2021 Financial Summit

Tuesday, October 12, 2021

9:00 AM to Noon

Clough 144 / Blue Jeans

Georgia Tech

Welcome

Carol Gibson
Institute Controller and
Chief Accounting Officer
Controller's Office

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Agenda

Topic	Presenter(s)
Administration & Finance Update	Jim Fortner
Administrative Excellence	Ira Bragg
HR & Payroll Update	Kevin Merkel
Treasury Services Update	Nicci Shepherd
Budget Update	Jamie Fernandes & Yiny Lynch
Break	**10 minutes**
Procurement & PCard Update	Ajay Patel
Prior Year Purchase Order Update	Amry Stanley
Supplier Accounts & Travel Update	Abbie Coker
Business Assets Update	Frederick Trotter
Break	**10 minutes**
Commitment Accounting Update	Terryl Barnes
Grants & Contracts Accounting Update	Josh Rosenberg
Financial Accounting & GTF Restricted Gift Updates	Carol Gibson & Maurena Maynor
GASB 87 Update	Amy Herron

Administration and Finance Update

Jim Fortner

Vice President
Administration and Finance

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Administrative Excellence

Ira Bragg
Executive Director
Administrative Services Center

Administrative Excellence

Georgia Tech Administrative Services Center (ASC)

New department designed to serve campus users by:

- Handling requests to fulfill routine, high-volume administrative transactions
  - ✓ HR
  - ✓ IT
  - ✓ Procurement & Expenses
  - ✓ Finance
  - ✓ Research Administration
- Allowing central and local units to shift focus from transactional to transformational activities

- Reducing process cycle times (e.g., procurement, payments, sourcing, billing)

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Administrative Excellence

- Not Just a Call Center
- The ASC will offer a full-service, one-stop solution

Performs transactions

Answers questions
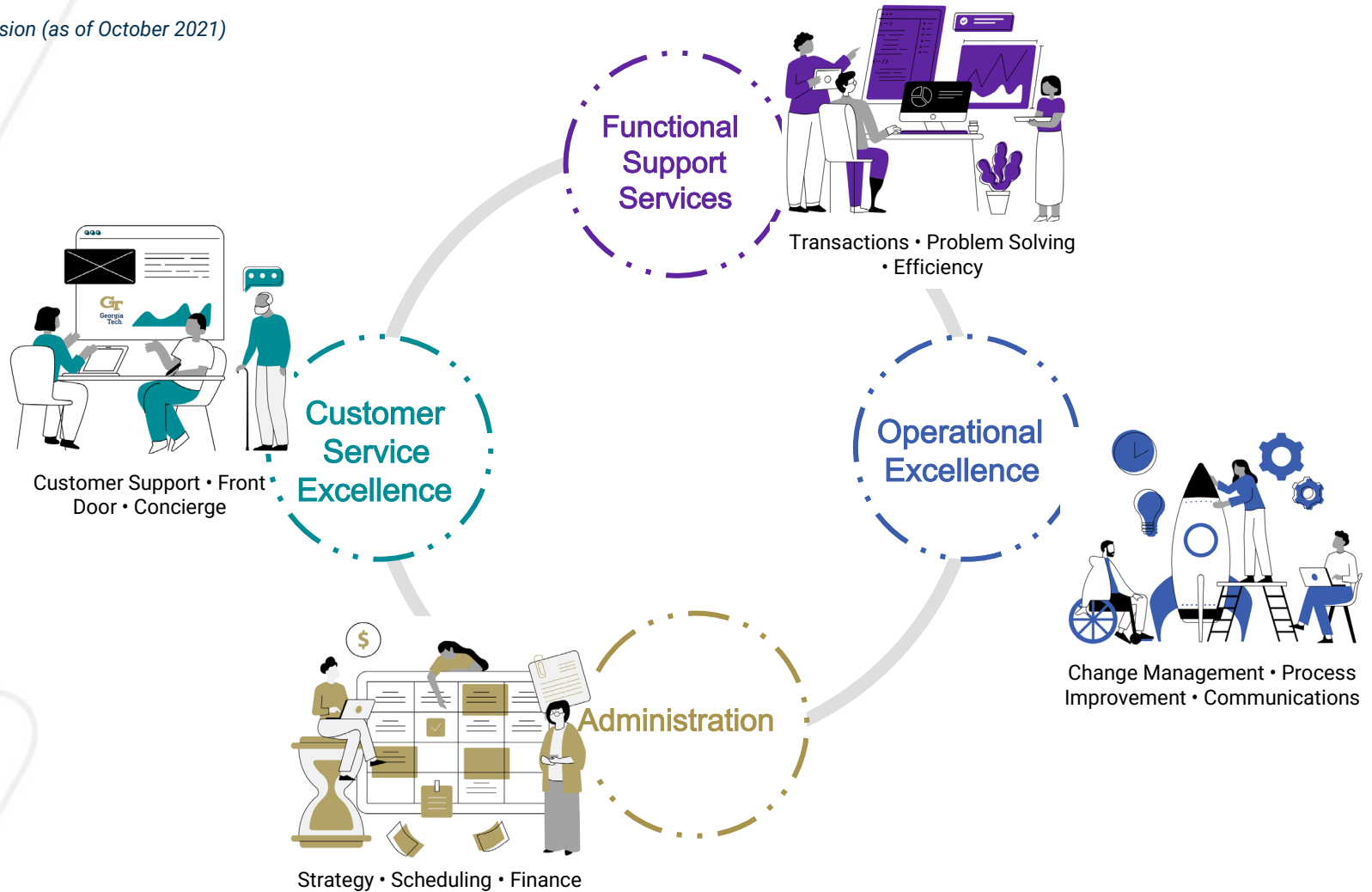
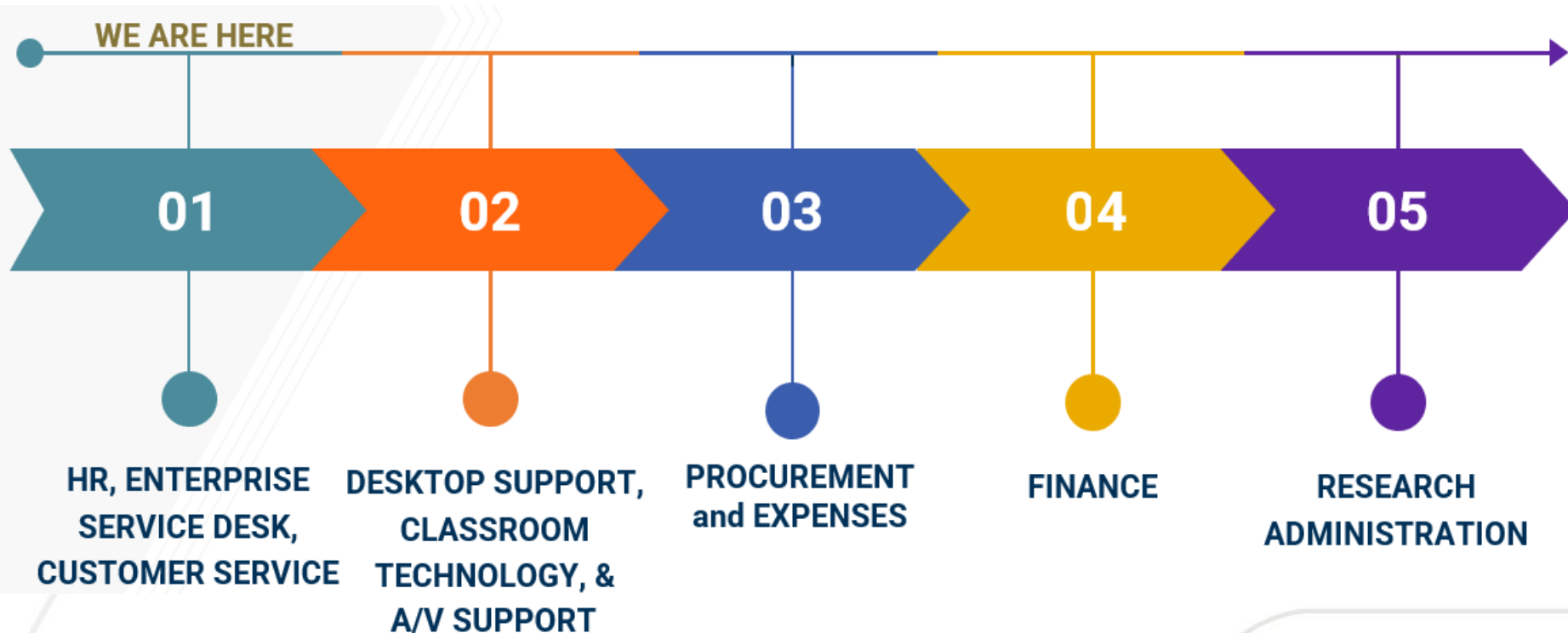Provides administrative support

Analyze data, seek improvements

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Administrative Excellence

Current Vision (as of October 2021)

