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# 2019 Financial Summit

Thursday, October 10, 2019

8:30am to 12:30pm

GTRI Conference Center

# Welcome

## Carol Gibson

*Institute Controller and Chief Accounting Officer*

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# Agenda

| Topic | Presenter(s) |
|---|---|
| Administration and Finance Updates | Jim Fortner |
| Institute Strategic Plan | Frank Neville |
| Ethics at Georgia Tech | Aisha Oliver-Staley |
| Campus Guidance Project/Workday Policy Review | Amy Herron |
| OneUSG Connect Update | Greg Phillips |
| **BREAK (20 mins)** | |
| Payroll Update | Zach Rogers & Kedrich Claiborne |
| Salary Planning & Distribution Update | Terryl Barnes & Jonathon Jeffries |
| Grants Update | J. Camp, S. Simpson & C. Belton |
| Budget Update | Jamie Fernandes & Isabel Lynch |
| Business Assets Update | Frederick Trotter |
| Procurement & PCard Update | Ajay Patel |
| Supplier Accounts & Expenses Update | Abbie Coker |
| **7th INNING STRETCH (10 mins)** | |
| Banking/FDM/Reporting Update | Carol Gibson |
| Workday Journals Update | Charlie Evans |
| Restricted Gifts Update | Lee Wates |
| Workday Tips, Tricks and Resources | Nate Watkins |
| Questions | Carol Gibson |

# Administration & Finance Updates

**Jim Fortner**

*Executive Vice President, Administration & Finance (Interim)*

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# Strategic Initiatives


## Frank Neville

**Senior Vice President, Strategic Initiatives & Chief of Staff**
**Office of the President**


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# Institute Strategic Plan Draft Process

*An Interactive, Collaborative Approach*

October 10, 2019

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# Process Overview

| Now – Jan/Feb | Feb - May | Launch May/June |
|---|---|---|
| Visioning Phase: Creating Foundations for the Future | Goal Setting Phase: Defining goals, objectives, timelines, and measures | Implementation Phase: Unit level planning and mobilization of the Institute Plan |
| Broad Stakeholder Involvement | Engaging Theme Work Groups | Unit Level Planning |
| Engage large numbers of diverse stakeholders in providing input to shape the mission, vision, and values of the Institute | Thought leaders and subject experts organized around key strategic themes to define the goals, objectives, metrics | Unit, program, and initiative leaders create plans for how their group will contribute to the Institute level strategy |

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# The Project Team

- The Project Team will plan and perform all tactical activities including designing, communicating, scheduling, facilitating, documenting, synthesizing, analyzing, and presenting inputs from multiple stakeholders.

| Team Member | Perspective |
|---|---|
| Frank Neville | Strategic Leadership |
| Renee Kopkowski | Institute Communications |
| Sonia Alvarez-Robinson | Strategic Consulting |
| Team Members | GTSC |
| Laura Pusateri | HR, Employee Engagement |
| Sandi Bramblett | Institutional Research and Planning |
| Robert Foy | Institute Finance Strategy |
| Loraine Phillips | Academic Planning & Assessment |
| JulieAnne Williamson/ Drew Cutright | EVP Administration and Finance |
| Jennifer Herazy | Office of the Provost |
| Olivia Watkins | Institute Relations |
| Keith McBride | Research, GTRI |

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# The Conversations: Appreciative Inquiry

## What is it?

- Focuses on “what is working”, “has gone well”, and “does not need fixed”
- Harnesses the untapped creative energies by redirecting the attention away from problem solving and towards stories of success
- Create change by paying attention to what you want rather than paying attention to problems
- “Taps into the river of positive possibilities”

## How will we use it?

Engaging a broad group of internal and external stakeholders in:

- Appreciating and valuing the best of "what is"
- Envisioning "what might be"
- Dialoguing “what should be"
- Innovating “what will be"
- Capture and share success stories within the that are embedded with excitement, creativity, and pride

*“By paying attention to what is wrong, inadequate, or not good enough, we emphasize and amplify them by creating a language of deficit that permeates our thoughts and our words.”*

*- Cooperrider and Srivasta (1987) "Appreciative Inquiry into Organizational Life"*

# Gathering Input: Big Stakeholder View

## In-Person Engagement

Based on stakeholder nuances, we will engage them through:

- Existing forums, meetings, events
- Large group collaborative design experiences
- Focus groups
- Interviews

## Virtual/Online Engagement

To increase access, participation, involvement, and online dialogue, we will also engage stakeholders using methods such as:

- Crowdsourcing
- Webinars
- Social media

In Person

Input from various engagement methods will be synthesized and analyzed

Online

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# Phase 1: Drafting Our Mission, Vision, Values and Strategic Themes for the Future

**September**

- Organize and launch Project Team
- Define multi-modal approaches to gather input from a diverse range of stakeholders
- Define appreciative inquiry questions – Plan in-person and online events

**October - December**

- Launch Steering Committee
- Collect input on the mission, vision, values, and strategic themes for our future
- Synthesize and analyze input from across methods

**January - February**

- Decide which vision themes to pursue
- Test and validate themes
- Finalize mission, vision, values, and themes

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# Steering Committee Representatives

- Chairs – Deans Alavi and McLaughlin
- Faculty (instructional)
- Faculty (research)
- Faculty Executive Board
- Students (undergraduate)
- Students (graduate)
- Administration (academic)
- Administration (finance and admin)
- Administration (research and economic development)
- Administration (other)
- Staff Council
- Alumni
- Affiliates

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# Stakeholders to Engage in Phase One

- Students
- Faculty
- Staff
- Alumni
- Families
- Employers
- Corporations
- Research partners
- Donors
- Elected officials
- USG
- Start-up/entrepreneur community
- Atlanta community
- Georgia rural community
- Sponsors
- Global campuses
- Global partners
- Others…

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# Phase Two (Spring 2020)

- Build cross-functional working groups for each strategic theme; each working group will include 15-25 subject matter experts, stakeholders, etc.
- Working groups will devise proposed goals and metrics
- Steering committee will provide guidance and ensure consistency among working groups
- Final plan will include specific goals and metrics for each theme

# Ethics at Georgia Tech

ETH1CS FIRST

**Aisha Oliver-Staley**

*Chief Ethics and Compliance Officer*
*and Deputy General Counsel*

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# Code of Ethics

ETH1CS FIRST

- Abstain from inappropriate activities that may affect the conscientious performance of our duties or that result in illicit personal gain.
- Refuse to accept, for ourselves or our families, any favors, gifts, or privileges that might be construed by reasonable persons as influencing the performance of our assigned Institute duties.
- Behave in a manner consistent with our institutional values.
- Make no unauthorized commitments on behalf of the Institute.
- Report violations of the Georgia Tech Code of Ethics through appropriate channels.

