

# 2023 Financial Summit

Tuesday, October 31, 2023

9AM to Noon

Student Success Center Clary Theater / Online

Agenda	
Topic	Presenter(s)
Administration & Finance Welcome	Dr. Shantay Bolton
Grants & Contracts Update	Josh Rosenberg
Bursar Update	Gloria Kobus & Curlyne Andrew
Common Audit Trends	Trey Edmondson & Eddy Lee
Business Assets Update	Frederick Trotter & Tanisha Tigner
<b>Break</b>	<b>5 minutes</b>
Higher Education Act – Section 117	Macy Fennell & Darryl Lunon
Commitment Accounting Update	Jason Cole
Budget Update	Jamie Fernandes & Yiny Lynch
Procurement & PCard Update	Ericka Thomas & Whittney Haynes
AP & Travel Update	Laura Jamison & Jennifer Jacobs
Payroll Salary Overpayments	Jerri Phillips & Kedrich Claiborne
<b>Break</b>	<b>5 minutes</b>
Financial Systems Management Update	Serena Simpson
Financial Compliance Update	Amry Stanley
Slides, Q&A, and Recording will be posted at <a href="https://controller.gatech.edu/financial-summit">https://controller.gatech.edu/financial-summit</a> Email any follow-up questions to <a href="mailto:fy.review@gatech.edu">fy.review@gatech.edu</a>	

# Welcome

Dr. Shantay Bolton

Executive Vice President for Administration and Finance and  
Chief Business Officer



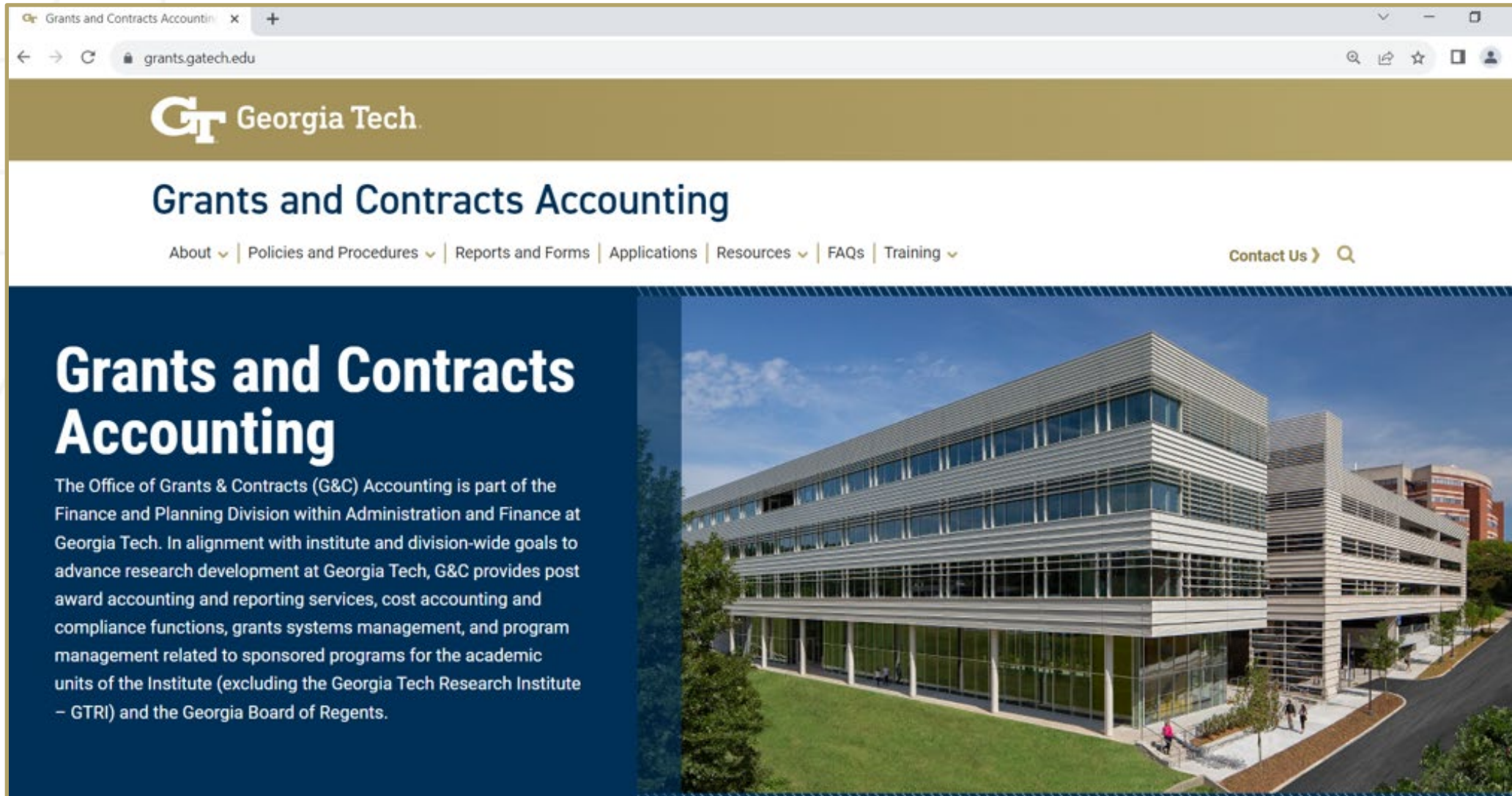
# Office of Grants & Contracts (G&C) Accounting Update

Josh Rosenberg, CPA  
Executive Director

# Grants and Contracts Accounting

- Organizational Chart
- 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



The screenshot shows a web browser window with the URL [grants.gatech.edu](https://grants.gatech.edu). The page features the Georgia Tech logo at the top left. Below the logo, the title "Grants and Contracts Accounting" is displayed in a large, dark blue font. A navigation bar contains links for "About", "Policies and Procedures", "Reports and Forms", "Applications", "Resources", "FAQs", and "Training", each followed by a dropdown arrow. To the right of these links is a "Contact Us" link with a right-pointing arrow and a magnifying glass icon. The main content area is split into two sections. On the left, a dark blue background contains the title "Grants and Contracts Accounting" in large white font, followed by a paragraph of text. On the right, there is a photograph of a modern, multi-story building with a glass and metal facade, surrounded by greenery and a paved walkway.

Grants and Contracts Accounting

About | Policies and Procedures | Reports and Forms | Applications | Resources | FAQs | Training

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## Grants and Contracts Accounting

The Office of Grants & Contracts (G&C) Accounting is part of the Finance and Planning Division within Administration and Finance at Georgia Tech. In alignment with institute and division-wide goals to advance research development at Georgia Tech, G&C provides post award accounting and reporting services, cost accounting and compliance functions, grants systems management, and program management related to sponsored programs for the academic units of the Institute (excluding the Georgia Tech Research Institute – GTRI) and the Georgia Board of Regents.



# Grants and Contracts Accounting

## News



### Updated Provisional F&A Rates and Fringe Benefit Rates for FY24

The Provisional F&A Rates and Fringe Benefits Rates have been updated for fiscal year 2024.

[Provisional F&A Rates for FY24](#)

[Provisional Fringe Benefits Rates for FY24](#)

[Learn More](#)

## Featured PI Article



### Research Proposal Submissions – Don't Needlessly Miss Your Flight

Imagine you are taking a family vacation that you have planned for months....maybe even years. In heading to Atlanta's Airport, you have to account for (1) Atlanta traffic, (2) airport construction, (3) shuttle delays at the drop off, (4) parking/Marta delays, (5) security lines that snake into the baggage area, (6) getting to distant concourses, etc. More PI articles are found in the [archive](#).

[Read the Article](#)

## Upcoming Events

### The Latest Buzz with G&C Accounting

G&C hosts a monthly information session to provide post award research news and updates to the Georgia Tech research community.



#### Next session:

October 25th, 2023

Virtual

[Register](#)

[View Past Session Recordings](#)

### G&C Office Hours

The Project Accounting Management Team hosts monthly, virtual "Office Hours" for campus. Anyone is welcome to join and ask questions on the last Monday of each month, between 10:00am and 11:00am.



#### Next office hours:

October 30, 2023

10 - 11 a.m.

[Learn More](#)

# Grants and Contracts Accounting

grants.gatech.edu/latest-buzz-gc-accounting

**Georgia Tech**


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### The Latest Buzz with G&C Accounting

The Latest Buzz with G&C Accounting



Grants and Contracts (G&C) Accounting is hosting a monthly information session to provide post award research news and updates to the Georgia Tech research community. Our next session will be held virtually in October 25th. Please register for the session [using the link below](#). If you would like to view our past session please navigate to our website: grants.gatech.edu -> Training -> The Latest Buzz with G&C Accounting. We look forward to seeing you!

[Link to Register.](#)

**September 19, 2023**

For [Presentation Slides \(PDF\)](#),  
For [Recorded Session](#).

Topic	Presenter	Recording start
Research Stats, RI Sponsored Programs, PI Articles	Josh Rosenberg	0:00:28
Commitment Accounting Reminders, CPFs: Key Points, Review/Approve Change Position Funding, EDRs: Key Points, Review/Approve Express Direct Retro, Additional Tools	Terryl Barnes	0:09:06
What are Project Financial Management Best / Good Practices? Downstream Effects of Past term charges, Overruns and late cost transfers/ EDR, What happens when award is overrun? What happens with past term charges? What issues do EDR cause? How do you help G&C stay current with invoicing, reporting and closeouts?	Glenn Campopiano	0:24:35

Come join the Buzz!  
We do this every month  
(34 straight months!)  
[grants.gatech.edu/latest-buzz-gc-accounting](https://grants.gatech.edu/latest-buzz-gc-accounting)



# Grants and Contracts Accounting

## About the Office of Grants & Contracts Accounting

The Office of Grants & Contracts Accounting is part of **Finance and Planning** within the **Administration and Finance**. Administration and Finance provides the platform for Georgia Tech's continuing success in achieving its mission of teaching, research, and economic development by leading, supporting and enabling institutional effectiveness in administrative, financial, information, and physical infrastructure services for Georgia Tech. Employees in the Division should demonstrate a commitment to a core set of **values**.

The Office of Grants & Contracts Accounting, located in the Dalney Building at 926 Dalney Street, provides post award accounting and reporting services related to sponsored programs managed by all academic units of the Institute (excludes Georgia Tech Research Institute).

## Questions?

[FAQs](#)[Staff Contact Information](#)[Our Office](#)[Org Chart](#)[Resources](#)

## Operating Units



### Project Accounting

Project Accounting is responsible for the financial management of sponsored awards and grants from point of award through close-out (excluding GTRI & GTF).

[Learn More](#)

### Cost Accounting and Compliance

Cost Accounting and Compliance is responsible for the establishment of Institute rates, financial reporting (Institute-level) and effort reporting. Conduct reviews of expenditures charged to sponsored awards to ensure financial compliance.

[Learn More](#)

### Systems and Reporting

Systems and Reporting maintains the Institute's Grants Management System and Reports and also manages the Grants and Contracts Accounting website.

[Learn More](#)

### Board of Regents Sponsored Programs

Board of Regents (BOR) Sponsored Programs manages the financial aspects of selected sponsored programs awarded to the BOR, including the preparation and maintenance of financial records and reports in the same manner as other sponsored programs managed in the Office.

[Learn More](#)

# Facilities and Administrative Rates

- The Office of Naval Research (ONR) has approved Facility and Administrative rates for FY24 and FY25
- Georgia Tech (Resident Instruction) received a clean audit from Defense Contract Audit Agency and two-year rates were approved as requested
- Rate agreements are posted on the G&C [website](#)

## Section I: RATES - TYPE:

## PREDETERMINED (PRED)

### F&A Rates:

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>APPLICABLE TO</u>	<u>LOCATION</u>
Pred	7/1/2023	6/30/2025	57.4%	(a)	Organized Research (1)	On Campus
Pred	7/1/2023	6/30/2025	26.0%	(a)	Organized Research (1)	Off Campus
Pred	7/1/2023	6/30/2025	66.5%	(a)	Organized Research (2)	On Campus
Pred	7/1/2023	6/30/2025	35.2%	(a)	Organized Research (2)	Off Campus
Pred	7/1/2023	6/30/2025	36.7%	(a)	Other Sponsored Activities	On Campus
Pred	7/1/2023	6/30/2025	52.8%	(a)	Sponsored Instruction	On Campus

# RI Fringe Benefit Rates

## SECTION I: RATES – TYPE PROVISIONAL (PROV)

### Fringe Benefits Rates:

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE</u>	<u>BASE</u>	<u>APPLICABLE TO</u>	<u>LOCATION</u>
Prov	07/01/23	06/30/24	31.7%	(a)	Full Benefits	RI*
Prov	07/01/23	06/30/24	23.8%	(b)	Limited Benefits	RI
Prov	07/01/23	06/30/24	1.5%	(c)	Partial Benefits	RI
Prov	07/01/23	06/30/24	7.3%	(d)	Grad Student Health	RI

\*Resident Instruction

- The Office of Naval Research (ONR) has approved provisionally approved fringe rates for FY24
- Georgia Tech (Resident Instruction) received a clean audit from Defense Contract Audit Agency and expects a fixed rate agreement soon
- Rate agreements are posted on the G&C [website](#)

# Effort Reporting

## Policy: 3.2 Personal Service Reporting using the Plan Confirmation System

- Effort Reporting – Annual Statement of Reasonableness (ASRs)
  - FY23 ASRs are currently due
    - May still be signed electronically or manually via the paper form
    - Paper ASRs have been distributed to the department UFM
  - Unsigned ASRs are a **Major Audit Risk!** They are requested during every audit engagement and unsigned ASRs can result in finding in future years
  - Approved First-Hand Knowledge signers can be: Supervisor, PI, or Department/Organizational Head
  - Workload Assignment Form – Distributed monthly to all employees with effort on Sponsored Awards. Please encourage employees to review monthly to avoid late cost transfers or issues with billing financial reports
- Questions? Contact Jonathon Jeffries or [earr.ask@business.gatech.edu](mailto:earr.ask@business.gatech.edu)



# Institutional Base Salary (IBS)

## 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

- 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

# Managing (PSC) Participant Support Costs – Who qualifies as a participant and who does not

- A participant is defined as a non-employee who is the recipient, not the provider, of a service or training associated with a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity.
- A participant is most commonly:
  - High School Students
  - College Undergraduates/Graduates
- A participant cannot be:
  - An employee of the grantee institution
  - Advisory board members
  - Interns who have paid appointments
  - Anyone who has a deliverable or is primarily providing a service to the project
- Note: Please ensure sponsor and contracting officer has sufficient budget justification to justify inclusion of participants utilizing participant support funds.

