Question Report
Financial Summit 2023

Question	Answer
What do we do if a spend authorization is not done before the expense? Can we still do the expense?	Yes, you would fill out the unauthorized spend report.
Should we resubmit auth if the dates change by XX days? i.e. 15 days, 30 days	Yes, if it's over 30 days.
For conference agendas for expense reports - you want the actual agenda not the web address to the agenda?	Yes, a pdf of the agenda is preferred because the link can expire.
Are there policies that require the conference Agenda attached to expense reports? if so, where can it be found?	Yes, please visit GT Policy 6.13 "Reimbursement for Travel Expenses - Employees". It states that "An official or formal written agenda which includes session times must be submitted with expense reports for conferences and seminars."
Are group meals held at start / finish of mtg eligible for payment	Purchase of a group meal is authorized solely as a convenience to the employer and in those instances where employees may not leave for a normal meal due to the time constraints associated with the meeting or training session. Those events not starting until the normal meal time should be delayed until after the normal meal time, or employees may bring employee-purchased food ("brown-bag") to the meeting. (This is from GT Policy 5.2.1.9 "Procurement of Group Meals....")
When us an unauthorized purchase approval form required?	When the requisition form was not filled out with the correct number of approvals initially.
Recently we were told by AP the FGMF was not needed when using GTF accounts. Are we going back to including it in WD?	Going forward, FGMF will not be needed for GTF accounts. Our audit was for FY23 when the FGMF was needed for GTF accounts. Sorry for the confusion.
Who is the requestor? PCard holder or the team member requesting a certain purchase? If a person requesting an item is not a PCard holder, can he sign the PCard form?	Normally, the "requestor" would be the P-Card holder since the P-card holder fills out the P-Card requisition form. As long as the requestor of the item is not a subordinate of the P-Card holder, he/she can sign the form along with a second approver.
If person lost itemized receipt (only has credit card receipt), what is needed at that point?	If the traveler lost the itemized receipt, the traveler should attempt to retrieve a copy by contacting the vendor. If this doesn't work, the traveler should submit the credit card receipt along with a justification for missing the itemized receipt. Additionally, a copy of a redacted bank statement may be required if sufficient document for a credit card payment is not provided.
Is a FGF required where Foundation Funds worktag is used and payment processed via a JE?	Going forward, FGMF will not be needed for GTF accounts. Our audit was for FY23 when the FGMF was needed for GTF accounts. Sorry for the confusion.
Are there any measures to detect/prevent duplicated travel charges?	Yes, there are measures to detect duplicated travel charges. The Traveler's manager, cost center manager (or their delegate) and driver worktag manager(s) must review and approve or deny all expense reports. Approval of the expense report indicates that the travel expense was authorized, reasonable, allowable, and that the claim is complete and accurate. This review would include detecting duplicated travel charges.
Who in OIT did you work with to create budget dashboards?	David Adcock and David Thomas serve as the OIT project managers under the supervision of Greg Phillips.
how do you access workday adaptive? I have a sandbox link but not a live link.	The link is the same. You need to log into the system using your email ending in gatech2.edu. We will update the branding in January. Users with access can be found on the Budget Office website: https://www.budgets.gatech.edu/mAdaptive. Please log in at the top right to see the user list.
When will the training for NERF be?	Training for NERF will launch in two-parts beginning mid-November. The Budget Office will reach out to units/departments directly to schedule trainings. Part I (Nov./Early December) is for those doing the data entry/input. Part II (December) will be for approvers. We will send additional information once the system is live.
Is a COI (certificate of insurance) always a required attachment for purchases/rentals? Why is it not included in their supplier registration documents?	If a certificate of insurance is required for a requisition, the Contracting Officer/Buyer in Procurement will request it from the supplier and attach it to the requisition/purchase order. The Supplier/Vendor Team is responsible for setting up suppliers in Workday once they have reviewed their IRS info, etc. They do not handle any compliance related documents such as e-verify, certificate of insurance or terms and conditions.
We often have to use bill only because A/P force closes POs at year end	Procurement doesn't force close PO's but close PO's with no obligation. If they have specific PO's please send directly to Procurement.
Should we set up POs for monthly utility payments. i.e.. AT&T?	Please reach out to Procurement regarding the PO or PCard option. Monthly Utility payments can be paid via a SIR.
What is the proper way to check on the status of a payment?	Please enter a ServiceNow ticket for status of payments.
I was told last week that food/group meal forms were no longer required when it is being paid by foundation. Is that correct?	Correct, the FGMF is not required when using GTF funds.
I want to ensure that I heard correctly. Did the prior and current presenter say that the purchasing process (requisitions/Po's) does not integrate with AP? What exactly does that mean?	Invoices attached to a Requisition is not connected to AP. Invoices still need to be emailed to apinvoices@gatech.edu
What happens if the expense report is not linked with the spend authorization?	If it is an expense report for travel outside the State of GA or home location, with no spend authorization, the expense report will be returned and the payee asked to resubmit with an expense report that is linked to the spend authorization.
Do POs with obligations remain forever?	No, every year we will close PO's with low obligation. We are more conservative for the more recent years and we publish the thresholds for closing in advance so departments know what is at risk of being closed. If the PO is from previous years and has high obligation we try and leave to allow the departments to spend their funds
Where can we find the training for the Budget 101 Colors of Money?	https://mediaspace.gatech.edu/channel/Budget+Planning+and+Administration/248923913
Can you share a link to this training?	https://mediaspace.gatech.edu/edit/1_b9gsfjfh