2015 FINANCIAL SUMMIT

MONDAY, OCTOBER 19, 2015

GTRI CONFERENCE CENTER AUDITORIUM

1PM – 3:30PM

CREATING THE NEXT

GeorgiaInstitute
of**Tech**nology

OPENING REMARKS

JIM FORTNER

ASSOCIATE VICE PRESIDENT FOR FINANCIAL SERVICES

AGENDA

- Agenda   Carol Gibson

- FMKD Training Series   Carol Gibson/LaTrese Ferguson

- TechWorks Update   Maryann Carroll

- Group I   Grants/Payroll/Proc & Bus Services

- Group II   Budgets/BursarTreasury/Controller

- Resources   Carol Gibson

- Wrap Up

FMKD TRAINING SERIES

FINANCIAL MANAGEMENT KNOWLEDGE DEVELOPMENT

- Goal – Develop consistent, accurate and thorough understanding of business operations & management

- Courses developed by subject matter experts & HR Training team

- Track 1 - Financial Fundamentals (FF)
  - Fifteen online courses - Staff with a financial management role

- Track 2 - Extramural Sponsored Programs (ESP)
  - Six online courses - Financial staff who manage sponsored projects

- FF core courses were piloted with GTRI – excellent feedback!!

- Expanded campus pilot underway last week – Email, Daily Digest

FMKD TRAINING SERIES

FREQUENTLY ASKED QUESTIONS

- Are these courses required?

- What are the consequences if I don't take them?

- I was told I should take these courses, but I don't think I should have to. Do I have to take these courses?

- I am a long term employee and have been doing this work for many years. Must I take these sessions?

- This has nothing to do with my job. Why am I enrolled in these courses?

- When should my employees have this course completed by?

- Am I required to track my employees completion?

- I know of others who want to take these courses. Is access restricted?

- I would like to retake one of the quizzes. How do I get access to take it again?

- Additional questions – Send an email to james.fortner@business.gatech.edu

FMKD TRAINING SERIES

LATRESE FERGUSON

MANAGER, WORKPLACE LEARNING & PROFESSIONAL DEVELOPMENT

Financial Fundamentals Demo

TECHWORKS UPDATE

TECHWORKS UPDATE

POST-UPGRADE SURVEY – 700 Responses

Top User Concerns

- Access to Self-Service Information
- User Interface & Navigation
  - Quick Access to Frequently Used Applications
  - Ease of Finding Applications & Resources
  - Lack of Personalization/Customization
- System
  - Availability
  - Browser/Cache Issues
  - Length of Timeout

EMPLOYEE SELF SERVICE

TECHWORKS UPDATE

COMING SOON

CREATING THE NEXT

TECHWORKS UPDATE

USER REQUESTS

- BuzzMart: Show on initial landing page

- My Work: Make it initial landing page or allow users to select default landing page

85% of users

never go to My Work

Need more information on how people are accessing work-related applications (HR, Financial and Research info) – please sign up for Focus Groups

TECHWORKS UPDATE

<u>TIMING OUT</u> - (multiple windows open)

<u>Solution:</u> Clear deep cache

- Work with your Computer Support Representative (CSR)
- Steps vary by browser

TECHWORKS UPDATE

<u>DESIGN LIMITATIONS</u> - Due to different versions of HR and Financials

- HR and Financials open up in separate tabs
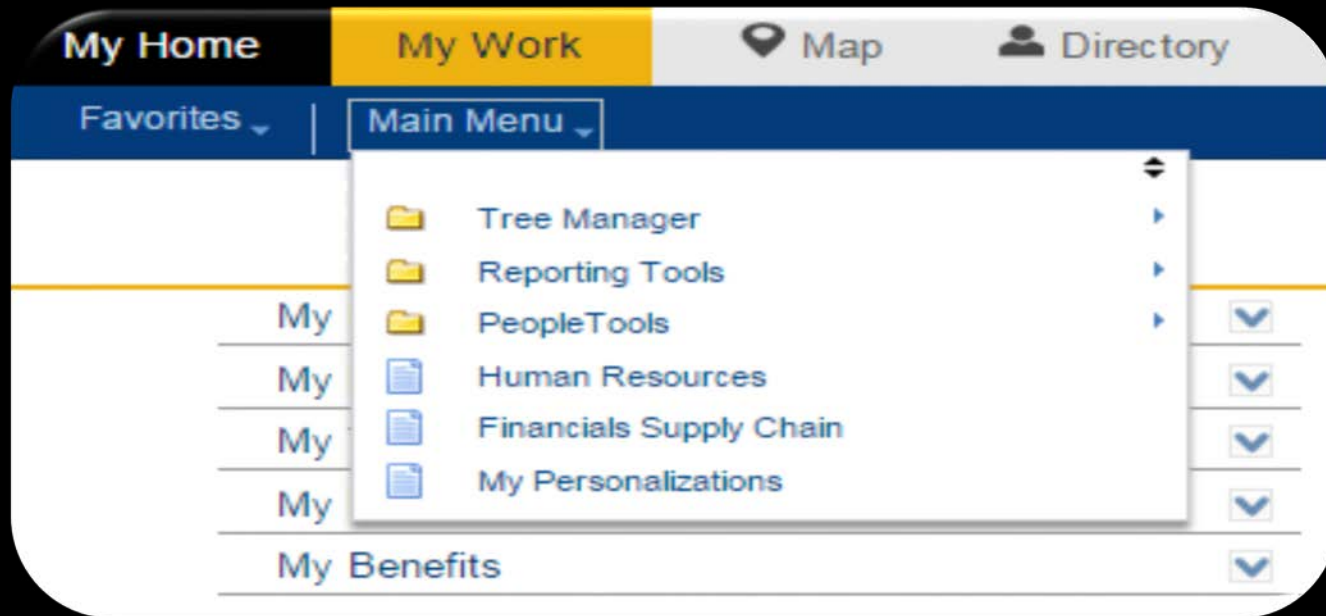
<u>TIP</u>: Click on Favorites and use the Edit function to add bookmarks