# Managing (PSC) Participant Support Costs – The Budget

- Federal agencies vary in their requirements for management of PSCs – Be aware of the ones from your sponsor
  - Participant support needs to be specified in a funding solicitation and accepted in the budget proposal.
  - Budget awarded for participant support cannot be transferred to other categories of expense unless approved in writing by the Program Officer.
  - PSCs not defined in 2 CFR are not allowable without prior approval.
  - Rebudgeting between the defined participant support cost categories is permitted, rebudgeting which changes the scope of the award must have agency approval, even if rebudgeting authority has been assigned to the grantee.
  - A participant program, where not previously awarded, is generally considered a change in scope and requires an agency's prior approval.
  - To hear further information about PSC categories, unallowable PSC, and PSC documentation then go to [The Latest Buzz with G&C Accounting | Grants and Contracts Accounting \(gatech.edu\)](https://gatech.edu/gcaccounting) and listen to the July 2023 Buzz.

# Cost Transfers – Key Information

- Cost Transfers require adequate supporting statements that clearly indicate that the costs being moved to a project are directly related to the project scope, allowable by the project budget, and incurred in a timely manner such that they benefit project activities.
  - Request should present sufficient and reliable information regarding expense to include...
    - Invoice that includes quantity, item, and total charges that matches cost transfer amount on journal entry memo line
    - Relevant email communication
      - Emails with sponsor approvals should be attached as supportive documentation -
      - Emails and any support provided are subject to audit so only upload relevant portion of the communication
    - Budget justification if moving equipment to a different grant/award
    - Documentation should support conclusions made in Cost Transfer Questionnaire



# Cost Transfers – Exceptions to over 90-day cost transfer (Draft)

1. Initial or continuing sponsor funding is delayed beyond 90 days after the effective date of the applicable award performance period. If the transfer is requested within the reporting period of the sponsored award (typically 60-90 days after the expiration date of the award). 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.
2. Moving direct costs between grant lines on same sponsored award. Grant Line changes are still reviewed for appropriate allowability, allocation, and compliance with award requirements.
3. Correcting ledger accounts or spend categories on transactions within a sponsored award. These changes are still reviewed for appropriate allowability, allocation, and compliance with award requirements.
4. Transfers of direct costs <\$1,000 where an exception has been deemed acceptable by the Executive Director of Grants and Contracts Accounting or a member of the Grants and Contracts Accounting team with delegated authority and is clearly documented.
5. Specific approval received by the sponsored agency of the award/grant receiving the charge.

# Cost Transfers – Exceptions to over 90day cost transfer (Draft) - Continued

6. New award/grant established based on sponsor need such as a new task order, new PO# or Agency transition from pooled to award billing. The Scope of Work, PI, and core contract number remain the same.
7. Transfer of direct costs from one phase of award to another, where the Period of Performance overlaps. The P.I, Sponsor, and award deliverables must be consistent from award to award. Additional information may be requested from Grants & Contracts team member for conformity to policy.
8. Transfers to fixed price or Private/Industry awards where the costs are reported to be allowable and allocable to the award receiving the charge and adequate supporting documentation is provided.

Note: For information on Do's and Don'ts of filling out the cost transfer questionnaire then visit [The Latest Buzz with G&C Accounting | Grants and Contracts Accounting \(gatech.edu\)](#) and listen to the May 2023 Buzz.

# 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.
- Note – posting of waived tuition remission lags behind by about a month.
- 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.
- It is sent out at the beginning of the month along with award and grant exception reports to grant and finance administrators in the units – and to the Chairs! The BOTS are coming.

# 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 as intended. G&C may determine that a cost transfer to unrestricted funds is required.



# Descriptions for SABER Reports



## Tasks and Reports

### [SABER - Sponsored Award Budget Expense Report](#)

Report

Use this **SABER** report to view the financial status of an award at both a high level and a detailed transaction drill down level, with each associated Grant shown as a separate line. This report provides information on budget, actual expenditures, obligations and commitments (along with estimated F&A), and available balance. The **SABER** can also be used to view all awards by cost center, PI, and grant manager.

### [SABER - Sponsored Award Budget Expense Report - PEB](#)

Report

This report is useful for seeing budget, actual expenditures, obligations, commitment, and available balance by object class for the overall award. The information is presented for the current month, current fiscal year, and life to date.

### [SABER - Sponsored Award Budget Expense Report -SubAward](#)

Report

This report is similar to the regular **SABER** report, but only includes subawards. It will help users monitoring their subawards, especially when there are budgets, but no actual expenses on the subaward. Use this **SABER** report to monitor subaward grants to ensure the accuracy of budgets, obligations (POs), and actual expenditures (subawardee invoices paid).

### [SABER - Sponsored Award Budget Expense by Object Class](#)

Report

This report takes all of the information for an individual award from the **SABER** and sorts it by grant and by object class (e.g., salaries and wages, fringe benefits, materials and supplies, etc.) within each grant.

# LITE Reports

- Grants & Contracts Cost Share Exception Report (LITE)
- In LITE -> Financials -> [Grants & Contracts Cost Share Exception Report](#)

[https://lite.gatech.edu/lite\\_script/dashboards/grants\\_contracts\\_cost\\_share\\_exception.html](https://lite.gatech.edu/lite_script/dashboards/grants_contracts_cost_share_exception.html)

- This report identifies awards where the cost share spend rate is less than the sponsor spend rate by more than 10%. Please use this report as a starting point for departmental review and action to ensure cost share is being met per the terms of the award. Sponsors may reject our invoices if the rate of cost sharing is not aligned with the rate of spending on the award. Note: this report does not take into consideration (1) obligations/commitments, (2) non-linked awards that are providing cost share or (3) third party in-kind cost share which is not posted.
- It is an EDW report. For real time data, please refer to [GT RPT Cost Share Fund in Progress Report](#) in Workday.

# LITE Reports

- Sponsor Expenditure Profile Report
- In LITE -> Financials -> [Sponsor Expenditure Profile Report](https://lite.gatech.edu/lite_script/dashboards/sponsor_expenditure_profile_report.html)  
[tps://lite.gatech.edu/lite\\_script/dashboards/sponsor\\_expenditure\\_profile\\_report.html](https://lite.gatech.edu/lite_script/dashboards/sponsor_expenditure_profile_report.html)
- Sponsor Profile Report  
[https://lite.gatech.edu/lite\\_script/dashboards/sponsor\\_profiles.html](https://lite.gatech.edu/lite_script/dashboards/sponsor_profiles.html)
- These two reports provides a comprehensive overview of RI (resident instruction) expenditures from FY20 to the current fiscal year by sponsor type and by sponsor. The report contains a sponsor summary that provides expenditures by each sponsor and can be drilled down to show detailed award information. The report also provides links to the CIS and Workday systems so that users can easily navigate back to the system when needed.

# Upcoming – PI Award Health Check Report (LITE)

- We are working with our colleagues in Enterprise App & Data Integration to Create this report in LITE so PI and financial personnel can run the report as needed.
- This report will encompass comprehensive details regarding an award, drawing from both Workday and OSP data sources. It will provide an overview of the award, including its summary, grant details, open purchase orders, subawards, and individual payment details. The report will also feature a focus on invoicing data related to the award, along with information regarding travel and equipment expenses. Additionally, it will incorporate a mechanism for identifying exceptions in cost-sharing.



# Bursar Update

Gloria Kobus, Bursar

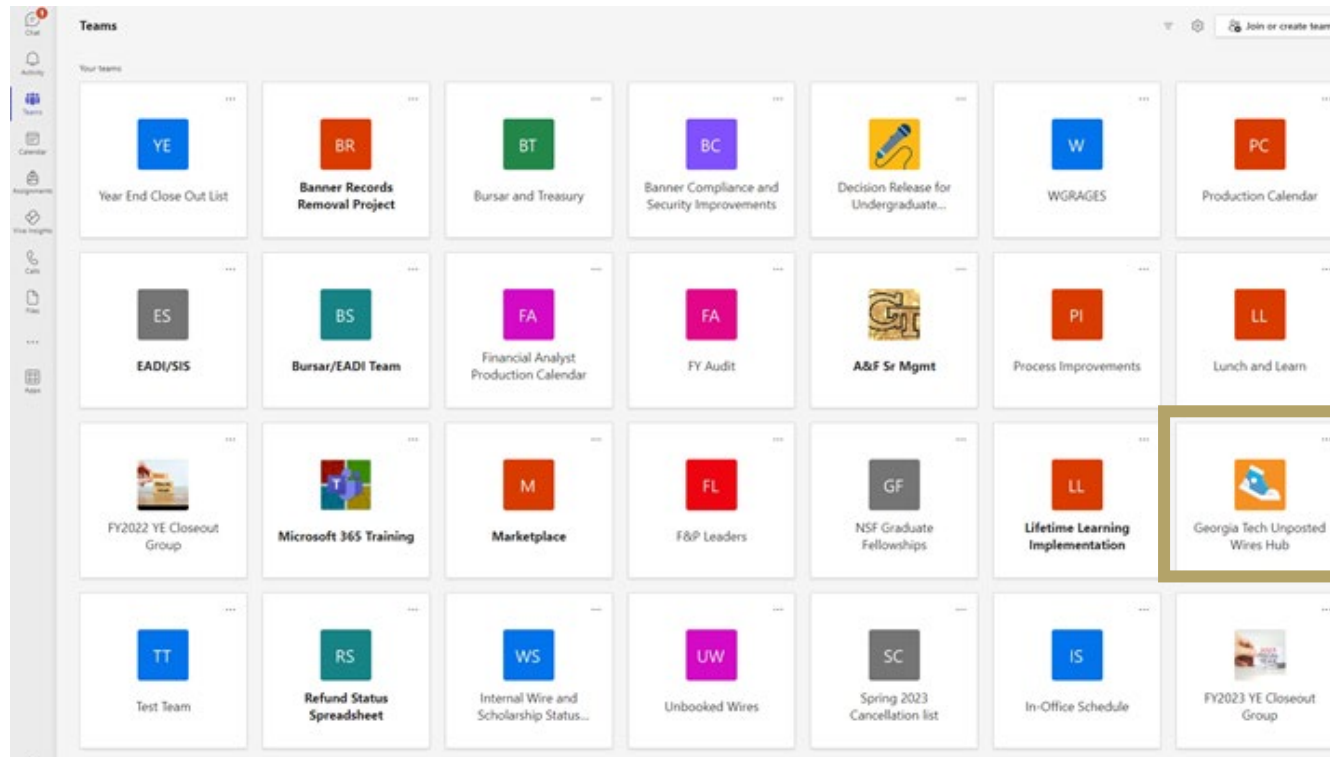
Curlyne Andrew, Associate Bursar

# Process of Claiming / Booking Wires / ACH

- Payment booking process (not student payment)
- When a payment is received and can be identified, the Worktag/Ledger information is needed to book wire

## Campus Notification Process:

1) Teams Hub created with distribution list. Hub includes instructions – Look for the sneaker!



