2022 Financial Summit

Tuesday, October 18, 2022

9:00 AM to Noon

Clough 144 / Online

Georgia Tech

Agenda

Topic	Presenter(s)
Administration & Finance Welcome	Mike Shannon
Grants & Contracts Accounting Update	Josh Rosenberg
Common Audit Trends	Jodi Geary & Sara Belaineh
Business Assets Update	Frederick Trotter & Tanisha Tigner
Break	**5 minutes**
Commitment Accounting Update	Terryl Barnes
Procurement & PCard Update	Erin Mitchell & Whittney Haynes
Budget Update	Jamie Fernandes & Yiny Lynch
Break	**5 minutes**
Financial Accounting & GTF Restricted Gift Updates	Maurena Maynor
Financial Compliance Update	Amry Stanley
GASB Update	Amy Herron

Slides and Recording will be posted at https://controller.gatech.edu/financial-summit before the end of the month

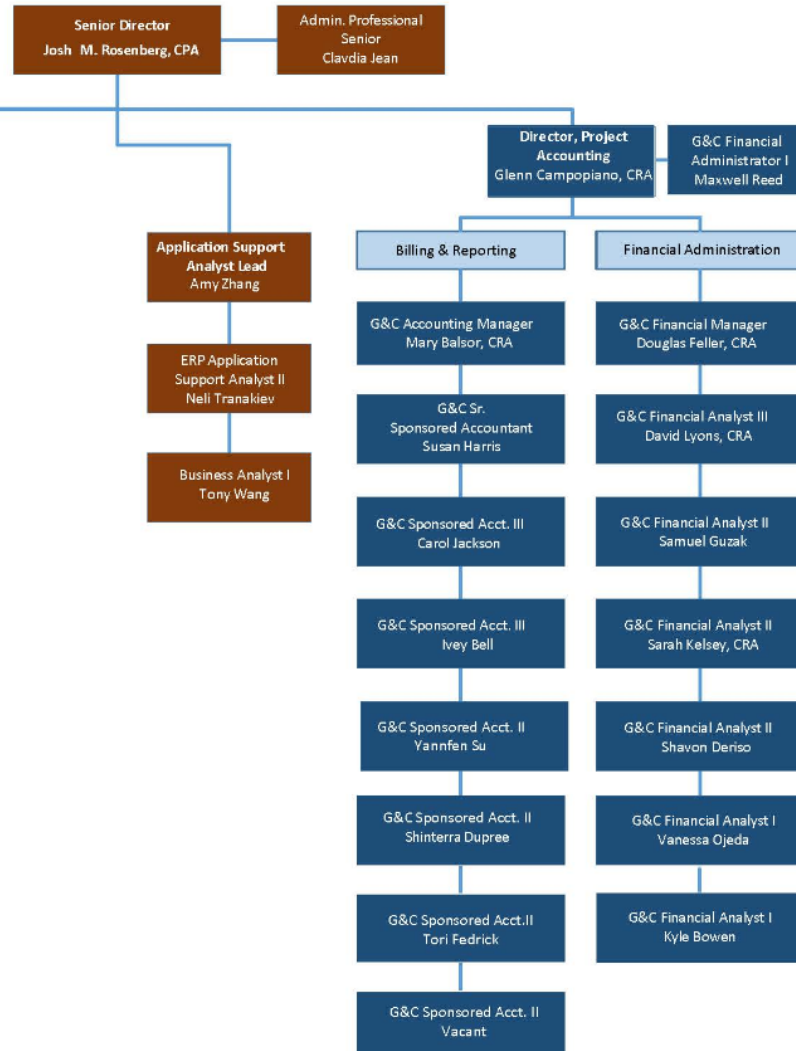# Administration and Finance Welcome

Mike Shannon
Interim Chief Business Officer

G Georgia Tech.

Grants & Contracts (G&C) Accounting Update

Josh Rosenberg, CPA
Senior Director

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Grants and Contracts Accounting

Sub-Departments within G&C:

-Cost Accounting and Compliance (F&A rates, fringe benefit rates, service center rates, effort reporting, cost studies, audit management)

-BOR Sponsored Operations (administration of awards granted to the Georgia Board of Regents)

-Systems (management of the Workday Grants financial module)

-Project Accounting (award set up, invoicing, financial reporting, close-out, and overall award management)

Grants and Contracts Accounting

Grants and Contracts Accounting

Project Accounting

Learn More

Cost Accounting
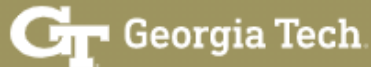
Learn More

Reporting and Compliance

Learn More

Board of Regents Sponsored Programs

Learn More

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Grants and Contracts Accounting

https://www.grants.gatech.edu/pi-articles

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Grants and Contracts Accounting

Home ⌄ | Operating Units ⌄ | Policies and Procedures ⌄ | Reports and Forms ⌄ | Resources ⌄ | Applications ⌄ | FAQs ⌄ | Training ⌄   Contact Us ❯ 🔍

Home

PI Articles

PI ARTICLE: How do Fringe Benefit Rates work at Georgia Tech? (September, 2022) (**PDF Download**)

PI ARTICLE: The Mysterious and Very Important F&A Cost Reimbursement Rate (August, 2022) (**PDF Download**)

PI ARTICLE: Subrecipient Monitoring – Roles and Responsibilities (July, 2022) (**PDF Download**)

PI ARTICLE: OSP and G&C – Who Does What? (June, 2022) (**PDF Download**)

PI ARTICLE: How Much Money Do I Have? (May, 2022) (**PDF Download**)

PI ARTICLE: Sponsored Award Management – Timeline and Tasks (Apr, 2022) (**PDF Download**)

PI ARTICLE: My sponsor says they haven't been invoiced…..so what do I do? (Mar, 2022) (**PDF Download**)

Effort Reporting

- **Effort Reporting – Annual Statement of Reasonableness**
  - FY22 ASRs are currently DUE!! Unsigned ASRs are an Audit Risk
  - Can still be be signed electronically or manually via the paper form
  - Paper ASRs have been distributed to the department UFM
  - Manual ASRs and Status reports are available on the ASR page within TechWorks
  - Approved First Hand Knowledge signers can be: Supervisor, PI, or Department/Organizational Head
  - The same person should not sign as both the individual with First Hand Knowledge and the Unit Financial Manager
  - Terminating Employee ASRs available on LITE for employees leaving the Institute that are charged to Grants in FY23
  - All employees/GRAs with salary charged or encumbered to Grants in Workday must **complete** the Personal Services Reporting Tutorial

- Questions? Contact Jonathon Jeffries or easr.ask@business.gatech.edu

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Service Center Billing

- Billing to a Worktag established in the Financial System

  - Ledger Account 471100 Quasi- Revenue
    - RC471101 (Quasi/Internal DSS) - State, GTF, and GTRC Funds
    - RC471111 (New Revenue Category) – Quasi/Internal Rev - Sponsored Grant/Award

  - Billing to external sources without a Worktag
    - Ledger Account 452500 –Sales Miscellaneous
    - RC452590 -DSS -External to GT

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Institutional Base Salary (IBS)

- Institutional Base Salary (IBS) represents compensation for administrative, research, and teaching activities. It does NOT include additional pay, extra pay, bonuses, or supplemental pay; it also does not include time faculty spend consulting outside of Georgia Tech.

- Ledger Accounts coded as non-IBS are not included on effort reports and should be monitored closely by departments when charged to grants.

- Grants Compliance will assist by providing departments with select non-IBS accounts charged to Grants each quarterly for review for allow ability and reasonableness

The "exclusion" list:

Ledger Account	Ledger Account Name
127137	Receivables - Employees - Salary Overpayment (Payroll)
516101	Vacation Payout - Faculty
516110	Voluntary Separation Pay - Faculty
516150	Extra Pay - Faculty
516250	Supplemental Pay - Non-Retirement Eligible - Faculty
516251	One-Time Supplement - Faculty
516255	Admin Supplemental Pay - Non Ret Elig - Faculty (for AFN)
516300	Industry / Foundation Supplement - Faculty
526101	Vacation Payout - Staff
526110	Voluntary Separation Pay - Staff
526150	Extra Pay - Staff
526250	Supplemental Pay - Non-Retirement Eligible - Staff
526251	One-Time Supplement - Staff
526300	Industry / Foundation Supplement - Staff
527101	President Allowance
528101	Housing Allowance
529101	Subsistence Allowance
557100	Employee Tuition Reimbursement
557200	Employee Tuition Remission
561400	Employee Awards
561410	Employee Suggestion Program Awards / Incentives
561420	Goal Based Incentive
561425	Well Being Program
561426	Well Being Reimbursement
561500	Employee Car Allowance
565100	Relocation Assistance
569100	Miscellaneous Personal Services
783100	Stipends
783200	Stipends - Grant Participate Support

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Institutional Base Salary (IBS)

Best Practices for Admin Supplemental Pay

- Faculty/Staff supplemental pays should have a memo or email from department chair or HR to outline additional duties for faculty member to determine allowability on grants. This is to ensure non research duties such as department responsibilities are not being charged to a grant unless outlined in award documentation.

- Departments can implement quarterly review checks on IBS Pay accounts listed to ensure appropriateness of pays on ledger accounts.

Best Practices for Relocation Assistance

- Employees must be hired into a benefits eligible position for a period expected to exceed one year.
    - Employee must sign an Employment Relocation Payment Agreement with GT before such expenses are incurred.
    - The employee must work on the sponsored grant for which expenses are incurred for a minimum of 12 months.
    - Relocation expense must be allocated based on level of effort by employee. (I.e., if employee works 50/50 on two grants, then expense must be allocated similarly across those grants.) Please review Personal Services Reporting Using the Plan Confirmation System (Policy 3.2).
- Approval of relocation expense must be obtained from Sponsor, listed are forms of sponsor approval:
    - Included in budget justification during proposal process
    - Included in award contract and/or budget documentation/ or additional correspondence with sponsor that notes approval
    - Correspondence includes memo, letters, or direct emails with appropriate individuals.

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Sandia National Laboratory

- **Budget Authority** – Sandia does not have a clear delegation authority threshold for re-budgeting. Approval should be requested in advance or any budget category variances 10% or greater and any budget category not in the initial proposal should be thoroughly documented. Sandia will request explanation and documentation during audit.

- **Foreign Travel Approval** – All foreign travel on Sandia awards requires approval from Department of Energy even if included in initial budget. The process was detailed in an email (sent 8.31.22) to all P.I's with Sandia awards and can be found on the G&C website under G&C Notices.

Grants Reporting – SABER Suite

The SABER suite of reports in Workday now includes the following reports (5):
[SABER - Sponsored Award Budget Expense Report] (also known as SABER)
Presents real-time budgets, spend, and remaining balance by Grant. Workday will return a snapshot of activity on the search results. The Award, Grant, Award/Grant PI, Grant Manager, End Date, F&A Rate, and Available Balance will be shown, along with other relevant fields.

[SABER - Sponsored Award Budget Expense by Object Class] (also known as SABER by Object Class)
Displays budgets, spend, and remaining balance by grant and object class. Search prompts include Period, Award, Grant, Cost Center, Grant Hierarchy and Budget Date.