Functional Support Services

Transactions • Problem Solving • Efficiency

Customer Service Excellence

Customer Support • Front Door • Concierge

Operational Excellence

Change Management • Process Improvement • Communications

Administration

Strategy • Scheduling • Finance

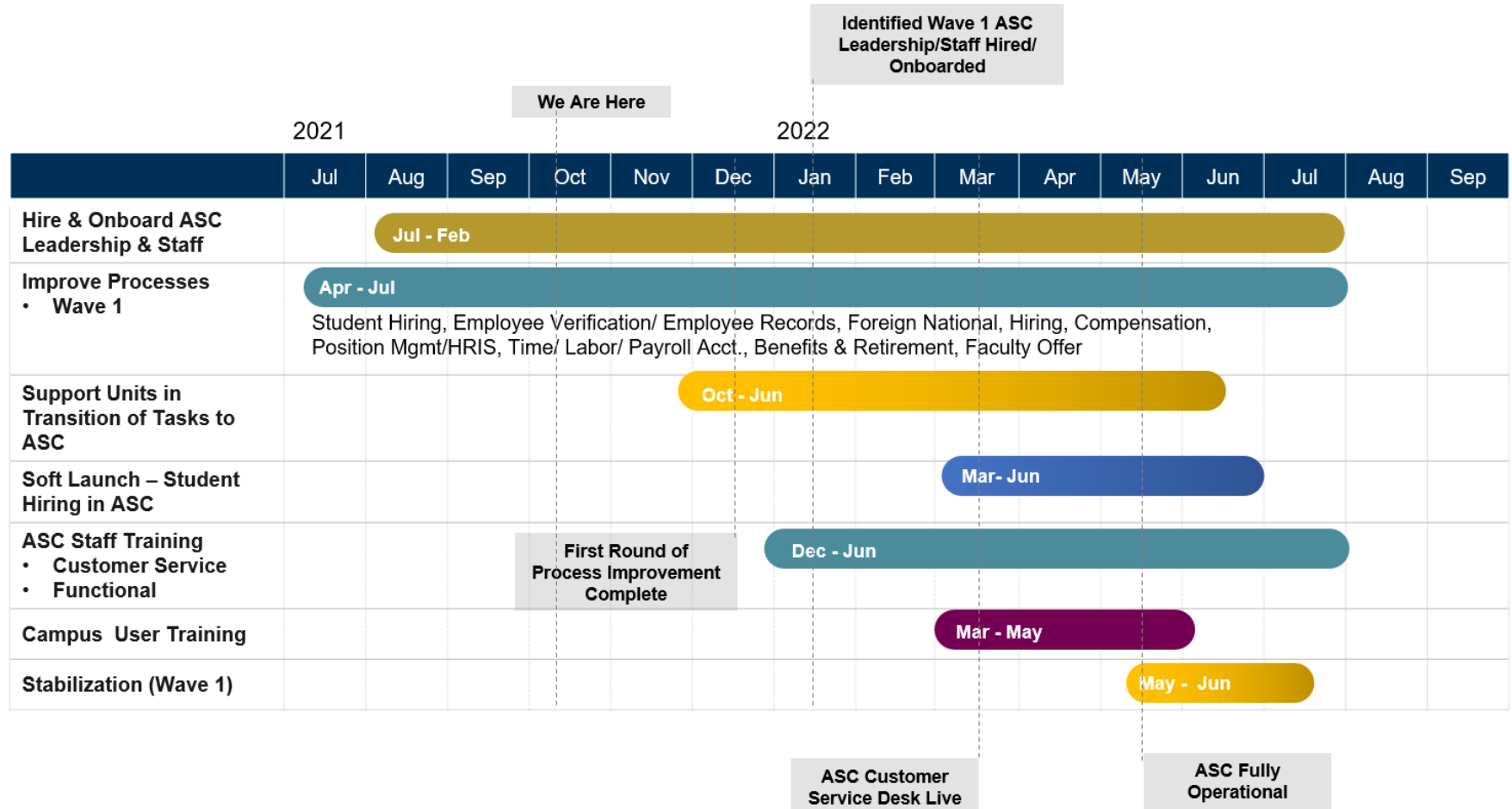# Administrative Excellence

In and Out of Scope Assessment

- A detailed list of potential transactions has been generated for each process area slated for the ASC

- Transaction lists are being analyzed and vetted by the Process Owners to identify which of those transactions would suit the ASC

WE ARE HERE

01	02	03	04	05
HR, ENTERPRISE SERVICE DESK, CUSTOMER SERVICE	DESKTOP SUPPORT, CLASSROOM TECHNOLOGY, & A/V SUPPORT	PROCUREMENT and EXPENSES	FINANCE	RESEARCH ADMINISTRATION

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Administrative Excellence

ASC Launch Timeline

Identified Wave 1 ASC Leadership/Staff Hired/ Onboarded

We Are Here

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2021							2022								

Hire & Onboard ASC Leadership & Staff — Jul - Feb

Improve Processes
- Wave 1 — Apr - Jul

Student Hiring, Employee Verification/ Employee Records, Foreign National, Hiring, Compensation, Position Mgmt/HRIS, Time/ Labor/ Payroll Acct., Benefits & Retirement, Faculty Offer

Support Units in Transition of Tasks to ASC — Oct - Jun

Soft Launch – Student Hiring in ASC — Mar- Jun

ASC Staff Training
- Customer Service
- Functional — Dec - Jun

First Round of Process Improvement Complete

Campus User Training — Mar - May

Stabilization (Wave 1) — May - Jun

ASC Customer Service Desk Live

ASC Fully Operational

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Administrative Excellence

Let's Stay Connected!

Questions or Feedback?

Email:
adminx@gatech.edu

Website:
adminx.gatech.edu

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HR & Payroll Update

Kevin Merkel
Sr. Director, Payroll & Total Rewards
Office of Human Resources

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GTHR Agenda

- Welcome: Jerri Phillips
- Vaccine Administrative Day Leave
- Calendar Year End Processing & Other Dates to Know
- 2022 Holiday Calendar
- Vacation 360 & Vacation Payouts for Terminations
- FY22 Overpayments
- Market Alignment and Internal Balance
- Turnover

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Welcome – Jerri Phillips

- Director of Payroll

- Office: 404.385.3873 | Cell: 404.291.6262

- jphillips333@gatech.edu

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Administrative Vaccine Day Leave Demo

- Managers will need to enter/submit the vaccine admin hours and approve the hours on their employee's timesheet. Managers can navigate to the employee's timesheet using the following navigation:

  - Manager Self Service > Team Time tile > Report/Approve Fluid Timesheet > Search for employee

- Once on the employee timesheet the total amount of vaccine leave hours will need to be added onto the "00VLH" code for biweekly paid employees or onto the "00VLM" code for monthly paid employees. See below for screenshots and more helpful links.

- https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0028169

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Calendar Year End Processing & Other Dates to Know

- Monthly Payroll Process Date – 12/20/2021

- Monthly Payroll Pay date - 12/31/2021

- Manager & Practitioner transactions should be approved by Unit's finance & HR no later than 11/22/21 to ensure inclusion in last monthly payroll.

- Bi-weekly pay period ends - 12/25/2021

- Bi-weekly Payroll Process Date - 12/27/2021

- Bi-weekly Pay date - 12/31/2021

- Manager & Practitioner transactions should be approved by Unit's finance & HR no later than 11/26/21 to ensure inclusion in last bi-weekly payroll.

USG Open Enrollment
October 25 - November 5

Virtual Benefits Fair
October 25 - October 29

University System of Georgia **Benefits**

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2022 Holiday Calendar - Draft

- Friday, Jan. 3, 2022 — New Year's Day

- Monday, Jan. 17, 2022 — observed M.L.K, Jr. National Holiday

- Monday, May 30, 2022 — Memorial Day

- Monday, July 4, 2022 — Independence Day

- Monday, Sept. 5, 2022 — Labor Day

- Thursday – Friday, Nov. 24 – 25, 2022 — Thanksgiving Break

- Monday, Dec. 26 – Friday, Dec. 30, 2022 — Winter Break *

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Vacation 360 & Vacation Payouts for Terminations

- Employees who have earned/unused vacation exceeding the maximum amount of vacation hours that can be rolled over each calendar year (360) will lose any unused vacation time that exceeds 360 hours. Historically, there have been no exceptions to this policy.

- Encourage vacation planning before the year ends. As our Georgia Tech values state: **"We nurture the well-being of our community"** and using your vacation time can support your wellness.

- Managers will no longer receive the reminders at time of their staff termination to check earned/unused vacation prior to payout.

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FY22 Overpayments

Overpayment Gross & Outstanding

$102,550.99

$315,194.26

- Total Dollar Gross Amount of Overpayments
- Total of Outstanding net amounts due
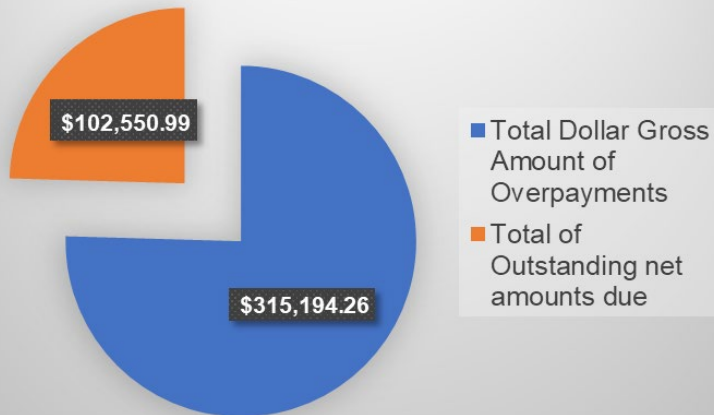
Overpayments by Employee Classification

9%
1%
18%
72%

- Faculty
- Students
- Staff
- Tech Temps

FY22 Overpayment Types

13% 5% 9% 2%
71%

- Leave of Absense
- Paid other Earnings in Error
- Pay Rate Change
- Term-End Appointment
- Term- Resignation
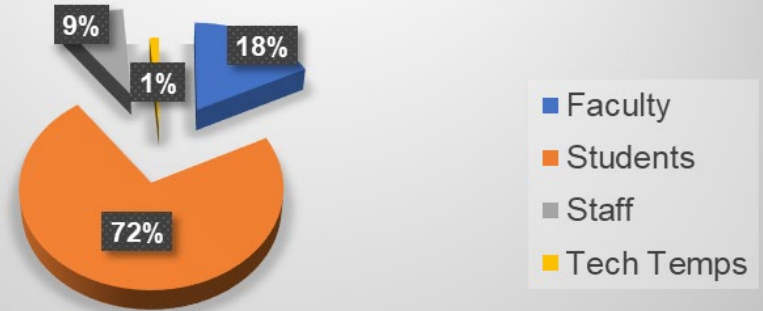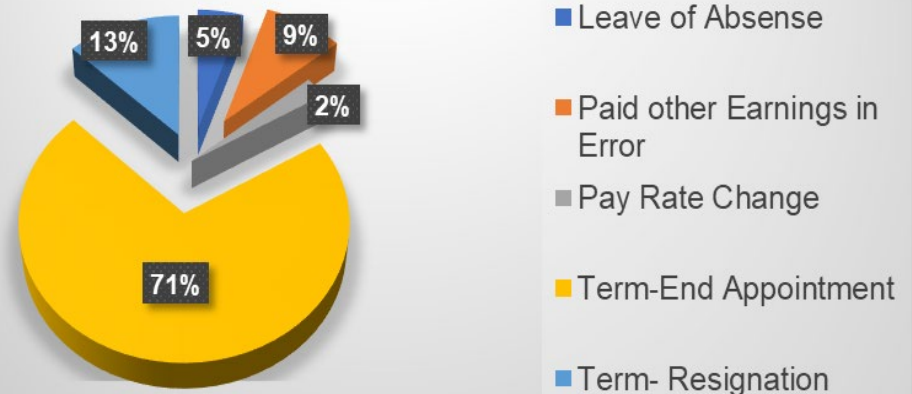
Market Alignment and Internal Balance

Results of "health-checks"[1] comparing salaries to the market midpoint and examination of salary distribution across tiers illuminate concerning gaps and imbalance[2].