# Process of Claiming / Booking Wires / ACH / Continued

- 2) Departments are contacted, when possible if we can identify enough information to determine a department.
- 3) Unidentified payments are sent out to campus by email (mass distribution list)
- 4) Departments review and respond back to claim payments
- 5) Payments are applied by the department or the Bursar's Office

# Unclaimed Wires & Claiming Payments From General Revenue

- After 90 days, unclaimed payments are automatically moved to a central Institute revenue account.
- Once funds are booked into Institute revenue, you will need to contact Maurena Maynor, Associate Controller, to see if the funds can still be claimed.
  - Availability of funds may be affected by:
    - Funding Source (state, sponsored, etc.)
    - Whether the fiscal year the funds were received in has closed
    - Whether the funds have been used centrally

# Campus Notification Process

- Expecting a payment? Let us know:
  - [nicole.shepherd@business.gatech.edu](mailto:nicole.shepherd@business.gatech.edu) (Treasury Management)
  - [trina.hall@business.gatech.edu](mailto:trina.hall@business.gatech.edu) (Assistant Director Student Account Services)
- Need to be added to the Teams unposted wires group? Let Trina know:
  - [trina.hall@business.gatech.edu](mailto:trina.hall@business.gatech.edu)
- Need to be on the payment notification list? Let Nicci know:
  - [nicole.shepherd@business.gatech.edu](mailto:nicole.shepherd@business.gatech.edu)



# Non-Student Invoicing – What is the Policy?

## Administrative Policy 1.6

### Policy Statement

- The Bursar's Office is responsible for billing and collecting for goods and services to external parties for units of the Institute such as IPST and Facilities.

### Procedure

- When requesting a billing, the college, department, or organizational unit must provide the following information on the Non-Student Invoice Request Form at this link: [http://www.bursar.gatech.edu/sites/default/files/pdf/Non-Student\\_Invoice\\_Request.pdf](http://www.bursar.gatech.edu/sites/default/files/pdf/Non-Student_Invoice_Request.pdf)

# Non-Student Billing Contact

Please send the [Non-Student Invoice Request Form](#) and the supporting documentation to [NonStudentInvoicing@gatech.edu](mailto:NonStudentInvoicing@gatech.edu). It can also be mailed to the following address:

Bursar's Office  
Attn: Non-Student Invoicing  
Suite 111 Lyman Hall  
Mail Code: 0255

# Questions?



# FY23 Common Internal Audit Issues

Trey Edmondson, Audit Manager

Eddy Lee, Auditor II

# Background

**DIA completed 23 Audits in FY23 and noted issues in the following areas:**

- **Travel and Expense Reports**
- **Procurement**
- **Conflict of Interest**



# Travel

- **Spend Authorization's created after the trip had begun**
- **Matching Spend Authorization and Expense Report dates**
- **Unallowable expenses**
- **Lack of prior approval for exception expenses**
- **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."*

## *"Accommodations"*

- *Reimbursement is limited to the actual cost of lodging expense supported by itemized receipts."*
- **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."*

# Expense Reports

- **Lack of Supporting Documentation (including group meal forms)**
  - *“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.”*

# Procurement

- **Approvals for PCards**
  - Must have two approvers on the Requisition form
  - Must be approved prior to purchase
  - Cannot be approved by the one requesting or their subordinate
  - Approved late in Workday
  - Unauthorized Purchase Approval Form not completed when required
- **Missing requisition forms or other supporting documents**
  - Receipts, group meal forms, conference agendas, etc.
- **Employee vs contractor determination**
- **Late supplier invoice payments**
- **Unallowable PCard Purchases**
  - Employee Travel expenses (lodging, transportation, meals)
  - Gift cards, funding the GT BuzzCard, stored value cards, prepaid cards, calling

# Conflict of Interest

- **Incomplete Conflict of Interest disclosures**
- **Monitoring and compliance with conflict of interest policies**





# Business Assets Update

Frederick Trotter, Director of Insurance & Assets

Tanisha Tigner, Supervisor



# 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

# 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

	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) <b>*This spend category should also be used for <u>furniture</u> greater than \$4,999.99</b>
	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

# Requisition with Partial Payments

- When creating a requisition involving partial/progress payments, line items need to be submitted exactly as noted below 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>).

## 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>).

# Annual Equipment Inventory

FY24 GT Annual Physical Inventory – October 2023 thru March 2024

Inventory Deadlines		
Class	Assets Count	Due Date
D	750 +	12/22/23
C	400-750	1/26/24
B	100-399	2/16/24
A	1-99	3/8/24



This is the 3rd year with the above defined schedules. This process is to ensure inventory accountability is completed prior to year-end financial reporting for FY24.

- Additional time for Cost Centers to internally search/ locate reported missing assets
- Additional time for Cost Center – Leadership to review data prior to inventory submission
- Additional time prior to GT year-end financial reporting periods



# Annual Equipment Inventory Results – 5 YR Period

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

Fiscal Year	# Missing	of Total Inventory	Purchase Cost (\$)	Book Value (\$)
2023	401	1.23%	9,988,276	1,267,440.40
2022	804	2.68%	9,473,797	2,641,261.17
2021	333	1.16%	7,970,276	1,530,862
2020	497	1.58%	13,098,728	2,372,193.97
2019	909	3.45%	12,648,968	2,814,131

# Untagged Equipment - Cleanup

- **Untagged Equipment**

- As of 10/16/23, **Untagged Assets 2871** items valued at **\$61,819,321.29**

- RISK to the Institute:

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



- Currently reviewing a system process improvement functionality that will send monthly follow-up notifications to Property Coordinators and Financial Managers. Please note it is **imperative that this process is cleaned up.**

## 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.**

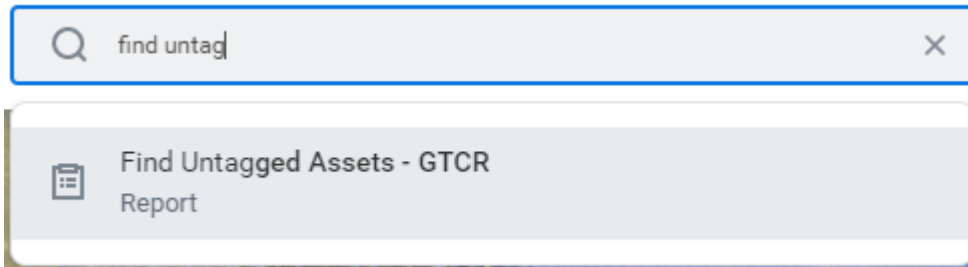
- Model No. (if applicable)
- Taggable (y/n) (required)
- Sub-location Detail (if applicable)
- Off-site (y/n) (required)
- Property Coordinator Notes (if applicable)
- Requires Special Disposal (y/n)
- The supplier invoice number associated with this business asset is delivered to your Notifications.

# 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



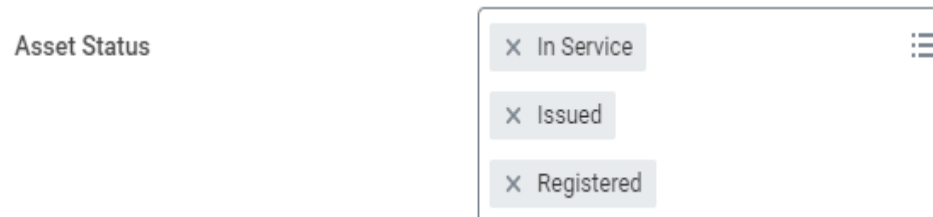
A screenshot of a search bar in Workday. The search bar contains the text "find untag". Below the search bar, a dropdown menu is open, showing a single result: "Find Untagged Assets - GTCR Report". The result is preceded by a document icon.

- Type in your Cost Center Number



A screenshot of a form field labeled "Coordinating Cost Center". The field is empty and has a dropdown arrow icon on the right side.

- Selected "In Service", "Issued" & "Registered" Asset Statuses



A screenshot of a form field labeled "Asset Status". The field contains three selected status tags: "In Service", "Issued", and "Registered". Each tag has a small 'x' icon to its left. A dropdown arrow icon is visible on the right side of the field.



**Submit requests to Business Assets via [ServiceNow](#)**

The background of the slide is a faded, sepia-toned photograph of a large, multi-story historic building with many windows. In the foreground, four people are walking away from the camera on a paved path. The overall aesthetic is academic and professional.

# Break – 5 mins



# Higher Education Act Section 117

Darryl Lunon, Deputy General Counsel & Chief Ethics and Compliance Officer

Macy Fennell, Senior Counsel

# Agenda

- Section 117 Overview
- Current Reporting Process
- Future Compliance Strategy
- Next Steps

# Background

- Higher Education Act, 20 U.S.C. Section 1011f (Section 117)
  - Section 117 requires U.S. institutions of higher education receiving federal funding to report to the U.S. Department of Education (“DOE”) any gifts from or contracts with “foreign sources” with an aggregate value of \$250,000 or more in a calendar year
- DOE began investigations from Section 117 compliance in 2019 due to heightened tensions with China and other nations. Between 2019-2021, DOE launched 20 investigations against institutions of higher education.

## *Universities Face Federal Crackdown Over Foreign Financial Influence*

## **Science Committee Leaders Want Answers on UC Berkeley's Failure to Disclose Gifts from the Chinese Government**

June 1, 2023

February 19, 2020

### **Foreign Gift Investigations Expand and Intensify**

With investigations of Harvard and Yale, Education Department steps up its inquiry into reporting of foreign gifts to universities -- and sends a message to other institutions.

EDUCATION

## **Harvard, Yale Accused Of Failing To Report Hundreds Of Millions In Foreign Donations**

54

February 13, 2020 · 7:37 AM ET

# Section 117 Overview

- Institutions must report all gifts from and contracts with a “foreign source” with a value of \$250,000 or more in a calendar year
- Defined Terms:
  - Foreign Source
  - Contract
  - Gift
  - Restricted or conditional gift or contract
- Disclosure reports are filed two times a year: January 31<sup>st</sup> and July 31<sup>st</sup>
- Gifts are reported upon receipt
- Contracts are reported at the value at the time it was entered
- Institutions are required to perform “reasonable due diligence” when receiving the benefit of a gift or contract and make a “good faith effort” to understand the source of the gift or contract.

# Current Reporting Process

- Data is collected from the following departments on campus:
  - GTAA
  - GCMI
  - Development
  - OGC
  - Office of the Provost: International Initiatives
    - Global Operations
    - GT Shenzhen
  - Controller's Office
    - Affiliate Financial Services
    - Capital Assets Accounting, Reporting and Financial Compliance
- Department of Finance and Planning – Collects and Submits Data
- Data is submitted through the reporting portal provided by DOE

# Future Compliance Strategy

1. Identify GT units and affiliated entities that house relevant gifts and contracts
2. Use GT financial management systems to gather the relevant gift and contract information from the identified sources
3. Review the generated data for reportable gifts and contracts
4. Establish a working group/task force to review and confirm reportable data and make any necessary judgment calls
5. Data Entry and Report Submission
6. Check the DOE public spreadsheet to ensure accuracy



# Next Steps

- **Identify GT units and affiliated entities that house relevant gifts and contracts**
  - Establish a working group/task force to identify all relevant GT units
- **Use GT financial management systems to gather the relevant gift and contract information from the identified sources**
  - Work with IT on scope of information to be pulled from Workday and other data warehouses

# Contact Us!

**Darryl W. Lunon, II**

Deputy General Counsel & Chief Ethics and  
Compliance Officer

[dl91@gatech.edu](mailto:dl91@gatech.edu)

**Macy M. Fennell**

Senior Counsel

[macy.fennell@legal.gatech.edu](mailto:macy.fennell@legal.gatech.edu)

# Commitment Accounting

Jason Cole, Interim Commitment Accounting Director

# Commitment Accounting | Best Practices



## Review Position Funding Proactively

- If necessary, correct FY2024 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.
- **Review salaries allocated to your department's undesignated and suspense worktags** to ensure balances posted to these worktags are cleared timely.



## EDR cost transfers over 90 Days

- **When initial or continuing sponsor funding is delayed beyond 90 days** after the effective date if the transfer is requested within the reporting period of the sponsored project (typically 60 -90 days after the expiration date of the project).
- **Grants & Contracts may approve** the proposed transfer if the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses by the proposed cost transfer.
- Submit over 90-day requests via **ServiceNow**.

# Change Position Funding | Submit

## Compile all necessary information

- 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 applicable.

## 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.

## Submit transaction

- Entering the same combo code in the new distribution section more than once with the same earnings code.
- Submit a ServiceNow ticket to OneUSG ServiceNow to unlock position.

Be sure to submit the transaction timely – remaining on the transaction page too long can cause the position to lock.



# Change Position Funding | Review/Approve

## Verify:

- All effective date(s) (should be beginning of a future pay period)
- Current incumbent information
- Distribution as of change effective date
- New information section:
  - Combo codes
  - Funding end dates (only applicable to grants)
  - Percent of distribution
  - Attachments
  - Comments
  - Workflow/Ad-hoc approvers

# Express Direct Retro | Submit

## Step 1

### **Compile all information 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)

## Step 2

### **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

## If Needed:

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

# Express Direct Retro | Submit

Current Distribution

Employee Information

Combo Code Details

Request Details

||>

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code
--	---------	-----------------	-----------	----------------	-----------	-------------	--------	------------------------------	---------	------------

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.