<u>TIP</u>: Right-click on icons to open in new tab or window (toggle back and forth)

TECHWORKS UPDATE

FUTURE STATE

- Continuous improvement process

- Governance structure established

- Feedback mechanisms

    - Focus Groups – November 4 & 6 (10:30 am)
      Info Session – November 12 (1:30 pm)
      http://www.surveygizmo.com/s3/1848325/TechWorks-Focus-Group-Session-RSVP
    - Site Feedback Form
    - Contact Us Form
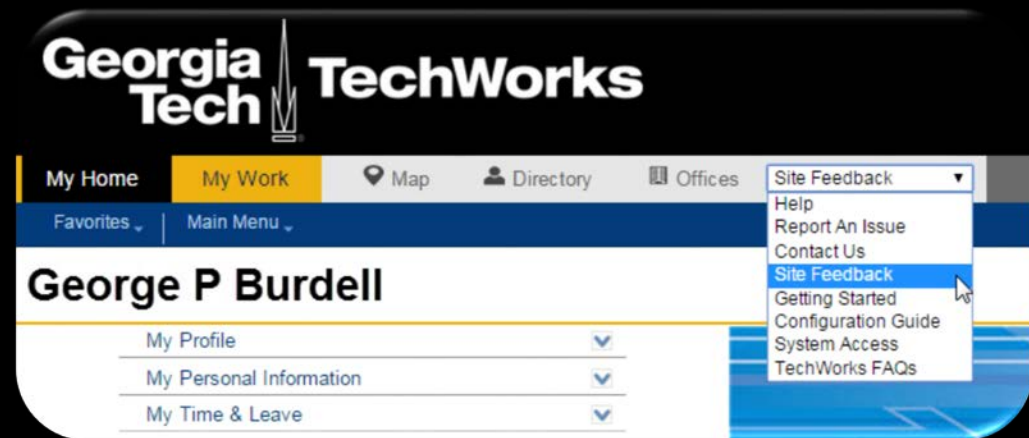
PANEL GROUP I PRESENTATIONS

GRANTS AND CONTRACTS ACCOUNTING

PAYROLL

PROCUREMENT AND BUSINESS SERVICES

GRANTS & CONTRACTS TOPICS

AUDIT UPDATE

- National Science Foundation (NSF) Office of Inspector General (OIG) Audit
  - Contracted w/public acctg firm to audit expenses claimed on NSF grants
  - Scope spans 3 year period from April 1, 2012 to March 31, 2015
  - Provided a download of General Ledger and Sub-Ledger data

- GT data along with NSF data will be evaluated using data analytics

- Additional info will be requested for minimum of 250 transactions
  - More than simply documenting the expenditure amount
  - Anticipate questions relating to how item benefitted the award

- Anticipate focus on the following areas:
  - NSF 2-month salary rule
  - Cost transfers
  - Transactions posted near the end of the award

GRANTS & CONTRACTS TOPICS

SPONSORED PROJECT CLOSE-OUT

- Policy changes in response to implementation of OMB Uniform Requirements (2 CFR 200)

  - Certification of fixed price awards at end of period of performance

  - Change to residual balance procedure
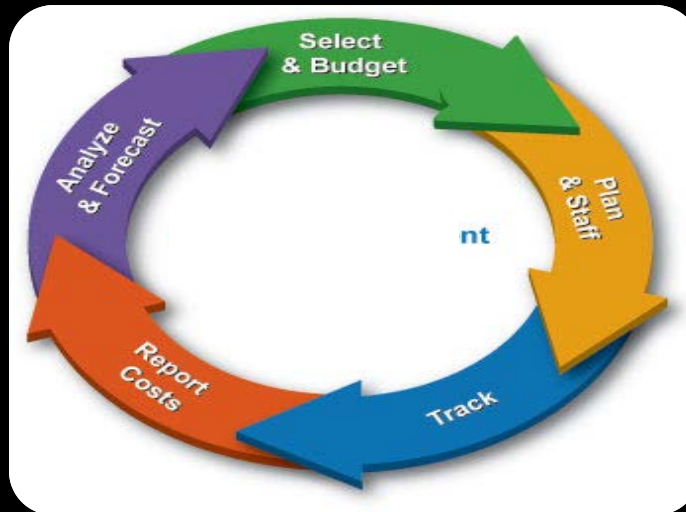
GRANTS & CONTRACTS TOPICS