Salary Health by Job Family

Job Family	Caution	Within Market	Healthy
Administrative	9%	21%	70%
Craft and Skilled Trades	32%	31%	37%
Development	9%	38%	53%
Executive	9%	27%	64%
Information Technology	25%	38%	37%
Science and Research...	14%	29%	57%
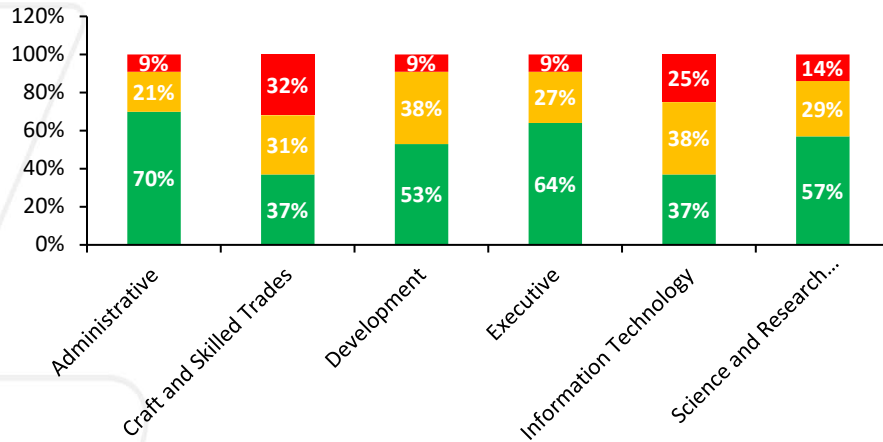
Key

Healthy		Salaries within 10% (+/-) of market midpoint
Within Market		Salaries between 10% and 20% (+/-) of market midpoint
Caution		Salaries more than 20% (+/-) from market midpoint

Percentage of Employees Per Tier by Job Family

Job Family	Tier III	Tier II	Tier I
Administrative	11%	54%	35%
Craft and Skilled Trades	4%	30%	66%
Development	7%	38%	55%
Executive	18%	27%	55%
Information...	3%	30%	67%
Science and Research...	7%	45%	48%
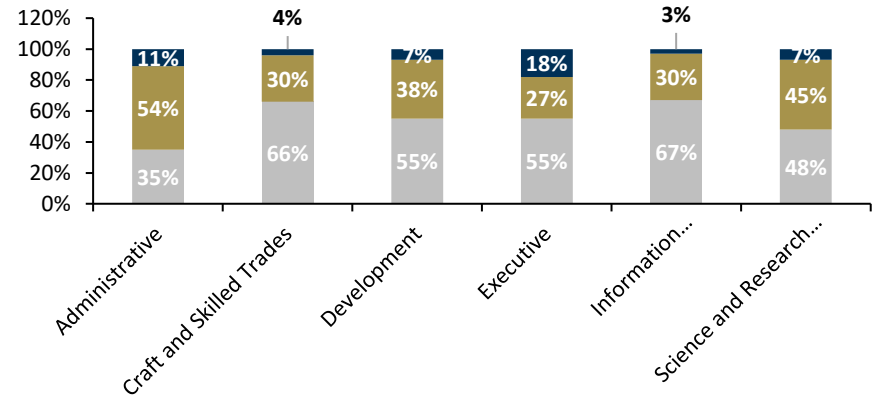
Key

Tier I		Novice tier – lowest salary range
Tier II		Market tier – middle salary range
Tier III		Mature tier – highest salary range

1. Compensation "health-check" data is based on employees' (general staff) annualized salaries as of June 30, 2021 and reflects compa-ratio to market within Job Family Structures.
2. Distribution amongst the Compensation tiers should be better balanced with a heavier concentration of employees in and around Tier II and with numbers tapering to the extremes in Tier I & III.

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Active Employee Population by Fiscal Year

The Institute has experienced significant growth in recent years and aspires to accelerate this trend in the years to come.

Growth Since FY15

	Growth
Provost	+7.6%
EVP Research	+57.5%
EVP A&F	+8.7%
President	+5.6%

Provost: FY15 3,146 · FY16 3,241 · FY17 3,301 · FY18 3,363 · FY19 3,437 · FY20 3,471 · FY21 3,414 · FY22 3,385

EVP Research: FY15 1,745 · FY16 1,882 · FY17 2,046 · FY18 2,197 · FY19 2,298 · FY20 2,454 · FY21 2,622 · FY22 2,749

EVP A&F: FY15 1,131 · FY16 1,164 · FY17 1,178 · FY18 1,217 · FY19 1,241 · FY20 1,336 · FY21 1,265 · FY22 1,229

President: FY15 1,085 · FY16 1,149 · FY17 1,172 · FY18 1,190 · FY19 1,200 · FY20 1,204 · FY21 950 · FY22 1,148

Legend: EVP A&F · EVP Research · President · Provost

1. Data does not include affiliates or retirees.

Voluntary Turnover as % of Employee Population

Voluntary turnover includes resignations, retirements, and deaths, and has also grown in recent years.
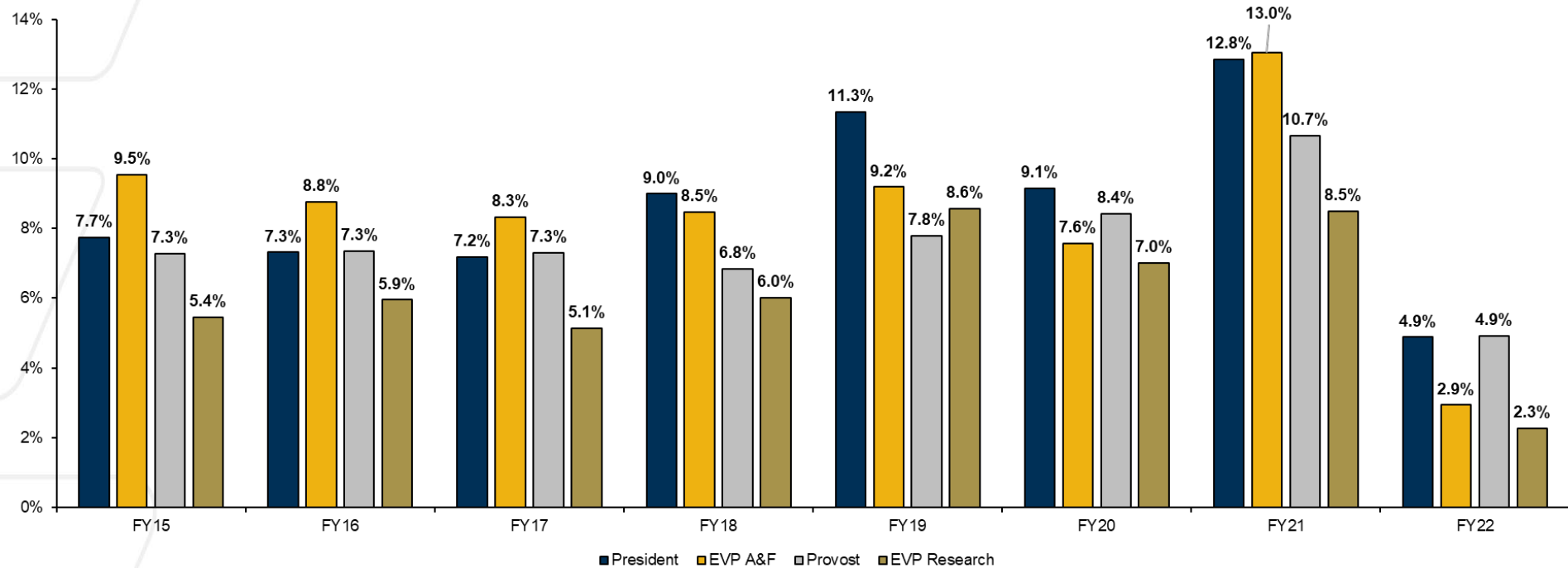
Voluntary Turnover Detail – EVP A&F

Voluntary turnover includes resignations, retirements, and deaths, and has also grown in recent years.

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
EVP A&F	**9.5%**	**8.8%**	**8.3%**	**8.5%**	**9.2%**	**7.6%**	**13.0%**	**2.9%**
EVP Admin & Finance	12.4%	26.4%	12.2%	13.6%	28.2%	0.0%	0.0%	0.0%
Facilities	10.0%	10.5%	9.1%	9.0%	10.0%	7.8%	12.9%	4.3%
Finance & Planning	6.5%	2.8%	6.8%	7.1%	4.9%	9.8%	13.3%	1.6%
GTPD	13.8%	13.4%	8.9%	10.8%	14.9%	16.3%	24.2%	3.6%
Human Resources	12.8%	7.2%	10.7%	12.1%	7.5%	5.7%	21.1%	4.7%
OIT	7.5%	6.2%	6.5%	6.0%	8.1%	3.8%	6.7%	0.9%
Real Estate	0.0%	24.5%	0.0%	0.0%	24.5%	0.0%	0.0%	0.0%

Key	
(green)	Falls within a range below industry trends.
(yellow)	Aligns with industry trends but may require further review.
(red)	Exceeds industry trends and warrants a detailed review.

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Questions

Treasury Services Update

Nicci Shepherd
Senior Treasury Analyst
Office of Bursar & Treasury Services

Quick Overview of Topics

- Payment booking process

- Campus notification process

- Process for claiming payments older than 90 days

- Checks for Reissue liability account

Unclaimed Payments Process

- Payments are identified as unclaimed

- Departments are contacted, when possible

- Unidentified payments are sent out to campus by email

- Departments review and claim payments

- Payments are applied by the department or the Bursar's Office

Campus Notification Process

Expecting a payment? Let me know!

nicole.shepherd@business.gatech.edu

Need to be on the payment notification email list? Let me know!

nicole.shepherd@business.gatech.edu

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

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Checks for Reissue Account

Temporary account for depositing payments

Funds transferred to central Institute revenue ledger account

Quarterly reconciliation of this account

nicole.shepherd@business.gatech.edu

Budget Update

Jamie Fernandes
Executive Director

Yiny Lynch
Budget Manager

Institute Budget Planning
& Administration

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Budget Reform | Project Overview

The Budget Reform project began in March 2021 with the goal of **developing a more transparent and agile budget model**. Following a current state diagnostic, the team is now engaged in Phase 2 of the project, which will conclude in December with an initial solution design.

Project Goals

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

Project Governance

Issues → Resolutions

- ELT
- Steering Committee
- Sr. Leadership Budget Reform
- Working Groups

Guiding Principles

- ✓ Reflect values & realize vision
- ✓ Be transparent
- ✓ Keep it simple
- ✓ Promote accountability
- ✓ Balance predictability with flexibility
- ✓ Reward innovation

Project Timeline

Feb 2021	March 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022

Plan

Phase 1: Diagnostic — Understand the current state

Phase 2: Solution Design — Design future state budget model solutions

Phase 3: Implementation — Implement new budget model and create new tools and templates to support go-live

Vet + Plan | Working Groups | Run Budget Model parallel with current model | Go-Live

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Budget Reform | Tactical Statements

The new budget model will…

	Values & Vision	Transparency	Simplicity	Accountability	Predictable & Flexible	Reward Innovation
NOT require a re-basing of college / unit budgets (e.g., re-basing cost of instruction or permanent funds).	✓		✓		✓	
Hold colleges / units harmless as the model is implemented and new practices are introduced (timeframe to-be-determined).	✓	✓	✓		✓	
Focus on Resident Instruction only, with GTRI, EII, Student Fee Activities, Athletics, and Auxiliaries outside of scope.	✓		✓		✓	
Be used to determine unrestricted operating spend authority but will not change how funds (color of cash) are managed on the backend.	✓	✓	✓	✓	✓	
Use a driver-based approach to allocate centrally collected net tuition to fund unrestricted operating budgets for colleges.	✓	✓	✓	✓	✓	✓
Use remaining centrally collected general funds (e.g., state appropriations) to fund the unrestricted operating budgets for all other units.	✓	✓	✓	✓	✓	✓
support transparency through simplicity and promote strategic alignment	✓	✓	✓			
be a hybrid model with some revenue and expense allocations with emphasis on incentivizing *intentional* enrollment growth *within the colleges and GTPE* and supporting *all units in achieving* the strategic plan	✓	✓		✓	✓	✓
seek balance & equity in how resources are distributed, recognizing the unique operating models of units	✓	✓		✓		
keep indirect costs simple and meaningful, allocating only expenses where units have some influence and control	✓	✓	✓	✓	✓	✓
consider the quality resources – particularly space – in how indirect costs are allocated out	✓	✓				
use carryforward to incentivize cost containment with potential return to central for strategic uses		✓		✓	✓	
seek to reduce reliance on one-time funds, particularly for Centers and IRIs	✓	✓	✓	✓	✓	✓
elevate the skills around planning and budgeting on campus, *while recognizing potential impacts to workload*	✓	✓		✓		✓
push decision making to the units to build good management and understanding of the Institute's capacity for growth	✓	✓		✓		
measure and reward diversity in all its forms, including diversity of backgrounds, removing barriers, and inclusivity	✓	✓		✓		✓
the budget model with which we go live is not the budget model of forever – we expect it to evolve	✓	✓		✓		

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Budget Reform | Solution Design Working Groups

Purpose

Working groups are charged with developing budget model design recommendations to inform the Institute's new budget.