**Current Distribution**

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code	Amount
1 030	30014144	03A	09/30/2023	7294386	1	3557047	REG	521100	03GR00006939	627.75

**New Distribution**

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details
1 030	30014144	03A	09/30/2023	7294386		REG	521100	1	627.75	03GR00006939	521100	<a href="#">Chartfield Details</a>

**Justification**

At:

Justification:

If you select 'other', there is no default justification. You will need to add in your own justification.

# Express Direct Retro | Review/Approve Checklist

## Verify:

- Employee information
- Accounting date is in the current accounting period
- Current combo code
- New combo code
- Transfer amount
- Current employee cost detail report
- Appropriate cost transfer justification/ comments
- Ad hoc approvers

**Current Distribution**

1-1 of 1

View All

Employee Information

Combo Code Details

Request Details

II>

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code	Amount
1	030	30014144	03A	09/30/2023	7294386	1	3557047	REG	521100	03GR00006939	627.75

**New Distribution**

1-1 of 1

View All

New Distribution

Chartfield Details

II>

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details
1	030	30014144	03A	09/30/2023	7294386		REG	521100	1	627.75	03GR00006939	521100	<a href="#">Chartfield Details</a>

**Attached File**

**File Attachment**

Attached File

Attach

**Cost Transfer Justification**

Clerical

Clerical / Accounting Error

Submit

Save Ad Hoc

Cancel

# Resources

## Queries

You can find the following queries in OneUSG Connect 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

## Training

- [Commitment Accounting Recorded Webinars Playlist](#)
- [Commitment Accounting On-Demand Training:](#)
  - OneUSG Connect Commitment Accounting: Inquiry Only
  - OneUSG Connect Manager Self-Service: Commitment Accounting





# **Budget and DSS Update Institute Budget Planning and Administration**

Jamie Fernandes, Executive Director  
Isabel (Yiny) Lynch, Budget Manager

# Agenda

- FY24 Budget and FY25 Budget Development
- Budget Reform Update
- Departmental Sales and Services (DSS)



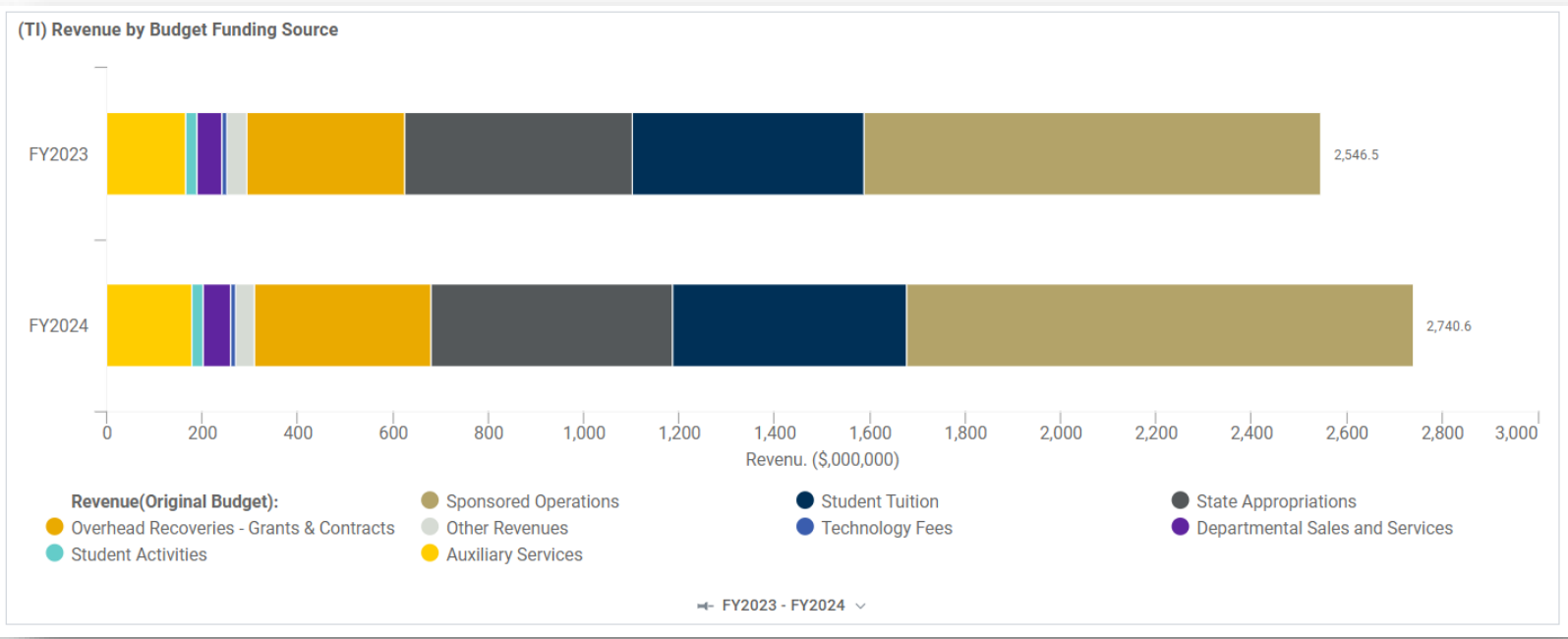


# **FY24 Budget and FY25 Budget Development**

# FY24 Original Budget | Total Institute

Georgia Tech’s Original Budget is \$2.7 billion in FY24, an increase of \$194.1 million or 7.6% from FY23. The growth was largely driven by sponsored operations (\$106.3M), indirect cost recoveries (\$36.4M), and state appropriations (\$29.2M).

(TI) Revenue by Budget Funding Source		
BUDGET FUNDING SOURCE	ACCOUNTS TIME	
	REVENUE	
	FY2023	FY2024
Sponsored Operations	\$957.5 M	\$1,063.8 M
Student Tuition	\$486.5 M	\$490.8 M
State Appropriations	\$476.7 M	\$505.9 M
Overhead Recoveries - Grants & Contracts	\$333.1 M	\$369.5 M
Other Revenues	\$39.5 M	\$40.0 M
Technology Fees	\$11.0 M	\$11.3 M
Departmental Sales and Services	\$53.1 M	\$57.6 M
Student Activities	\$22.6 M	\$23.7 M
Auxiliary Services	\$166.5 M	\$177.9 M



Total Institute includes Resident Instruction, GTRI, and EII.

# Georgia Tech Resident Instruction | State Appropriations

Net Change to FY24 Operating Budget:

Budget Item	Actual
Cost of Living Adjustments (\$2,000)*	\$10,731,502
Formula Earnings	21,348,845
Maintenance and Operations*	800,464
Adjustment to agency premiums for DOAS*	2,267,550
Health Insurance and Retiree Health & Life Benefits*	2,520,636
Reduce funds and utilize Carry Forward funds where necessary	(10,081,529)
<b>Net Change to FY2024 Operating Budget</b>	<b>\$27,587,468</b>

*\*Pass-through items; not included in net new revenue. Resident Instruction excludes GTRI and EI2.*

The \$10.1 million cut is Georgia Tech’s portion of a \$66 million reduction impacting all 26 USG institutions.

# FY24 Allocations

We prioritized our allocations to enable us to continue to advance our instructional, research, and service missions with prioritization given to supporting our people, growth, and compliance:



**\$17.6M**  
People



**\$13.8M**  
Growth



**\$2.2M**  
Performance



# University System of Georgia | FY25 Budget Outlook

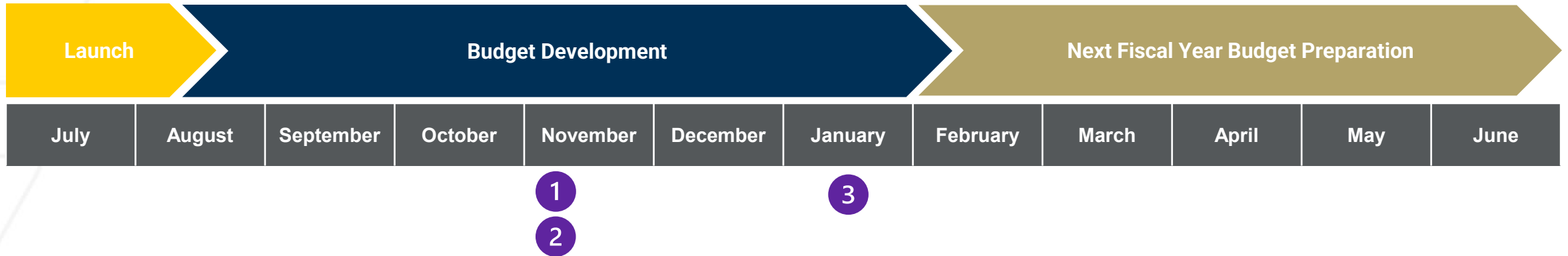
FY25 is shaping up to be another challenging budget year:

USG Budget Request for 26 USG Institutions	Amount (in millions)
Enrollment Growth	\$2.26
Workload Adjustment	66.00
Maintenance and Operations	.66
Health Insurance Benefits	22.43
Teachers Retirement System Rate Change	7.68
<b>Total Request</b>	<b>\$99.03</b>

Total FY23 credit hours generated and included in the funding formula were 8.53 million, which represents a decrease of 0.85%, or 72,415 credit hours as compared to FY22.

# FY25 Budget Development Cycle | Winter 2023 Milestones

## Key Milestones in FY2025 Budget Development Timeline:



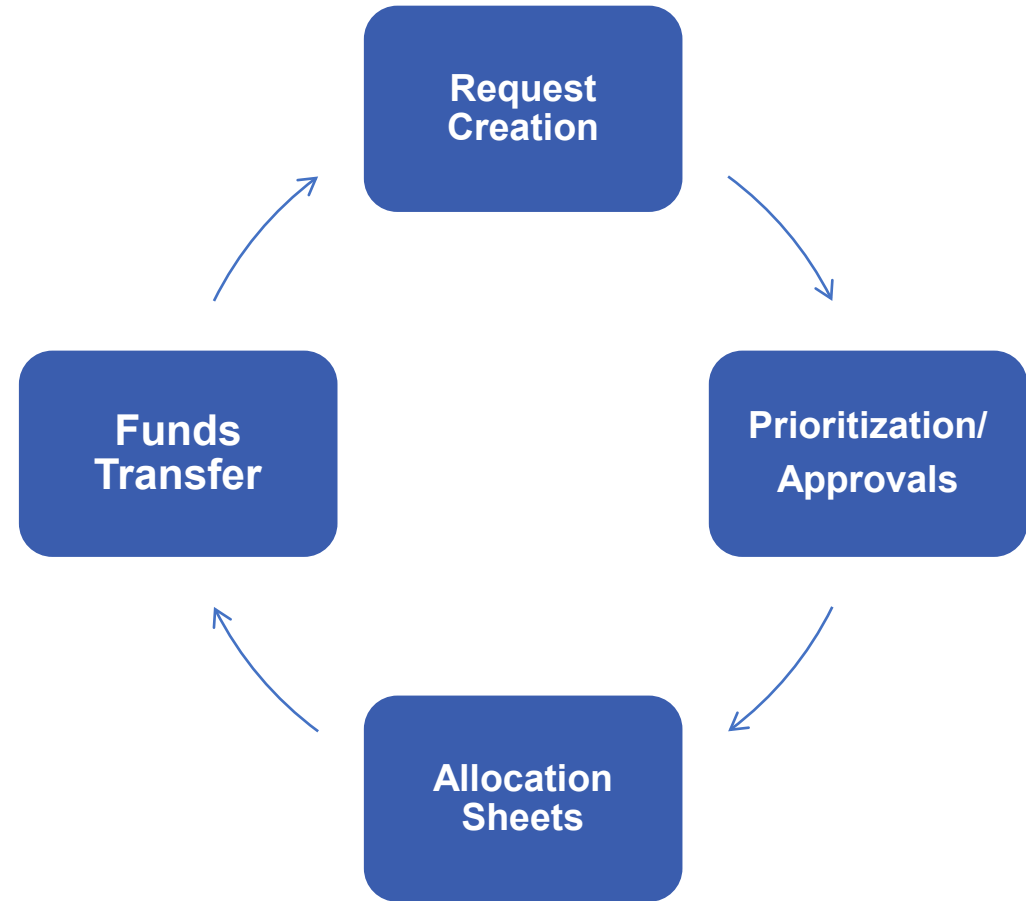
- 1 November:** FY25 Budget Development Cycle launches for Residential Instruction via the New Expense Request Form (NERF) in the Fusion system (former Form 2 process). All information is on the [FY25 Budget Development website](#).
- 2 November:** Training sessions for colleges and non-colleges on NERF.
- 3 January 31:** Deadline for all approvals and submission of the FY25 NERF in Fusion

FY25 Budget Allocations will be distributed using the Net New Revenue Model.

# New Expense Request Form (NERF) | Fusion

The New Expense Request Form (NERF) is replacing the former 'Form 2' excel sheet and email process.

NERF is an online system where requests will be entered, edited, prioritized, and approved at the appropriate levels.



Workday Adaptive Planning will be used for New Expense Request Form (NERF) reporting.