COST SHARING

- Office of Management and Budget (OMB) Uniform Requirements §200.306 Cost sharing or matching

- Third party cost share commitments must be documented at the proposal stage, including sub-awards

  - PI/Dept manages subcontract invoicing that requires cost share commitments

  - Complete cost share certification; route to G&C Accounting

- Cost Share FAQ

  http://grants.gatech.edu/main/wp-content/uploads/2015/06/OMB-UR_Cost-share-FAQ.pdf

GRANTS & CONTRACTS TOPICS

COST SHARING (continued)

- Cost Share Fund Spend Pattern Report

  http://grants.gatech.edu/main/reports-and-documents/campus-reports/
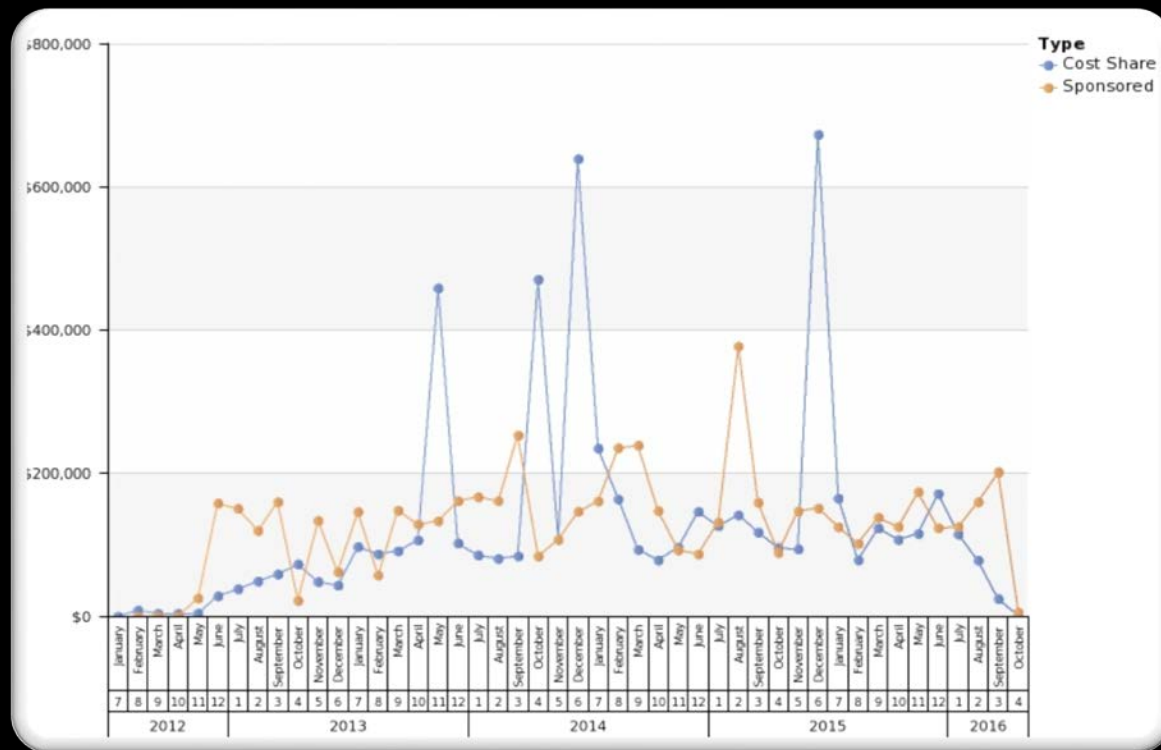
GRANTS & CONTRACTS TOPICS

TUITION REMISSION

- GSTRP – Graduate Student Tuition Remission Program

- Applicable to Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA) job classifications

- If a tuition waiver is not obtained, tuition remission cannot be applied to a project

- Cost Share Tuition Remission Calculator
  http://grants.gatech.edu/campus/cstshr_tuitwaiv_form.htm

  - Submit cost share certification package to Grants & Contracts Acctg timely

GRANTS & CONTRACTS TOPICS

COST TRANSFERS

- Policy changes in response to implementation of OMB Uniform Requirements (2 CFR 200)

  - Cost Transfers requiring special approval authorization changed from 120 days beyond the original expense posting date to 90 days