Working Groups

- Tuition Allocation & Incentives
- Diversity, Equity & Inclusion (DEI)
- Research / Indirect Cost Recoveries (ICR)
- Central Cost Allocations
- Carry Forward

Charge

- Review for understanding key outputs from *Phase 1 – Diagnostic* and collaborate on key outputs for your focus area.

- Propose detailed design recommendations for areas within scope and provide guidance on potential policy and process impacts.

- Gather and share perspective from stakeholders within your functional area to inform solution design recommendations.

- Provide regular updates to the Super Working Group and to the broader GT Community via change management efforts.

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Budget Reform | Connect

1
The Budget Reform website is LIVE at budgetreform.budgets.gatech.edu! Log in with your Georgia Tech credentials to access additional information about this initiative.

2
Keep an eye out for additional communications via email, the website, and campus publications with project updates and change impacts.

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Guest | Login

Budget Reform
Home | Model Basics ⌄ | Help

GT Budget Reform Project

Overview
Starting in October 2020, the Administration & Finance (A&F) leadership team began engaging stakeholders from across the campus community to consider the need to reform the existing budget model.

Building upon feedback from Georgia Tech leadership and administrators, the decision was made to conduct a thorough analysis of the existing budget model and develop recommendations on how to best improve the budget model to better support the Institute's strategic values and goals. To assist in this effort, the Institute engaged a team from Deloitte to conduct this analysis and support Georgia Tech in designing and implementing a budget solution to address the Institute's needs.

Goals & Objectives
From the onset, leadership set the direction, outlining the desire for a budget model to:
1. Reflect and execute the Institute's mission and priorities
2. Be understandable, easy to manage, logical and transparent
3. Promote and reward performance, success, and innovation
4. Foster trust and responsibility around decision making
5. Provide predictable funding to support Georgia Tech's ability to be strategic in planning

Identifying and implementing a solution to address these needs will enable the Institute to continue to elevate the knowledge, awareness, and effectiveness of its dedicated staff and ultimately build a more streamlined and efficient finance organization.

Helpful Resources

- [FY 2022 GT Budget in Brief](#)

- [FY 2022 GT Operating Budget Summary](#)

- [FY 2022 Original Budget Funds Flow Chart](#)

- oneBudget Training Videos – available in the Training section in [oneBudget](#)

- [FY 2023 Budget Development Instructions](#)
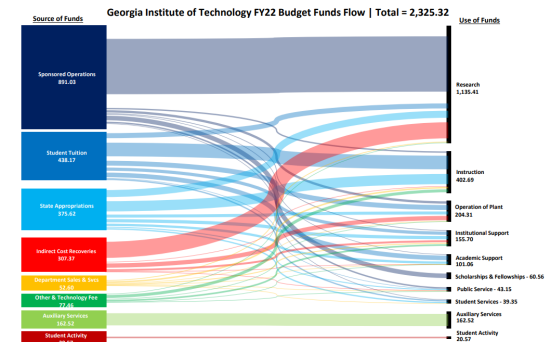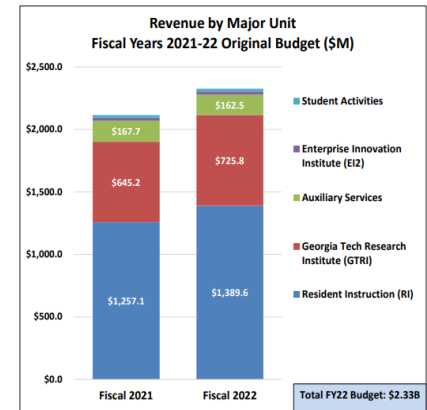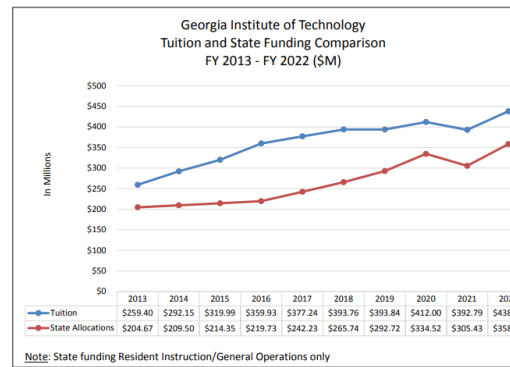
Departmental Sales and Services (DSS) Update

Departmental Sales and Services (DSS) Funds:

1. FD14000 – GTPE DSS

2. FD14100 – Other DSS

3. FD14200 – Premium Programs DSS (BOR approved)

DSS is where at least 50% of the revenue source must be from external sources; ex:, student, faculty, staff, general public, grantors, other institutions/agencies, etc.:

- External to GT and GT Affiliates
  - Students, faculty, staff, general public, direct payments from other Institutions/Agencies, GTPE revenue
- External Sponsored Projects
  - Federal, state, local, private industry

DSS Balancing Units (BU's)

- Balancing Unit (BU) − Worktag that identifies an organizational structure or unit with budget and financial responsibility. It is used when there is a need to track assets, liabilities, fund balance, revenues and expenses for an organization or area.

- Separate BU's needed for:

  1. Service Centers (list approved by **Grants & Contracts**)

  2. Study Abroad Programs

  3. International Campus

  4. GT Events or Conferences

     – Biology Genomics Center, Career Fair, Biomechanics Conference

  5. Auxiliary Services

  6. BOR Approved Premium Programs

- Please use new BU's set up in FY21-FY22 to help in outside reporting on funds

- Please use ServiceNow to request new BU's

- **Each BU must balance individually**

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DSS Balancing Units (BU's) Continued

- If a dept has Internal revenue **only** they must use FD10600 Other General as these are no longer considered DSS. Please use an Other General worktag and:

  – 471100/RC471110 – Quasi/Internal – GTRI IRAD

  – 471100/RC471100 - Quasi - Revenue from Interdepartmental Sales and Services

    - other GTRI funds, GTAA, other campus depts. and GT affiliates, Auxiliary, Student Activity

  – Personal Services charges will include fringe expense

  – Funds must be used in year receipted and lapse at year end

- Please use the three approved DSS revenue categories for FD141xx and FD14200:

  – **471100/RC471101 Quasi/Internal DSS**– Internal (includes GT Affiliates) (must have at least 50% external revenue)

  – **452500/RC452589 - DSS - External Spon Projects**

  – **452500/RC452590 - DSS - External to GT/GT Affiliate**

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DSS Reminders

- A Carry forward request of DSS funds is no longer required. Funds will automatically carry forward.

- Please work with Bursar's office to move all revenue postings to new BU's and designated worktags

- Don't forget for service centers a reasonable amount of salary should be charged

- A surplus in one BU will not offset another

- Each BU should provide CF plan to division head after close of each FY
  – This includes covering any deficits

- Please spend your Carry Forward
  – To spend carry forward overspend the current year's revenue
  – Increased USG scrutiny on balances

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DSS Next Steps

- Fund balance reconciliation - estimated to begin Fall 2021

    - Budget and Controllers Office will work together with each cost center to map PeopleSoft conversion balances to new BU's during FY22

- Policy update and knowledge article coming soon that will reflect these changes

Break – 10 minutes

Procurement and Pcard Update

Ajay Patel
Director of Purchasing
Procurement & Business Services

GT Georgia Tech.

Procurement

- Event Agreements
- Data Security
- Items of Interest
- Year End FY22
    - PO Autosourcing
    - PO Roll Forward
- PCard

Event Agreements

- Send through ServiceNow for review / markup / signature (or attach to requisition if over $2500)
- Risk Mitigation
    - Force majeure clause edits (getting push back from some venues)
    - Insurance (though exclusions reduce effectiveness of this)
- Please allow ample time to allow for contract negotiation and secure necessary forms
- In rare instances you may be asked to find an alternate venue
- Please Note the GT Hotel is managed and run by a third party and thus not a part of GT. We are experiencing contracting challenges with them.

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Event Agreements

- Certification of Funding
  - In general, its required if:
    - Liquidated damages exceed $25K AND
    - A requisition is not issues to cover the damages
- Procurement may require this in situations outside the above criteria
- Form requires senior leadership signoff to ensure liabilities will be paid

Data Security

- Continues to be a huge focus for GT

- USG BPM 3.4.4 changes included increased compliance requirements for contracts

  ✓ Greater scrutiny of contracts upon execution and renewal

  ✓ High risk definition incorporates a large number of contracts

  ✓ Review and signoff of contract and any risk acceptance within GT

- Data Privacy Agreements (DPA) and Business Associate Agreements (BAA) have/ will be added to many agreements

- Please allow sufficient lead time for contracting

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Procurement

- Contracts of Interest

  – Hertz and Enterprise contract has been renewed

    • Rental car market continues to be a challenge

- Audits

  – CPSR review conducted with no issues found

Year End FY22

- Autosourcing of contracted requisitions <$25K (not bill only)
    - Allows for greater flexibility at year end

PO Roll Forward Guidance

	Type of Purchase	Example(s)	Length of time open	How to Close
Criteria for PO's to remain open longer than 1 year				
(1)	Projects	ERP Consultants for x period of time.	Open until project complete.	Close via change order when project is complete.
		Equipment with long lead time, acceptance testing, etc.	Open until project is complete.	Close via change order when project is complete.
(2)	Software	Annual software license(s) purchase	Closer after receiving licenses and payment is made.	If balance remaining on PO, submit change order for closure.
(3)	Non-Recurring Goods	Purchasing 10 laptops for the department.	Close after receiving goods and payment is made.	If balance remaining on PO, submit change order for closure.
(4)	Non-Recurring Services	Services agreement for a consultant for 20 hours.	Close at conclusion of services.	If balance remaining on PO, submit change order for closure.
(5)	Ongoing Services	Copier Leases	Life of the lease, line(s) added annually to encumber new FY funds.	Close via change order when lease term is over.
		Contracted purchase of advertising services	Open for length of the contract period, line(s) added annually to encumber new FY funds.	Close via change order when contract term is over.
(6)	Recurring Goods	Bulk gas refills	2 years, line(s) added annually to encumber new FY funds.	Close at the end of the two year period.
(7)	Temp Staffing	Temp services for IT, Admin, Nurses etc.	Open until temp resource is no longer needed.	Close via change order when temp resource is no longer needed.

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PCard

Pcard suspensions on the rise!!