 [SABER - Sponsored Award Budget Expense Report – SubAward]: This report is similar to the regular Saber report, but includes only Subawards. It will help users monitor their subawards, especially when there are budgets, but no actual expenses on the subaward. The sub-recipient column was added to this report. The Contract Reference and Supplier Contract columns were added to this report to provide detailed information for Actuals.

[SABER - Sponsored Award Budget Expense Report – PEB]: This report is for individual Awards/Grants. It summarizes budgets, spending, and remaining balance data by object class and by month, fiscal year and total contract period all in one view. It provides the above information directly once you run a specific Award /Grant, without having to drill down. The report also provides the award overview information in the header. Additionally, if you run the report with a specific date rage, the report will add the date range information to the result as well. The report also summarizes the total direct cost, indirect cost, and total cost for the award.

 [PI Quick View]
A SABER type report embedded in a *Worklet* in *Workday Home* page under *Applications*. The Worklet defaults to the user as the Grant PI and Award PI, enabling Principal Investigators to quickly use the worklet to see information about assigned awards and grants. Users may also edit the Grant PI and Award PI to see any Grant PI or Award PI, which will be especially useful for departmental staff.

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Grants Reporting – SABER Suite

- SABER reports users now can sort Actuals drill down information in State of Georgia Fiscal Period order (July to June). This feature is convenient for users to look at Actuals by months and drill down further in the months by object class or details. It applies to Obligations and Commitments drill down as well. (this feature is forthcoming on the SABER – PEB)

- In addition to SABER Suite The Lite Saber is live on (https://cognos.gatech.edu/ibmcognos/bi/?pathRef=.public_folders%2FFinancials%2FReports%2FSABER%2B-%2BSponsored%2BAward%2BBudget%2BExpense%2BReport&format=spreadsheetML)

- The report is based on the dataset in EDW (the data is not real time, as it reflects the prior business day's activity). It will have Award Summaries, Grant Summaries, and individual Grant Details in different tabs. It also includes the ability to view Personal Services Detail.

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New Cost Share Exception Report

- This report identifies awards where the cost share spend rate is less than the sponsor spend rate ratio by more than 10%. It does not take into consideration obligations or commitments. It is meant to provide a starting point for departmental review and action to ensure cost share is being met per the terms of the award.

- Please note that it does not take into consideration non-linked awards that are providing cost share or 3rd party in-kind not posted. If cost share expense seem to be far in excess of budget requirements it may mean the budget is not correct in WD. Please notify G&C analyst if the contractual cost share budget is greater than posted in SABER. Some sponsors are requiring cost share to be at the correct burn rate or they reject our invoices. The GT RPT Cost Share Fund in Progress Report is another way to help manage your cost share.

- Grants is working with colleagues in Enterprise Applications & Data Integration (EADI) to Create this report in Workday so campus users can run the report as needed. In the interim, it will be sent out at the beginning of the month along with award and grant exception reports.

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New Policy on Prior Year Salary Cost Transfers

(Allowability of Prior Year Salary Cost Transfers)
Effective July 1, 2023 FY24

Prior Year Salary Cost Transfers that will be accepted for review and processing:

- Sponsored Grant line to Sponsored Grant line in the same Award
- Sponsored Grant line to Designated or GTRC or GTF funds
- Errors caused by incorrect Award set-up (by OSP or G&C)
- GTF or GTRC to Sponsored Grant line for mods or initiations completed in June.

Requests must be complete with all required documentation or will be returned for correction.

All requests must go through Service Now.

If the requests does not meet the above conditions, it will not be processed.

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Common Audit Trends

Jodi Geary
Chief Audit Executive

Sara Belaineh
Audit Manager

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Background

Started transition audits for senior leadership in 2020

- ➤ VP for EI2
- ➤ Dean of College of Engineering
- ➤ VP for International Initiatives
- ➤ CHRO
- ➤ General Counsel

Scope expanded to School Chairs

- ➤ School chairs
- ➤ ME
- ➤ CHBE
- ➤ ECE
- ➤ Modern Languages
- ➤ Architecture

Expense Report

- **Lack of Supporting Documentation (including group meal forms)**
    - https://policylibrary.gatech.edu/business-finance/procurement-group-meals-employees-students-and-official-visitors
        - *"Group meals should be held only to facilitate the effective and efficient operations of the departments involved.*
        - *Group meals should only be provided in those instances where the meeting lasts for at least four (4) hours.*
        - *Group meals held at the start and/or finish of a meeting are not eligible for payment under this policy."*
    - When using Foundation Funds to pay for group meals the following apply:
        - *"Employee business and training meetings are not restricted by the meal per diem limits (see the Promotional Funding for Meals and Entertainment section for additional guidelines) or the 4-hour minimum meeting length that is required for use of Institutional Funds. The Food/Group Meal Documentation Form is required for all payment requests processed through the Institute's Accounts Payable Team."*
- **Late Expense Reports**
    - Reports that are submitted after 45 days have passed
- **Unallowable purchases**

PCard

- **Approvals**
  - Must have two approvers on the Requisition form
  - Cannot be approved by the one requesting or their subordinate
  - Must be approved prior to purchase
  - Approved late in Workday

- **Missing requisition forms or other supporting documents**
  - Receipts, group meal forms, conference agendas, etc.

- **Unallowable Purchases**
  - Employee Travel expenses (lodging, transportation, meals).
  - Gift cards, funding the GT BuzzCard, stored value cards, prepaid cards, calling cards, gift certificates, or other cash equivalent items.
  - Food except as authorized under BFM Section 5.2.1.9.(PCard cannot be used for purchases of bottled water, beverage/coffee service, snacks, or entertainment)
  - Memberships and/or fees to wholesale shopping clubs or "warehouse type" retailers.(e.g. Sam's, Costco, Amazon Prime)
  - See more on the P Card Policy website

  https://policylibrary.gatech.edu/business-finance/procurement-cards-pcard

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Travel

- **Spend Authorization's created after the trip had begun**

- **Missing Supporting Documentation**

  "Receipts and Supporting Documentation

  - *An official or formal written agenda which includes session times must be submitted with expense reports for conferences and seminars. "*

- **Late Expense Report submission (after 45 days from the last day of travel)**

  - *"Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but no later than 45 calendar days. Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered taxable income."*

- **Unallowable Expenses**

- **Lack of prior approval for exception expenses**

- **Matching Spend Authorization and Expense Report dates**

Other

- Incomplete Conflict of Interest disclosure

- Foundation funds
  - Unit does not maintain donation documentation
  - Lack of Supporting Documentation
  - Expense does not match Donor intent

Business Assets

Tanisha Tigner
Supervisor

Frederick Trotter
Director of Insurance & Assets

Business Asset Overview

The State of Georgia General Statutes requires the Institute to be accountable for all equipment under its control. The Institute must also comply with the provisions of the Approval of Management, Budget Circulars A-21, Revised, SAS 112 (Federal Audit Guidelines) and A-110 to assure proper reimbursement of federally funded research and training projects.

The maintenance of a perpetual inventory of equipment is necessary to achieve correct financial reporting for the institution, to provide the basis for suitable insurance coverage, and to assist Cost Centers, Departments and Business Units in accountability for their equipment.

Threshold Requirements

In accordance with State & Board of Regents guidelines, the current threshold for which an inventory of an asset is maintained is $3000 with a life expectancy of one or more years. Items which do not meet the current threshold may be maintained on the inventory to meet contractual requirements, or to effect proper management of small and/or unique groups of movable personal property. The following items, are required to be inventory controlled without regard to the $3000 minimum cost:

- Books and periodicals (Total dollar value shall be capitalized each year)
- Firearms
- Vehicles

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Asset Spend Categories

- To minimize accounting reconciliation due to incorrect spend category usage, Cost Centers must ensure that all asset requirements are met and use the appropriate equipment spend category.

- All state-owned equipment must meet the following requirements:
  - Equipment purchased with an acquisition cost of $3,000 or more.(Individual equipment items costing more than $5,000 will be budgeted as capitalized equipment, with no overhead charges).
  - Item has a life expectancy of more than 1 year
  - Item is owned by Georgia Tech, not the sponsor
  - Item is not permanently attached to a building
  - Firearms and vehicles are still to be tagged regardless of their value.

Main Asset Spend Categories

How Important are the Details?
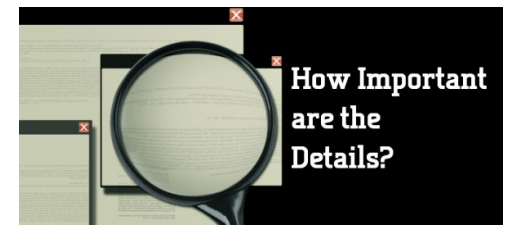
	Spend Category	Description
Small Value Equipment ($3,000 - $4,999.99)	**SC743200**	**Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999.99)**
	SC743500	**Furniture/Fixtures - Small Value - Inventory**
	SC744200	**Information Tech Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999.99)**
Capitalized Equipment (> $4,999.99)	**SC843101**	**Equipment Purchase GT Holds Title (per item cost greater than $4,999.99)** *This spend category should also be used for furniture greater than $4,999.99*
	SC843131	**Equipment Purchase - Computers GT Holds Title (per item cost greater than $4,999.99)**
	SC843142	**Equipment Purchase Information Technology (non-computer) GT Holds Title (per item cost greater than $4,999.99)**
Special Equipment	**SC743201**	**Equipment - Weapons (Public Safety Only)**
	SC841100	**Equipment Purchase - Motor Vehicle**

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Requisition with Partial Payments

When creating a requisition involving partial/progress payments, line items need to be submitted exactly as noted below in order to be compliant with Business Assets and Accounts Payable requirements:

- Enter initial payment for each piece of equipment on the goods line with the appropriate equipment spend category, broken down according to the payment terms.

- Enter initial payment for each service on the service line with the appropriate service spend category, broken down according to the payment terms.

- Enter all subsequent payments for each piece of equipment and each service on the service line with the appropriate equipment or service spend category for each line, broken down according to the payment terms.

Requisition with a Trade-in

- All Georgia Tech equipment traded in must be deleted from Workday, and the replacement item must be valued correctly within the system. To accomplish this, follow the procedure outlined in the GT Policy (http://policylibrary.gatech.edu/business-finance/trade-property).

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Fabricated Equipment (Not commercially available)

- Fabricated equipment is defined as any piece of equipment with a value of $3,000 or greater, and with a useful life of at least three years, which has been assembled from parts purchased with supply or non-inventory equipment Spend Category (SC714127 - Supplies and Material - Fabricated Equipment). This includes items purchased via a PCARD.

- All Georgia Tech equipment that is assembled from parts which were not purchased under an equipment account code must be properly recorded as inventoried equipment (account range SC743*** and value of $3,000 to $4,999.99) or capitalized equipment (account range SC843*** and value equal to or exceeding $5,000.00) once completed.

- Please follow the procedure as outlined in the GT Policy (http://policylibrary.gatech.edu/business-finance/trade-property).