  - "Request for Cost Transfer" form updated

  - "SPD Transmittal Form" updated

  - "Request for a Late Cost Transfer Form to a Sponsored Project"

    - Completed by G&C for <u>all</u> expense types, including personal services

PAYROLL TOPICS

EXTRA COMPENSATION

- Three criteria must be met
  - The tasks must be outside of the employee's regular department
  - The "Extra Compensation Departmental Agreement Form", must be completed and receive proper authorization
  - The employee must meet at least one of the following criteria:

Chaplain	Firefighter	Dentist
Certified/Manual Interpreter for Deaf	Registered Nurse	Licensed Practical Nurse
Licensed Physician	Psychologist	Teacher or Instructor (evening/night courses)
Professional with Doctoral Degree	Professional with Master's Degree	Part-Time Employee

  - Total extra compensation should not exceed 30% of employee's regular compensation

PAYROLL TOPICS

SALARY OVERPAYMENTS

- Overpayments can occur for a number of reasons with significant risk in the areas of late, absent, or retroactive processing

- Risks & Issues

Expense to GT	W2, W2C, 941, 941x tax filling requirements	Grants and Contracts
Collection Efforts	Minimum Net Pay Complications	Deduction Complications
Fiscal Year End Close	Calendar Year End Close	Regulatory Requirements

- Quarterly Communication being developed (with departmental detail)

- GTRI tasked w/developing system to assist with onboarding/tracking grad stud
  - Could drastically reduce the effort required when hiring and terminating graduates
  - Should significantly reduce # of overpayments, reducing effort & liability in other areas

- Graduate Student Report validating/updating termination dates

- Data – Dollars collected since 12/05/12:
  - Amount owed: $508,480.23 - Amount collected: $282,126.28; Balance Due of $226,353.95

- http://www.policylibrary.gatech.edu/employment/salary-overpayment-repayment-process

PAYROLL TOPICS

BIWEEKLY PAYROLL ACCRUAL FOR TEMPS & STUDENTS

- Temps and Students categorized into Group Positions
- Group Positons are not encumbered – No future data upon which to base the accrual
- Accrual is normally insignificant on an Institute level
- For FY2016 there will be 16 days accrued (June 11th -30th)
  - Earned and booked as expense in FY2016 (June)
  - Paid to employee in FY2017 (July)

PAYROLL TOPICS

FAIR LABOR STANDARDS ACT (FLSA)

- Proposed Regulation: Department of Labor's Wage & Hour Division's (WHD) proposal to amend the FLSA regulations and, particularly related to the regulations governing the "white collar" exemption for executive, administrative, and professional employees
    - The DOL estimates that the Final Rule resulting from the NPRM will not be released until mid-2016 with 60 to 120 days to comply
    - Increases the threshold for a job to be considered for exemption from $455 a week ($23,000 annually) to a *percentile of the salaried population estimated to be $970 a week for 2016 ($50,440 annually)...this represents a 102% – 113% increase to the wage threshold*
    - Caveats for annual increases
    - This is a combined Duties & Wage test
    - Positional impact to exempt positions offered on a part-time basis
    - ~900 GT employees (8-10% of current employee base) potentially impacted
    - http://policies.gatech.edu/employment/fair-labor-standards-act

PAYROLL TOPICS

Moving Tip - number 10
Wear PLENTY of deodorant on moving day

RELOCATION EXPENSE REIMBURSEMENTS

- Eligibility For Program
  - Unique Faculty and Staff criteria
  - Staff limited to Director level and above - Other levels on an exception basis
  - Eligible vs. Non-eligible expenses
  - Reimbursement: Taxable vs Non-Taxable
  - Submit relocation requests via the Payroll Relocation Request Form
    - HR Forms Bank-Misc. Forms section - http://www.ohr.gatech.edu/forms
  - Payments to moving companies are process via the BuzzMart requisition-PO-invoice process
  - Airfare and hotels associated with house-hunting and relocations cannot be directly billed to the Institute.
  - Repayment Provisions
  - http://www.policylibrary.gatech.edu/employment/relocation-expenses-intrastate

PAYROLL TOPICS

DE MINIMIS BENEFIT

- "In general, a de minimis benefit is one for which, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical."

KEY POINTS

- In determining whether a benefit is de minimis, consider <u>frequency</u> and <u>value</u>

- Essential element of a de minimis benefit - <u>occasional</u> or <u>unusual</u> in frequency

- Must not be a form of disguised compensation

- Whether item or service is de minimis depends on all facts and circumstances

- If a benefit is too large to be considered de minimis, entire value of the benefit is taxable to employee, not just excess over a designated de minimis amount

