

# Domestic Field Study: News & Updates

February 28, 2023

Hello Colleagues,

We hope you are doing well as we reach the midpoint of Spring semester. We are excited to get back to a more regular schedule of Domestic Field Study (DFS) updates and check-ins through this email list. Please see below for important updates regarding [DFS](#) planning and operations.

## **IMPORTANT DATES**

Most Fall 2023 DFS programs have begun creating their program applications; for all Fall programs, please note the preferred deadline of **March 13, 2023**, and contact Jonathan if an extension beyond **April 3, 2023** is needed.

- **March 13:** Fall 2023 Program Planning Preferred Deadline (Including Program Budgets)
- **\*March 31:** Year-End Deadline\* - Budget Journals for Personal Services on Fund 10500 Allocation and Anticipated Revenues on Fund 14100 Processing Deadline
- **April 3:** Deadline for Fall 2023 budgets and approvals
- **\*June 23:** Year-End Deadline\* - Budget Transactions (including returning unused Fund 10500 Allocation) Must be Received by Commitment Control
- **\*June 23:** Year-End Deadline\* - Deferred Income Request due to Accounting
- **July 1:** Fiscal Year 2024 begins
- **\*July 12:** Year-End Deadline\* - June GL Journals routed through approval workflow to Accounting by noon.
- **September 15:** Spring 2024 Program Planning Deadline (Including Program Budgets)
- **October 13:** Maymester 2024 Program Planning Deadline (Including Program Budgets)
- **October 13:** Summer 2024 Program Planning Deadline (Including Program Budgets)

\*For details on the Year-End Deadlines listed above or to see additional Year-End Deadlines that may impact your program, please reference the [Fiscal Year-End Letter](#). Note: These dates may be adjusted by your College/School/Unit's internal deadlines such that they supersede the dates listed above.

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## **DFS UPDATES**

### **JOIN THE DFS ADVISORY COUNCIL**

We are assembling a DFS Advisory Council to solicit periodic feedback about DFS-related policies, processes, and pinch-points. If you would like to contribute but did not yet indicate your interest, please complete [this quick form](#) or contact Kait Farrell, Director of DFS ([kfarrell@uga.edu](mailto:kfarrell@uga.edu)).

### **UPDATED SMARTSHEET FOR PROGRAM LIFE-CYCLE PLANNING & APPROVALS**

Beginning Fall 2023, both OVPI and OGE will be using Smartsheet for the financial approval and tracking of Study Away programs. Over the next several weeks, you will begin receiving notifications of this for your Fall 2023 and future programs. Smartsheet will integrate many of the existing approvals to streamline the tracking of program logistics and increase transparency through its life cycle— from planning to running to closeout. More info coming soon!

## **ACTION NEEDED**

### **MAYMESTER 2023 PROGRAMS**

- **March 15 Deadline:** Budget Maymester program revenue (fund 14100) to prepare for Deposit Revenue GL Journal.
- **March 31 Deadline:** Review your approved program budget and transfer appropriate amount of allocation funding to personal services account codes, as needed.
- Maymester allocations have been transferred – reach out if adjustments are needed.

### **SUMMER 2023 PROGRAMS**

- **March 15 Deadline:** Budget Summer program revenue (fund 14100) to prepare for Deposit Revenue GL Journal.
- **March 31 Deadline:** Review your approved program budget and transfer appropriate amount of allocation funding to personal services account codes, as needed.
- Summer allocation have been – reach out if adjustments are needed.

### **CLOSEOUT: SPRING 2022 THROUGH FALL 2022**

- OVPI will contact each program directly regarding specific actions needed to close out their program.
- **BUSINESS MANAGER ACTION NEEDED:**
  - Ensure final transactions have been submitted into FMS and have posted.
  - Reconcile program chartstrings to approved budget to ensure all transactions expected have posted against the appropriate program chartstring.
  - Run the following Closeout Queries and take all appropriate action to prepare for your program's ChartField1 to be deactivated:
    - Open POs containing the ChartField1: UGA\_PO\_OPEN\_AMOUNT\_CF
    - Active Combo Codes containing the Chartfield1:  
UGA\_GL\_ACTIVE\_COMBOCODES
    - Active Projects containing the chartfield1:  
UGA\_GL\_DEPT\_PROJECTS\_UNENDED
    - IDC assigned to the ChartField1: UGA\_GM\_DPT\_IDC\_REV
    - SpeedTypes containing the ChartField1: UGA\_GL\_SPEEDTYPES
    - Current Year Balances (UGA\_GL\_LEDGER\_BALANCES)

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## **BUDGET REMINDERS**

### **FY24 BUDGET TEMPLATE NOW AVAILABLE:**

- The FY24 budget template is now available on the [Domestic Field Study Forms/Planning page](#).
- This version has minimal updates from previous versions, but program budgets submitted using older templates will be returned for revision.
- If you would like budget template training please let us know.

### **BUDGET APPROVAL PROCESS**

Since Fall 2022 program planning, we have **two** budget approvals per program. First version budgets should be submitted by their applicable term due date and will be reviewed for preliminary approval. One additional budget may be submitted by each program closer to the budgeting deadline. At that time, budget revisions submitted may be reviewed for final approval. If a revised budget is not needed

or if the second submitted budget is not approved, then the Preliminary approved budget will remain as the budget of record. No programs should increase the student program charge in their final approval without pre-authorization.

### **INSTRUCTIONAL / NON-INSTRUCTIONAL EXPENSES**

All DFS programs are required to adhere to all rules and regulations of the [USG State Travel Policy](#). While international programs are allotted certain allowable expenses and occasional exceptions to allowable expenses, domestic programs are not. Program planners should review the [DFS Expense by Fund Matrix](#) to determine how costs must be designated in budget proposals. The [Study Away Financial Best Practices Manual](#) includes many best practices that apply to DFS programs and is meant to provide clarity on interpreting the USG State Travel Policy. Specific questions on cost structure and allowable expenses can be directed to [jonathan.wentworth@uga.edu](mailto:jonathan.wentworth@uga.edu).

### **COMBO CODES**

- Combo Codes are used by programs to charge personal services (payroll) transactions to a program's allocation (Fund 10500) chartstring.
- Program personnel or their Unit's Business Office create, manage, and inactivate Combo Codes for their programs.
- **Best Practice:** Combo Codes should be inactivated once the final payroll charges have posted to the program's chartstrings and it is determined no further payroll actions are needed (such as an EDR).

### **PROGRAM DETAIL CODES PROCESS**

- Program Detail Codes are used by programs to collect program charges from students through the registration process.
- OVPI oversees and manages two detail codes per program, one for odd numbered years and one for even numbered years. If program personnel have questions or would like to request an updated chartstring for their detail code, please email [jonathan.wentworth@uga.edu](mailto:jonathan.wentworth@uga.edu).
- **Best Practice:** Business Managers should confirm the chartstrings as listed on their Approved Budget email, as this is the chartstring that is assigned to that year's Detail Code.

If you have any questions regarding budgets, please email [jonathan.wentworth@uga.edu](mailto:jonathan.wentworth@uga.edu).

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### **QUICK LINKS**

- The [Study Away Financial Best Practices Manual](#) provides immediate, on-demand assistance.
  - [Study Away section of the OneSource Training Library](#) includes recorded webinars, tutorials, and much more that may be relevant to your program!
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As always, if you have any questions or concerns, please let us know.

Thanks,  
OVPI Domestic Field Study Team

\*\*If you no longer wish to receive these emails, or if others on your team should be added to the distribution, please email [Jonathan.wentworth@uga.edu](mailto:Jonathan.wentworth@uga.edu) with the desired update.