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Annual Equipment Inventory

FY23 GT Annual Physical Inventory – October 2022 thru March 2023

Inverted Inventory Deadlines for Larger Cost Centers to complete and submit Inventory reports first

Class	Assets Count	Due Date
D	750 +	12/23/22
C	400-750	1/20/23
B	100-399	2/10/23
A	1-99	3/3/23

EVERYTHING THE LIGHT TOUCHES WILL BE INVENTORY

GOALS:

- Allow additional time for Cost Centers to internally search/ locate missing assets
- Allow sufficient time period for Cost Center – Leadership to review data prior to inventory submission
- Ensure inventory accountability is completed prior to GT year-end financial reporting

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Annual Equipment Inventory

GT Annual Physical Inventory Results (5-year Period)

- **Missing Equipment Summary:** (*Average Assets count 30K)

Fiscal Year	# Missing	of Total Inventory	Purchase Cost ($)	Book Value ($)
2022	804	2.68%	9,473,797	2,641,261
2021	333	1.16%	7,970,276	1,530,862
2020	497	1.58%	13,098,728	2,372,193
2019	909	3.45%	12,648,968	2,814,131
2018	292	1.06 %	6,042,093	935,904

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Untagged Equipment - Cleanup

Untagged Equipment

- As of 09/28/22, **Untagged Assets 2033** items valued at *$43,023,381.15*

- Oldest untagged asset acquired: **August 1987**

- RISK to the Institute:
    - Violation of Institute Policy
    - Violation of Board of Regents - USG Policy
    - Subject to an Unfavorable Audit Finding
    - No Insurance Coverage

- Business Assets will send a monthly follow-up communication to Cost Centers: Property Coordinators and Financial Managers *in order to get this process cleaned up.*

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Business Assets - Complete TO DO

Property Coordinators will get a **TO DO** in their Inbox to tag equipment- please enter all the information required to ensure proper tagging and accountability of asset. Once data information is entered be sure to click the **SUBMIT** button; this will ensure item will be removed from your inbox and asset completely registered in Workday.

Instructions
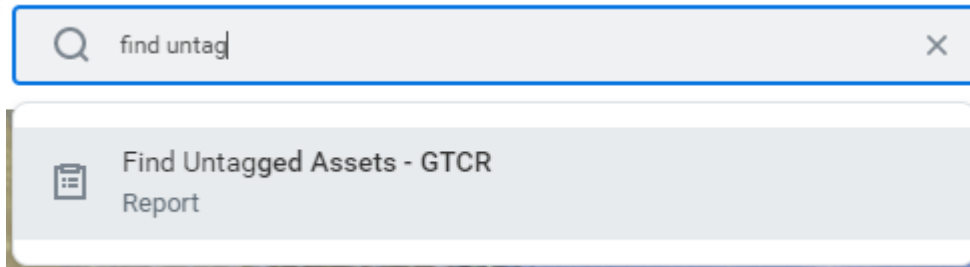
• **Please add the following information on the asset by accessing Business Asset > Edit from the related actions menu of the Asset ID**.

- Asset Description
- Asset Name (replace the Workday Asset ID with a short asset title)
- Tag # in the Asset Identifier field
- Serial Number
- Manufacturer

• **From the related actions menu of the Asset ID:**

- Select Business Asset > Issue to Worker to assign a custodian.
- Change the location to the correct physical location (building/room) of the asset.

• **Access the Additional Data section of the asset and populate with the required information, where applicable.**

- Model No. (if applicable)
- Taggable (y/n) (required)
- Sub-location Detail (if applicable)
- Off-site (y/n) (required)
- Property Coordinator Notes (if applicable)
- Requires Special Disposal (y/n)

• The supplier invoice number associated with this business asset is delivered to your Notifications.

Business Asset Reports: Tips & Tricks

Question: How do I find the list of untagged assets for my Cost Center?

Answer:

– Search for the Find Untagged Assets – GTCR report in Workday

– Type in your Cost Center Number
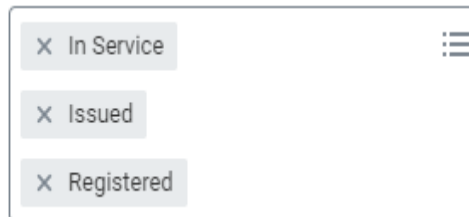
– Selected "In Service", "Issued" & "Registered" Asset Statuses

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Contacts

Submit requests to Business Assets **via ServiceNow**

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Break – 5 minutes

Commitment Accounting

Terryl Barnes
Commitment Accounting Manager

Commitment Accounting Reminders

Review Position Funding proactively:

- If necessary, correct FY2023 funding with a Change Position Funding (CPF) transaction. EDRs should be avoided.

- Review grants that are ending (use Workday end dates). Employees paid on grants that have ended will cause funding to post to suspense/cost overrun and will require an EDR transaction (which are to be avoided).

- Establish cost share as soon as possible (ASAP) to avoid over 90 day cost transfer requests.

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Commitment Accounting Reminders

- Review salaries allocated to your department's undesignated and suspense worktags to ensure balances posted to these worktags are cleared timely.

- Exceptions to EDR salary cost transfers over the 90-day limit:
  - In situations where initial or continuing sponsor funding is delayed beyond 90 days after the effective date, consideration for recognition of cost transfers beyond the limit will be addressed by the Grants & Contracts Accounting Office if the transfer is requested within the reporting period of the sponsored project (typically 60 -90 days after the expiration date of the project).

  - If the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses covered by the proposed cost transfer and appropriate supporting documentation is provided, the Senior Director of Grants & Contracts Accounting may approve the proposed transfer.

  - Submit over 90 requests via GT ServiceNow (Financials)

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Submit Change Position Funding

- Compile all necessary info before submitting transaction
  - Position number
  - Pay period begin dates (effective dates **must** be the beginning of a current/future pay period)
  - New worktags/combo codes and effort percentages for new funding distribution
  - Ad hoc approvers if applicable (contact approver **before** inserting them)

- Review Distribution as of Change Effective Date
  - This section displays funding effective dates for the fiscal year
  - Effective date needed when distribution is different from previous pay period

- Avoid position locking without a transaction ID
  - Submit transaction timely (remaining on the transaction page too long without submitting the CPF can cause the position to lock)
  - Entering the same combo code in the new distribution section more that once with the same earnings code. (If combo code is in the new distribution section, update % don't enter the worktag again)
  - Submit a ServiceNow ticket to OneUSG ServiceNow to unlock position.

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Review/Approve Change Position Funding

- Are all effective date(s) beginning of a future pay period?

Effective Date: 10/1/2025

- Is the current incumbent info correct?

Current Incumbents					
Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1	0				

- Review Distribution as of change effective date (click chartfield details)

ChartField Details

Combination Code: p3DE00005210

ChartField Detail

Account	Fund Code	Department
999999	21021	012

Ok   Cancel

- Review new information section
  - Combo codes
  - Funding end dates (only applicable to grants)
  - Percent of distribution
  - Attachments

File Attachment

Attached File

Attach

  - Comments
  - Workflow/Ad-hoc approvers

EDR - Retro Distribution

Pending	Skipped	Skipped	Skipped	Not Routed
Multiple Approvers LEVEL1_APPROVER	No approvers found LEVEL2_APPROVER	No approvers found LEVEL3_APPROVER	No approvers found LEVEL4_APPROVER	Multiple Approvers HR_APPROVER

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Submit Express Direct Retro

- Compile all necessary info before submitting transaction
    - Employee ID (recommend searching by employee ID e.g. promotion/transfer)
    - Pay period(s) to correct
    - Amounts to transfer
    - New combo code(s)
    - Current employee cost detail report
    - Cost transfer justification (why wasn't the salary posted correctly?)
    - Ad hoc approvers if applicable (contact approver **before** inserting)

- Select appropriate row(s) where the salary is moving from
    - Avoid selecting rows with negative amounts
    - No need to choose a row where the salary isn't being reduced

- Pending EDRs
    - Found at the bottom under search – existing (select click next, submit or cancel)
    - Once EDR is approved and processed or denied, transaction is removed
    - EDR could be saved but not submitted
    - Contact users in the approval workflow

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Submit Express Direct Retro

- Verify Current Distribution section
  - Employee Information (Is this the correct pay period and employee info?)

  - Combo Code Details (Does this worktag require approval from another department?)

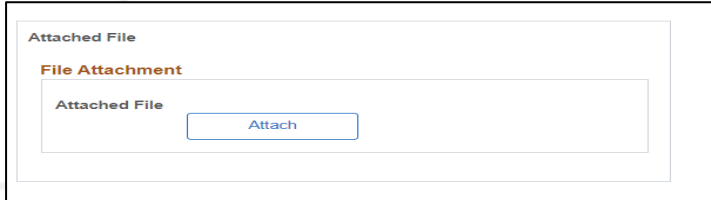 - Request Details (Is this the correct employee name?)

- Update New Distribution section
  - Change New Combo Code
  - Verify amount to transfer; update if necessary

Original Combo Code	Original Account	Chartfield Details	New Combo Code	Amount to Transfer
		Chartfield Details		

Submit Express Direct Retro

- Attach current period Employee Cost Detail Report

- Select Cost Transfer Justification (Why wasn't the salary posted correctly?)
  - Other is rarely used, if other is used please provide a detailed justification
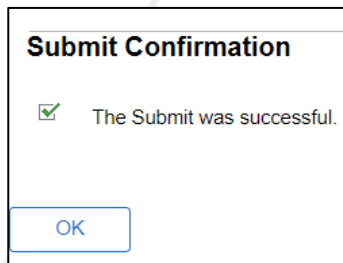 - Insufficient/vague cost transfer justifications could lead to the EDR being denied.
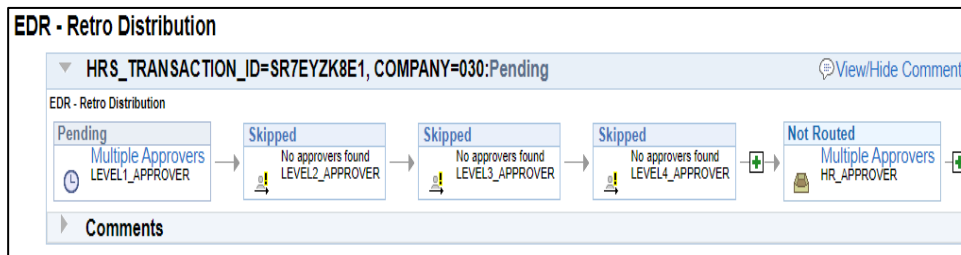
- Submit, Insert ad-hoc approver (if necessary) Click save ad-hoc

Review/Approve Express Direct Retro

- Is the employee information correct?

Search Criteria

Empl ID:
Position: Accounting Mgr
Company   Georgia Institute Technology
Pay Group
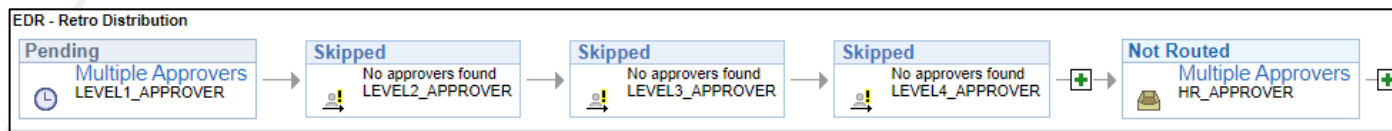
- Is the accounting date in the current accounting period?