PROCUREMENT & BUSINESS SERVICES

UNALLOWABLE PCARD CHARGES

- http://www.procurement.gatech.edu/sites/default/documents/PCardQuickRef.pdf

- Amazon Prime / Sam's Club/ BJ's / Costco Memberships

- Flowers / Gifts for employees for any occasion

- Food/Group meals that are not allowed by State Food/Group Meal policy

- Breakroom Supplies or Breakroom Appliances

- Sales Tax

- Split Transactions

PROCUREMENT & BUSINESS SERVICES

EMPLOYEE VS. INDEPENDENT CONTRACTOR

- IRS Regulations
  - Tax remittance and reporting implications

- Common Law Rules
  - Behavioral
  - Financial
  - Type of Relationship

- Georgia Tech Checklist and Process
  - http://www.procurement.gatech.edu/purchasing/empl-contractor

- Lunch and Learn coming soon……

PROCUREMENT & BUSINESS SERVICES

SERVICE CONTRACTS/PO REQUIREMENTS

- Employee vs Independent Contractor
- Sourcing Process
- E Verify
- Insurance
- Contract
- Service Contracts with Non-U.S. Individuals/Entities

REMINDERS

- Calendar Year End PO's – Enter requisitions early
- PCARD Annual Training

PROCUREMENT & BUSINESS SERVICES

GEORGIA TECH FOUNDATION FUND PAYMENTS

- What can be paid through GT vs what has to be processed directly by the Georgia Tech Foundation?

GT ACCOUNTS PAYABLE	GT FOUNDATION
Supplies and Equipment	Fine Art, Sculpture
Travel	Holiday/Year End Parties
Memberships	Retirement/Personal Events
Conference Registration	Development Entertainment
Visitor Travel Expenses	Gifts
Research Participant Payments	Alcohol
Business Meeting Food/Meals	Retreats w/Recreational Activities

PROCUREMENT & BUSINESS SERVICES

BUZZMART "IN PROCESS" VOUCHERS

- Currently, $4 million (223 invoices) are past due awaiting receipts and/or match exception approval

- Open House training session on Thursday, 10/22 from 10am - Noon to provide on-on-one training and problem resolution
  - Purchasing Conference room, 711 Marietta Street Contact ap.ask@business.gatech.edu for help with aged invoices for your department. No need to register.

HOW TO RUN AN 'IN PROCESS' INVOICE REPORT

Orders & Documents

Document Search

Approvals

Document Search

Search Documents
View Saved Searches
Download Export Files
Create and Manage Export Templates

Document Search 〉 Search Documents ▽ 〉 Document Search

Go to: simple search | my requisitions |
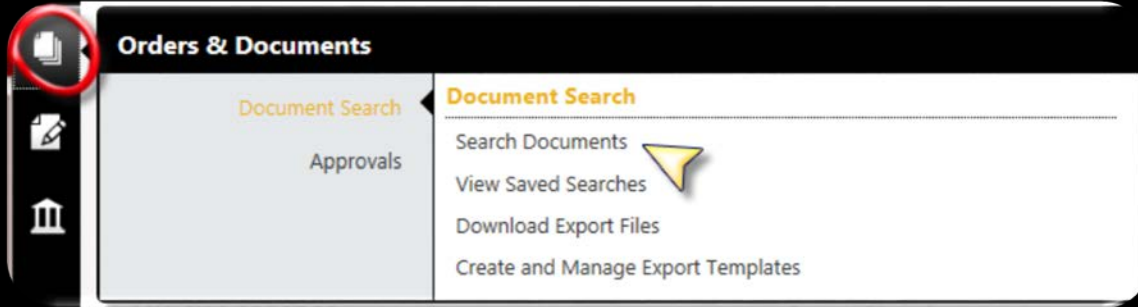
Change Search category to 'Vouchers'

Search Vouchers
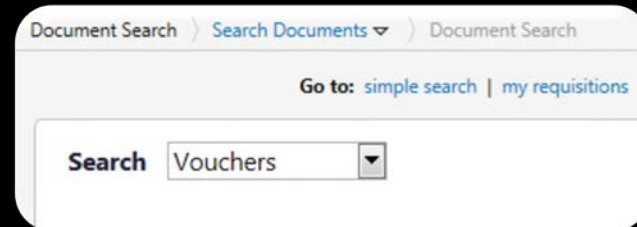
Then scroll down to search field options to 'Payment Options' and select 'In Process'

Payment Status

☑ In Process   ☐ Payable
☐ Paid   ☐ Cancelled
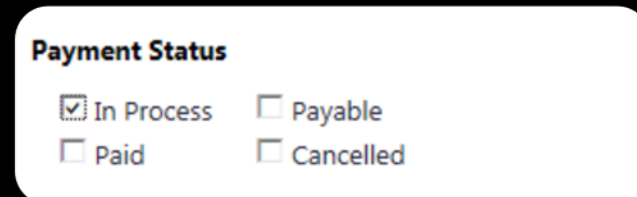
HOW TO RUN AN 'IN PROCESS' INVOICE REPORT

Scroll to 'Custom Fields' section and select 'Purchasing Business Unit' to pull a specific Dept# or range of business units

Custom Fields

Account	Is Exactly	
		Select from all values...
Project No.	Is Exactly	
		Select from all values...
Finance Department	Is Exactly	
		Select from all values...
Finance Approver	Is Exactly	Select from all values...
		Clear selected value...
Purchasing Business Unit	Is Exactly	320
		Select from profile values...
		Select from all values...