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ETH1CS FIRST

# Ethics *Awareness* Week

November 11-15, 2019

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# Campus Guidance Project & Workday Policy Review

**Amy Herron**
Associate Controller

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# Guiding Principles for Policy Review

- Remove “procedures” from policies
- Remove “branding” of systems, companies, etc.
- Remove telephone, fax and email addresses where possible
- Link to Websites
    - Institute
    - University System of Georgia (USG)
    - State Accounting Office (SAO)
    - Governmental

# Campus Guidance Project – Policy Review

- Where are we?
  - Met with Policy Steering Committee in April
  - Submitted changes requested by committee in July
  - Updating policies based on September discussion with Institute Policy Manager (i.e. correct template, lead sheet, etc.)
  - Posted for public comment for 10 days on policy library website
  - Reviewed by President's Cabinet
  - Awaiting feedback from USG on three policies
- Publication
  - As soon as possible after policy manager/committee review is complete

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# Workday Financials - Policy Review

- Where are we?
  - Submitting policy changes to Institute Policy Manager in September and October
    - *Complete* - Budgets, Business Assets, Payables and Procurement
    - *Pending* – Controller's Office and Grants
  - Institute Policy Manager reviewing to determine if presentation to Steering Committee is necessary
  - Then we will know next steps
- Publication
  - As soon as possible after policy manager/committee review is complete

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# Allowable Cost Matrix

- Where are we?
  - Under review by Institute Controller & Associate Controller
- Publication
  - Target - End of October

**GEORGIA INSTITUTE OF TECHNOLOGY**
**Allowable Cost Matrix**

| TYPE OF EXPENSE | GEN OPS<br>STATE APPROP<br>FUND CODES 10010, 11025 and 11041 | GEN OPS<br>IND COST RECOVERY<br>FUND CODES 10015, 11021 and 11035 | GEN OPS<br>TECHNOLOGY FEE<br>FUND CODE 10018 | GEN OPS<br>TUITION<br>FUND CODE 10030 | GEN OPS<br>OTHER GENERAL<br>FUND CODES 10000 and 11040 | AUX SVCS<br>OPERATING<br>FUND CODES 12xxx | STUDENT ACTIVITIES<br>FUND CODES 13xxx | GT PROF ED<br>FUND CODES 14000, 14217, 14220 | DEPT SALES & SERVICES<br>DS/S<br>FUND CODES 14xxx | UNEXP PLANT<br>FUND CODE 50000 | AUX SVCS<br>RENEWAL & REPLCMNT<br>FUND CODES 51xxx | AGENCY<br>FUND CODES 6xxxx | SPONSORED<br>FUND CODES Axxxx - Zxxxx | COST SHARE<br>Program Code ends in '29' | FOUNDATION<br>GTF<br>Non-GTRC projects have 'F' or 'R' in 4th digit & 'GTF' in project descr | RSCH CORP<br>GTRC<br>Project ID has class code between 64050 and 64069 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Travel of Employees - Reimbursable Expenses** (baggage fees & handling, linen, laundry, copy services, etc) -Travel Policy 6.9 - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses | YES | YES | NO | YES | YES | YES | YES | YES | YES | NO | NO | NO<br>Travel is only allowed on agency funds for approved student related trips | Only if allowed by Grant/Prgrm | Only if allowed by Grant/Prgrm | Only if allowed by GTF Fund<br>Pay via GT AP | Only if allowed by GTRC Fund<br>Pay via GT AP |
| **Travel of Employees - Airfare - Business Class** -Travel Policy 6.6 - http://www.policylibrary.gatech.edu/business-finance/air-transportation | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | NO | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | NO | NO | NO | NO | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | Only if allowed by GTF Fund<br>Pay via GT AP | NO |
| **Travel of Employees - Airfare - First Class** -Travel Policy 6.6 - http://www.policylibrary.gatech.edu/business-finance/air-transportation | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | NO | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | YES<br>Must meet exception guidelines listed in Air Transporation policy | NO | NO | NO | NO | YES<br>Must meet exception guidelines listed in Air Transporation policy | Only if allowed by Grant/Prgrm<br>Must follow restrictions in Air Transporation policy | Only if allowed by GTF Fund<br>Pay via GT AP | NO |
| **Travel of Employees - Airline Memberships** -Travel Policy 6.9 - http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | Only if allowed by GTF Fund<br>Pay via GTF | Only if allowed by GTRC Fund<br>Pay via GTRC |

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# OneUSG Connect

**Greg Phillips**
**Senior Director, Enterprise Resource Planning**

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# OneUSG Connect

## MODULES

- Careers
- Benefits
- Self-Service
- Global
- Time & Labor / Absence Management
- Workforce Administration
- Payroll
- Commitment Accounting
- Faculty Events
- Time Clocks

## ADDITIONAL CHANGES

- System Approvals
- Security Changes
- Business Process Changes
- Policy Updates
- Shared Services for Tier 1 Support

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# OneUSG Connect Timeline

| COHORT 1 | COHORT 2 | COHORT 3 | COHORT 4 | COHORT 5 | COHORT 6 |
|---|---|---|---|---|---|
| July 2017 | January 2018 | April 2018 | January 2019 | July 2019 | Spring 2020 |

**Georgia Institute of Technology**

Extended timeline provides additional time to plan for deployment

- Testing
- Establishing security roles
- Troubleshooting approval workflows
- Refining and deploying training

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# Deployment Considerations

- Biweekly employees will begin recording time in OneUSG Connect March 22, 2020
- The Careers module, an Applicant Tracking System (ATS) for competitive openings, will be implemented in phases
- Recruitment transition details (for staff, Tech Temp, and Faculty/Student pilot populations) and Hiring Blackout period (for all employees) are being revised in light of extended timeline