Accounting Date   10/31/2025

- Is the current combo code outside of my department?

Current Distribution

	Combo Descr	Account Descr	Dept ID	Project
1	GTRI GTRI Payroll Clearing Acc	Salaries-Professional/Admin	012	DE00005210

Employee Information | Combo Code Details | Request Details

- Is the new combo code correct?

- Is the transfer amount correct?

New Combo Code	Amount to Transfer

- Current employee cost detail report attached?

- Appropriate cost transfer justification/Comments?

- Ad hoc approvers included?

EDR - Retro Distribution

Pending	Skipped	Skipped	Skipped	Not Routed
Multiple Approvers	No approvers found	No approvers found	No approvers found	Multiple Approvers
LEVEL1_APPROVER	LEVEL2_APPROVER	LEVEL3_APPROVER	LEVEL4_APPROVER	HR_APPROVER

Georgia Tech

New Approval Workflow

With the Administrative Services Center (ASC) in place, there have been reductions in the number of approval steps needed for MSS transactions.

- The L1 and L2 unit approval steps will be consolidated.

- The Compensation Level 4 approval level has been removed for all student MSS transactions.

Transaction Submitted → L1/L2 Approval → L4*/L5 Approval

*If applicable

Georgia Tech

Academic Year Pay

- Georgia Tech moved from 9-Month pay to 10-Month pay to align with the University System of Georgia.

- Employees must be in the 03F pay group and have a compensation frequency of C10 to have their salary accrued correctly

- Salary accrued to 03DE00017366; Combo code should not be used in any EDR/CPF transactions

- Annual earnings are divided equally each month from August – May. Below is an example of a monthly employees calculations.

- Use this Pay Calculator.

Prior to OneUSG Connect				Current State OneUSG Connect		
Academic Pay		Total		Academic Pay		Total
AUG	$ 5,000.00	$ 5,000.00	AUG	$ 9,000.00	$ 9,000.00
SEP	$ 10,000.00	$ 10,000.00	SEP	$ 9,000.00	$ 9,000.00
OCT	$ 10,000.00	$ 10,000.00	OCT	$ 9,000.00	$ 9,000.00
NOV	$ 10,000.00	$ 10,000.00	NOV	$ 9,000.00	$ 9,000.00
DEC	$ 10,000.00	$ 10,000.00	DEC	$ 9,000.00	$ 9,000.00
JAN	$ 10,000.00	$ 10,000.00	JAN	$ 9,000.00	$ 9,000.00
FEB	$ 10,000.00	$ 10,000.00	FEB	$ 9,000.00	$ 9,000.00
MAR	$ 10,000.00	$ 10,000.00	MAR	$ 9,000.00	$ 9,000.00
APR	$ 10,000.00	$ 10,000.00	APR	$ 9,000.00	$ 9,000.00
MAY	$ 5,000.00	$ 5,000.00	MAY	$ 9,000.00	$ 9,000.00
	$ 90,000.00	$ 90,000.00		$ 90,000.00	$ 90,000.00

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Additional Resources

- Helpful queries: Enter Query name in Query viewer
  - BOR_CA_POSITION_FUNDING – view position funding
  - BOR_CA_EDR_STATUS – view status of EDR transactions
  - BOR_CA_EDR_LOCKS – Locked EDR transactions
  - BOR_HR_VACANT_POSITIONS - Vacant Positions
  - BOR_CA_CHG_FUND_LOCK - Change Position Funding Locks

- On demand training videos:
  - MediaSpace:
    Site: https://mediaspace.gatech.edu/playlist/details/1_8lgt469g
  - HR Geniussis Training
    Site: https://gatech.geniussis.com/FERegistration.aspx

Georgia Tech

Procurement and PCard

Erin Mitchell
Purchasing Manager

Whittney Haynes
PCard Manager

Georgia Tech

Procurement

- BPM - Data Security
- Backlog
- Event Agreements
- Mass Closing
- Procurement Resources
- PCard

BPM – Data Security

- Updated Campus Guidance FAQ's
  - Help clarify the intake questions
  - Adding additional info on what is considered data
  - More user friendly

- Longer term outlook
  - Working towards some automation of this process
  - Reduce need for "paper" signature

Georgia Tech

Contract Routing Checklist

Summary			
PO/RQ/SN/WD Contract number	Identifying number for: Purchase Order, Requisition, ServiceNow, or Workday Contract.	**Cyber Matrix Score**	Risk score provided upon Cybersecurity review via the Contracts Assessment Intake Form.
Supplier Name	What is the name of the supplier?		
Description	What are you purchasing? Please provide details on how it will be used and what data will be shared (see question 2 below for examples of data).		
Contract Type	Procurement will complete.	**Contract Phase**	Procurement will complete.
Annual Contract Value	Total cost of purchase.	**Campus Unit Owner**	Who is the Departmental End User?
**Data Security - Does this contract provide mission-critical systems, products, or services?	See question 2 below.	****Data Security - Will GT transmit, store or provide access to any data w/ the supplier under the agreement?**	See question 2 below.
**Background Checks - Will the supplier have *regular* Interaction in any of these areas: Students, Employees, Minors, Monies, Sensitive/Confidential Data, Mission-Critical Service, and/or Facilities?	See question 2 below.	****Data Security - If GT transmits/stores or provide any data to the supplier under this agreement, is the data classified as protected (e.g. PII, PHI, financial, educational)?**	See question 2 below.
**If Background Checks aren't required, provide explanation:	e.g. Supplier has no access to any of the above areas.		

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Financials Administration Support

Type your question - Ex: "How do I create an expense report?" 🔍

Known Issues

Defects • Errors • Status

General Workday
Audit • Report • Planning

Expenses
Travel and Expenses

Procurement
eProcurement • BuzzMart • PCard

Financial Accounting
General Ledger • Accounting

Grants
Manage • Award Lifecycle • Deltek

Business Assets
Asset Mgmt • Surplus • Logistics

Workday Tips & Tricks

Workday Update 2/7/22 ⌞⌝
New GTRI PCard Verification BIRT report, Reconciliation by Balancing Unit and Designated report, Enhancements to Procurement Reports

Feb 7, 2022

Workday Update 1/10/22 ⌞⌝
Using Service Lines for Goods, New Grants Reports, Update to Find Supplier Invoice for Campus

Jan 10, 2022

Financials Questions?

Request Help
Answer a few questions and we'll handle the rest.
Start ≫

Call Us
Speak with a financials expert.
404-385-5555 ≫

BPM – Supplier Intake Form

BPM – Department Information

- **Department responsibilities**
  - Complete contract routing checklist summary information.
  - BPM 3.4.4 Supplier Contracts Assessment Intake Form in ServiceNow.

- **Department resources**
  - ServiceNow Knowledge Article KB0028660
  - Contract Routing Checklist: https://procurement.gatech.edu/purchasing/forms
  - Purchasing Support by Commodity located: https://procurement.gatech.edu/purchasing/dept-resources

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Backlog Update

- Requisition backlog is trending high for FY23
    - 25% increase in first quarter of FY23

- Complexity continues to increase (e.g. BPM 3.4.4.)

GT Georgia Tech.

Event Agreement Routing

When to submit a requisition for an event agreement:

- When the agreement is for an amount $2500 or greater and the event is taking place in the current fiscal year.
  - Note to put on a requisition: "The attached agreement needs Procurement review and signature."
  - If for some reason the agreement is not signed at the time of the PO, please reach out directly to the buyer for an expedited review.

- Please allow ample time to allow for contract negotiation and secure necessary forms

Georgia Tech

Event Agreement Routing

When to submit a ServiceNow ticket for an event agreement:

- If a requisition was submitted for less than $2,500. These requisitions will not route to Procurement as part of the workflow.

- If the agreement is for Hotel and Event bookings for a future fiscal year.

- It the agreement is for a hotel room block, where the entire fee will be paid by the individuals booking the rooms and does not commit any GT funds.

- If the agreement is being paid <u>directly by </u>the GT Foundation.

  Please note the reason in the SN ticket

GT | Georgia Tech

Mass Closing of Procurement Documents

- Mass Closing Requisitions – Monthly
- Mass Closing PO's – As requested
  - Enter a SN ticket if you need PO's closed
- Communication will go out to campus for any campus wide scheduled closures

Georgia Tech

Procurement Resources

Training

- Procurement Policies and Procedures and Workday Procurement are live.
- Updating knowledge articles and FAQ's in ServiceNow

Virtual Office Hours

Procurement hosts office hours two times per week.

- The Virtual Office Hours will be available to all campus users to answer any procurement questions.
- Office Hour times can be found at: https://procurement.gatech.edu/purchasing/article/office-hours
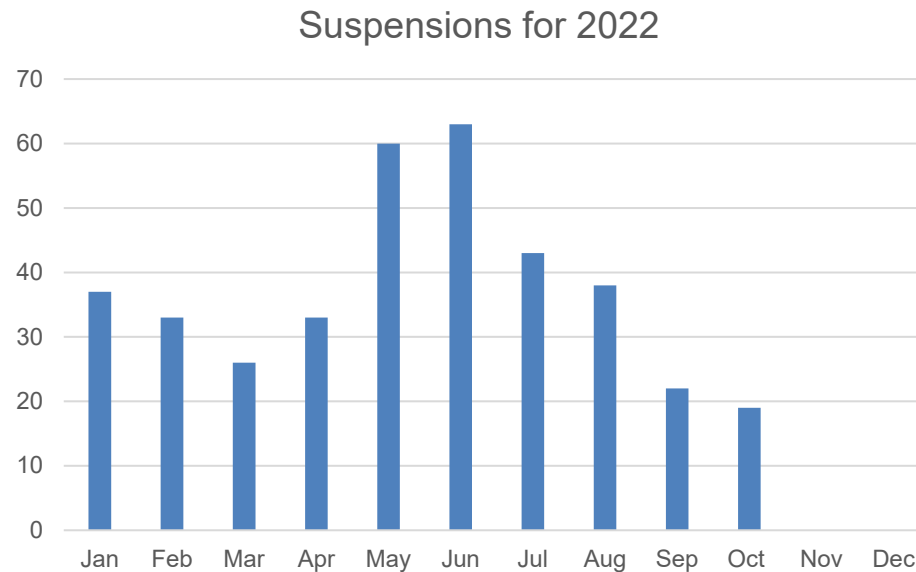
Pcard – Crowd Sourcing Vendors

As of July 14th, Georgia Tech has received an exception from the State Purchasing Division (SPD) of Department of Administrative Services (DOAS) regarding the use of PCards for research surveys using crowd sourcing platforms.

It is important to note that this special approval/ exception was given with the following conditions:

1. The exception was granted for the use of the following platforms: **Mechanical Turk, Prolific, Survey Monkey, Cloudresearch, Positly.**

2. The platforms mentioned above will only be used for **research surveys.**

3. Only PCards with the ***Research designation profile*** will be used for any charges on these platforms.*

4. Georgia Techs approval is granted until June 30, 2023. At the expiration of the year, Georgia Tech will need to request an extension.

