the system.
  - Review information on the OneSource Training Page at <https://onesource.uga.edu/resources/training/>.
  - Review the Course Catalog for full course descriptions. A list of available in-person training and webinars can also be found on the Training Page. Additional courses will be added as they are made available.
  - Tutorials, quick start guides, and more can be found in the OneSource Training Library (requires VPN off-campus) at <http://training.onesource.uga.edu>.

### **Checklist On/After July 2 Go-Live:**

- Login to the UGA Financial Management System.
  - If not on the UGA Network, connect to Cisco AnyConnect (VPN) on your computer or mobile device.
  - Go to [onesource.uga.edu](https://onesource.uga.edu). Click on UGA Financial Management System. Click Login Button
  - When prompted, sign in using your MyID, password, and ArchPass Duo.
  - Enable Pop-ups to allow for reporting and search capabilities.
- Assign delegate(s) for your travel authorities and expense reports, if applicable. Information on how to do this can be found in the OneSource Training Library: <https://training.onesource.uga.edu>
- Access “just-in-time” training as needed by accessing the [OneSource Training Library](#) for tutorials, quick start guides, and more (requires VPN off campus).
- Attend additional training if needed or for a refresher. Many courses are available in recorded format.

## OneSource Support

If you have questions or issues with:	Please contact:
Your security role or access to functionality	The Project Coordinator for your unit. Who is your Project Coordinator? A list available on the Project Coordinator Resource Page on the OneSource website: <a href="https://onesource.uga.edu/resources/project_coordinator/">https://onesource.uga.edu/resources/project_coordinator/</a>
ArchPass Duo, VPN, MyID	EITS Help Desk <a href="mailto:helpdesk@uga.edu">helpdesk@uga.edu</a> or 706-542-3106
Any of the OneSource systems or business processes, including: <ul style="list-style-type: none"> <li>• UGA Budget Management System (including SmartView)</li> <li>• UGA Financial Management System</li> <li>• UGA Cash Management deposits (TouchNet)</li> <li>• Data Warehouse</li> <li>• Simpler</li> </ul> Training questions  General questions relating to the OneSource project	OneSource Service Desk <a href="mailto:onesource@uga.edu">onesource@uga.edu</a> or 706-542-0202

## Other Resources

- Share the [Technical Resources](https://onesource.uga.edu/resources/technical_resources/) page with your IT Department:  
[https://onesource.uga.edu/resources/technical\\_resources/](https://onesource.uga.edu/resources/technical_resources/)
- Review the latest policies and procedures at the Finance & Administration Policies and Procedures website <http://policies.uga.edu> . (Please note these are being updated as we move into July 2018).