Click **Go**

BUZZMART 'IN PROCESS' INVOICE REPORT

RESOLVING BUZZMART MATCH EXCEPTIONS

Common Problem: Missing Receipt

Action: Enter Receipt

Matching Exceptions:
- No receipt has been entered

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	--	1
Unit Price	7,463.91 USD	--	7,463.91 USD
Ext. Price:	7,463.91 USD	--	7,463.91 USD
Document TS&H:	0.00 USD	--	0.00 USD

Common Problem: Quantity Invoiced Exceeds PO Quantity

Action: If additional shipments/receipts are expected, send request to 'flip' quantity with cost on PO*. If this invoice completes the PO, 'force match'.

Matching Exceptions:
- Invoice quantity exceeds PO by: 1
- Invoice quantity exceeds Receipt by: 1

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	1	2
Unit Price	47,092.03 USD	--	2,819.44 USD - 4,173.52 USD
Ext. Price:	47,092.03 USD	--	6,992.96 USD
Document TS&H:	0.00 USD	--	0.00 USD

* sqadmin@business.gatech.edu

PANEL GROUP I DISCUSSION

GRANTS AND CONTRACTS ACCOUNTING

PAYROLL

PROCUREMENT AND BUSINESS SERVICES

PANEL GROUP II PRESENTATIONS

BUDGET OFFICE

BURSAR AND TREASURY SERVICES

CONTROLLER'S OFFICE

BUDGET OFFICE TOPICS

MAIN SOURCES OF FUNDING FOR OPERATIONS

• Sponsored (grants, contracts, gifts thru GT Foundation)	$536M	35%
• Tuition	$360M	23%
• State Appropriations	$234M	15%
• Auxiliary Services (business-like operations)	$152M	10%
• Indirect cost recoveries from grants/contracts	$144M	9%
• Student fees and other sources	$116M	8%
Total	**$1,542M**	**100%**

PRINCIPAL USES OF OPERATIONS FUNDING

• Research	$697M	46%
• Instruction	$288M	19%
• Plant O&M including utilities & leases	$156M	10%
• Auxiliary Services	$126M	8%

http://www.budgets.gatech.edu/Views/BudSummaries.aspx

CREATING THE NEXT

BUDGET OFFICE TOPICS

FUNDING CHALLENGES

- RESOURCES
    - State formula funding – declining system enrollment impact on GT
    - Minimal state share of merit raise costs
    - Probable limited future tuition and fee increases
    - Indirect cost recoveries in Resident Instruction

- SPENDING CHALLENGES
    - Faculty growth to keep up with enrollment increases
    - Administrative support for faculty and to address accountability
    - Technology & equipment refreshment – support for teaching & research
    - Administrative and student support systems
    - Student services to match enrollment increases

Conclusions: (a) minimal "new funds" available for program initiatives
(b) changes in budget process needed

BUDGET OFFICE TOPICS

BUDGET PROCESS

- ORIGINAL BUDGET
  - Development, implementation and evaluation of a plan for the provision of services for the upcoming fiscal year beginning July 1; Approved by the Board of Regents
    - Offer Original Budget Workshops and one-on-one training as requested
    - Please make sure all full-time employees' @ rates are correct
    - Annual pay must not exceed the @ rate
    - Only one employee per position number

- BUDGET AMENDMENT
  - Modification of original budget aligning and adjusting resources to approved expenses
    - Communicate with transferring department to ensure a balanced transfer
    - Dept Notes required if there is a change to depts. budget. List as much info as necessary (Permanent & One-Time). Example available of good notes.

BUDGET OFFICE TOPICS

FUNDING CHALLENGES/IMPLICATIONS FOR BUDGET PROCESS

- Need for Georgia Tech to become more entrepreneurial
    - Exploring new revenue generation opportunities
    - Finding new ways of "doing business"
    - Improving efficiencies
    - Elimination of duplication of programs and services

- Need for GT to move away from incremental budgeting
    - Challenging "base budgets"
    - Determining high and low priority programs
    - Redistributing base budgets to address campus unit workload and GT Strategic Plan priorities

BUDGET OFFICE TOPICS

YEAR END DEFICITS

- Division is responsible for year end deficits not previously approved by administration

- Division head must notify Budget Office as soon as they are aware of a deficit

- Division budgets reduced on a one-time basis in current FY by unapproved net operating deficits resulting at prior year end

  - Happens in the first budget amendment or via an approved re-payment plan

http://www.policylibrary.gatech.edu/business-finance/year-end-deficits-and-division-carry-forwards