# NERF and Fusion Benefits

- Eliminates spreadsheets and email
- Conformity with requests
- Compiles requests at each level automatically
- History of requests and approvals will be maintained in one location
- All requests and approvals will be transparent to campus NERF users



# **Budget Reform and Workday Adaptive Planning**

# Budget Reform | Project Overview

- In alignment with the 10-year Institute Strategic Plan, the Budget Reform Initiative will implement a new budget model in FY26 to reward innovation, promote generation of revenue, and encourage cost containment.
- Workday Adaptive Planning is a deliverable of the Budget Reform Initiative.

**Reflect Values and Realize Vision**

**Be Transparent**

**Keep it Simple**

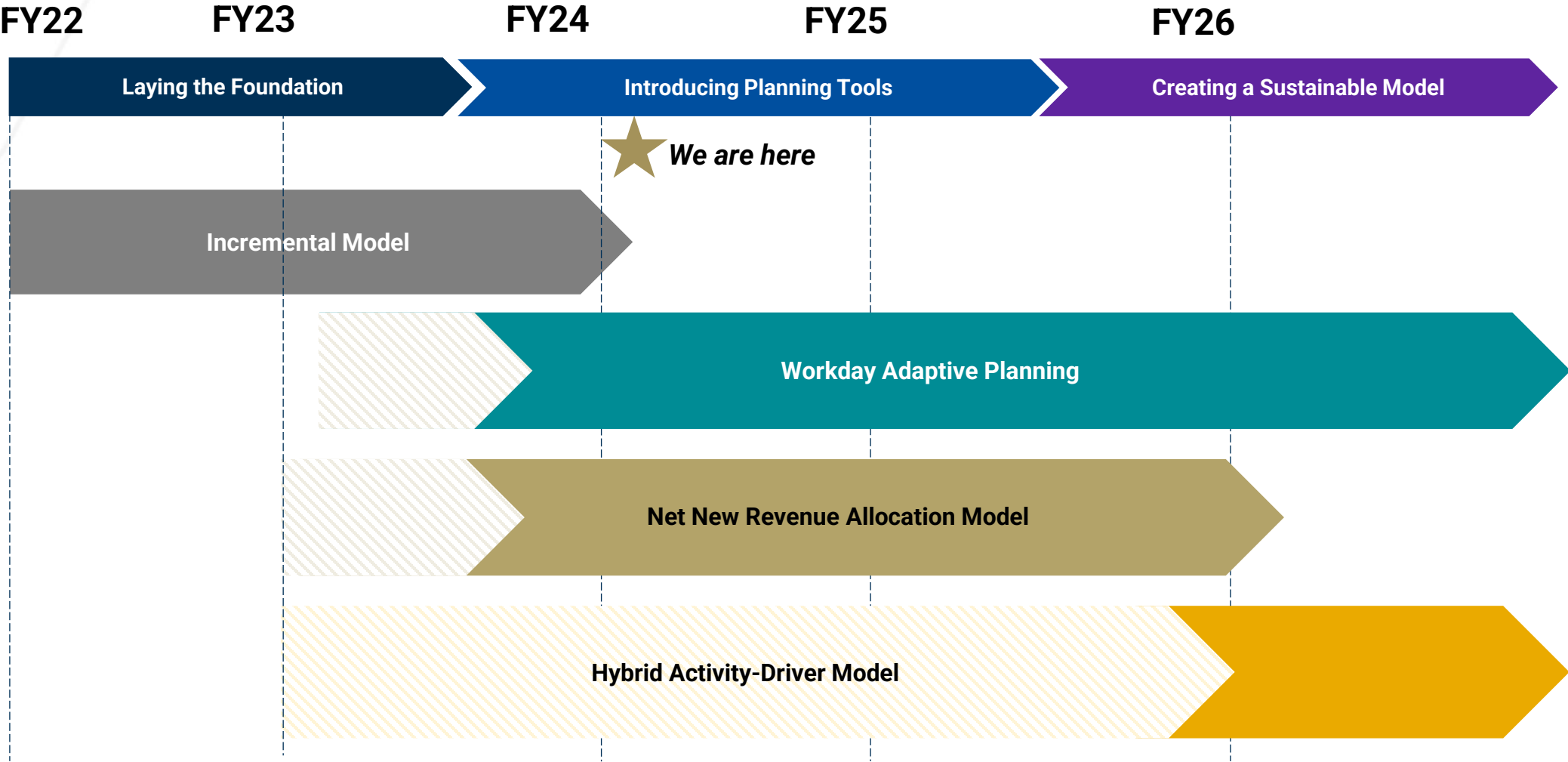
**Promote Accountability**

**Balance Predictability with Flexibility**

**Reward Innovation**



# Budget Reform Timeline



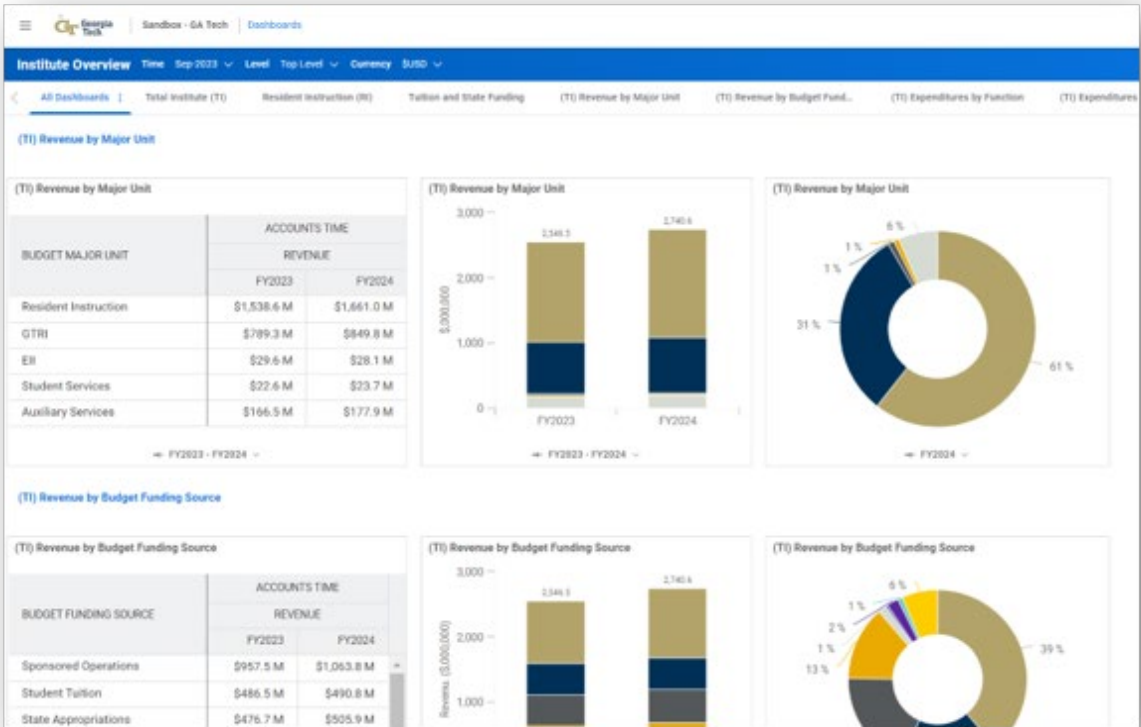
**Key**

- Active Model
- Future-State Model Under Review in Parallel

# Budget Reform | Workday Adaptive Planning

The use of Adaptive Planning is limited to financial and budget staff with responsibility for planning.

Month	Activity/Release
September 2023	Dashboards and associated reports
	Institute Revenue Sheet
November 2023	New Expense Request Form (NERF) – via Fusion
November 2023	Bottom-up Budgeting
	Personnel Planning



We will release the Bottom-up Budgeting and Personnel Planning in November; however, training will begin in January/February 2024.

# Budget Reform | Learn More

Visit our website for additional information on:

- Workday Adaptive Planning
  - Training Resources
    - Schedule
    - Course Catalog
    - Link to ServiceNow
- Budget Model
- Frequently Asked Questions
- And More



[budgetreform.gatech.edu/adaptive](https://budgetreform.gatech.edu/adaptive)

# **Departmental Sales and Services (DSS)**

# Our Goals

1. BU and DE worktags will be in place and in use.
2. All BU/DE fund balance moves will be completed.
3. All DSS transactions must have a BU related worktag.
4. Analysis of Fund Balance by BU report will provide info for DSS Carry Forward.





# Departmental Sales and Services (DSS) | FY2024

## DSS Carry Forward Updates

- Ongoing reconciliation by designated worktag
  - Current reconciliation involves moving fund balance to appropriate BU within cost centers
  - Current reconciliation is by designated worktag
  - Available fund balance/carry forward amounts can be obtained from Workday reports



The Departmental Sales and Services policy can be found in the [policy library](#).



# Balancing Units (BU)

- New Balancing Units (BU) should be requested via [ServiceNow](#).
- Individual Balancing Units (BU) should be requested for:
  - **EVNT**: Events and Conference
  - **INTL**: International Campus
  - **STAB**: Study Abroad Programs
  - **SVCT**: Service Centers – with approved rates from Grants & Contracts
  - **PREM**: Scheller College of Business Premium Programs as approved by BOR
  - **DSS**: New departmental sales and services with at least 50% external to Georgia Tech sources

Overall, this assists with USG, internal, and external reporting of DSS.

# Resident Instruction DSS Funds

- FD14000 Continuing Education - Georgia Tech Professional Education (GTPE)
  - Used by GTPE
- FD14100 Dept Sales and Services (DSS) – Other
  - Used by all others not in the other two funds
- FD14200 Dept Sales and Services (DSS) - Premium Programs
  - Premium Programs as approved by BOR- currently only Scheller College of Business programs



# DSS | Reporting Tools in Workday

1. Analysis of Fund Balance by Balancing Unit – GTCR  
TIP: Run the report for FD14000, FD14100 and/or FD14200
2. IBPA - Balancing Unit & Cost Center Recon – GTCR
3. Reconciliation by Balancing Unit and Designated - DSS & Student Activity Funding Sources – CR

Analysis of Fund Balance by Balancing Unit - GTCR

010101

Details

Company

C0503 Georgia Institute of Technology

Prior Year Worktags and Budget Reference

Budget Reference: BR19  
Budget Reference: BR20  
Budget Reference: BR21  
Budget Reference: BR22

Fiscal Period

FY23 - Jun

Current Year Worktags and Budget Reference

Budget Reference: BR23

Fund

FD14100 Dept Sales and Services (DSS) - Other

171 Items

Fund	Balancing Unit	Beginning Fund Balance	Fund Balance	Reserve Fund Balance	Subtotal Fund Balance and Reserves	Current Year Budget Reference Revenue	Current Year Budget Reference Expense	Current Year Budget Reference Obligations	Prior Year Budget Reference Expense	Prior Year Budget Reference Obligations	Total Current Year F/B	Ending Fund Balance	Current Bud Ref Excess
FD14100 Dept Sales and Services (DSS) - Other	BU001 DSS - Mechanical Engineering	(199,799.12)	0.00	0.00	(199,799.12)	(184,441.37)	131,499.49	25,957.14	9,920.48	36,805.37	19,741.11	(180,058.01)	(26,984.74)
FD14100 Dept Sales and Services (DSS) - Other	BU002 DSS - Ferst Center	(79,363.00)	0.00	0.00	(79,363.00)	(618,031.44)	645,635.00	18,441.99	11,650.71	2,399.00	60,095.26	(19,267.74)	46,045.55
FD14100 Dept Sales and Services (DSS) - Other	BU003 DSS - IDEAS Institute for Data Engineering and Science	(27,603.24)	0.00	0.00	(27,603.24)	0.00	0.00	0.00	0.00	0.00	0.00	(27,603.24)	0.00
FD14100 Dept Sales and Services (DSS) - Other	BU004 DSS - IPST Museum	(5,349.03)	0.00	0.00	(5,349.03)	(18,882.24)	6,887.98	5,723.10	628.58	0.00	(5,642.58)	(10,991.61)	(6,271.16)
FD14100 Dept Sales and Services (DSS) - Other	BU005 DSS - RBI Renewable Bioproducts Institute	151,301.91	0.00	0.00	151,301.91	(449,821.34)	354,564.93	11,696.11	241.42	0.00	(83,318.88)	67,983.03	(83,560.30)
FD14100 Dept Sales and Services (DSS) - Other	BU006 DSS - Interactive Media Tech Center	4,108.72	0.00	0.00	4,108.72	0.00	2,105.53	0.00	0.00	0.00	2,105.53	6,214.25	2,105.53
FD14100 Dept Sales and Services (DSS) - Other	BU008 DSS - SVCT - IBB Bioengineering and Bioscience	(916,698.24)	0.00	0.00	(916,698.24)	(1,372,498.74)	1,591,675.22	86,620.40	163,657.06	4,465.73	473,919.67	(442,778.57)	305,796.88

# DSS | Reminders



- New BU and DE worktags should be requested via [ServiceNow](#).
- Each Cost Center must track DSS during the year and report 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.
- All DSS transactions must have a BU related worktag.