Transition to Careers

**Spring 2020**
- Staff
- Tech Temps
- Faculty/Student Pilot

**Summer 2020**
- Faculty (non-GTRI)

**January 2021**
- GTRI
- Competitive Student Positions

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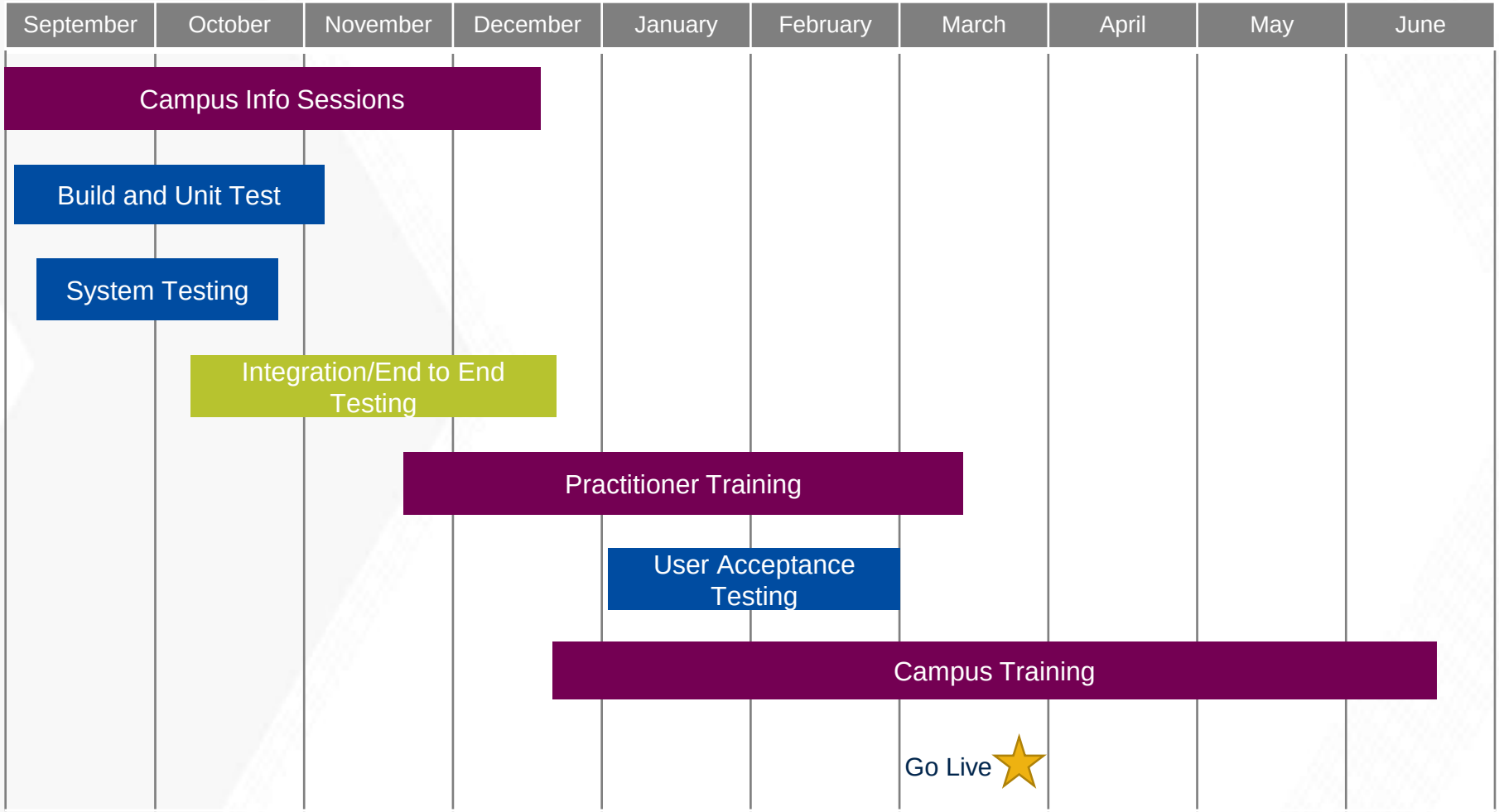
# Updated Timeline

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# How to Prepare for OneUSG Connect

| Timeframe | Recommended Action |
|---|---|
| Now (Ongoing) | • Visit project website: transformation.gatech.edu/hcm-resources<br>  ○ View recorded webinars<br>  ▪ Manager Self-Service<br>  ▪ Employee Self-Service<br>  ▪ Timekeeping and Payroll<br>  ○ Review video on Position Management |
| Now - December | • Attend Campus Info Sessions and Special Topic Webinars |
| Now - Spring 2020 | • Review connecTECH newsletters |
| Now - Spring 2020 | • Reach out to your change agent |
| Late Fall - Spring 2020 | • Attend training<br>  • Initial training sessions focus on policy and process changes<br>  • System training will be conducted in Spring 2020 |

**Questions or Comments?** Email: erp.readiness@gatech.edu

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# BREAK
# 20 minutes

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# Payroll Update

**Zach Rogers**
Director, Payroll Operations

**Kedrich Claiborne**
Assistant Director, Payroll

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# PAYROLL UPDATE

## Agenda

- New Go Live Date for OneUSG
- Credit Union Voluntary Deduction End – OneUSG Project
- Hiring Blackout Period – OneUSG Project
- Biweekly Accruals Move -  OneUSG Project
- Important Dates – OneUSG Cutover
- Calendar Year End Processing Dates

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# Payroll Update

- **New Go Live Date - OneUSG**

January 1, 2020 (Old Date) - **April 1, 2020 (New Date)**

# Payroll Update

## Credit Union Voluntary Deduction End – OneUSG

An important element of OneUSG Connect  standardization of deductions for employees

To align, GTHR will be ending the voluntary deduction for the Georgia United Credit Union

- Emails and Mailers to Impacted Employees went out Week of September 9th
- Deduction will Close October 18th
- Alternative is to Set Up Direct Deposit for the Credit Union

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# Payroll Update

## Hiring Blackout Dates – OneUSG Project

As part of the transition to the OneUSG platform, there will need to be certain blackout dates for staff hiring

- December 13, 2019 at 5 PM – Deadline to submit Taleo requisitions to Talent Acquisition (TA)
- December 20, 2019 at COB – Deadline for TA to post all pending Taleo requisitions
- December 21, 2019 – January 5, 2020 – No new staff or Tech Temp posting (Please note: In effect, GT will be closed December 21st – 29th for Winter Break.)
- January 6, 2020 – Careers accessible to campus for posting Staff and Tech Temp openings
- February 14, 2020 at 5 PM – All open Taleo requisitions will be canceled by TA