Georgia Tech

Pcard – Updates and Reminders

- **Annual Training** − Will begin in of March 2023, this is a yearly requirement from the State and cardholders who DO NOT complete will lose Pcard privileges

- **Verifications** − Once transaction(s) have been uploaded to Workday verify immediate

Suspensions for 2022

Jan	37
Feb	33
Mar	26
Apr	33
May	60
Jun	63
Jul	43
Aug	38
Sep	22
Oct	19
Nov	
Dec	

Suspensions are decreasing!

Georgia Tech

Budget Updates

Jamie Fernandes
Executive Director

Yiny Lynch
Budget Manager

Budget Reform | Project Overview

The Budget Reform project began in March 2021 with the goal of developing a more transparent and agile budget model. The team is now engaged in Phase 4: Rollout and has recently transitioned to a new long-term governance model.

Project Goals

Create a model and supporting processes that are *people-centric* and *celebrate our collaborative spirit*
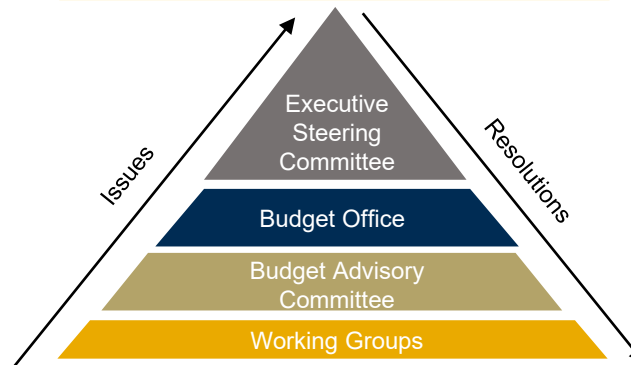
Empower leaders to make *data-informed decisions*
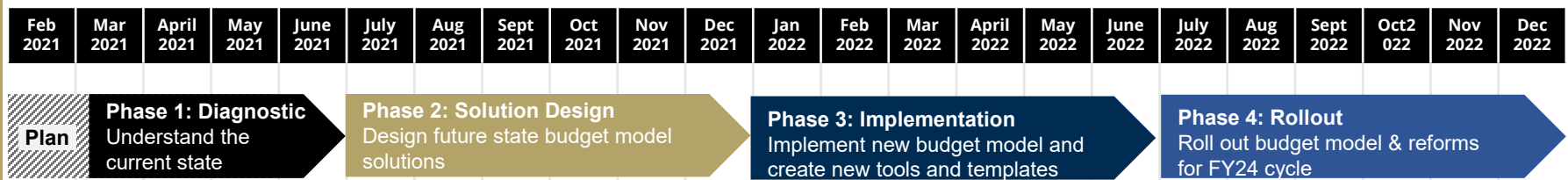
Add value to our students and community

Long-term Governance

Issues →

← Resolutions

Executive Steering Committee

Budget Office

Budget Advisory Committee

Working Groups

Guiding Principles

✓ Reflect values & realize vision

✓ Be transparent

✓ Keep it simple

✓ Promote accountability

✓ Balance predictability with flexibility

✓ Reward innovation

Project Timeline

Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct2 022	Nov 2022	Dec 2022

Plan

Phase 1: Diagnostic
Understand the current state

Phase 2: Solution Design
Design future state budget model solutions

Phase 3: Implementation
Implement new budget model and create new tools and templates

Phase 4: Rollout
Roll out budget model & reforms for FY24 cycle

New Budget Model | FY22 Highlights

A NEW MODEL

Developed a **Hybrid Activity Model** capable running a variety of revenue and cost allocation scenarios
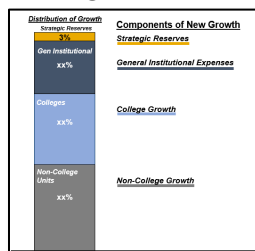

5 WORKING GROUPS

Working groups met during several sessions to produce **recommendations on most complex or consequential elements** of model design
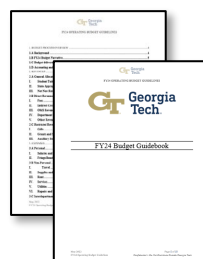
A NEW ALLOCATION STRATEGY

Considered feedback across Georgia Tech to create **a new allocation strategy focused on revenue growth**

NEW CARRYFORWARD POLICIES

Instituted **new carryforward management and reporting process**, showing promising early signs of adoption

NEW TOOLS & TEMPLATES

Created and reimagined new tools and templates that **will support budget development and communication in the future**, including the budget guidebook and budget development template

REINVISIONED BUDGET TIMELINE

Shifted annual budget development process launch to Fall and **aligned GT Foundation budget development timeline with Institute's timeline**

WITH STAKEHOLDER ENGAGEMENT THROUGHOUT

300+

Stakeholders engaged in town halls, newsletters, project governance forums, and one-on-one meetings.

Met with **every college dean + finance officer** to review base budget calculations and discuss base budget funding needs

Met with **leaders of non-college units** to gather feedback on activity drivers for future model

Focus groups with budget leaders from each academic college scheduled and **new training materials** being developed

AND ENHANCED WEBSITES

Updated IBPA and Budget Reform websites **with new budget development resources**

Budget Reform | Initial Budget Model Preview

Phase 1 (FY24)

Guarantee base budgets for 3 years. Units will experience only the upside (net revenue growth) of the model while leadership assesses any downside impacts during parallel process

Allocate incremental new state and tuition revenue through the following steps:
- Cover mandatory increases to central expenses such as fringe benefits, salary pools, etc. AND central strategic investments*
- Allocate portion of remaining funds to Colleges on basis of growth in student credit hour (SCH) production, weighting SCH 60% to college of instruction, 40% college of enrollment*
- Allocate portion of remaining funds to non-college units*
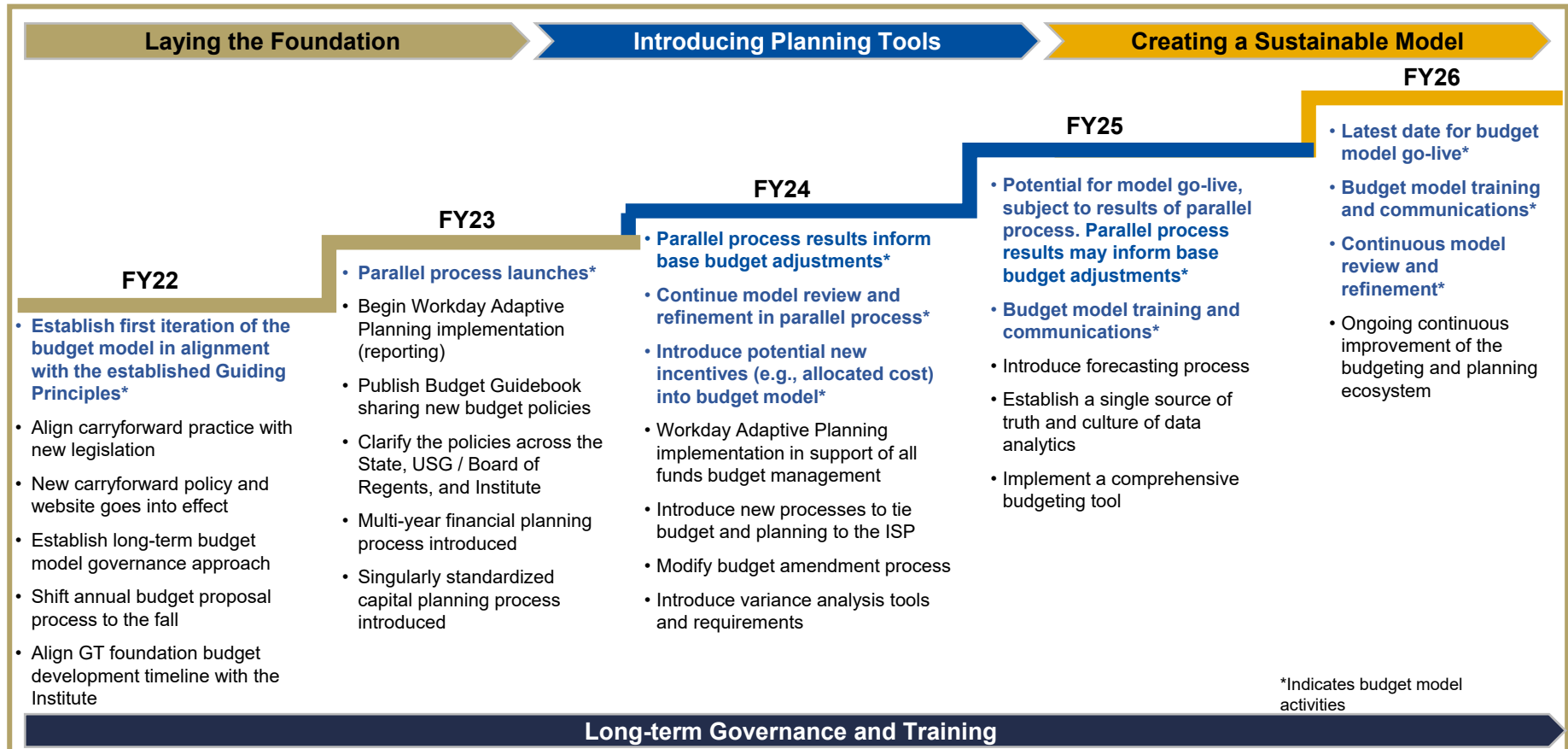
Implement ICR true 70/30 split

Phase 2 (FY25)

Add a cost containment incentive for use of space and IT expenses

Consider additional ICR/research-based incentives

Phase 3 (~FY26)

Implement a model that allocates some units' base budgets through a formula that aligns budget resources with activity

*Allocation proportions to be determined in coming weeks

Budget Reform | Five-Year Roadmap

Laying the Foundation   ▶   **Introducing Planning Tools**   ▶   **Creating a Sustainable Model**

FY22

- **Establish first iteration of the budget model in alignment with the established Guiding Principles***
- Align carryforward practice with new legislation
- New carryforward policy and website goes into effect
- Establish long-term budget model governance approach
- Shift annual budget proposal process to the fall
- Align GT foundation budget development timeline with the Institute

FY23

- **Parallel process launches***
- Begin Workday Adaptive Planning implementation (reporting)
- Publish Budget Guidebook sharing new budget policies
- Clarify the policies across the State, USG / Board of Regents, and Institute
- Multi-year financial planning process introduced
- Singularly standardized capital planning process introduced

FY24

- **Parallel process results inform base budget adjustments***
- **Continue model review and refinement in parallel process***
- **Introduce potential new incentives (e.g., allocated cost) into budget model***
- Workday Adaptive Planning implementation in support of all funds budget management
- Introduce new processes to tie budget and planning to the ISP
- Modify budget amendment process
- Introduce variance analysis tools and requirements

FY25

- **Potential for model go-live, subject to results of parallel process. Parallel process results may inform base budget adjustments***
- **Budget model training and communications***
- Introduce forecasting process
- Establish a single source of truth and culture of data analytics
- Implement a comprehensive budgeting tool