View our DSS guide on our [website](#).

# DSS | What We Need From You

Review reports

Ensure revenue is  
posting to the correct  
revenue category

Budget DSS

Confirm DSS  
transactions have a BU  
related worktag

Use Your Funds!!  
Georgia Tech is experiencing  
increased scrutiny from USG  
on balances.

Attend scheduled  
meetings with Budget  
Office to discuss Carry  
Forward balances



# Procurement and PCard

Ericka Thomas, Procurement Manager

Whittney Haynes, Procurement Services Manager



# Procurement Updates

- Streamlined Approvals
  - Elimination of Cost Center Manager role for contracted purchases
- Phased Implementation
  - Phase 1 in final testing now
    - Impacts less than \$1k contracted reqs
    - Excludes sponsored and gift funds
  - Phase 2 Estimated Go live date January 2024
    - Includes all funding sources on less than \$1k contracted reqs
  - Phase 3 Estimated Go live Spring 2024
    - Includes all funding sources on less than \$3k contracted reqs

# Procurement Updates

- Data Security
  - Intake form in ServiceNow continues to have changes implemented by Governance, Risk, and Compliance (GRC) team.
  - Cyber has narrowed the items needing review.
  - Goal is to speed up review process and eventually segment requests.
- Department Resources
  - The Campus Guidance FAQ for BPM 3.4.4 is located on the Georgia Tech procurement site: <https://procurement.gatech.edu/purchasing/dept-resources>
  - The Supplier Contracts Assessment Intake Form is located in ServiceNow: <https://gatech.service-now.com/home/BPM344>

# Procurement Updates

- RPA
  - Additional bots are being reviewed. Examples include:
    - PO Confirmation
    - EV and COI on reqs
    - Bill Only PO's
- Suggestions for process improvement can be sent to Procurement via ServiceNow.
- If your department would like to help test future automated processes, please send us a request in ServiceNow.

# Procurement Updates

## Virtual Office Hours

- Procurement and Business Services holds virtual office hours two times per week.
  - Current Office Hours: Wednesday 9-10 AM and Thursday 1-2 PM
- The Virtual Office Hours are available to all campus users to answer any procure-to-pay questions.
- Office Hour times and meeting links can be found at:  
<https://procurement.gatech.edu/purchasing/article/office-hours>

# PCard Updates

- Updating policy related to violations occurring on PCard
  - More detailed information on violations
- PCV Verifications
  - Updating PCard verifications to ensure only one transaction per PCV
- Transition to Service Now
  - Forms and customer service to move from email to the portal
  - Improved efficiency, data retention, and most forms required by the state

# PCard Updates – L3 Data

- **L3 Data Definition:** Data provided by the merchant to the bank of line-item details for a PCard purchase. Information provided can include item descriptions, SKU numbers and part numbers.
- **What is L3 Data?** L3 data provides more specific information to items purchased compared to only transaction date, amount of the charge, and the vendor.
- **Why L3 Data is Important:** It is imperative to validate items on the receipt from the cardholder match those on the line detail/receipt from the merchant using this data.
- Reviewing this information should become a routine process when reviewing a PCV.

PLEASE NOTE L3 DATA MAY NOT BE PROVIDED FOR ALL SUPPLIERS

\*ALL AMAZON ORDERS MUST BE REVIEWED

More Information located at:

[https://gatech.service-now.com/asc?id=kb\\_article\\_view&sysparm\\_article=KB0042549](https://gatech.service-now.com/asc?id=kb_article_view&sysparm_article=KB0042549)



# PCard Updates – L3 Data

**View Credit Card Transaction**

06/30/2023 LIFETECHCORP10370075 861.90 USD

Employee [REDACTED] Credit Card Network: Visa

Status: Verified

**Transaction Information**

Corporate Credit Card Billing Account: GT Procurement Card Account

Credit Card: Visa [REDACTED] GT Procurement Card Account [REDACTED]

Credit Card Category: ~Worker~ Credit Card

Transaction Files: [REDACTED]

Transaction Date: 06/30/2023

Posted Date: 06/30/2023

Billing Date: 06/30/2023

Transaction Number: 815767-06302023-24492153181743749844724-0002242107

Transaction Type Code: 10

Merchant Code: 5047 - LABORATORY/MEDICAL-DENTAL-OPHTHALMIC HOS. EQUI-SUP

Market Code: 10

Last 4 Digits of Credit Card Number: 5767

Charge Description Line 1: LIFETECHCORP10370075

Charge Description Line 2: 3560158-5767

Extended Transaction Amount: 861.90

Extended Tax Amount: 0.00

Transaction Currency: USD

Currency Rate: 0

Billing Amount: 861.90

Billing Tax Amount: 0.00

Billing Currency: USD

# Accounts Payable & Travel

Laura Jamison, Director of Accounts Payable & Travel  
Jennifer Jacobs, Travel & Expense Manager

# Check-list For Submission Of Invoices


- ✓ All submissions must be an Invoice– No quotes, estimates, PO's etc should be submitted
- ✓ Invoice must be billed to Georgia Tech
- ✓ Invoice must be in PDF format
- ✓ A valid Georgia Tech PO number should be listed on the invoice
- ✓ One invoice per attachment
- ✓ E-mail subject line should be the PO number (no other information)
- ✓ Attach all support documents
- ✓ All criteria must be met before submission to ensure invoice is delivered to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)



# Submission of Invoices

- Invoices to be processed by Athletics should be sent to [ap@athletics.gatech.edu](mailto:ap@athletics.gatech.edu)
- Invoices to be processed by Office Of Sponsored Programs (OSP) should be sent to: [ospinvoices@osp.gatech.edu](mailto:ospinvoices@osp.gatech.edu)
- Invoices to be processed by GT Foundation should be sent to: <https://www.techtools.gatech.edu/fusion/>

# 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 route forward to “Approved for AP to Pay”
- WebNow access: Submit a ServiceNow ticket
  - Contact Jo Keith for further questions [jo.keith@business.gatech.edu](mailto:jo.keith@business.gatech.edu)



# Invoices in Match Exception

- Match Exception report is 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
  - Research by Cost Center
  - Research by 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 is in exception due to a receipt or change order, it will show all other invoices affected
- Create change order to increase funds.
- Create receipts
  - The Bot will create a receipt automatically. This process is ran daily.
  - End-users can still create Receipts manually.



# Why is my invoice not paid?

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



# Spend Authorizations

- Are required for travel outside of GA or home location
- Must be approved by all levels in the Department prior to first day of travel
- Must be linked to an expense report. Expense report should be marked for final if no further expenses are expected
- Spend Authorizations are closed 60 days after travel end date



# Expense Reports

- Must be submitted within 10 days of the completion of the event or trip, **but no later than 45 calendar days.**
- Older than 60 calendar days after completion of the trip or event, IF reimbursed, may be considered as taxable income per the IRS.
- Expense report should be marked for final if no further expenses are expected
- Must include itemized receipts for any amount over \$25.
- Expense date= date expense was incurred.

## Expense Line



hotel\_receipt.pdf

Uploaded by

Comment

Hotel in Zurich

Expense Date

★ 06/23/2023

Expense Item

Lodging - Non-Employee - International

# 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.

# 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

# Payments or Reimbursements

- Allowable Expenses – See the Allowable Cost Matrix
- Policy 5.2.1.9 Group Meals for employees is updated. When using Foundation Funds to pay for group meals.
  - FGMF not required when using GTF funding
  - Meal per diem limits are not imposed
  - 4 hour minimum is not required
- The Food/Group Meal Form is required for all other funding sources, for payment requests processed through the Institute's Accounts Payable Department.



# Payment via AP versus GT Foundation

<u>Type of Expense</u>	<u>Pay via Institute</u>	<u>Pay via GTF</u>
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
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	

# 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 8, 2023, at 5pm** in order to be processed before winter break:

- Supplier Invoices (must have a valid PO#)
- Receipts entered on PO's
- Change orders entered
- Supplier Invoice Requests (SIR's) should have required supporting documentation
- Expense Reports must be fully approved and awaiting Expense Partner's Approval



# Pre-Winter AP & Travel Deadlines

- The final AP settlement run for checks will be **Thursday December 21, 2023**
- The final AP settlement run for ACH and EFT will be **12 noon Friday December 22, 2023**
- Wire Transfer requests should be submitted by **12 noon on Tuesday December 12, 2023**
- All rush payment requests must **be received by 4:00 pm on Tuesday December 12, 2023**
- All 'pick up' checks are to be picked up by **12 noon on Friday, December 22, 2023**



# Accounts Payable/Travel & Expense Training

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

- <https://procurement.gatech.edu/home>

---

## Training Resources

- Payables
- Procurement
- Property Control
- Travel & Expenses

# How do I contact AP Department for questions?

- Submit a ticket via ServiceNow
  - Provide detailed information regarding your question such as PO number, invoice number, expense report number, check number etc.
  - Knowledge articles and job aids available in ServiceNow
- AP and Procurement Virtual Office Hours:
  - <https://procurement.gatech.edu/purchasing/article/office-hours>



# Payroll Salary Overpayments

Jerri Phillips, Director

Kedrich Claiborne, Assistant Director



# Agenda

- **Reasons for Most Salary Overpayments**
- **Payroll Salary Overpayment Awareness**
- **Salary Overpayment Data**



# Reason for Salary Overpayments

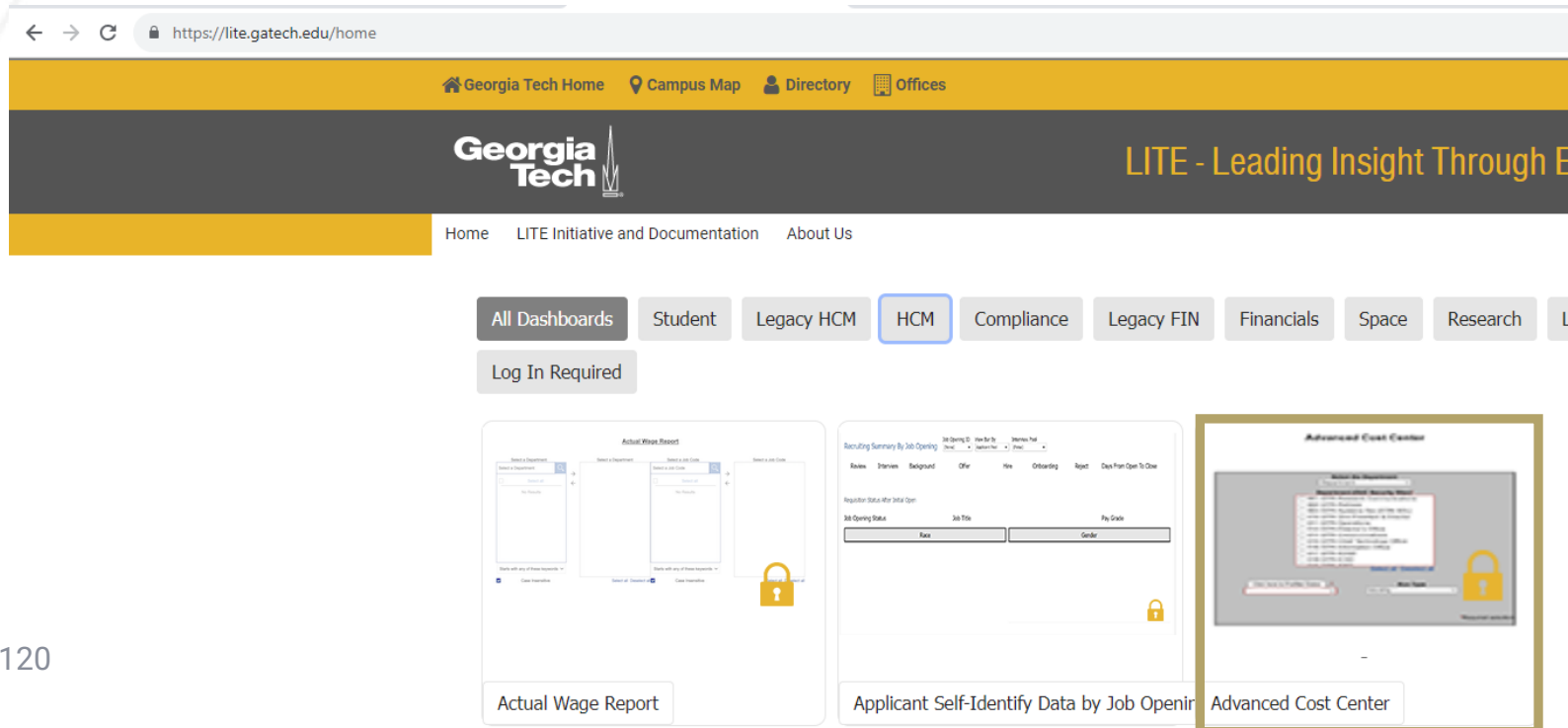
- Retro Terminations processed by the department
- Retro Leave of Absence processed by the department
- Retro Pay Rate changes processed by the department
- Retro Job Updates (monthly to bi-weekly) processed by the department
- Incorrect information entered by departments; i.e., hiring wrong employee
- Administrative Errors

# How to avoid Salary Overpayments

- Ensure transactions are completed prior to the payroll processing date.
- Review payroll calendar for critical payroll processing dates.
- Run Employee Cost Detail Report for your department a week before payroll processing date to review if any active employees require any updates, such as termination, leave of absence, pay rate change, etc. This report can also be used to review employees Monthly/Bi-Weekly salaries.
- Continue to stay in communication between Human Resource (Reps/BPs) and Managers to ensure the status of employees is correct.