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# Payroll Update

## Biweekly Accruals Move – OneUSG Project

- Starting on 1/1/2020 – Biweekly employees will no longer accrue sick and vacation leave by pay period (tentative)
- All employees will accrue leave monthly – post 1st of the month
- Leave accrual based on FTE Percentage in HCM Job Data and years experience

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# Payroll Update

## Important Dates – OneUSG Cutover

- Direct Deposit & Voluntary Deductions Turned Off 03/13/2020 (likely date) in Self Service
- Tech Time, Time Editor, and Kronos Shut Down – 03/23/2020
- Last Date to Generate Paper Timesheets – 2/24/2020 for future periods through 3/21/2020
- First Payroll on OneUSG – PPE 04/4/2020 for Biweekly, Paid 4/10/2020
- First Monthly Payroll on OneUSG – PPE 4/30/2020, Processed on 4/24/2020

# Payroll Update

## Important Dates – OneUSG Cutover

- 2020 Payroll Calendar is on the HR Website hr.gatech.edu/payroll/paycheck
- Time & Labor Info Sessions – link to view recorded session at https://www.youtube.com/embed/ZxVuYPJWsqY
- Transformation.gatech.edu

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# Payroll Update

## Calendar Year End Processing- November

- Monthly Payroll Process Date – **11/2/2019**
  - November PSFs by 11/8/2019
  - Approved Extra Comp or Special Payments by 11/20/2019
  - Paid 11/29/2019
- Final Bi-weekly Payroll Process Date – **11/18/2019**
  - Bi-weekly period ending 11/16/2019
  - Time due by noon, 11/18/2019 (Monday)
  - Last Bi-weekly pay check is 11/22/2019

# Payroll Update

## Calendar Year End Processing- December

- Monthly Payroll Process Date – **12/18/2019**
  - November PSFs by 12/4/2019
  - Approved Extra Comp or Special Payments by 12/13/2019
  - Paid 12/31/2019
- Final Bi-weekly Payroll Process Date – **12/16/2019**
  - Bi-weekly period ending 12/14/2019
  - Time due by noon, 12/16/2019 (Monday)
  - Last Bi-weekly pay check is 12/20/2019

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# Payroll Updates

## Calendar Year End Processing- Other Items

- 360 Vacation Reminder
  - Email went out this week
- Salary Overpayments – gross pay overage must be repaid versus net if not received by December
- Social Security Number – Manager Reminders

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# Contact Information

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KEDRICH.CLAIBORNE@OHR.GATECH.EDU

ANGELA.PETTY@OHR.GATECH.EDU

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# Salary Planning & Distribution Update

**Terryl Barnes**
Associate Director, SPD

**Jonathon Jeffries**
Director, Cost Accounting

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# SPD Update

## SPD becomes Commitment Accounting

- Funding at position level instead of employee level
- USG requires 03 prefix on all driver worktags and most employee IDs
- Suspense default driver worktag for employees funded with expired or inactive worktags
- Flat Fringe and Tuition Remission Calculation by employee ID

## Manager Self Service allows…

- “Express Direct Retros” replace SPD Past Pay Period Changes
- Future Encumbrances by Effective Date
- Workflow Approval on all Funding Changes

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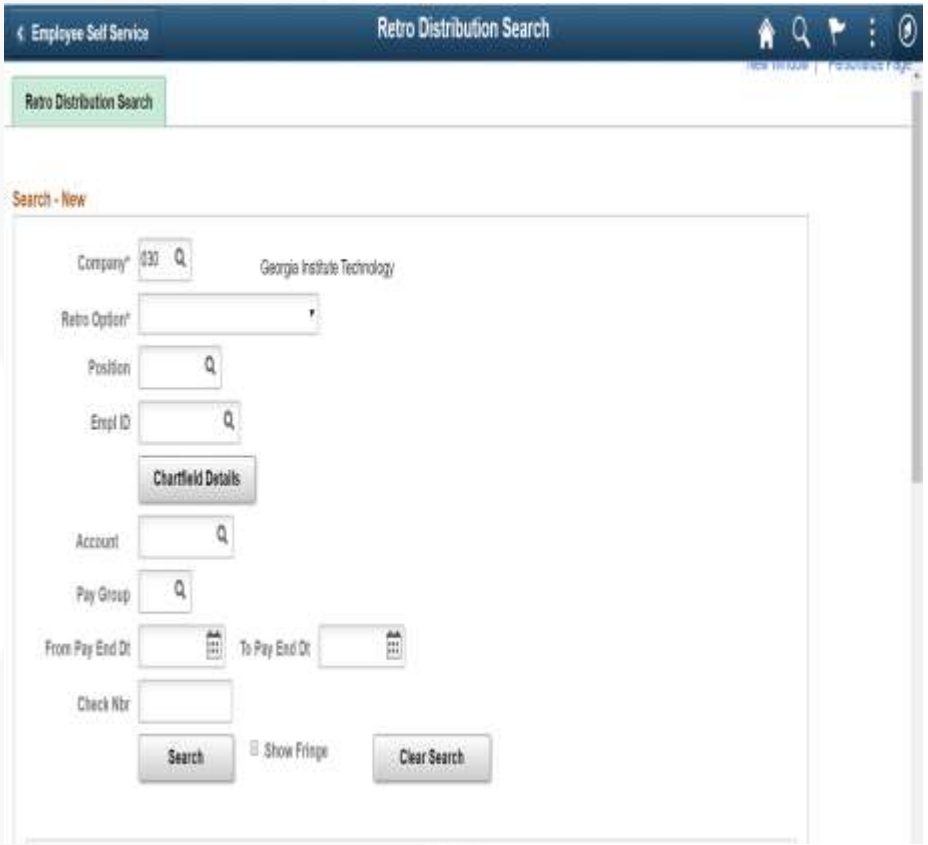
# Express Direct Retro Overview




Express Direct Retro (EDR) will replace Past Pay Period Project Change. Users will be able to search by multiple HR attributes (Employee ID, Jobcode, Position Number) to initiate or review accounting transactions.