PCard

Reasons for suspensions include:

- Unverified transactions

- Policy compliance

- Training

PCard

PCard

If you don't....
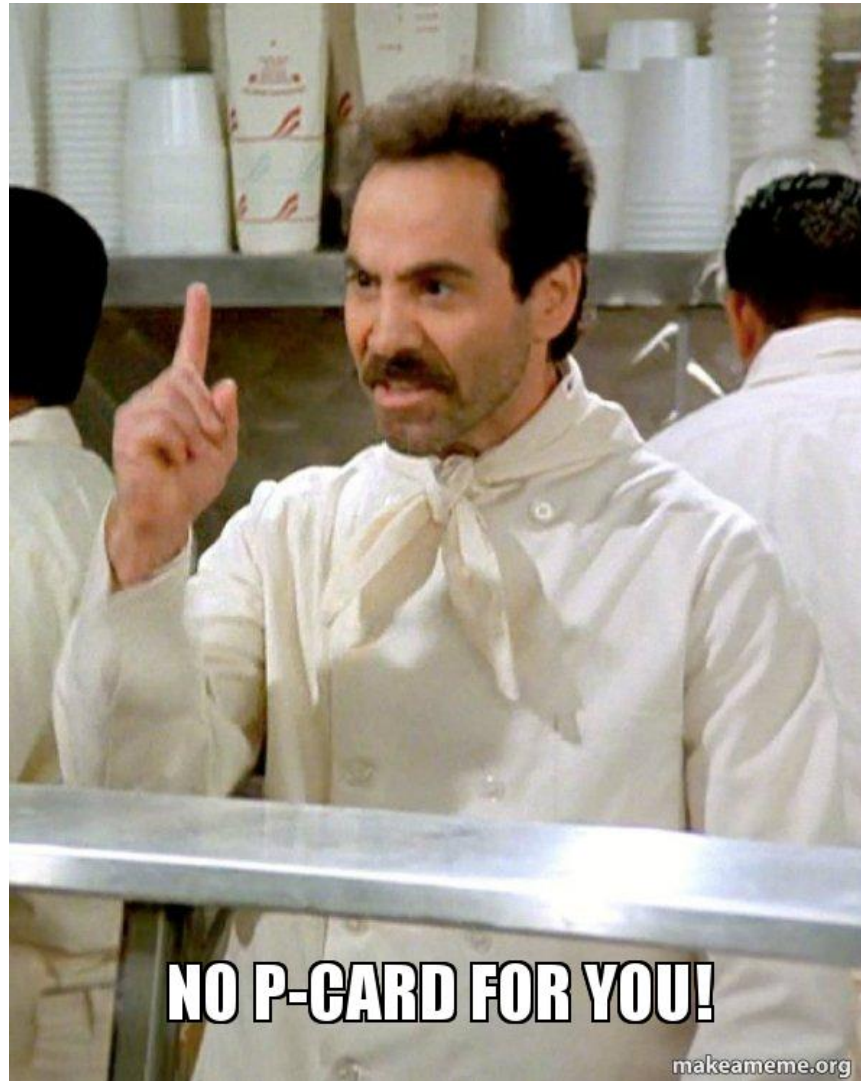
Questions???
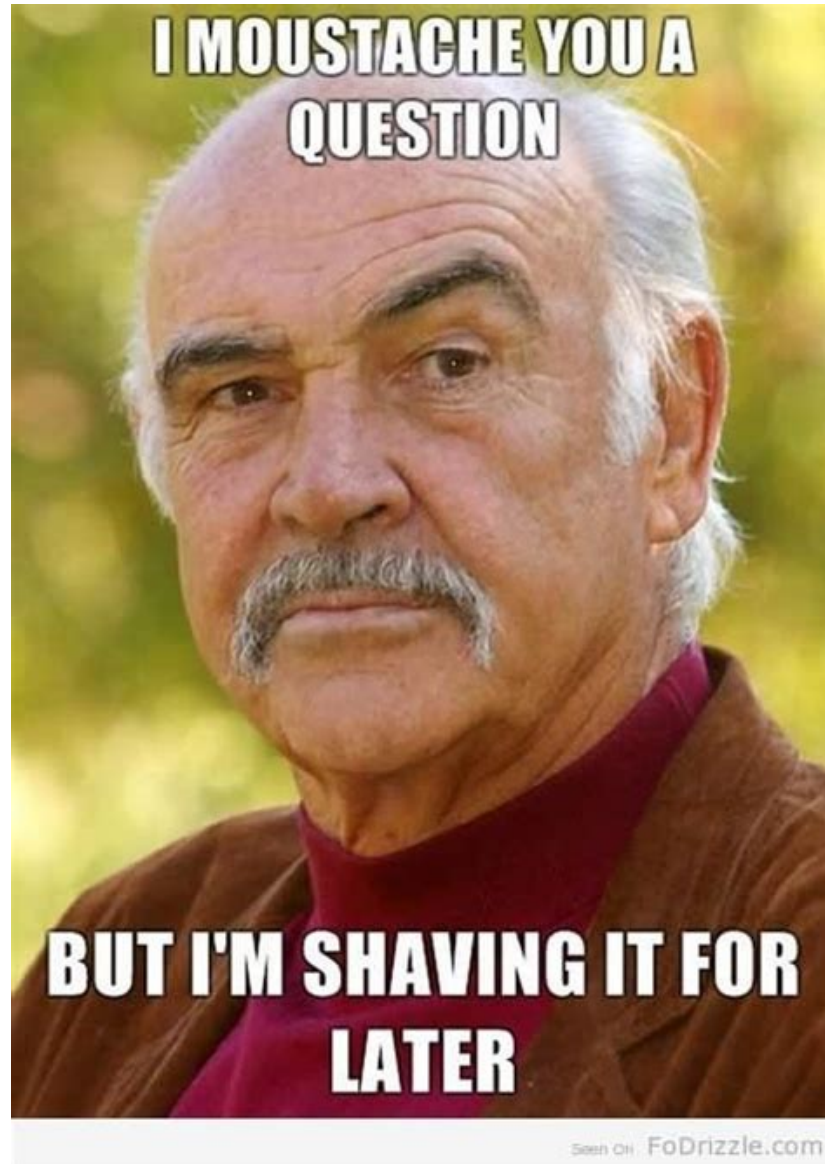
Prior Year Purchase Orders

Amry Stanley
Financial Compliance Program Manager
Controller's Office

GT Georgia Tech

Review Prior Year Purchase Orders

Review POOELS report on Controller's Website

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

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

Cost Center = CC000311

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

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Review Prior Year Purchase Orders

Review Open Obligations Report
- ❑ Run "Open Obligation By Company – CR" in Workday for Cost Center
- ❑ Criteria
  - --- **Company** = CO503 (GT)
  - --- **Cost Center** = CC000311
  - --- **PY budget References** = BR19, BR20 and BR21
- ❑ Note: You can also include other worktags as criteria

Review Prior Year 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 <u>Change Order Requisition</u>
    - Requisition will route to the Controller's Office for approval
    - Include a detailed explanation indicating why the PO is being closed
  - Enter a <u>Procurement Requisition</u> with PY Budget Ref and new Supplier or Like Item
    - Requisition will route to the Controller's Office for approval
    - Include a detailed explanation of why new PO is being requested
    - Reference previous PY PO in the memo/description field

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

☐ PO amount <u>lapsed</u> but should not have?
  - Contact Eddy Lee in the Controller's Office - <u>edward.lee@business.gatech.edu</u>
  - Funds can be recovered until YE deadline for Change Order Reqs
  - Please don't wait!!!!

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Review Prior Year Purchase Orders - *Example*

Company	Budget Reference	Purchase Order	PO Reference	Line	Distribution Line is a Line Split	Line Description	Spend Category	Supplier ID	Supplier Name	PO Date
CO503 Georgia Institute of Technology	BR21	PO-5158339	PURCHASE_ORDER-3-159830	1	No	Dell Thunderbolt Dock-WD19TBS: Base;Dell Thunderbolt Dock- WD19TBS	SC744100 - Information Technology Equipment Purchase - Non-Inventory (less than $3,000)	SUP-101016	Dell Marketing LP	05/20/2021
CO503 Georgia Institute of Technology	BR21	PO-5158339	PURCHASE_ORDER-3-159830	2	No	Latitude 7420 - Build Your Own: Base;Dell Latitude 7420 XCTO	SC744100 - Information Technology Equipment Purchase - Non-Inventory (less than $3,000)	SUP-101016	Dell Marketing LP	05/20/2021
CO503 Georgia Institute of Technology	BR21	PO-5158696	PURCHASE_ORDER-3-160204	1	No	1080P Webcam with Microphone, Wansview USB 2.0 Desktop Laptop Computer Web Camera with Auto Light Correction, Plug and Play, for Video Streaming, Conference, Game,Study	SC714100 - Supplies and Materials	SUP-108756	Amazon Capital Svcs dba Amazon Business	05/20/2021
CO503 Georgia Institute of Technology	BR21	PO-5163859	PURCHASE_ORDER-3-165438	1	No	Pilot FriXion Ball Clicker Erasable Gel Pens, Fine Point, Black Ink, Dozen (31450)	SC714100 - Supplies and Materials	SUP-100857	Staples Inc	06/10/2021

Results of Review
- PO- 5158339
  - Create receipt to pay supplier invoice

- PO-5158696 and PO-5163859
  - Supplier/vendor credits on prior year purchase orders
  - Process Supplier Invoice Accounting Adjustment to move supplier/vendor credits from BR21 to BR22
  - Enter Change Order Requisition to close POs after accounting adjustments post.

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Controller's Office working with Procurement and Business Services to perform a compliance review of BR19 and BR20 PO's

❑ Some of these PO's go as far back as FY2017 (converted into Workday from PeopleSoft)

❑ Goods are <u>normally</u> be received within 6 months

❑ Services <u>generally</u> do not cross multiple fiscal years

❑ Action must be taken by units to use the funds or risk losing the funds

❑ Appropriate justifications will be needed by units for the POs to remain open

  ❑ Justifications will be reviewed by the Institute Controller and/or Associate Controllers

❑ Review will begin in October

Georgia Tech.

Prior Year PO's for BR19 and BR20

❑ As of Friday, October 8, 2021

PO Type	Number of Lines
Supplies and Material	593
Sub Contracts/Sponsored Agreements	395
Services/Consultants	190
Repairs and Maintenance	160
Construction	138
Small Value Equipment	91
Other Operating Expenses	57
Capitalized Equipment	48
Catering	45
Contracts	41
Rentals	34
Software	31
Other	42

Supplier Accounts & Travel Update

Abbie Coker
Director, Accounts Payable & Travel
Procurement & Business Services

GT Georgia Tech

Submission of Invoices

Invoice Check-List – All criteria must be met before submission to ensure invoice is delivered to **apinvoices@gatech.edu**

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

✓Invoice must be billed to Georgia Tech

✓**Invoice must be in PDF format**

✓Valid Georgia Tech PO Number referenced on invoice

✓**One invoice per attachment**

✓PO Number ONLY in the email subject line

✓All Support Documents Included

✓First Time Submission Only. Do not send duplicate invoices

Gift Cards – Tips & Tricks

✓ Gift card usage is allowable for the following purposes:

  – Research participants that participate in sponsored research activities

  – Students that participate in student surveys or activities

✓ An appropriate funding source is required

✓ Gift cards cannot be purchased with state funds

✓ IRB Approval required for research with human subjects

✓ Proof that recipient received the gift card required

✓ Meal delivery services like DoorDash, Grubhub, Uber Eats, etc. should not be used to deliver meals to individuals or to provide gift cards or promotional codes to order meals for virtual events

✓ Meals for virtual holiday events and celebrations (including retirement celebrations) as well as meals for virtual staff appreciation and recognition events are not allowable

Payment via AP versus GT Foundation

Rule of Thumb: What is the business Purpose and how does it benefit Georgia Tech?