FY26

- **Latest date for budget model go-live***
- **Budget model training and communications***
- **Continuous model review and refinement***
- Ongoing continuous improvement of the budgeting and planning ecosystem

*Indicates budget model activities

Long-term Governance and Training
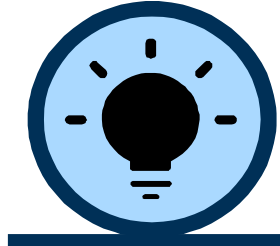
Budget Reform | Workday Adaptive Implementation

The Budget Reform team is excited to announce the kickoff of the **Workday Adaptive Planning implementation**. Workday Adaptive is a **holistic data integration** tool that will allow the Institute to gain insights from **multiple data sources to inform business decisions**. The institute's goals for implementing Adaptive are:
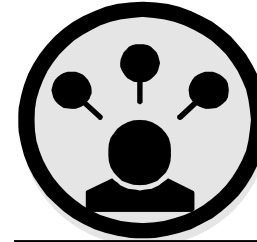

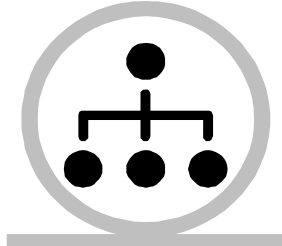**Automate consolidation and integration of data from Workday Financials and other systems**

Grow use of Dashboards with Adaptive reporting data sets

Access reporting capabilities at the unit level

Allow for self-service reporting to department users

Create timely and accurate ad-hoc reporting

For up-to-date information about the Workday Adaptive implementation please visit our Budget Reform Project website. Please reach out to us with any questions at **budget_reform@gatech.edu**

Adaptive Implementation | Draft Timeline

Month	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023

Adaptive Reporting

- Reporting Discovery — *Discovery*
- Reporting Development — *Development*
- Reporting Support — *Support*

Adaptive Planning

- Knowledge Sharing — *Knowledge Sharing*
- Discovery & Analysis — *Discovery & Analysis*
- Initiate — *Initiate*
- Model & Validate — *Model & Validate*
- Deploy — *Deploy*
- Planning Support — *Planning Support*

FY24 Budget Development Cycle | Fall 2022 Milestones

Key Milestones in FY2024 Budget Timeline:

Launch	Budget Development				Multi-Year Planning		Next Fiscal Year Budget Preparation			

July	August	September	October	November	December	January	February	March	April	May	June
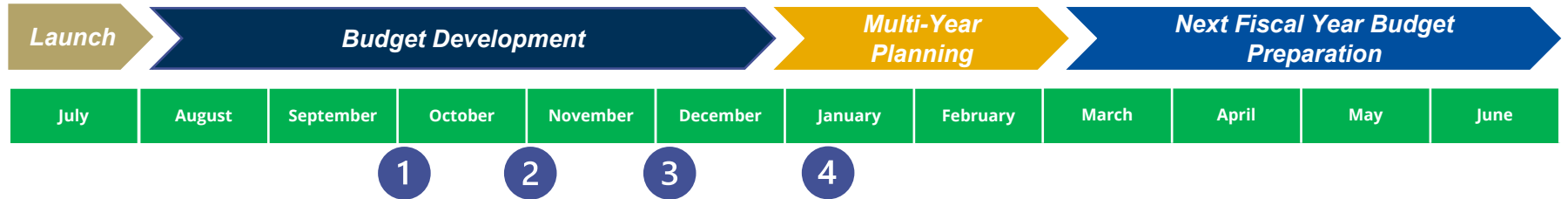
1 — **October 3rd**: FY24 Budget Development Cycle launches for Residential Instruction. All required templates, instructions, and training materials available on FY24 budget development [website](#).

2 — **Mid October to Early November:** Scheduled training sessions for colleges on new budget development template. Non-college units will continue to submit the Form 2 in this year's process.

3 — **December 2nd:** Deadline for submitting FY24 Form 2s (non-college units) and budget development templates (college units)

4 — **Early January:** The Budget Office will schedule time with each of the colleges to discuss the results of the Budget Development template

Budget Development Tools | Budget Guidebook

As a part of the larger budget transformation effort, an opportunity was identified to develop a **budget guidebook** intended to serve as a **single source of truth in budget development**.
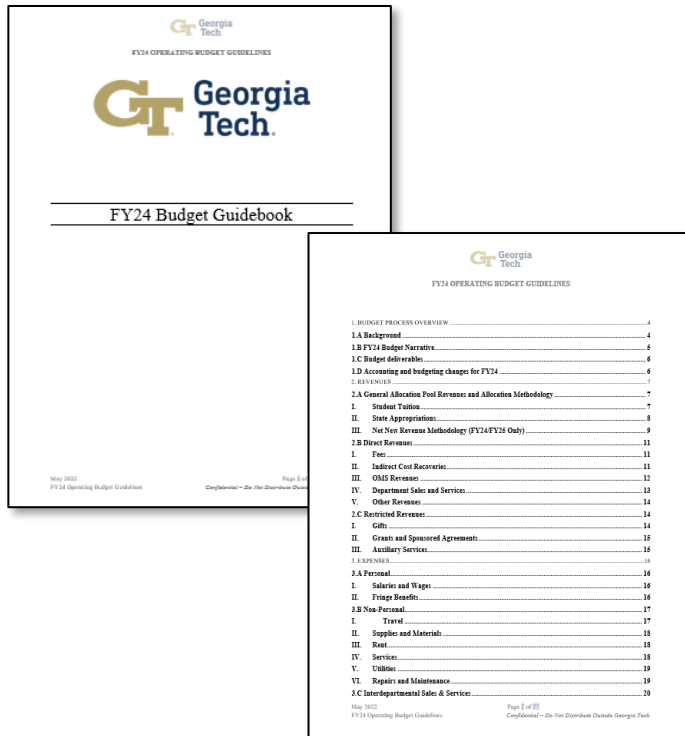
- The budget guidebook:

  - documents all revenue and expense assumptions and their owners for questions on budget line items

  - codifies year-over-year changes to the budget model and budget and planning policies

  - provides standard definitions

  - clarifies and reinforces Institute and USG policies

- The budget guidebook includes an operating budget timeline that will be maintained and refreshed by IBPA each fall to guide GT's operating budget process and create milestones and accountability.

- Access the Budget Guidebook on the Budget Reform website (login required) or FY24 budget development website.

  - A Budget Guidebook job aid is also available on the FY24 budget development website.

Budget Development Tools | Budget Development Support

A standard **budget development template** has been introduced to help colleges anticipate and manage their budget allocations under the new budget model. Non-Colleges will continue to use the Form 2 process.

- Colleges will use the budget development template to document their permanent and one-time expenses, both historical and new, and calculate their projected net surplus / deficit

- In the future, this process / template will be configured in WD Adaptive, which will automate consolidation and allow for streamlined scenario analysis

- **Only colleges will be expected to complete the budget development template for FY24**. Non-college units should complete the Form 2. Both forms are due to the Budget Office in on December 2nd.

- The tools and training to support the template and the form 2 process can be accessed on the Budget Reform website (login required) or FY24 budget development website.

Departmental
Sales and Services (DSS)

Departmental Sales and Services

FY2023

- DSS Carry Forward Status
  - Ongoing reconciliation
    - Reconciliation of fund balance from FY19, FY20, FY21 and FY22 completed by Controller's Office
    - Current reconciliation involves moving fund balance to appropriate BU within cost centers
    - Current reconciliation is by designated worktag
- DSS Continuation of Process Clean Up
  - Individual Balancing Units (BU) have been and still are being created for:
  - Events and Conferences – EVNT
  - International Campus – INTL
  - Study Abroad Programs – STAB
  - Service Centers – with approved rates from Grants & Contracts – SVCT
  - Scheller College of Business Premium Programs – as approved by BOR- PREM
- DSS Institute Policy has been updated; official policy approvals in process

Departmental Sales and Services

Reporting Tools

Workday reports:

- Analysis of Fund Balance by Balancing Unit – GTCR
- IBPA - Balancing Unit & Cost Center Recon – GTCR
- Reconciliation by Balancing Unit and Designated - DSS & Student Activity Funding Sources – CR

Reminders

- DSS revenue categories to use for posting revenue and revenue budgets:
  - RC452590 – DSS External to GT/GT Affiliate (ledger acct 452500)
  - RC471111 – Quasi/Internal Revenue – Sponsored Grant/Award (ledger acct 471100)
  - RC471101 – Quasi/Internal DSS (ledger acct 471100)
  - RC499103 – Funds from Prior Year – DSS (budget only) (ledger acct 499100)
- All internal revenue only will post to FD10600, Other General, and will no longer be DSS – no BU needed, no carry forward – needs to be spent by fiscal year end
  - RC471100 – Quasi – Revenue from Interdepartmental Sales and Services(ledger acct 471100)
  - RC471110 – Quasi/Internal – GTRI (ledger acct 471100)

- New BU and DE worktags should be requested via ServiceNow

Departmental Sales and Services

<u>Reminders continued</u>

- Each Cost Center must track DSS during the year and maintain within the Cost Center reports at year-end:

  - Positive fund balance with a spend plan

  - Negative (deficit) fund balance with a coverage plan

- Study Abroad and International must report annually to the Office of International Education (OIE) on balances and spend plans

- Associated salaries and fringe must be charged to DSS

<u>What is Needed from You</u>

- Review Reports

- Revenue is posting to the correct revenue category

- Budget DSS

- DSS transactions have a BU related worktag

- Use Your Funds!! GT is experiencing increased scrutiny from BOR on balances

Georgia Tech

Break – 5 minutes

Financial Accounting Update

Maurena Maynor
Associate Controller

Georgia Tech

Balance Sheet Ledger Account Reconciliation

- As a reminder year-to-date Balance Sheet Reconciliations are due to the Controller's Office quarterly

- Quarterly Reconciliations due dates are listed below
  - 1st quarter − Monday, October 31, 2022 (July-Sept)
  - 2nd quarter − Tuesday, January 31, 2023 (July-Dec)
  - 3rd quarter − Friday, April 28, 2023 (July-March)
  - 4th quarter (YE) − Monday, July 31, 2023 (July-June)

- Please send reconciliations and questions to auditrequest@gatech.edu

Process for Reconciling Balance Sheet Ledger Accounts

- ## Year-End Reconciliation
  - Run a Workday Trial Balance report for balance sheet ledger account

Trial Balance

Field	Value
Company	✕ CO503 Georgia Institute of Technology
Ledger	✕ Actuals
Book	✕ Common
Year	✕ FY21
Summary Period	
Period	
Ledger Account/Summary	✕ 214005:Deposits - Summer Conferences
Worktags	
Fund Affiliate	
Display By Option	Company
Display Worktag Type	✕ Fund
Company Currency	USD
Translation Currency	✕ USD
Account Translation Rule Set	(empty)

Options

- Perform Eliminations ☐
- Include Adjustments ☑
- Include Final Allocations ☑

OK | Send to Excel | Cancel

- **Company** = CO503 - GT
- **Ledger** = Actuals
- **Book** = Common
- **Year** = FY21
- **Summary Period** = Blank
- **Ledger Account/Summary** = 214005
- **Display Worktag Type** = Fund
- **Translation Currency** = USD
- **Include Adjustments** = Yes
- **Include Final Allocations** = Yes

Georgia Tech

Process for Reconciling Balance Sheet Ledger Accounts

- The ending balance circled should tie to the balance sheet reconciliation for the ledger account number

Trial Balance 5 items

Ledger Account	Fund	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
214005:Deposits - Summer Conferences	FD12210 Auxiliary Enterprises - Housing	(58,597.09)	84,437.09	75,515.00	(49,675.00)
214005:Deposits - Summer Conferences	FD14100 Dept Sales and Services (DSS) - Other	1,926.16	0.00	1,000.00	926.16
214005:Deposits - Summer Conferences	FD20000 Restricted - Education and General	(1,902.00)	0.00	0.00	(1,902.00)
214005:Deposits - Summer Conferences	FD20200 Restricted - Foundation	(551.41)	0.00	0.00	(551.41)
Total		(59,124.34)	84,437.09	76,515.00	(51,202.25)

- If there are ending balances that do not belong to your area, please submit a ServiceNow request to the Controller's Office for review. Please highlight the balances that do not belong to your area.