The search could be further optimized by optional criteria:

- Pay End Date range
- Combo Codes
- Paycheck Number

Flat Rate Fringe Follows Earnings

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# Express Direct Retro Overview

- Search results will be displayed on the Retro-Distribution page. Requestors will be able to select all desired transactions to change by percentage or dollars.

Employee Self Service

Retro Distribution Search

1-10 of 18 View All

Combo Code Details | Search Keys

| | Select | Locked Trx | Pay Period End Date | Check Nbr | Empl ID | Combination Code | Amount | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | | 06/30/2019 | 1538940 | 1802341 | 18173246001006 | 984.01 | + | − |
| 2 | ☐ | | 06/30/2019 | 1538940 | 1802341 | 18173246001005 | 2296.01 | + | − |
| 3 | ☐ | | 06/30/2019 | 1538940 | 1802341 | 18173246001004 | 83.31 | + | − |
| 4 | ☐ | | 05/31/2019 | 1459793 | 1802341 | 18173246001006 | 984.01 | + | − |
| 5 | ☐ | | 05/31/2019 | 1459793 | 1802341 | 18173246001005 | 2296.02 | + | − |
| 6 | ☐ | | 05/31/2019 | 1459793 | 1802341 | 18173246001004 | 83.31 | + | − |
| 7 | ☐ | | 04/30/2019 | 1353475 | 1802341 | 18173246001006 | 984.01 | + | − |
| 8 | ☐ | | 04/30/2019 | 1353475 | 1802341 | 18173246001005 | 2296.02 | + | − |
| 9 | ☐ | | 04/30/2019 | 1353475 | 1802341 | 18173246001004 | 83.31 | + | − |
| 10 | ☐ | | 03/31/2019 | 1217306 | 1802341 | 18173246001006 | 984.01 | + | − |

Next >>

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# Grants Update

**Jennifer Camp**
Director, Project Accounting

**Serena Simpson**
Application Support Analyst Lead

**Cassandra Spiller Belton**
Financial Compliance Program Manager

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# TIPS AND TRICKS

**S**PONSORED **A**WARD **B**UDGET **E**XPENSE **R**EPORT

**(SABER)**

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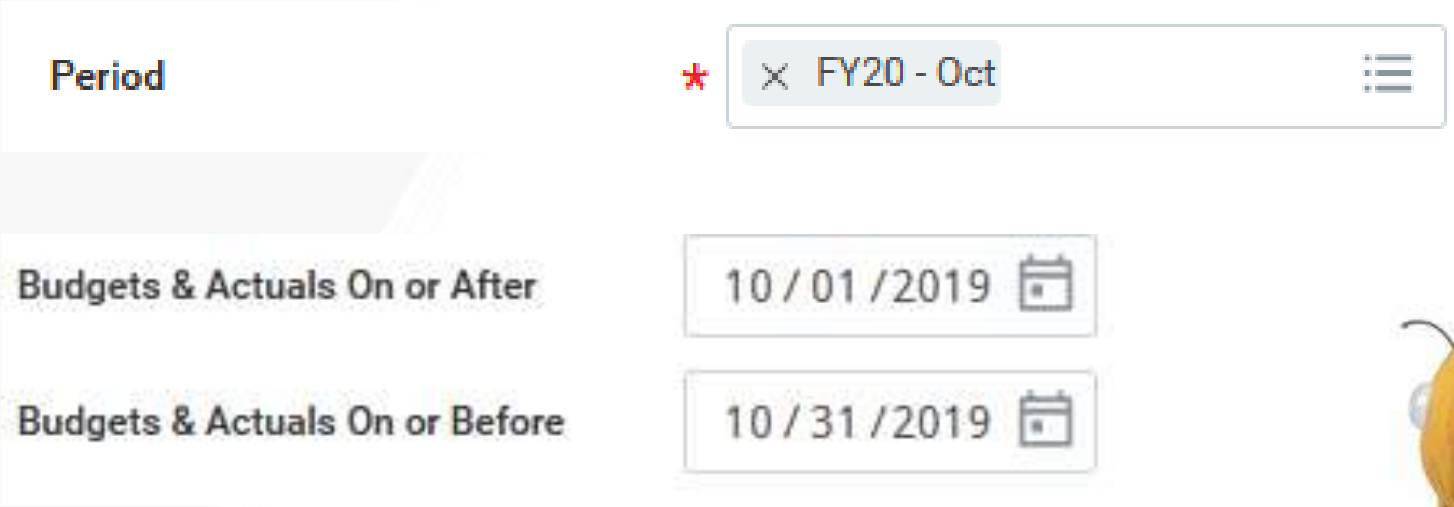
# TIPS AND TRICKS

**Question:** How do I view actuals for a specific period of time?

**Answer:** Use the Budgets & Actuals On or After and Budgets & Actuals On or Before criteria



# TIPS AND TRICKS

**Question:** How do I view just the Sponsored portion of my Award, not the cost share (or vice versa)?

**Answer:** Use the Grant Hierarchy field to filter.

Grant Hierarchy

× Federal Grants

Grant Hierarchy

× Cost Share Resident Instruction

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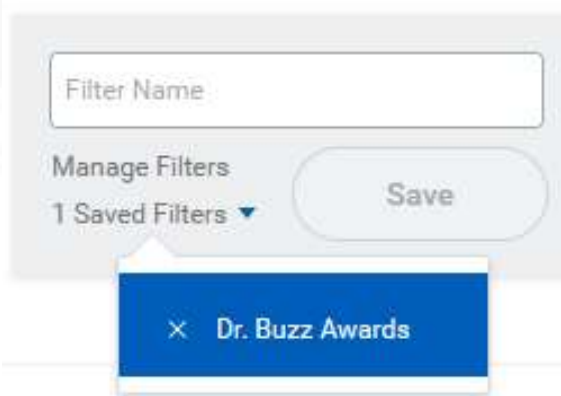
# TIPS AND TRICKS

**Question:** How do I save a filter if I want to view the same criteria on a regular basis?
**Answer:** Enter Criteria, Create filter name, and Save filter

**Question:** How do I modify filters?
**Answer:** You can't modify a filter. The filter will need to be deleted by selecting the 'X' next to the filter name.

**Question:** Can I create multiple filters?
**Answer:** Yes, you must create unique filter name. All filters will display in the drop down.