Benefit to Georgia Tech – Payment is generally allowed to be processed by the Institute via AP for valid business purposes without extraordinary expenses.

Consider the following:

✓Is there a valid business purpose

✓Is alcohol being served

✓Would the expenses be considered entertainment

✓Is the meeting or event after hours

✓Are the expenses extraordinary

✓Are spouses or children participating

✓Are gifts provided

Payment via AP versus GT Foundation

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

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Payments on a PO versus a SIR

State Accounting Office requires a purchase order for the purchase of goods and services with the exception of the following:

- ✓ Registration fees
- ✓ Membership dues and/or subscriptions
- ✓ Payroll and associated tax and benefit payments
- ✓ Postage and shipping
- ✓ Utilities (e.g., electricity, telephone land lines, cell phone charges, etc.)
- ✓ Real estate rental/lease payments
- ✓ Attorney and legal related payments for the State Department of Law
- ✓ Intergovernmental agreements/payments
- ✓ Travel expense reimbursements

SIR = Supplier Invoice Request in Workday

Accounts Payable – Past Due Invoices

✓**Payment terms for all invoice is net 30 days..**

✓**AP is unable to pay an invoice in the following scenarios**

- – Invoices with no PO#
- – PO is closed
- – Receipts are not entered in Workday by the end user.
- – Purchase order has insufficient funds and requires a change order
- – Invoices in match exception
- – Invoices sent to units and not forwarded to apinvoices@gatech.edu

✓**Please take immediate action**

Past Due Invoices in Webnow

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

✓ **Send all invoices in your department to apinvoices@gatech.edu immediately. This also includes catering and hotel bills**

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

✓ Review Invoices in your WebNow queues

✓ Provide a PO# for invoices with no PO

✓ Contact Purchasing for guidance on closed PO's

Clearing Unpaid Invoices in Webnow

Review all invoices in your department WebNow queue

- ✓ Review the sticky note with action needed
- ✓ Take necessary action in order for invoice to be processed
- ✓ Update the sticky note and route the invoice forward by selecting **"Approved for AP to Pay"**
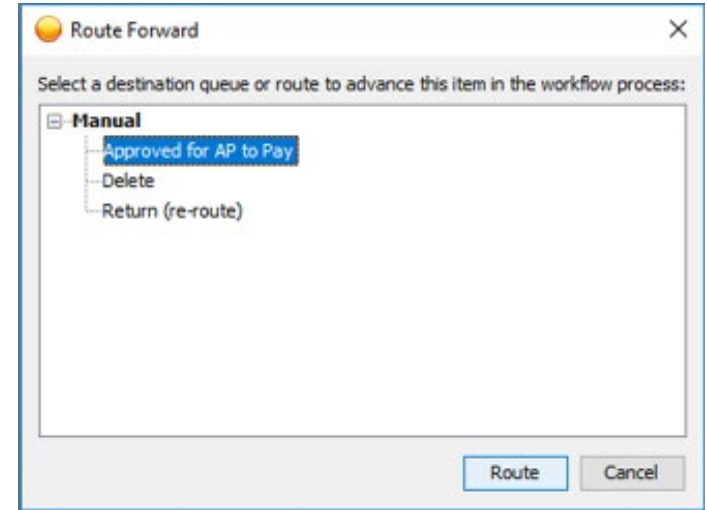
Clearing Invoices in Match Exception?

✓ **Review all invoices in match exception report.**

✓ Run "Supplier Invoices in Match Exception - CR" report in Workday weekly.

✓ Helps research by Cost Center

✓ Helps with researching PO's with multiple invoices keyed on the PO lines

– Search by PO# to view the status of all invoices associated with the PO

– If one invoice in exception due to a receipt or change order, it will show all other invoices affected

– Create change order to increase funds

– Enter receipts

✓ Comments from activity appear as a comment on the report

Supplier Invoices in Match Exception - CR ⋯

Company	≣
Cost Center	≣
Supplier	≣
Supplier Category	≣
Supplier Groups	≣
Worktags	≣
Match Exception Reasons	≣
Invoice Due Date On or After	MM/DD/YYYY 📅
Invoice Due Date On or Before	MM/DD/YYYY 📅

Filter Name

Manage Filters   Save

0 Saved Filters

OK   Cancel

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Clearing Invoices in Match Exception

Match Exceptions as of 10/04/2021 = 605 total
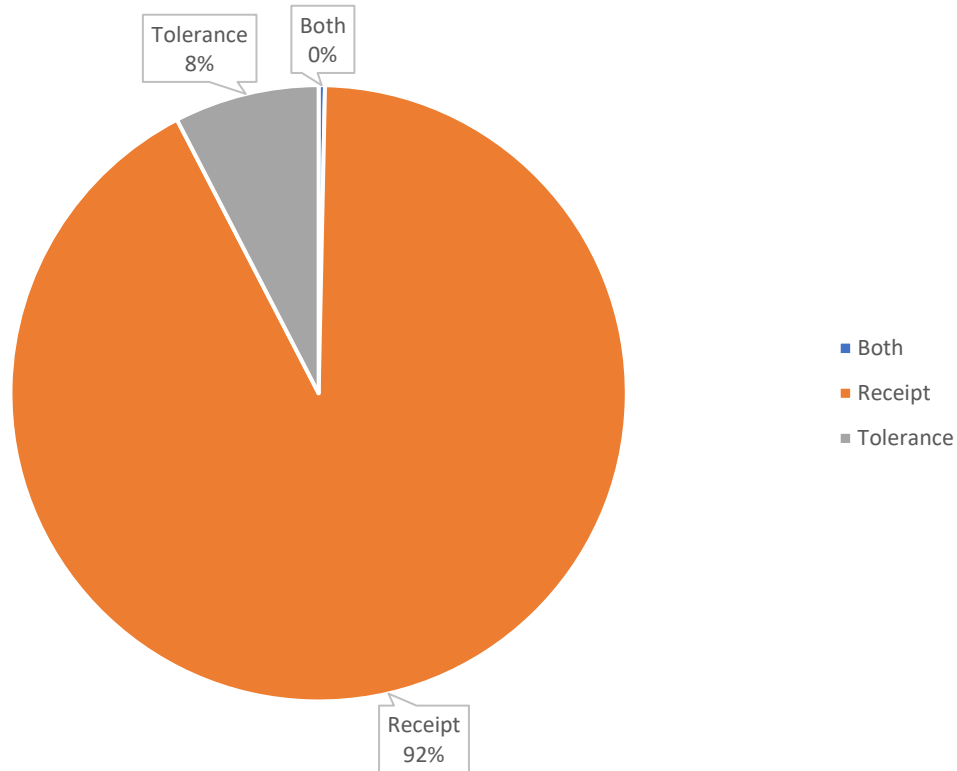
How can you find payment status?
Find Supplier Invoice for Campus -GTCR

- Run the "Find supplier invoice for campus – GTCR"

- No need to contact ServiceNow

- It also provides what is in match exception

- When submitting a ServiceNow ticket please provide all necessary information provide PO #, invoice in question and any other relative information

How can you find payment status?
Find Supplier Invoices Report

- Run the "Find supplier invoices" report in Workday No need to contact ServiceNow

- When submitting a ServiceNow ticket please provide all necessary information provide PO #, invoice in question and any other relative information

Find Supplier Invoices

Company	
Supplier	
Supplier Hierarchy	
Supplier Status	
Invoice Number	
Supplier's Invoice Number	
Invoice Status	
Invoice Date On or After	09/05/2021
Invoice Date On or Before	MM/DD/YYYY
Invoice On Hold	☐
Intercompany Invoice	☐
Direct Intercompany	☐
Tax-Only	☐
Payment Status	
Adjustment Reasons	
Invoice Due Date On or After	MM/DD/YYYY
Invoice Due Date On or Before	MM/DD/YYYY
Created by Worker	
Approved by Worker	
Purchase Order	
External PO Number	

OK   Cancel

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Travel Expenses Tips & Tricks

✓A Spend Authorization must be completed and approved prior to the first day of travel for all travel outside the state of Georgia.

✓COVID-19 requirements:

– Travel Questionnaire and Risk Acknowledgement Form must be completed for all out of state travel

✓Spend Authorizations are closed 60 days after travel end date

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

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

Timely Approval of Expense Reports

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

✓**Approvers** - Managers, Cost Center Managers and /or Worktag Managers are to approve expense reports "in progress" status in a timely manner

✓A daily digest email is sent daily to all Workday users as notification for any items in your Workday inbox pending action

Workday Inbox - Your Daily Digest

G gatech@myworkday.com
To ✓ Coker, Abbie
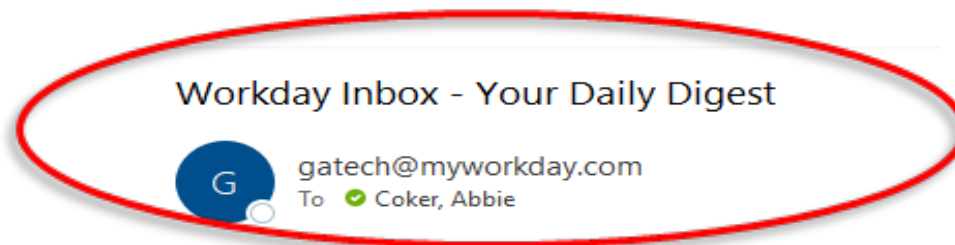
✓**All approvers must ensure all expenses are appropriate, allowable, and all required receipts are attached prior to approval**.

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Expense Reports Tips & Tricks

Travelers and Approvers:

✓ Review expense reports in "**draft"** or in **"progress'** status and either cancel or approve

✓ You may check the status of an expense report by running the **"Find Expense Reports by Organization - CR"** Report

<div align="center">OR</div>

✓ Enter the expense report number in the search field and click enter:

🔍 EXP-1011111|

- Check Business Process

- Expense reports that have an approved status have been paid

✓ **Expense reports in draft or in progress status will be cancelled if no further action is taken**

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 10, 2021 at 5pm** so as to be processed before winter break:

- Supplier Invoices (<u>must have a valid PO#</u>)
- Receipts entered
- Change orders entered
- Supplier Invoice Requests (SIR's) should have required supporting documentation
- Expense Reports must be fully approved and awaiting Expense Partner Approval
- Travel Team will continue to process expense reports on a first in first out basis but cannot guarantee reimbursement after this deadline

Pre-Winter AP & Travel Deadlines

- The final AP settlement run for checks will be **Thursday December 23, 2021**

- The final AP settlement run for ACH and EFT will be **12 noon Friday December 24, 2021**

- Wire Transfer requests should be submitted by **12 noon on Tuesday December 14, 2021**

- All rush payment requests must **be received by 4:00 pm on Tuesday December 14, 2021**. **PRIOR to submission.**

- All 'pick up' checks are to be picked up by 12 noon on **Friday, December 24, 2021**

Don't Miss the
DEADLINE!

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…and I think its now my LUNCHTIME!☺

Business Assets Updates

Frederick Trotter
Director of Insurance & Assets

GT Georgia Tech

Property Control 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 departments in accountability for their equipment.