# Overpayment Awareness

- Run an Advanced Cost Center Report in LITE = This report will show employees by department who are getting paid. This review will allow managers to see who should be getting paid and who shouldn't, to prevent salary overpayments to termed employee or anyone who should not be paid during that period.
  - This report is available after payroll is completed and if any overpayments are determined, payroll should be notified as soon as possible to place a stop on payment or recall the direct deposit.
  - If you are not able to access this report, connect with your Financial Admin for access on running these reports.



Log into Techworks

Click LITE

OR Go to:

<https://lite.gatech.edu/home>

# Salary Overpayment Data

**FY22**                      **412 salary overpayments processed for collection totaling \$1,301,458.71**

Students	243 - \$695,533.19
Faculty/Staff	166 - \$582,311.75
Temps/RWB	3 - \$23,613.77
Uncollected	75 - \$182,708.23

**FY23**                      **574 salary overpayments processed for collection totaling \$2,032,819.68**

Students	365 - \$735,760.35
Faculty/Staff	194 - \$1,215,914.37
Temps/RWB	15 - \$81,144.96
Uncollected	47 - \$114,389.97

**FY24**                      **147 salary overpayments processed for collection totaling \$544,538.50 (as of 10/19/2023)**

Students	100 - \$313,507.03
Faculty/Staff	38 - \$188,789.72
Temps/RWB	9 - \$42,241.75

# Questions?





The background of the slide is a faded, sepia-toned photograph. It depicts a large, multi-story historic building with many windows, likely a university hall. In the foreground, a group of four people is walking away from the camera on a paved path. The overall tone is academic and professional.

# Break – 5 mins

# Financial Systems Management

Serena Simpson, Director

# Campus Reporting Dashboard

The image shows a screenshot of the Campus Reporting Dashboard interface. On the left, a 'Menu' overlay is visible, listing various navigation options. The 'Campus Reporting Dashboard' option is highlighted with a yellow box, and a green arrow points from it to the main dashboard content. The main dashboard has a blue header with the Georgia Tech logo and a search bar. Below the header, there are sections for 'Reporting Job Aids', 'Webinar Links', and 'Instructions'. A horizontal tab bar contains categories like 'Financial & FDM Reports', 'Sponsored Reports', etc. The 'Financial & FDM Reports' tab is selected, showing a list of reports under 'General Financial Management'.

**Menu**

- Apps
- Shortcuts
- Your Saved Order
- Favorites
- Requests
- My Requisitions
- Purchases
- My Recent Purchase Orders
- Campus Reporting Dashboard**
- G&C Dashboard
- Grants Reporting

**Good Afternoon, S**

**Awaiting Your Action**

**Team Highlights**

**Campus Reporting Dashboard**

**Reporting Job Aids**  
Access resources in ServiceNow to help you get the most out of Workday reports. Job aids have been created for various key reports and the Reporting Troubleshooting Guide shares tips for utilizing reporting features such as saving filters.  
[View More](#)

**Webinar Links**  
For an in-depth look at some reporting tips and tricks please

**Instructions**  
There are separate menus for each type of report. Some also have links to important websites and external [workday reports](#). Utilize these lists to access frequently used reports.  
Additional reporting information can be found on our [Workday Reports](#) page on the Transformation website. Be sure to subscribe to our newsletter for continuous updates!

**Financial & FDM Reports** | Sponsored Reports | Procure-to-Pay & Travel Reports | Asset Management Reports | Gift Reports | Facilities & Auxiliary Management Reports

**General Financial Management**  
Find Journal Lines by Organization - CR  
EBBR - Expense Budgetary Balance Report - GTCR  
Revenue Budgetary Balance Report - GTCR  
More (4)

**Gen Ops Dashboard Reports**



# Reports: “FDM Find..”

## FDM Reports

FDM Find Custodial Entities and Related Worktags - CR

FDM Find Designateds and Related Worktags - CR

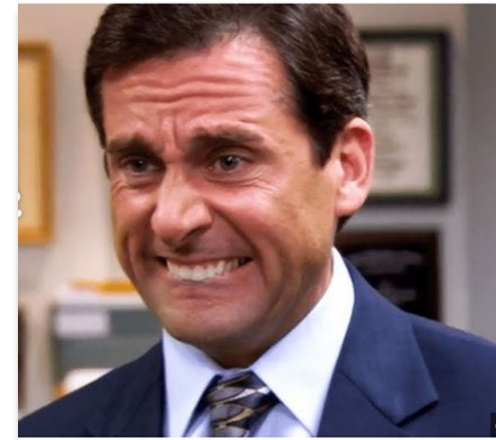
FDM Find Gifts and Related Worktags - CR

FDM Find Grants and Related Worktags - CR

FDM Find GTRI Charge Codes and Related Worktags - CR

FDM Find Projects and Related Worktags - CR

Do you know  
all your  
Worktags by  
memory?



# Report: Ledger Account to Spend/Revenue Category Mapping - CAMPUS - GTCR

The report contains a current mapping of ledger accounts to Spend and Revenue Category

Located:

- Campus Reporting Dashboard
- Type into the search bar
- Save to your Favorite Report (as custom reports)



Ledger Account to Spend/Revenue Category Mapping - CAMPUS - GTCR		
Ledger Account	Valid Spend Categories	Valid Revenue Categories
727100:Other Operating Expense	SC727100 - Other Operating Expense	
	SC727101 - Accretion Expense	
	SC727102 - Video Supply Expense Continuing Education	
	SC727103 - Mailing List Expense Continuing Education	
	SC727104 - Linen Service / Outside Laundry	
	SC727105 - Peer Leader / Advisor Meal Ticket	
	SC727106 - Resnet Exemption	
	SC727107 - RHA Rent Exemption	
	SC727108 - Tests - Certificates Required for Employee	
	SC727109 - Food/Beverage (Off the Shelf)	



# Helpful Text on Accounting Journal Business Processes

## Accounting Journal Business Processes:

- Accounting Adjustment Event (Controller's Office)
- Accounting Adjustment Event (Default Definition)
- Accounting Adjustment Event (Procurement Business Services - Accounts Payable)
- Accounting Journal Event (Central Business Office / Service Centers)
- Accounting Journal Event (Default Definition)
- Accounting Journal Event (GAAP/CAP/BCR)
- Accounting Journal Event (Pre-approved Integrations)
- Accounting Journal Intercompany Event (Default Definition)
- Accounting Journal Unpost Intercompany Event (Default Definition)
- Accounting Journal Unpost-Reverse Event (Central Business Office/Service Centers)
- Accounting Journal Unpost-Reverse Event (Default Definition)
- Accounting Journal Unpost-Reverse Event (GAAP/CAP/BCR)
- Accounting Journal Unpost-Reverse Event (Grants LTD Conversion Reversals (Init On))
- Accounting Journal Unpost-Reverse Event (Pre-Approved Integrations)
- Asset Assign Accounting Event (Default Definition)





# Helpful Text on Accounting Journal Business Processes

External Reference ID	Spend Category	Revenue Category	Project	Grant	Gift	Designated	GTRI Charge Code	Custodial Entity	Program	Employee	*Additional Worktags	Amount	Budget Date
	SC714100 - Supplies and Materials					DE00008949 Aerospace Engineering - Gra Su					Assignee: Richard Barger - rbarger3 Budget Reference: BR24 Class: CL11200 State Cost Center: CC000003 AE - Aerospace Engineering Fund: FD10000 State Appropriations - Education General		10/10/2023
	SC733100 - Software - Purchased		PJ00001640 GTPE/NonCr GTPE Fund 14000 Plug								Assignee: Mariam Barron - mb12 Budget Reference: BR24 Class: CL40000 Continuing Education - Georgia Tech Professional Education (GTPE) Cost Center: CC000222 GTPE/NONCR - Non Credit Fund: FD14000 Continuing Education - Georgia Tech Professional Education (GTPE)		10/10/2023
	SC727200 - Advertising - Media / Classified				GTFA00000028 OD/Oper - Development Operations Gift Planning Y23						Assignee: Elizabeth Hawkes - eh84 Budget Reference: BR24 Class: CL64000 Sponsored Cost Center: CC000312 OD/Oper - Development Operations Function: FN16200 Fiscal Operations Fund: FD20200 Restricted - Foundation		10/10/2023

# Helpful Text on Accounting Journal Business Processes

Sandbox - gatech

On behalf of: Elizabeth Ann Hawkes

MENU

Georgia Tech

Search

1 Alert

1

5

My Tasks

All Items

Advanced Search

Saved Searches

Filters

Archive

Manage Delegations

All Items

Journal: JE-0000034079 on 10/11/2023 for \$3,000.00 by Jennifer Wilson

Effective: 10/11/2023

Procurement Card Transaction Verification: PCV-3166712, Ann S Chakales on 10/06/2023 for \$40.36

Due: 10/09/2023

Effective: 10/06/2023

Requisition: RQ-1385873, Requester: Kathryn Deane Ballard, Date: 10/05/2023, Amount: \$14,580.00

Expense Report: EXP-1160774, Melinda S Hyde on 10/02/2023 for \$213.79

Effective: 10/02/2023

Expense Report: EXP-1160822, Melinda S Hyde on 10/02/2023 for \$251.63

Effective: 10/02/2023

Review

Journal: JE-0000034079 on 10/11/2023 for \$3,000.00 by Jennifer Wilson

Created: 10/11/2023 | Effective: 10/11/2023

Journal contains a COST CENTER worktag and will route to the COST CENTER MANAGER for approval. The COST CENTER MANAGER should ensure (1) supporting documentation is attached and accurate; (2) transaction is allowable from funding source; (3) funding source limitations are resolved, e.g., date/time, appropriateness, etc.; (4) funding is available; and (5) spend category, fund, cost center, function and class are correct for every transaction line. If you're the Driver Worktag Manager as well, you must ensure (1) supporting documentation is accurate; (2) spend is appropriate; (3) transaction is allowable, necessary, reasonable and allocable; and (4) business purpose is appropriate.

For JE-0000034079 - CO503 Georgia Institute of Technology - 10/11/2023 - Example of Self Help Text for Accounting Journals

Overall Process Journal: JE-0000034079 on 10/11/2023 for \$3,000.00 by Jennifer Wilson

Overall Status In Progress

Due Date 10/13/2023

Custom Validation Exceptions Exist. Click "View Exceptions" button for details.

View Exceptions

Details to Review

Journal Entry View

Journal Journal Number JE-0000034079 Status Reserved Event in Progress Accounting Journal

Budget Check Status Not Required

Journal Entry Information

Journal Entry Details

Originated by Jennifer Wilson Memo Example of Self Help Text for Accounting

Approve Send Back Add Approvers

# Helpful Text on Accounting Journal Business Processes

Sandbox - gatech

On behalf of: Robin Finney

MENU

Georgia Tech

Search

13

8

My Tasks

All Items

Saved Searches

Filters

Archive

Manage Delegations

All Items

8 items

Search: All Items

Advanced Search

Journal: JE-0000034079 on 10/11/2023 for \$3,000.00 by Jennifer Wilson

Due: 10/12/2023

Effective: 10/11/2023

Expense Report: EXP-1160199, Richard Todd Causey on 09/27/2023 for \$1,615.02

Due: 10/09/2023

Effective: 09/27/2023

Supplier Invoice Request : INVRQST-053537, UPS on 07/15/2023 for \$370.23

Expense Report: EXP-1161007, Tracy V Wallace on 10/03/2023 for \$930.99

Due: 10/05/2023

Effective: 10/03/2023

Expense Report: EXP-1160748, Jason Paul Zutty on 10/02/2023 for \$1,716.74

Due: 10/05/2023

Effective: 10/02/2023

Review

Journal: JE-0000034079 on 10/11/2023 for \$3,000.00 by Jennifer Wilson

Journal contains a PROJECT worktag and will route to the PROJECT MANAGER for approval. The PROJECT MANAGER should ensure (1) supporting documentation is accurate; (2) spend is appropriate; (3) transaction is allowable, necessary, reasonable and allocable; and (4) business purpose is appropriate.

For

JE-0000034079 - CO503 Georgia Institute of Technology - 10/11/2023 - Example of Self Help Text for Accounting Journals

Overall Process

Journal: JE-0000034079 on 10/11/2023 for \$3,000.00 by Jennifer Wilson

Overall Status

In Progress

Due Date

10/13/2023

Custom Validation Exceptions Exist. Click "View Exceptions" button for details.