Georgia Tech

Process for Reconciling Balance Sheet Ledger Accounts

DEPOSITS - SUMMER CONFERENCES
Account Reconciliation as of June 30, 2021
FUND12210 Acct 214005

Ledger Balance as of June 30, 2021			49,675.00

- Reconciliation should include ledger balances as of June 30, 202X from the Trial Balance

Date	NO#	Event	Conference Deposits 6/30/2021
5/25/2021	1204	GT Lacrosse Camp	500.00
5/12/2021		National Student Leadership Conference 1 & 2	24,485.00
5/12/2021	1236	Summer Institute for Gifted	13,000
5/1/2021	1189	2021 Atlanta Ballot	9,190.00
11/25/2020		Rice University	2,390.00
10/30/2017	856	Close Out 856	110.00

- Followed by the detail/activity that makes up the balance. ***Do not include all ledger activity for the year.**

		49,675.00

Difference | - |

- The detail/activity amount should reconcile back to the ledger balance amount on the Trial Balance report

Preparer: Jane Doe
Approver: Bob Smith

- The preparer's name and approver's name should be noted on the reconciliation

Georgia Tech

Review Process for Balance Sheet Reconciliations

- Quarterly Reconciliation
  - Run a Workday Trial Balance report for balance sheet ledger account

Trial Balance

Company *	CO503 Georgia Institute of Technology
Ledger *	Actuals
Book	Common
Year *	FY22
Summary Period	Q1
	Q2
Period	
Ledger Account/Summary	214005:Deposits - Summer Conferences
Worktags	
Fund Affiliate	
Display By Option	Company
Display Worktag Type	Fund
Company Currency	USD
Translation Currency *	USD
Account Translation Rule Set	(empty)

Options

- Perform Eliminations ☐
- Include Adjustments ☑
- Include Final Allocations ☑
- Include Pro forma Journals ☐

OK   Send to Excel   Cancel

- **Company** = CO503 - GT
- **Ledger** = Actuals
- **Book** = Common
- **Year** = FY22 (Current Fiscal Year)
- **Summary Period** = Q1 & Q2
  - Q1 = July - Sep
  - Q2 = Oct – Dec
- **Ledger Account/Summary** = 214005
- **Display Worktag Type** = Fund
- **Translation Currency** = USD
- **Include Adjustments** = Yes
- **Include Final Allocations** = Yes

Georgia Tech

Georgia Tech Foundation Gifts (GTF)

- ## **Key Reminders**

BUDGETS	EXPENSES
Cannot transfer budgets from one GTF Gift to another GTF Gift in Workday Must email the Foundation at gifts@gtf.gatech.edu	Can transfer CY or PY expenses from GTF Gift to another GTF gift or to another Driver Worktag. The journal must use current BR on the **new** driver worktag for these transactions.
Can transfer budgets from one GTF Gift to associated Designated Worktag in Workday	Can use operational accounting adjustments to transfer charges from Invoices or Expense Reports from one GTF Gift to another GTF gift or to another Driver Worktag. The journal must use current BR on the **new** driver worktag for these transactions. Can use Accounting Journal to move prior year payroll on a gift to another worktag. The journal must use current BR on the **from** and **to** driver worktags for these transactions.
	Cannot use operational accounting adjustments to split charges on Invoices or Expense Reports. Must use Accounting Journal to split the charges. The journal must use current BR on the **new** driver worktags for those transactions.

Georgia Tech Foundation Gifts (GTF)

- As a reminder, when creating Accounting Journals, Accounting Adjustments, Requisitions, Spend Authorizations or Expense Reports using a designated (DE) worktag associated with a gift **DO NOT remove the gift worktag from the Gift column**. The gift info displayed in the name/description of the DE worktag is informational only. It does not ensure the expense posts to the gift worktag.

- The gift worktag is the main driver worktag for posting expenses to the gift budget. The DE worktag is used as the sub-worktag when funds from the main gift are designated/allocated to a specific cost center/department.

- Departments need to review gift budgets and expenses monthly by using the **"Other Funding Sources - Funding by Gift and Designated - CR"** report.

- The EBBR Report does not provide gift budget detail by gift and DE worktag. The data is summarized to provide a combined gift budget. The EBBR does provide expense by category which may be helpful.

- **Reminder** - Gift budgets are Annual Budgets, not Life-to-Date.

Georgia Tech Foundation Gifts (GTF)

- When running "other funding sources" report the budget will show balances by individual Gift or Gift/Designated worktag.

Total Gift Balance

Georgia Tech Foundation Gifts (GTF)

- The EBBR report shows a combined total for the gift/designated balances.

Georgia Tech Foundation Gifts (GTF)

- **Do Not** contact the Foundation about gift budgets posted in Workday.

- Questions about gift budgets and balances should be submitted via ServiceNow.

  - https://gatech.service-now.com/home > Financials > General Workday > Request Help

- A **GTF Gifts Help Guide** is available on the Controller's Website via the following link: https://controller.gatech.edu/financial-resources

Administration & Finance Training Update

- There is an ongoing initiative to update key training related to Financial Administration at Georgia Tech

- Goals:
  - ***Increase availability and accessibility of training***
  - Separate system training from policy/procedure training
  - Classify training as mandatory where it is critical for individuals to have the knowledge included in the program
- Efforts include updates to web-based training, job aids, knowledge articles, etc.
- Updates are in progress and will extend to calendar year 2023

People are our greatest asset .

Dave Ulrich

Journal Entry Documentation Compliance

Types of Support:

- Screenshots, Invoices, Reports, Emails that explain <u>reason for</u> and <u>amount of</u> entry

Responsibility of Preparer:

- Enough detail to satisfy auditor / future user
- Reduce need for individual recollection by preparer
- Review for errors, reasonableness, completeness
- Consider data security / governance

Responsibility of Reviewer - Review, but for real!

Keep smiling - maybe the auditor will forget about those reports she asked for yesterday

Georgia Tech
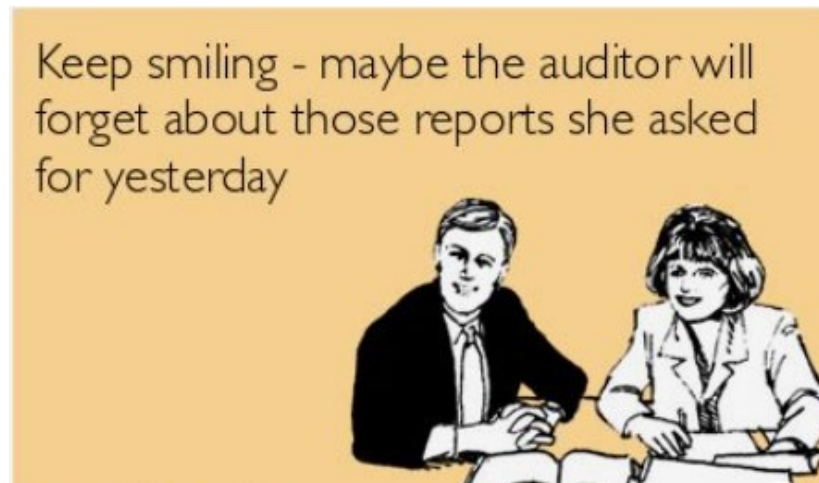
Review Prior Year Purchase Orders

Review POOELS report on Controller's Website (Updated November – June)

- Purchase Order Obligation and Expense Ledger Summary Report (POOELS)

- https://controller.gatech.edu/purchase-order-obligation

Fund	Class	Cost Center	Designated	Budget Ref	Supplier	PO Field	Sum of Carry Fwd Budget	Sum of YTD Oblig	Sum of YTD Expense	Lapsed / (Overspent) Amount	Exception
FD15000	CL11500	CC000311	DE00006836	BR21	Staples Inc	0	-	-	14	(13.72)	X
FD15000	CL11500	CC000311	DE00006836	BR21	Dell Marketing LP	PO-5158339	10,710	10,710	-	-	
FD15000	CL11500	CC000311	DE00006836	BR21	Amazon Capital Svcs	PO-5158696	114	114	-	-	
FD15000	CL11500	CC000311	DE00006836	BR21	Staples Inc	PO-5163859	-	14	(14)	-	

Georgia Tech

Review Prior Year Purchase Orders

Review Open Obligations Report

❑ Run "Open Obligation By Company – CR" in Workday

❑ Criteria

   --- **Company** = CO503 (GT)

   --- **PY budget References** =

      BR19, BR20, BR21, BR22

  --- For gold stars, you can include BR23 and start managing current year obligations before year end rush!

❑ Other Criteria

   --- Cost Center

   --- Worktags (i.e. DE, gift, grant, etc.)

   --- Supplier

Review results and make updates as needed:

☐ Services/Construction still in progress? OK!

☐ Goods never arrived due to issue with Supplier or Goods?
  - Close PO via Change Order Requisition
    - Requisition will route to the Controller's Office for approval
    - Include a detailed explanation indicating why the PO is being closed
  - Enter a Procurement Requisition with PY Budget Ref and new Supplier or Like Item
    - Requisition will route to the Controller's Office for approval
    - Include a detailed explanation of why new PO is being requested
    - Reference previous PY PO in the memo/description field

☐ Duplicate PO or PO Not Needed?
  - Enter a Change Order Requisition to Close the PO

☐ PO amount lapsed but should not have?
  - Contact Chris Drummond in the Controller's Office - christopher.drummond@business.gatech.edu
  - Please don't wait!!!!

Georgia Tech

Allowable Cost Matrix

- Matrix Updates by end of calendar year 2022

Us, tackling Unallowable Costs!!!

Georgia Tech

GASB Updates

Amy Herron
Controller

What is GASB?

- GASB = Governmental Accounting Standards Board.

- This organization establishes authoritative accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

- Georgia Tech is required to follow GASB standards for compliance with generally accepted accounting principles (GAAP).