Threshold Requirements

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

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

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Asset Spend Categories

To minimize accounting reconciliation due to incorrect spend category usage, Cost Centers must ensure that all assets 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)** *This spend category should also be used for furniture greater than $4,999.99
	SC843131	**Equipment Purchase - Computers GT Holds Title (per item cost greater than $4,999.99)**
	SC843142	**Equipment Purchase Information Technology (non-computer) GT Holds Title (per item cost greater than $4,999.99)**
Special Equipment	SC743201	**Equipment - Weapons (Public Safety Only)**
	SC841100	**Equipment Purchase - Motor Vehicle**

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Requisition with Partial Payments

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

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

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

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

Requisition with a Trade-in

All Georgia Tech equipment that has been 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 SC84**** 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

Recap FY21 GT Annual Physical Inventory

- The annual inventory period started October 1, 2020 and staggered deadlines were continued with dates ranging from December 18, 2020 through February 26, 2021.

- Untagged assets count decreased by 29% from **1750 items ($42.5M purchase cost)** in August 2020 to **1237 items ($30.6M purchase cost)** in June 2021, through a coordinated process with Cost Centers.

- Annual Inventory Missing Assets reported as of 06/30/21

Fiscal Year	Missing Count	% of Total Inventory	Purchase Cost ($)	Net Book Value ($)
2021	363	1.16%	7,970,276	1,530,862

Annual Equipment Inventory

FY22 GT Annual Physical Inventory – October 1, 2021 to March 4, 2022

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

Class	Assets Count	Due Date
D	750 +	12/24/2021
C	400 – 750	1/21/2022
B	100 – 399	2/11/2022
A	1 – 99	3/4/2022

Results

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

Cleanup of Untagged Equipment & Old Asset Tag Numbers

Untagged Equipment

- As of 09/24/21, **1513 Untagged Assets** valued at **$31,382,816.76.**
- Oldest untagged asset acquired August 2015
- This presents a RISK to the Institute
    - Violation of Institute Policy
    - Violation of Board of Regents - USG Policy
    - Subject to an Unfavorable Audit Finding
    - No Insurance Coverage

Equipment with Old Tag Numbers
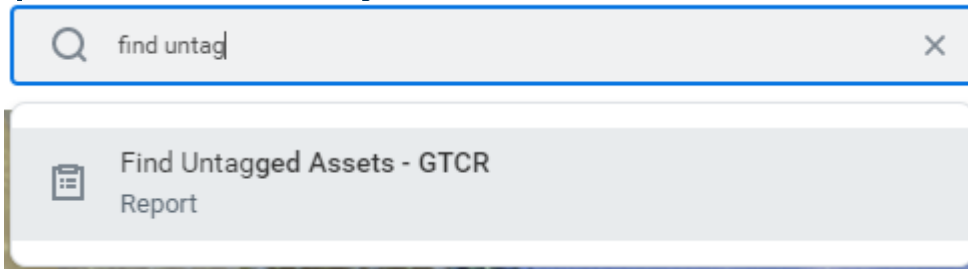
- As of 9/24/21 52 Assets valued at $537,315.48 (down from 77 Assets - $1.2M in FY21) still have not been updated to the current CAE barcoded asset tags.
- Property Control will generate a list and share it with Cost Centers for standardization of GT Assets Tag Ids.

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Business Asset Reports: Tips and Tricks

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

Answer:

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

- Type in your Cost Center Number
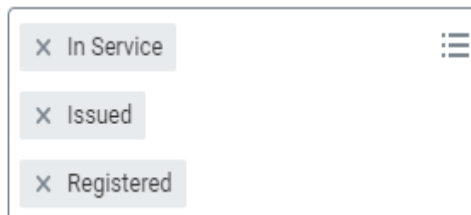
- Select "In Service," "Issued," & "Registered" Asset Statuses

Contacts

Submit requests to **Property Control**
via ServiceNow

Break – 10 minutes

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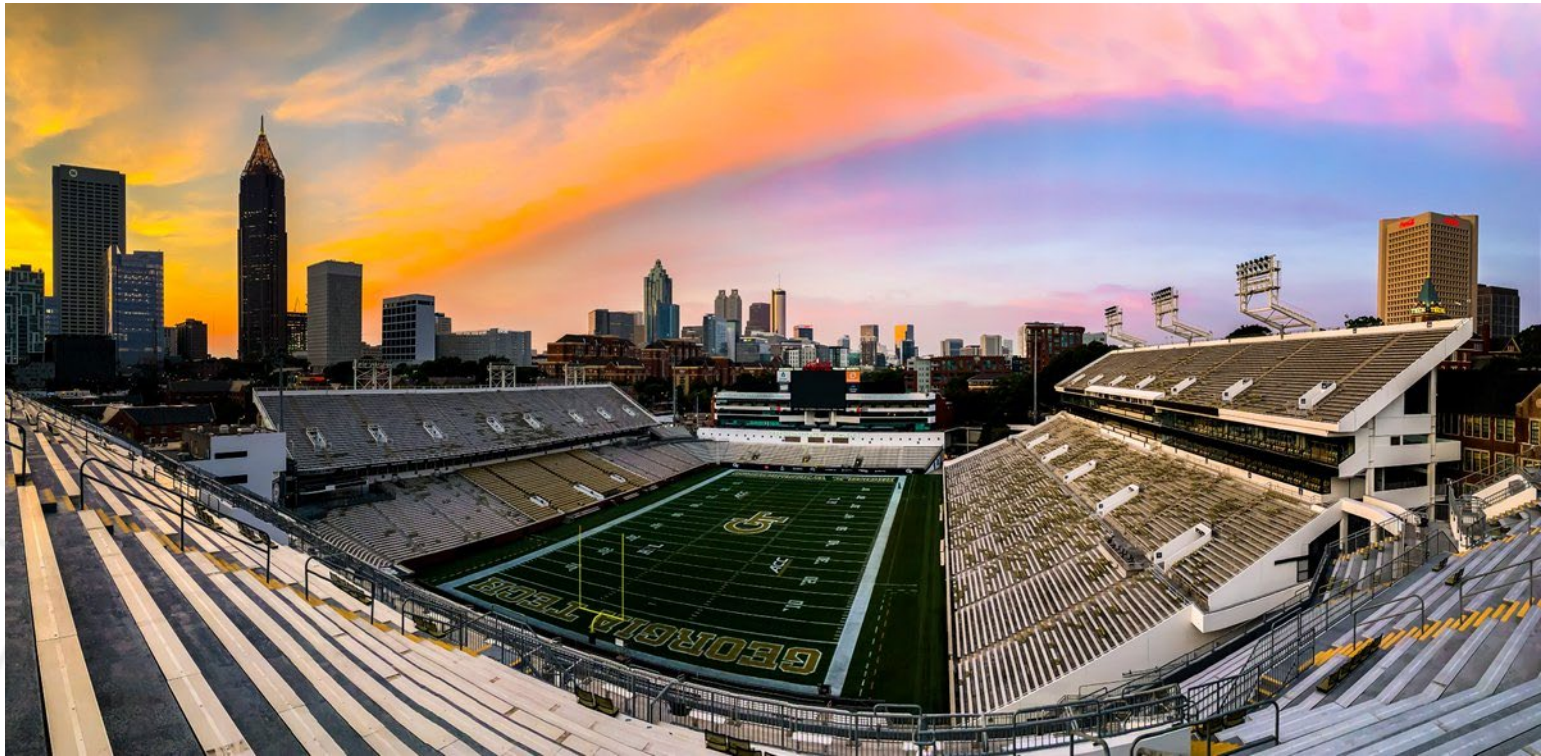
Commitment Accounting Update

Terryl Barnes
Commitment Accounting Manager
*Institute Budget Planning
& Administration*

GT Georgia Tech.

Commitment Accounting Reminders

Review Position Funding:

- If necessary, correct FY2022 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 and will necessitate EDRs (which are to be avoided).

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

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Departmental Workflow Approvals

Transaction Initiator

Department Approvers (Level 1 and 2)

Central Approver (Level 4)

Central Approver (Level 5)

Department Approver – Must review transaction thoroughly

Ad-Hoc Approver and/or **Ad-Hoc** Reviewer can be added wherever there is a plus sign

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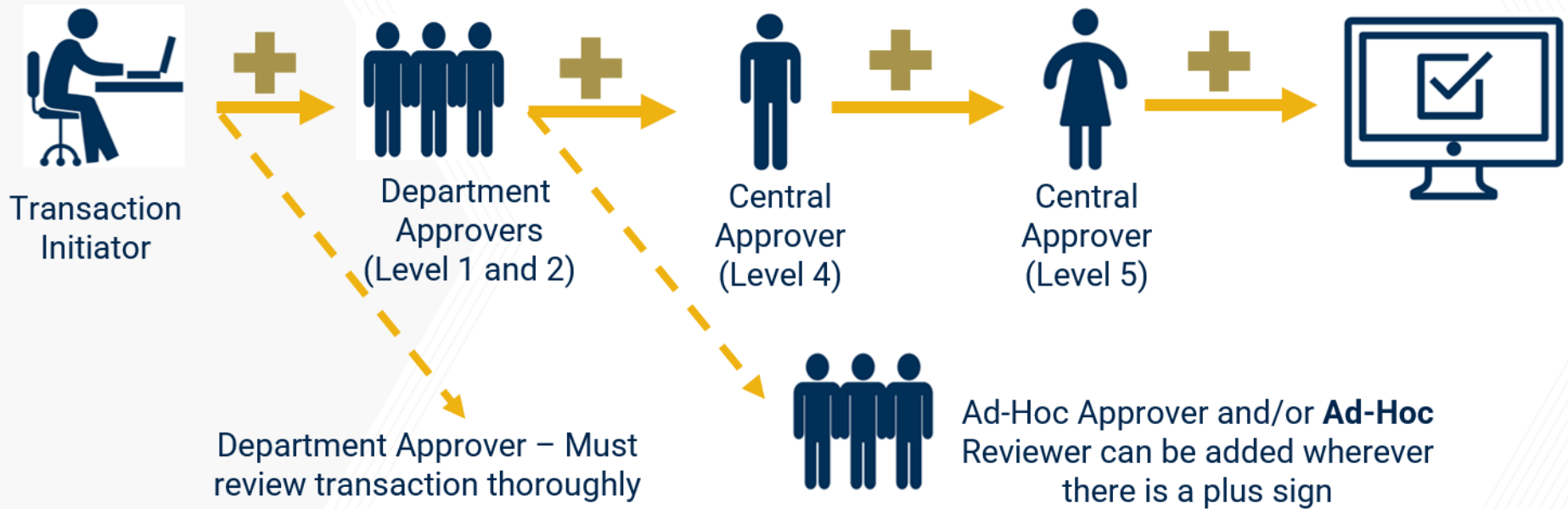
Departmental Workflow Approvals

Review Transactions

- Effective date / Accounting date: Effective date should coincide with beginning of pay period

- Positions should not be funded on grants that have ended, as determined by Workday end date.

- Combo code(s), both to and from: A Level 2 approver from each combo code department should be included in the approval workflow.