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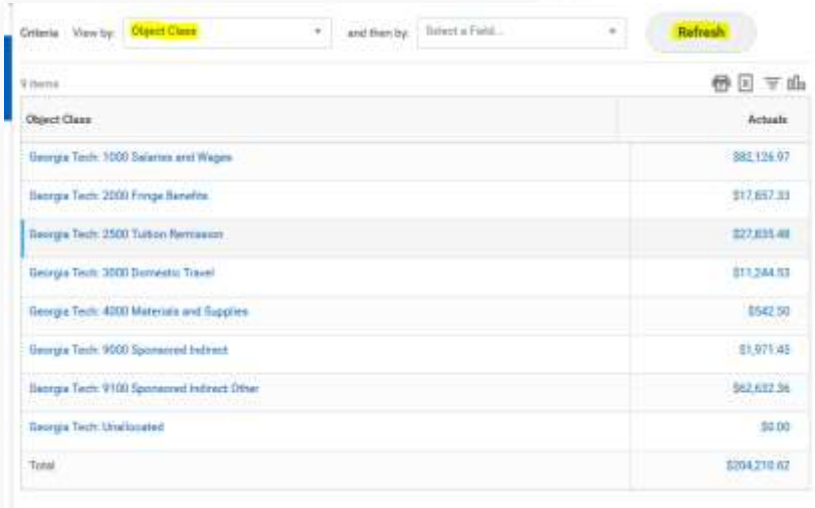
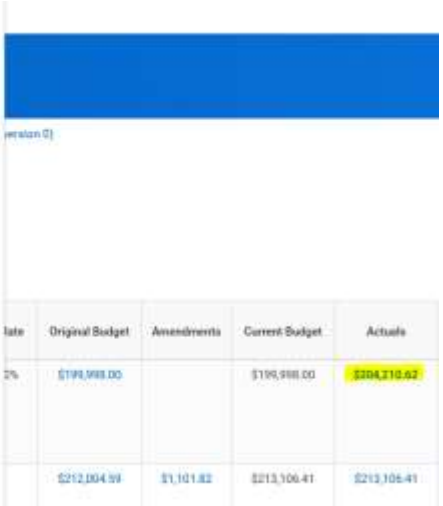
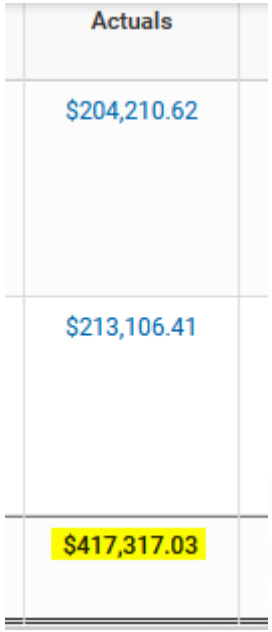
# TIPS AND TRICKS

**Question:** How do I view actual costs by Object Class?

**Answer:** Drill down on total for Award and/or Grant and view by Object Class and refresh

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# TIPS AND TRICKS

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# Grants Update

Spend Restrictions and Custom Validations

NSF is coming back to campus May 2020…

# Grants Update

## Spend Restrictions and Custom Validations

- "Out of over 2,331 recipients with active awards during the period indicated above, 189 submitted financial adjustments."
- "Georgia Tech Research Corporation is being contacted because RAM determined that it submitted more financial adjustments than other organizations with a similar NSF portfolio size."
- "NSF suggests that Georgia Tech Research Corporation consider reviewing and, as appropriate, strengthening expenditure review/processing, cost transfers, accounting, and other associated policies and procedures to ensure that NSF expenditures are liquidated, and awards are reconciled before the end of the NSF 120-day closeout period to avoid the additional administrative burden associated with NSF review of financial adjustments in the future."

9/23/19 Letter from NSF Post Awards

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# Grants Update

## Spend Restrictions and Custom Validations

- Leverage Workday to manage large/varied portfolios more timely and accurately

- Prevent certain unallowable expenditures (past term, foreign travel, etc)
  - No new spend authorizations or requisitions after award end date
  - All existing authorizations must post within 75 days of award end date
  - Utilize no cost extensions 90 days before award end date

- Alert administrators of high risk transactions (late term transactions)
  - 30 days before award end date
  - 75 days after award end date

- Shift from audit support and reactive review to training and proactive review

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# Grants Update

## Spend Restrictions and Custom Validations

## Upcoming Cost Transfer Webinar…

NCURA – Financial Compliance: Cost Transfers*
Monday, October 21, 2019
10:00am – 11:45am
1st Floor Conference Room, 926 Dalney Street

To register, please go here: https://training.osp.gatech.edu/
*Eligible for Continuing Education Unit

# Budget Update

**Isabel Lynch**
Budget Manager, Institute Budget Planning and Administration

**Jamie Fernandes**
Executive Director, Institute Budget Planning and Administration

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# FY20 Budget Management
## Reference & Tools

**Budget Office Website:**
**www.budgets.gatech.edu**

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# FY20 Budget Management
## Reference & Tools

oneBudget university budget & planning

### Recent Updates

- Cost Center View
- Workday reference (by department)
- Designated Worktags with corresponding legacy information
- Workday Accounts with corresponding legacy information

| Worktag (Project) | Rev Category (PS Acct) |
|---|---|
| DE00004473 (2181ARA01) | RC401181 (401995 ) |
| DE00004475 (218106104) | RC401310 (401976 ) |
| DE00004476 (218106001) | RC401183 (401985 ) |

- Personal Services tab with additional pos number tab

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# FY2020 Original Budget

- State of Georgia and the University System of Georgia (USG)
  - The State of Georgia FY20 budget is $27.5B, an increase of ~3% from FY19
  - Formula funding increase ($75.01M) based on enrollment increases in the USG
  - Merit funding ($44.21M) provided to USG – average 2% effective July 1, 2019
  - Maintenance Repair and Rehabilitation (MRR) funding of $50.0M – physical plant renewal & preventative/deferred maintenance

# FY2020 Original Budget Assumptions

- Georgia Tech Budget
  - State Appropriations
    - GT received $41.8M in additional State Appropriations in the original budget
    - Formula funds were overstated with GRA and GTA credit hours; GT had to absorb a reduction of $6.59M
  - Tuition
    - 2.5% undergrad and 2% graduate tuition increase
    - Enrollment assumption:
      - 60/40 – in-state/out-of-state split
      - 1% increase in enrollment
  - Indirect Cost Recovery
    - 2.1% or $1.33M increase over FY2019