View Exceptions

Details to Review

Journal Entry View

Journal	Journal Number	Status	Reserved	Event in Progress	Accounting Journal
Budget Check Status Not Required					
Journal Entry Information			Journal Entry Details		
Originated by	Jennifer Wilson	Memo	Example of Self Help Text for Accounting Journals		
Accounting Date	10/11/2023	External Reference ID	(empty)		

Approve

Send Back

Add Approvers

131

# QUESTIONS

## Service Now

<https://gatech.service-now.com/home>

- Financials



**Serena Simpson**  
Director of Financial  
Systems Management

**Yongmei Zhang**  
ERP Application Support  
Analyst II

**Tyler Dixon**  
Business Analyst I

Financials Administration Support

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

**Known Issues**  
Defects • Errors • Status

**Workday**  
Audit • Report • Planning

**Adaptive Planning**  
Access • Reports • Sheets/Models

**Expenses**  
Travel and Expenses

**Procurement**  
eProcurement • BuzzMart • PCard

**Financial Accounting**  
General Ledger • Accounting

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# Financial Reporting & Compliance

Amry Stanley, Financial Compliance Program Manager

# Foundation Data Model (FDM) Education & Training



# Foundation Data Model (FDM) Education & Training

## Initiatives to Improve FDM Education/Training



- Revised Workday FDM training course
- Improved ServiceNow form for requesting new worktags
- Revised “Budget 101: The Colors of Money” training course
- Created “FDM Find” reports for each driver worktag
- Created “Ledger Account to Spend/Revenue Category” mapping report
- Creating additional Custom Validations for fund, class, spend category and Revenue Category
- Created Fund, Function & Class Resource Document (next slides)
  - Will be added to Controller’s Office website soon!!

# Foundation Data Model (FDM) Education & Training



## Fund Worktag

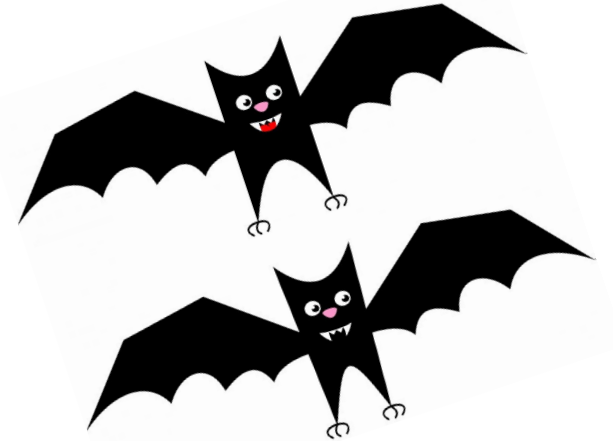
- Identifies self-balancing transactions based on special regulations, restrictions or limitations

FUND	PURPOSE	EXAMPLE	CARRY FORWARD OR LAPSING
FD10000 State Appropriations - Education General	To identify and report revenues, expenses and balances for state appropriated funds allocated to the Institute.	DE00000283 BloSci - Instruction - AP	<b>Lapsing</b> - Funds not expended or obligated at fiscal year-end lapse to the State of Georgia.
FD12210 Auxiliary Enterprises - Housing	To identify and report revenues, expenses and balances for institution-owned residence halls.	DE00005433 HOU - Brown Residence Hall	<b>Carry Forward</b> - Funds not expended or obligated at year-end carry forward into the next
FD14100 Dept Sales and Services (DSS) - Other	To identify and report revenues, expenses and balances for Departmental Sales and Services (DSS) operations for Resident Instruction and other activities.	DE00000243 BIOSCI - ECLife Conference Support	<b>Carry Forward</b> - Funds not expended or obligated at year-end carry forward into the next fiscal year.

# Foundation Data Model (FDM) Education & Training

## Function Worktag

- Identifies the general purpose of a transaction adhering to the NACUBO functional classifications



FUNCTION	PURPOSE	EXAMPLE
<b>FN11100 General Academic Instruction</b>	To track and report formally organized and/or separately budgeted instructional activities that are carried out during the academic year and offered for credit.	DE00021646 GT Barcelona Online Course
<b>FN12211 Indirect Research - General &amp; Admin Expenses</b>	To track and report general and administrative operations for indirect research.	DE00017697 VPRO Operations
<b>FN15500 Student Admissions</b>	To track and report operations related to the identification of prospective students, the promotion of attendance at the institution, and the processing of applications for admission.	DE00007745 UA Undergrad Admission-PS

# Foundation Data Model (FDM) Education & Training

## Class Worktag

- Identifies the specific source of funds used for recording financial transactions

CLASS	PURPOSE	EXAMPLE
CL11000 General Operations	To classify and report funds used for general operations.	DE00018731 EI2 ATDC Public Service Undesignated
CL12000 General Operations - Research Consortium	To track and report general operations related to research consortiums.	DE00001402 CoC/SIC Res Consortium Provost Startup
CL61000 Sponsored Operations - Federal Government	To classify and report both revenues and expenses within sponsored operations funded by the federal government.	GR10005968 SUBAWARD - UNIVERSITY OF CENTRAL FLORIDA - NASA/AMES RESEARCH CTR/CA

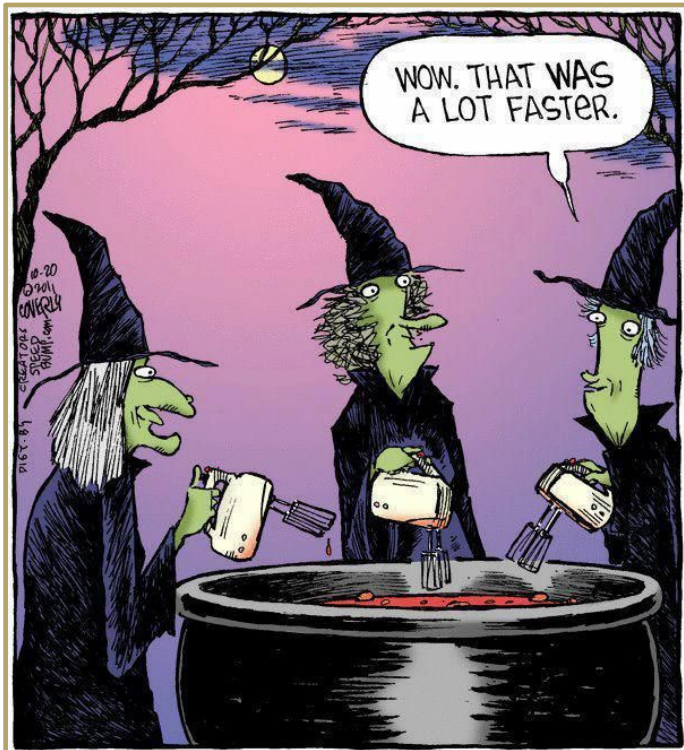




# Purchase Orders

# Planning for Obligations

- Important to carefully plan for obligations before they are made and manage them to ensure full utilization of funds



×

Open Obligation By Company - CR ...

Company

✕ CO503 Georgia Institute of Technology ...

Cost Center

Worktags

✕ Designated: DE00006836 CON - Office Of the Controller ...

Supplier

Purchase Order

PO Reference

Purchase Order Type

Document Date On or After

MM/DD/YYYY

Document Date On or Before

MM/DD/YYYY

Filter Name

Manage Filters

0 Saved Filters

Save

OK

Cancel



# Planning for Encumbrances

**For Prior Year Purchase Orders on Non-Sponsored Funds, Review P00ELS report on Controller's Website (Updated November – June)**

- Purchase Order Obligation and Expense Ledger Summary Report (P00ELS)
- <https://controller.gatech.edu/purchase-order-obligation>



# Review Purchase Orders

## 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 & Fund from Original PO
    - 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 number in the memo or description field
- ☐ Duplicate PO or PO Not Needed?
  - Enter a Change Order Requisition to Close the PO
- ☐ PO amount not showing up on Open Obligation report / P00ELS?
  - Contact Amry Stanley in Controller's Office – [amry.stanley@business.gatech.edu](mailto:amry.stanley@business.gatech.edu)
  - **Please don't wait!!!!**



# Enhancement to Lapsing Funds Process

- Funds that are not obligated at year-end for the fund groups below are lapsed (returned) to State:

Fund Group	Fund Codes
Resident Instruction	<ul style="list-style-type: none"><li>FD10000 – State Appropriations – Education and General</li><li>FD10500 – Tuition – Education and General</li><li>FD10600 – Other General – Education and General</li><li>FD50000 – Unexpended Plant</li><li>FD50200 – Unexpended Plant – GSFIC Non-MRR</li><li>FD50300 – Unexpended Plant – MRR</li></ul>
Enterprise Innovation Institute (EI <sup>2</sup> )	<ul style="list-style-type: none"><li>FD11015 – State Appropriations - EI<sup>2</sup></li></ul>
Georgia Tech Research Institute (GTRI)	<ul style="list-style-type: none"><li>FD11021 – State Appropriations - GTRI</li></ul>

- For the past couple of years, Controller's Office Compliance Team has started reaching out about larger lapsing balances from March to year end – asking for confirmation / reason for lapse
  - "We closed the PO" is not sufficient reason. We need the "why".
- We are enhancing the review and will start emailing in November
  - Additional time to plan for spend / make corrections

# Allowable Cost Matrix

- Thanks to all for your comments in the Spring!
- Please submit new questions / comments via [ServiceNow Allowable Cost Matrix Tile](#)

AGENT PORTAL | HOME | KNOWLEDGE | MY REQUESTS | MY APPROVALS | SYSTEM STATUS | AS AMRY STANLEY

## Financials Administration Support

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

### Known Issues

Defects • Errors • Status

#### Workday

Audit • Report • Planning

#### Adaptive Planning

Access • Reports • Sheets/Models

#### Expenses

Travel and Expenses

#### Procurement

eProcurement • BuzzMart • PCard

#### Financial Accounting

General Ledger • Accounting

#### Grants

Manage • Award Lifecycle • Deltek

#### Business Assets

Asset Mgmt • Surplus • Logistics

#### Supplier Accounts

Vendor Mgmt • Accounts Payable

#### Reporting

Request • Change • Update

#### Banking and Settlement

Treasury Services

#### Foundation Data Model

FDM • Request Changes

#### Workday App Security

Access • Reports • Integrations

#### Allowable Cost Matrix

Submit Questions

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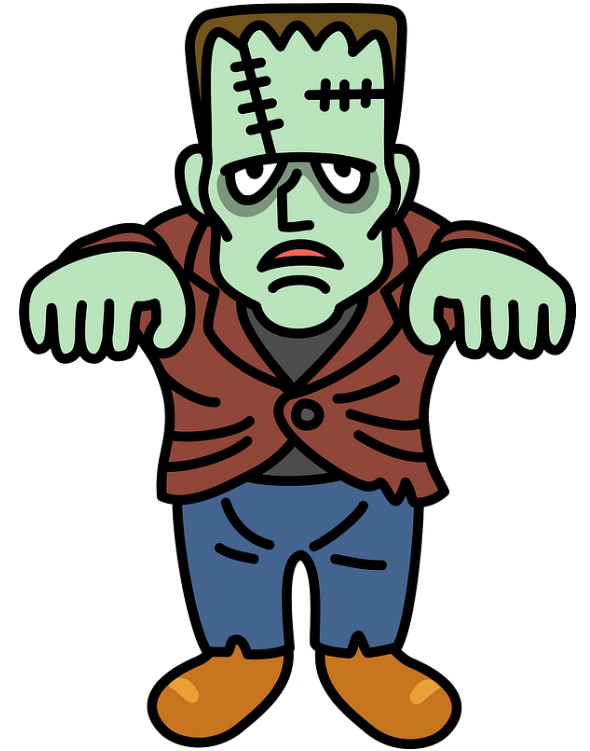
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# Balance Sheet Ledger Account Reconciliations

- In FY24, year-to-date Balance Sheet Reconciliations are due to the Controller's Office quarterly. Due dates are listed below.
- Quarterly Reconciliations due dates are listed below
  - 1<sup>st</sup> quarter – Tuesday, October 31, 2023 (July - Sep)
  - 2<sup>nd</sup> quarter – Wednesday, January 31, 2024 (July - Dec)
  - 3<sup>rd</sup> quarter – Tuesday, April 30, 2024 (July - March)
  - 4<sup>th</sup> quarter (YE) – Wednesday, July 31, 2024 (July - June)
- Please send reconciliations and questions to [auditrequest@gatech.edu](mailto:auditrequest@gatech.edu)



# Role Delegation in Workday

- Intended for temporary scenarios; if permanent change is needed, submit through Service Now
- Job Aid Available here: [https://gatech.servicenow.com/home?id=kb\\_article\\_view&sysparm\\_article=KB0021837](https://gatech.servicenow.com/home?id=kb_article_view&sysparm_article=KB0021837)







Slides, Q&A, and Recording will be posted at  
<https://controller.gatech.edu/financial-summit>

Email any follow-up questions to  
[fy.review@gatech.edu](mailto:fy.review@gatech.edu)