- Ad hoc approvers if applicable (Each dept must have an approver on the transaction)

- Effort percentage / Dollar amount

- EDRs must include a current ECD as an attachment, plus other supporting documentation

- Comments for other approvers, reviewers, and auditors

Departmental Workflow Approvals

Approve/Deny Transactions timely manner

- If any criterion is not met, deny the transaction before level 5

- Communicate and follow up with approvers in the workflow

- Once all criteria have been satisfied, then approve

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Commitment Accounting Reminders

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

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

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

  - Submit over 90 requests via GT financials service now.

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Grants and Contracts Accounting Update

Josh Rosenberg
Senior Director
Grants and Contracts Accounting

GT Georgia Tech

Grants Reporting – SABER Suite

[SABER - Sponsored Award Budget Expense Report] (also known as SABER)

Presents real-time budgets, spend, and remaining balance by Grant. Workday will return a snapshot of activity on the search results. The Award, Grant, Award/Grant PI, Grant Manager, End Date, F&A Rate, and Available Balance will be shown, along with other relevant fields.

[SABER - Sponsored Award Budget Expense by Object Class] (also known as SABER by Object Class)

Displays budgets, spend, and remaining balance by grant and object class. Search prompts include Period, Award, Grant, Cost Center, Grant Hierarchy and Budget Date.

[PI Quick View]

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

Separately as information:

We are working with our colleagues in Enterprise Data Management to create a new report called: **LITE SABER** (to be published in the next 45 days). The report is based on the dataset in EDW (the data is not real time, as it reflects the prior business day's activity). It will have Award Summaries, Grant Summaries, and individual Grant Details in different tabs. It will also include the ability to view personal services details. We will continue to pursue other report requests generated from campus to satisfy business requirements.

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3.2 Personal Service Reporting Using the Plan Confirmation System

Effort Reporting – Annual Statement of Reasonableness

- FY21 ASRs are currently DUE!! Unsigned ASRs are an Audit Risk!
- Can still be signed electronically or manually via the paper form
- Manual ASRs and Status reports are available on the ASR page within TechWorks
- Approved First Hand Knowledge signers can be: Supervisor, Principal Investigator (PI), or Department/Organizational Head
- The same person should not sign as both the individual with First Hand Knowledge and the Unit Financial Manager
- Terminating Employee ASRs available on LITE for employees leaving the Institute that are charged to Grants in FY22
- All employees/GRAs with salary charged or encumbered to Grants in Workday must **complete** the Personal Services Reporting Tutorial
- Questions? Contact Jonathon Jeffries or easr.ask@business.gatech.edu

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Pre-Award Expense Grant Lines

- **_Goal:_** Allow departments to charge allowable pre-award expenses on projects and begin work as soon as possible

- Georgia Tech has expanded authority to manage Federal Awards

- Approval has been waived for 90-day pre-award expenses

- Agencies include: NSF, Dept. of Energy, NIH, USDA NIFA, Dept. of Commerce, and NASA

- New process established by the G&C Project Accounting; add a pre-award grant line if the award meets certain criteria

- G&C will monitor expenses posted on pre-award grant lines and determine if expenses are allowable
  - 2 CFR 200.458 – Definition of pre-award costs

- Award must be fully executed by OSP
  - Note: Advance award requests are when the award has not been fully executed by OSP; department is confident it will be awarded

- Award must integrate into Workday before the award's official start date
  - Ex: Integrates on 10/1/21 but the official start date is 12/1/21

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Grant Line Attributes

- Grant line will have a 90 day project period

- Grant line will change to "Closeout" status after the official start date begins
  - All expenses must be charged to the prime grant after the 90 day pre-award period
  - Prime grant is create at the same time as the pre-award expense grant line

- Pre-award expenses will be billed after the award's official start date

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Sub-Awards

- Processed by Office of Sponsored Programs (OSP)

- *OSP Policy Series 5.0: Subcontracts, Subawards, and Subrecipient Administration*

- Know the difference between sub-recipient vs. vendor vs. consultant; See the Checklist on the OSP website: https://osp.gatech.edu/subrecipient-determination

- Consider the length of the period of performance (POP) of the sub-award to enable efficient closeout

- Keep track of subaward cost share, if any

Subrecipient Monitoring

- **Who**: Performed primarily by the Office of Sponsored Programs' (OSP) subaward group, but unit grant/financial managers and PIs have a specific role also. Auditors look for *evidence* of active monitoring by PI or person with firsthand programmatic knowledge in the form of invoice approvals, emails, and regular communication.

- **How**: For subawardees identified as other than low-risk, pay closer attention to the subaward agreement and follow any additional award conditions (see 2CFR 200.208 (c)).

- **When:** Beginning this month, PIs and Grant Managers will receive emails from G&C Compliance alerting them if they have a subaward that is other than low-risk.

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Spend Parameters for Grants

- Ensure timely posting of effort during the POP

- Avoid managing effort by Express Direct Retro (EDR)

- Create POs and purchases in the beginning of the award as required; avoid last minute buying at the end of the POP

- Issue sub awards timely and document/monitor subs

- Recognize the need for no-cost extensions (NCEs) in time so it doesn't happen after the end date of the award

- Plan and submit continuation mods as soon as possible to avoid gaps in the POP

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Award Closeout

- Ensure timely posting of allowable costs during the POP

- Review awards 90 days prior to the end date

- Be wary of large spikes in spending towards the end of the POP – spending out large balances at the end of the POP is problematic

- Try for even burn rates over the POP

- Avoid past term EDRs and cost transfers

- Avoid materials and supplies (M&S)/equipment purchases in the final weeks of the award – harder to justify the benefit to the award

- Ensure sub-awards are fully invoiced & paid by end date

- Ensure cost share, if applicable, has been met

Financial Accounting Update

Carol Gibson
Institute Controller and
Chief Accounting Officer
Controller's Office

Georgia Tech.

Accounting Adjustment Journals

Issues

- Users are not clearing all Worktags when changing drivers and related worktags

- Transactions are posting to the ledger with the wrong accounting string

- Journals are required needed to make necessary corrections

- Review *Financial Accounting for Campus Financial Managers* course for more information

Example - Supplier Invoice - Accounting Adjustment Jrnl

Original and Current Worktags

Example - Supplier Invoice - Accounting Adjustment Jrnl

Clear Current Worktags

Example - Supplier Invoice - Accounting Adjustment Jrnl

Current Worktags Cleared – CORRECT ACCOUNTING

Example - Supplier Invoice - Accounting Adjustment Jrnl

Current Worktags not Cleared– INCORRECT ACCOUNTING

Financial Accounting Update

Maurena Maynor
(*The New Lee Wates*)
Associate Controller
Controller's Office

Georgia Tech.

Balance Sheet Ledger Account Reconciliation Changes

- Starting with 2nd quarter this fiscal year (FY22), year-to-date Balance Sheet Reconciliations will be due to the Controller's Office quarterly.

- Quarterly Reconciliations due dates are listed below
  - 2nd quarter – Monday, January 31, 2022 (July-Dec)
  - 3rd quarter – Friday, April 29, 2022 (July-March)
  - 4th quarter (YE) – Friday, July 29, 2022 (July-June)

- In FY23, year-to-date Balance Sheet Reconciliations will be due to the Controller's Office quarterly for every quarter. Due dates will be released at the Year-End Town Hall meeting in the Spring.

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

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Process for Reconciling Balance Sheet Ledger Accounts

- ## Year-End Reconciliation

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

Trial Balance

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

Options

Perform Eliminations	☐
Include Adjustments	☑
Include Final Allocations	☑

[OK] [Send to Excel] [Cancel]

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

Georgia Tech

Process for Reconciling Balance Sheet Ledger Accounts

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

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

Trial Balance 5 items

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

Georgia Tech

Process for Reconciling Balance Sheet Ledger Accounts

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

Ledger Balance as of June 30, 2021			49,675.00

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

	49,675.00

Difference   -

Preparer:	Jane Doe
Approver:	Bob Smith

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

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

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

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

Georgia Tech

Review Process for Balance Sheet Reconciliations

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

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

Georgia Tech Foundation
Restricted Gifts

Maurena Maynor
(*The New Lee Wates*)
Associate Controller
Controller's Office

Georgia Tech

Georgia Tech Foundation Gifts (GTF)

- GTF Gift Budget Amendments in Workday can only be used to move funds from the Gift to the designated associated with the gift.

- Gift Budgets **cannot** be moved between gifts in Workday via Budget Amendment. Please contact the foundation.

- Questions about gift budgets and balances should be submitted via ServiceNow. **Do not** contact the Foundation about gift budgets posted in Workday.

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

- The Controller's Office is currently reconciling gift budget balances between the Foundation system and Workday.

Create Budget Amendment for Organization

Create Budget Amendment for Organization

Organization	*	× Gift: GTF210000289 Cooper, William L Endow
Budget Structure	*	× Gift Budget Structure
Company	*	× CO503 Georgia Institute of Technology
Budget Name	*	× FY22 GF & GTF

Populate Existing Budget Lines

Ledger Account/Summary	
Worktags	× Gift: GTF210000289 Cooper, William L Endow
Budget Period	

OK   Cancel

Enter "Create Budget Amendment for Organization" in Workday Search Bar

Organization = Gift Number

Budget Structure = Gift Budget Structure

Company = CO503 Georgia Institute of Technology

Budget Name = Current Fiscal Year GF & GTF

Worktags = Gift Number

Click OK

Create Budget Amendment for Organization

Description – purpose of amendment

Amendment Type = Transfer Budget

To Add Budget to a Designated = Enter a positive number

To Reduce the Gift by the amount moving to designated = Enter a negative number

Note purpose of transfer

Click Submit

GASB 87: New Accounting Standard for Leases

Amy Herron
Associate Controller
Controller's Office

Georgia Tech

GASB 87 Change

- Operating leases for the use of space or equipment will be recorded as **Right to Use Assets** and **Lease Liabilities** on the Statement of Net Position.

- Leases of space by Georgia Tech to third parties will be recorded as **Lease Receivables.**

- GASB made this change so that readers of financial statements would be able to see the assets, the debt, and the receivables associated with these leases.

Capital Leases vs. Operating Leases

Capital Lease	Operating Lease
Georgia Tech will own the asset at the end of the lease.	Georgia Tech will not own the asset at the end of lease.
Georgia Tech has ~ 15 buildings that are capital	Georgia Tech has ~ 60 operating leases for the use of space.
Pre-GASB 87- Buildings are recorded as assets and lease is recorded as a long-term liability.	Pre-GASB 87– Assets are not recorded and lease payments are recorded as rent expense.
No significant changes to capital leases with GASB 87.	Significant change to operating leases with GASB 87.

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GASB 87 Implementation

- Implementation is this fiscal year (FY22)

- Steps to implementation:

  - For known operating leases:

    - Reviewing for impact.

    - Documenting review on GASB 87 determination form.

    - Calculating present value of lease payments.

    - We will record journal entries to book right to use assets and lease liabilities.

  - For potential leases:

    - Reviewing General Ledger for payments to identify potential leases.

  - For leases of space to third parties:

    - Reviewing for the impact and will record journal entries to book lease receivables.

  - Participating in recurring meetings with USG schools.

Georgia Tech.

Carol Gibson

- Thank you for 30+ years of service & for your *EXTRA**ORDINARY*** leadership!

- Please stop by the Controller's Office between November 16th - 19th to say a big **FAREWELL** to the best Controller **EVER**!!

- Cards can be sent to the Controller's Office, Lyman Hall Suite 325, MC0257

GT Georgia Tech