BUDGET OFFICE TOPICS

DIVISION CARRY FORWARD REQUESTS

- General Operations Funding
  - Must be requested online by <u>Division</u> financial administrator by <u>April 15th</u>
  - Form: http://forms.budgets.gatech.edu/view.php?id=15035
  - Final carry-forward amount will be determined after year end close, depts. allowed to carry forward up to approved amount.
    - All Gen Ops balances (except Tech Fee) are netted together to
    - Amended Budget – Expenses – Encumbrances determine final
  - Departments with approved carry-forward will budget in August Budget Amendment

BUDGET OFFICE TOPICS

DEPARTMENTAL SALES & SERVICES (DSS) CARRY FWDS

- Policy - http://www.policylibrary.gatech.edu/business-finance/departmental-sales-and-services-dss

- Fund Codes - Like 14xxx

- Must be requested online to determine carry forward eligibility by June 30th.
  - Three Approved Revenue Accounts (471900, 452800, 452900)

- Service Center requests for carry forward reviewed by Grants & Contracts

- Form: http://forms.budgets.gatech.edu/view.php?id=14107

- Final carry-forward amount determined after year-end close for approved departments

- Email goes out to approved departments of final amounts and how to budget in August Budget Amendment

BUDGET OFFICE TOPICS

PROJECT ID CLASSIFICATIONS

- Digits 5 through 8 of general operations project IDs have logic
    - 100 – Operation and Maintenance
    - 200 – Direct Instruction
    - 290 – Indirect Instruction
    - 300 – Research
        - Individual or Project Research
        - Cost Share
        - Direct Research
        - Research Start Up
    - 400 – Indirect Research

- Use Allowable Cost Matrix - allowable expenses by fund source

- Project ID Request - Check dept fund source (State, Tuition, ICR, etc)
    - www.budgets.gatech.edu → Budget Tools → COA Listing or checking IBS
    - www.controller.gatech.edu → Chart of Accounts Lookup
    - TechWorks > My Work > Fin PTP Rsch Admin > Financials Frequent Links > COA Lookup

BURSAR/TREASURY TOPICS

DEPARTMENTAL DEPOSITS

- Timely
  - Deposit funds received the next business day
  - Funds less than $100 – deposit within five business days
  - Institute Policy 1.4.1 (Daily Cash Deposits)
- Use the Deposit Remittance Form
  - Accurate accounting
  - Use description fields (30 characters)
- Reconcile deposits to General Ledger at least monthly

BURSAR/TREASURY TOPICS

PETTY CASH FUNDS

- General Overview
- Safekeeping of funds
- Regular counts, at least monthly
- Maintain all receipts
- Replenishment
- Cash over/short: business unit's project number and account 704000
- Institute Policy 1.5.3 (Departmental Petty Cash Funds)

BURSAR/TREASURY TOPICS

INACTIVE/CLOSED PROJECT ID'S FOR TRANSACTIONS

- Before using, confirm project numbers are active & valid for the current FY

- Especially at beginning of new fiscal year

- Project ID Lookup

  - TechWorks > My Work > Fin PTP Rsch Admin > Financials Frequent Links

CONSEQUENCE: CLOSEOUT FAILS

- We may pick a project for you!!

- Daily Institute transactions may not feed to ledger

BURSAR/TREASURY TOPICS

WIRE TRANSFERS

- SENDING FOREIGN WIRES AND PAYMENTS
  - Overseas payments/invoices – should be obtained in the vendor's local currency
    - GT has the full ability to pay in that local currency
    - The foreign currency will ALWAYS be a lower expense to department
  - Foreign payments require scrutiny
    - Payment details must be accurate and complete – when funds are transferred out of US, an error may result in loss of payment/funds

- UNCLAIMED/RECIVING WIRE TRANSFERS
  - Monthly notifications of unclaimed wires
  - Unclaimed are booked to general revenue account
  - Must be claimed within the fiscal year
  - Keep us informed – let us know to monitor for inbound wires

CONTROLLER'S OFFICE TOPICS

ALLOWABLE COST MATRIX
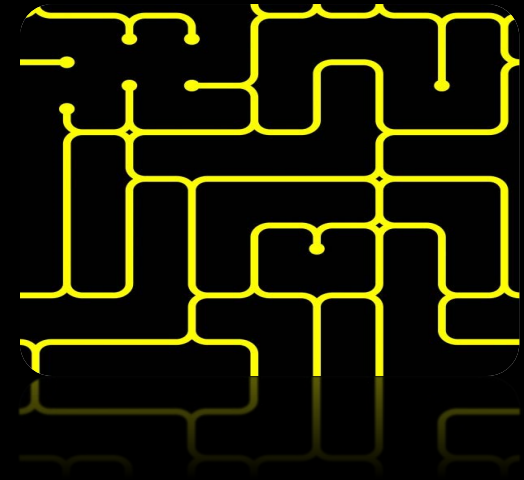
- Decision tool for common campus expenses

- Designed by Expense Type and Fund Group

- Matrix is not inclusive of all expenses

- When in doubt, ask these questions:

    - Is this an appropriate use of these resources?