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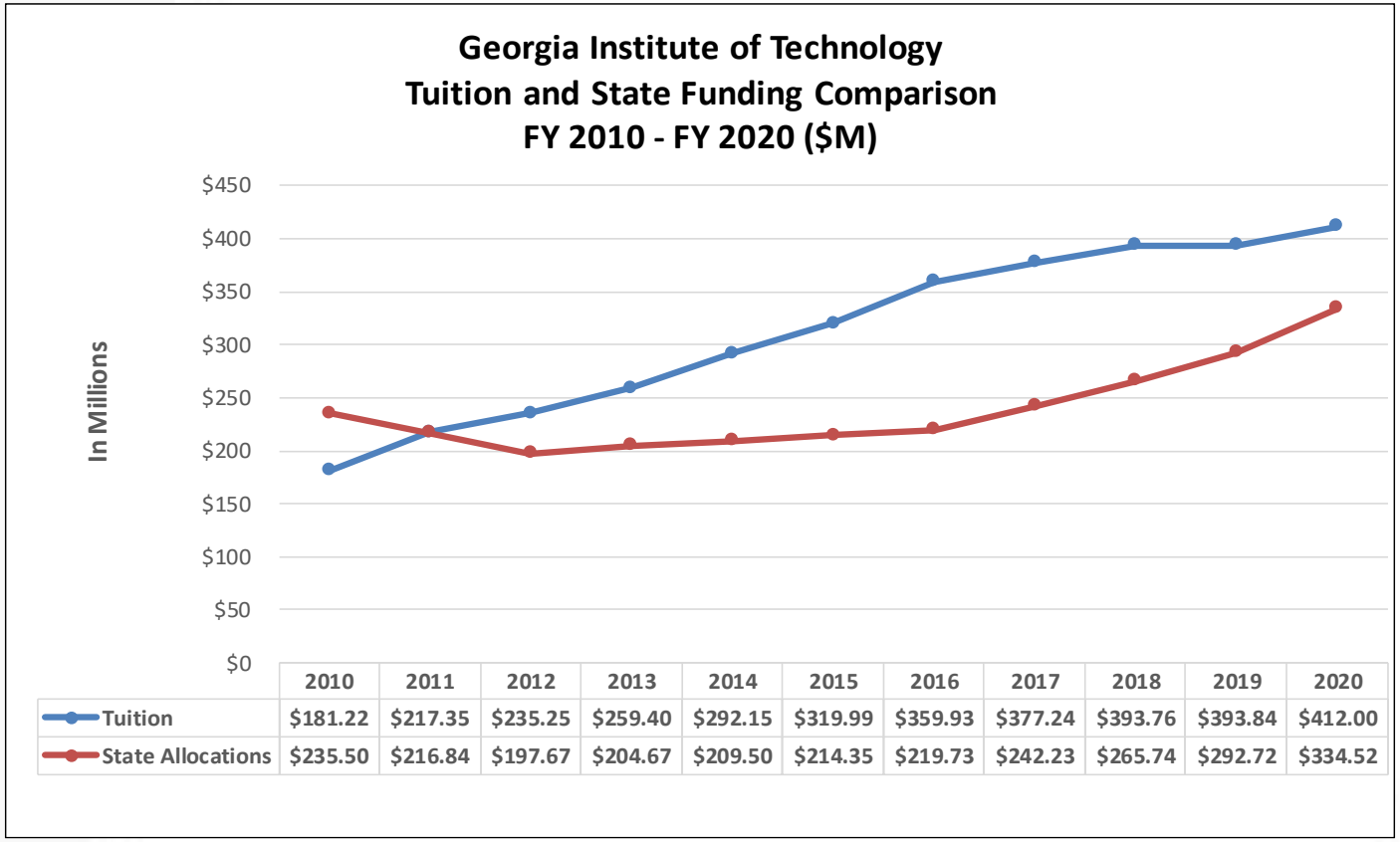
# Comparison of Tuition and State Appropriation Funding Over Time




| | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Tuition | $181.22 | $217.35 | $235.25 | $259.40 | $292.15 | $319.99 | $359.93 | $377.24 | $393.76 | $393.84 | $412.00 |
| State Allocations | $235.50 | $216.84 | $197.67 | $204.67 | $209.50 | $214.35 | $219.73 | $242.23 | $265.74 | $292.72 | $334.52 |

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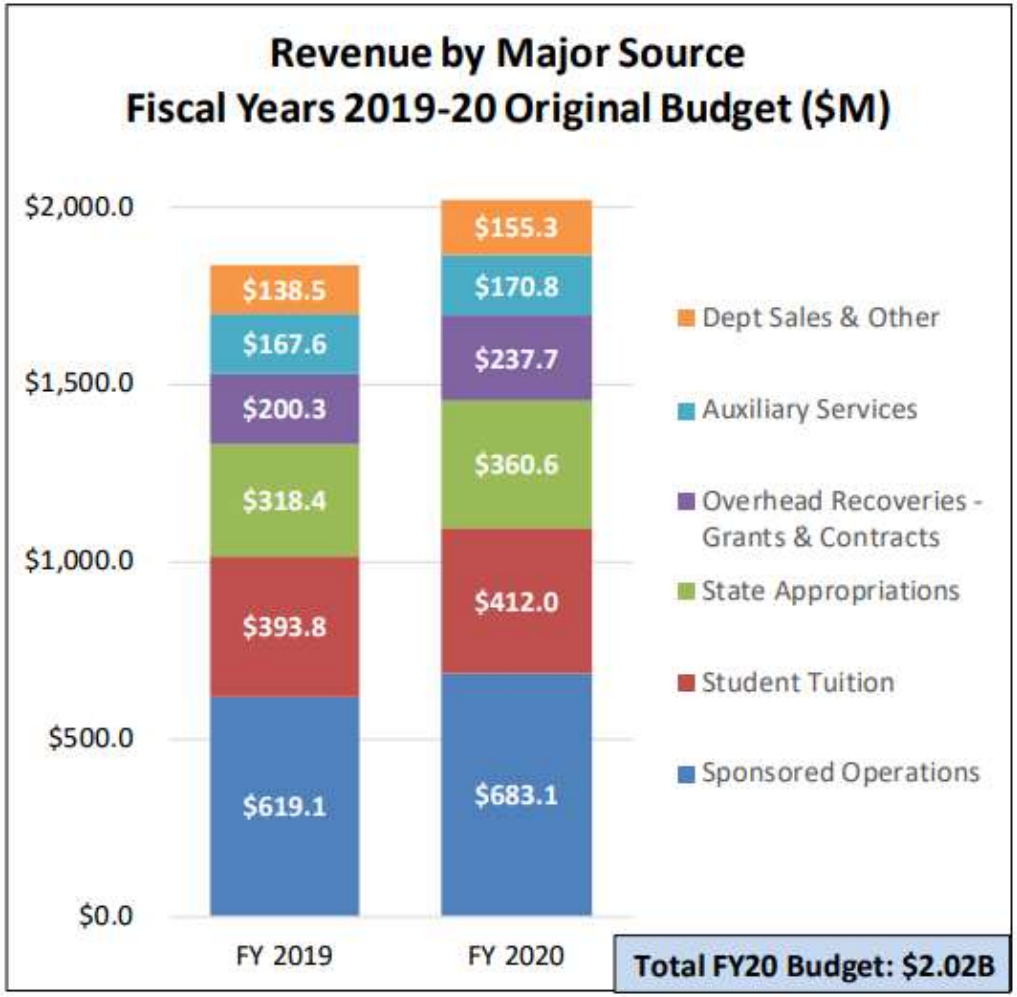
# FY2020 Budget Update – Revenue by Source