Basis of Accounting and Financial Statement Presentation

The financial statements have been prepared in accordance with generally accepted accounting principles (GAAP) as prescribed by the GASB and are presented as required by these standards to provide a comprehensive, entity-wide perspective of the Institute's assets, deferred outflows, liabilities, deferred inflows, net position, revenues, expenses, changes in net position and cash flows.

GASB 83– Asset Retirement Obligations

- Requisition Questionnaire -

> **If this requisition is for an asset, does it require special disposal?**
> ○ Yes
> ○ No

- GT must report assets requiring special disposal when financial statements are submitted each year.

- Examples of assets requiring special disposal due hazardous material contained in equipment–

  - X-Ray Equipment

  - Spectrometers

  - Lasers

Georgia Tech

GASB 87 – Leases

- Implemented in FY22

- Required leases that meet special criteria to be added as right-of-use assets and lease obligations.

- Also required leases where Georgia Tech is the landlord to be added as lease receivables and deferred inflows.

- Team effort to implement – Controller's Office, Real Estate, Budgets, GTRC, GTPE, EI2, OIT, Auxiliary Services, and anyone else who may have a lease.

- End result = Added 36 lease obligations ($292.5M) and 10 lease receivables ($6.5M)

GASB 96 – SBITA's

- **SBITA** = Subscription-Based Information Technology Agreements

- **Definition** = A contract that conveys **control** of the right to use another party's IT software, alone or in combination with tangible capital assets (underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

- If the contract meets the definition, then it should be recorded as a subscription asset and a subscription liability.

- Required to implement this fiscal year (FY23).

QUESTIONS

Slides and Recording will be posted at
https://controller.gatech.edu/financial-summit before the end of the month

Accounts Payable & Travel

Abbie Coker
Director of Accounts Payable & Travel

Laura Jamison
Accounts Payable Manager

GT Georgia Tech

Submission of Invoices

Invoice Submission Check-List:

All criteria must be met before submission to ensure invoice is delivered to **apinvoices@gatech.edu**

✓Should be an **INVOICE**− quotes, estimates, PO's etc. are not valid

✓Invoice must be billed to Georgia Tech

✓**Invoice must be in PDF format**

✓Valid Georgia Tech PO Number referenced on invoice

✓**One invoice per attachment**

✓PO Number ONLY in the email subject line

✓All Support Documents Included

✓First Time Submission Only. Do not send duplicate invoices

Submission of Invoices

✓ Invoices to be processed by Athletics should be sent to **ap@athletics.gatech.edu**

✓ Invoices to be processed by OSP(OFFICE OF SPONSORED PROGRAMS) should be sent to: **ospinvoices@osp.gatech.edu**

✓ Invoices to be processed by GT Foundation should be sent to: **gtfap@gtf.gatech.edu**

⊘ Your request was successfully submitted.

Georgia Tech

Invoices in Webnow

✓Purchase Order is to be obtained prior to the order of good and/or services

✓Do not order goods or services if you do not have a PO number

✓All invoices must be submitted to AP with a PO by sending to apinvoices@gatech.edu

✓Do not send duplicate invoices to apinvoices@gatech.edu as this will slow down the process

✓Review Invoices in your WebNow queues

✓Provide a PO# for invoices with no PO

✓Contact Purchasing for guidance on closed PO's

Past Due Invoices in Webnow

✓WebNow Report sent weekly to department point of contacts

✓Review Invoices in your Department WebNow queues

  ✓ Review the sticky note 📝

  ✓ Take action based on Sticky Note Detail

  ✓ Update the sticky note and rout forward to Approved for AP to Pay

• WebNow upgrade to be launched in late October 2022. Contact Jo Keith for further questions jo.keith@business.gatech.edu

Invoices in Match Exception

- ✓ Match Exception report sent weekly to Requisition requester and point of contacts who have requested the report
- ✓ Run "Supplier Invoices in Match Exception - CR" report in Workday weekly
    - ✓ Helps research by Cost Center
    - ✓ Helps with researching PO's with multiple invoices keyed on the PO lines
    - ✓ Search by PO# to view the status of all invoices associated with the PO
- ✓ If one invoice in exception due to a receipt or change order, it will show all other invoices affected
- ✓ Create change order to increase funds.
- ✓ Create receipts
- ✓ Knowledge articles and job aids available in ServiceNow

Georgia Tech

Why is my invoice not paid?

- ✓ Was the invoice sent to apinvoices@gatech.edu?
- ✓ Was the invoice submitted in PDF format?
- ✓ Is a valid PO listed on your invoice?
- ✓ Does the PO have sufficient funds
- ✓ Is your invoice in match exception?
- ✓ Was a receipt entered?

WHERE IS MY MONEY MAN?!!
WHERE IS MY MONEY?!
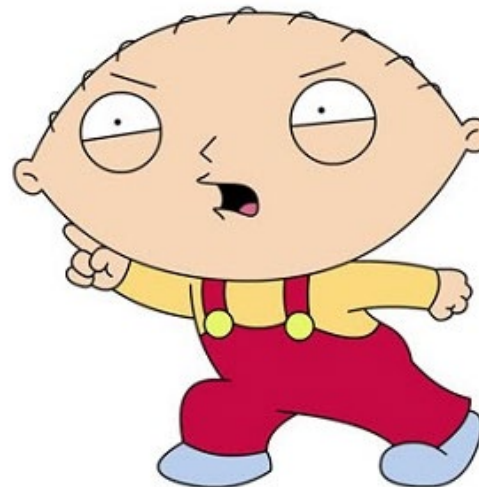
Georgia Tech.

Spend Authorizations

- ✓ Spend Authorizations must be submitted prior to first day of travel.

- ✓ Must be linked to an expense report. Expense report should be be marked for final if no further expenses are expected

- ✓ Monthly Close of Spend Authorizations

- ✓ Spend Authorizations are closed 60 days after travel end date

Expense Reports

✓Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip, **but no later than 45 calendar days.**

✓Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered as taxable income per the IRS.

✓ Spend Authorizations must be submitted prior to first day of travel.

✓ Must be linked to an expense report. Expense report should be be marked for final if no further expenses are expected

✓ Monthly Close of Spend Authorizations

Concur Set Up and Training

All Concur travel forms and information on training can be located on the Procurement & Business Services website

Program Advances

✓Program advances are issued for research participant payments and study abroad.

✓Requests are made via submission of a spend authorization.

✓Must select "GT Program Advances" for Business Purpose to route correctly for approval.

✓Enter the correct start and end date.

✓**Do not** select "Personal Expense" box on the expense report.

✓Use the currency conversion functionality on the expense report.

✓Documentation/Receipts must be attached to each expense line.

✓Expense reports should be created no later than 15 days after the end date listed on the program advance.

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Program Advance Spend Categories

Expense Item	Expense Item categorized by Spend Category
Grant Research Participation Payment	SC751116 - Grant Participant Support - Other
Research Participation Payment	SC751113 - Services - Participant Payment
Study Abroad - Airfare	SC727100 - Other Operating Expense
Study Abroad - Baggage Fee	SC727100 - Other Operating Expense
Study Abroad - Car Rental	SC719102 - Rental - Vehicles
Study Abroad - Ground Transportation	SC727100 - Other Operating Expense
Study Abroad - Insurance Expense	SC720100 - Insurance And Bonding
Study Abroad - Laundry Expense	SC727100 - Other Operating Expense
Study Abroad - Lodging Expense	SC719104 - Rental - Meeting and Hotel Rooms
Study Abroad - Meals	SC727730 - Groups Meals - Students
Study Abroad - Misc Expense	SC727100 - Other Operating Expense
Study Abroad - Parking Expense	SC727100 - Other Operating Expense
Study Abroad - Postage/Shipping	SC714110 - Supplies and Materials - Postage / Mailing Services
Study Abroad - Supplies and Materials	SC714100 - Supplies and Materials
Study Abroad - Travel Agency Fees	SC727100 - Other Operating Expense
Study Abroad -Public Transportation	SC727100 - Other Operating Expense

Payment or Reimbursement for End of Year Events & Activities

- ✓ Allowable Expenses – See the Allowable Cost Matrix
- ✓ Entertainment, individual professional achievement/milestone receptions, holiday and end-of-year receptions, retirement events, faculty recruitment entertainment and extraordinary development activities must be processed directly through the GT Foundation or GTRC.
- ✓ When using Foundation Funds to pay for group meals the following apply
  - ✓ Meal per diem limits are not imposed
  - ✓ 4 hour minimum is not required
- ✓ The Food/Group Meal Documentation Form is required for all payment requests processed through the Institute's Accounts Payable Department.

END OF YEAR CELEBRATION

Georgia Tech

Payment via AP versus GT Foundation

Type of Expense	Pay via Institute	Pay via GTF
Alcohol		X
Business Meeting with Food and Alcohol		X
Business Meeting with Food, but no Alcohol	X	
Conference Related Expenses	X	
Contracts for GT Authorized Events (i.e., hotel, guest lecturer, entertainer, musician, etc)	X	
Events that include Spouses, Children or Guests		X
Fine Art, Sculptures		X
Gifts		X
Materials, Supplies and Equipment	X	
Memberships	X	
Parties and Celebrations (i.e. holiday, year-end, etc)		X
Personal Events (i.e., wedding, baby, graduation, etc)		X
Research Participant Payments	X	
Retirement Parties and Celebrations		X
Sponsorships	X	
Staff Appreciation/Recognition Meal with Alcohol		X
Staff Appreciation/Recognition Meal without Alcohol	X	
Staff Retreats with Recreational Activities		X
Travel - Employees	X	
Travel - Visitor	X	

Georgia Tech

Pre-Winter AP & Travel Deadlines

All invoices, Supplier Invoice Request(SIR's), ad hoc payments and expense reports are to be submitted to Accounts Payable **by Friday December 9, 2022, at 5pm** so as to be processed before winter break:

- Supplier Invoices (<u>must have a valid PO#</u>)

- Receipts entered

- Change orders entered

- Supplier Invoice Requests (SIR's) should have required supporting documentation

- Expense Reports must be fully approved and awaiting Expense Partner Approval

- Travel Team will continue to process expense reports on a first in first out basis but cannot guarantee reimbursement after this deadline

Georgia Tech

Pre-Winter AP & Travel Deadlines

- ✓ The final AP settlement run for checks will be **Thursday December 22, 2022**

- ✓ The final AP settlement run for ACH and EFT will be **12 noon Friday December 23, 2022**

- ✓ Wire Transfer requests should be submitted by **12 noon on Tuesday December 13, 2022**

- ✓ All rush payment requests must **be received by 4:00 pm on Tuesday December 13, 2022**.

- ✓ All 'pick up' checks are to be picked up by 12 noon on **Friday, December 23, 2022**

Georgia Tech

How do I contact AP Department for questions?

✓Best way to have your questions answered is to submit a ticket via ServiceNow

   ✓Provide detailed information regarding your question such as PO number, invoice number, expense report number, check number etc.

✓ Visit the procurement & Business services website

✓ We will be implementing office hours in the near future. Look out for more information regarding this.

Thank You For
Your Time Today

———

ANY QUESTIONS?

GT Georgia Tech.