    - Am I comfortable explaining this to an auditor?

    - Would a reasonable person have purchased item & paid this price?

    - Is it allocable or applicable to the project or fund group?

    - Is it allowable per the parameters of the fund group?

    - Is it consistent with other expenses for similar purposes?

- www.controller.gatech.edu/allowable-cost-matrix

CREATING THE NEXT

CONTROLLER'S OFFICE TOPICS

BALANCE SHEET RECONCILIATIONS

- GT required to reconcile all balance sheet accounts regularly
  - Asset Accounts – Cash in Bank, Petty Cash, A/R, Capital Assets, etc
  - Liability Accounts – Payables, Deferred Revenue, Deposits, etc.
  - Fund Balance Accounts – Reserves, Fund Balance

- Units required to submit June 30th recon for the annual audit

- State Auditors review reconciliations each year

- Audit deficiencies noted when accounts not reconciled

- Institute Finance Support Team working to identify all balance sheet accounts and assign responsibility

CONTROLLER'S OFFICE TOPICS

MANAGING AGENCY FUNDS

- GT serves as fiscal agent if purpose of fund related to mission

- Agency Fund Agreement/Relationship <u>does not</u>:
    - Entitle organization to use GT services (only receipts/disbursements)
    - Place organization under GT's tax exempt umbrella
    - Continue Indefinitely

- Funds are not considered tax-deductible gifts

- Funds should have a positive cash balance at all times

- Institute policies and State/U.S. laws must be adhered to

- Funds inactive for 5 years are escheated to the state

- Federal funds inactive for 5 years are returned to federal agency

- Institute reviews agency funds periodically for compliance

CONTROLLER'S OFFICE TOPICS

MANAGING ENCUMBRANCES

- Current Year and Prior Year
    - Open Encumbrance report (GTPOR262)
    - Close PO's using open encumbrance process
    - Accounts Payable can 'finalize' vouchers to close remaining encumbrance balances at time of invoice entry
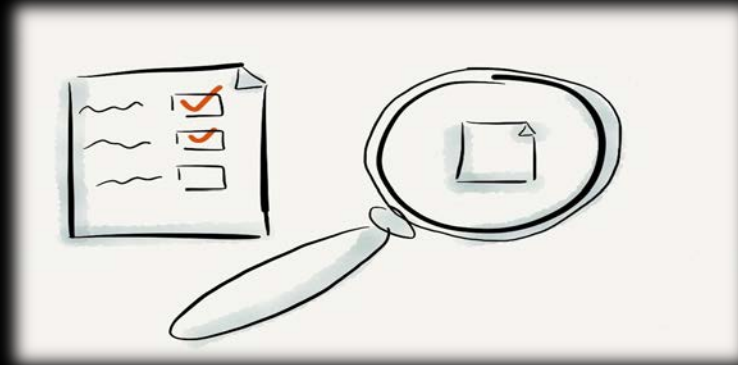
CONTROLLER'S OFFICE TOPICS

MANAGING ENCUMBRANCES – PRIOR YEAR

- PO's balance at June 30 can carry forward into the next Fiscal Year

- PO must be spent on goods/services requested or similar

- State Funds
  - Total expense less than encumbrance - Balance returns to state
  - Total expense greater than encumbrance - Excess paid from CY funds
  - PO cancelled or closed - Balance returns to the state

- Crossing Fiscal Years
  - Cannot spend more than what is encumbered
  - Cannot add additional funds to the PO in the prior yr
  - Cannot change the source of funds
  - Cannot correct a prior year mistake in the current year

CONTROLLER'S OFFICE TOPICS

MANAGING ENCUMBRANCES – PRIOR YEAR

- Vendor unable to supply item, Out of Business or Item Unavailable
  - Contact procurement.help@business.gatech.edu
- Payment posted to wrong year
  - PO Open - Contact ap.ask@business.gatech.edu to correct
  - PO Closed - **Su**bmit prior year journal entry to correct
    - accounting.ask@business.gatech.edu
- Error with PO or Encumbrance in the prior year
  - Contact procurement.help@business.gatech.edu
- Additional Resources

  - Prior Year Expense Ledger (306)
  - Summary Prior Year Expense Ledger (718)

PANEL GROUP II DISCUSSION

BURSAR AND TREASURY SERVICES

BUDGET OFFICE

CONTROLLER'S OFFICE

RESOURCES

- Financial Resources - www.controller.gatech.edu
  - Help Desks
  - Key Accounting & Finance Departments
  - Networking Groups
  - Information Groups
  - Financial Summit

- Grants FAQ's - http://grants.gatech.edu/main/frequently-asked-questions/how-do-i/

- Procurement FAQ's – www.procurement.gatech.edu/FAQ

- Payroll FAQ's – www.procurement.gatech.edu/FAQ

WRAP UP

Thank you!!