FY2019 original budget $1.84B; FY2020 original budget $2.02B - 10% increase

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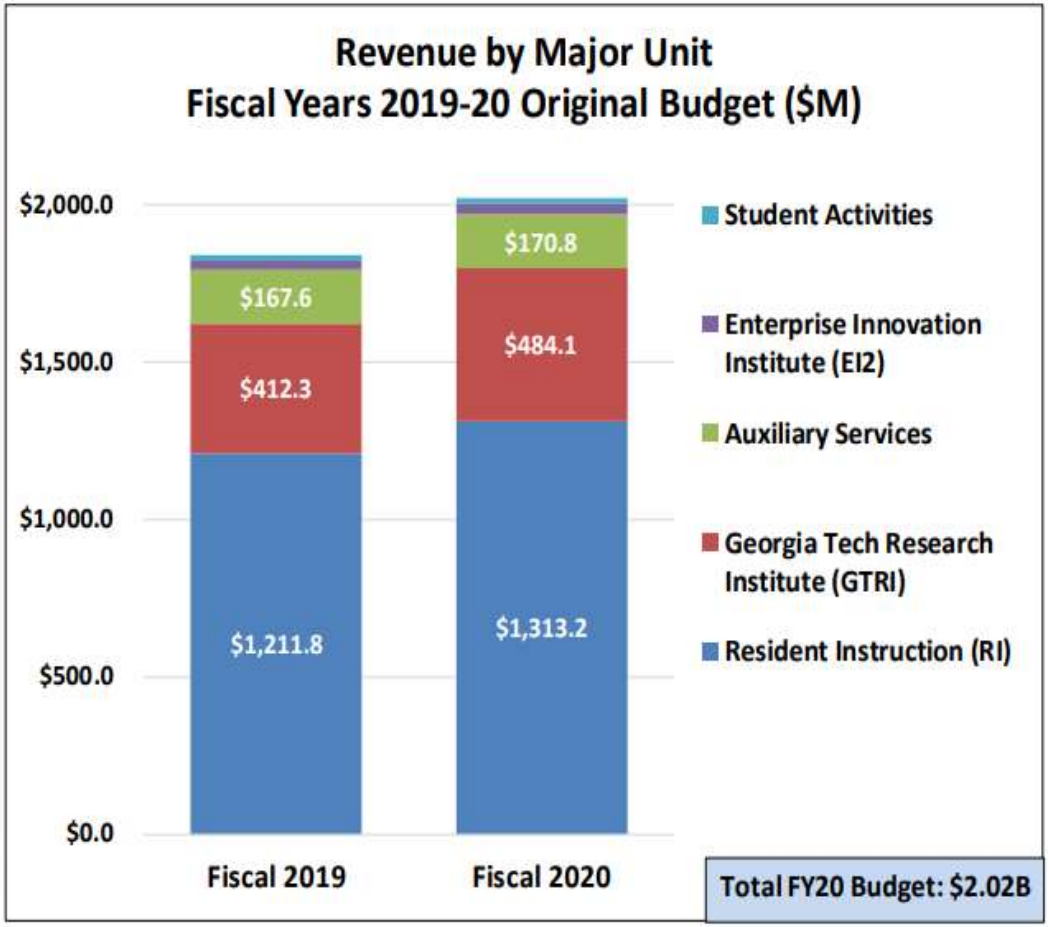
# FY2020 Budget Update – Revenue by Major Unit

FY2019 original budget $1.84B; FY2020 original budget $2.02B - 10% increase

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# FY2020 Budget Update

- On August 6, 2019 the Governor's Office of Planning and Budget (OPB) announced a budget reduction of 4% in FY20 and 6% in FY21
- Enrollment driven programs (USG formula), which funds the Institute's RI, are currently exempt from this exercise
- Governor's recommendation to be released early January 2020
- GT is monitoring state revenues and the potential impact closely
  - August revenues were down -2.8% or $50.3M from August 2018
  - Year-to-Date revenues are up $5.3M or 0.2%
    - State needs about $50M per month in new revenue to meet budget
    - Currently under budget by $97M

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# FY2020 Budget Update - as of September 30

- Enrollment
  - 61% in-state; 39% out-of-state
  - Total headcount increase over Fall 2018 is 3,900
    - Total Enrollment excluding OMS is up 600
    - Online Masters enrollment is up 3,300

- Revenue
  - Overall on target with budget

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# Budget Outlook

- Continued challenges
  - State budget outlook
  - Leases and operation requirements
  - Deferred and preventive maintenance on buildings
  - Addressing increased enrollment:
    - Faculty start-up funds
    - Student/faculty ratio
    - Student support service

- FY2021 *Too soon to tell*
  - Merit
  - Tuition Increase
  - Formula funds

"Genius is 1% inspiration, 99% budget allocation."

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# Procurement and PCard Update

**Ajay Patel**
**Director, Purchasing**

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# Procurement Update

- Legacy PO's
  - PO's that were created in Buzzmart
  - Only open encumbrance carried forward
  - Receipts required for Legacy PO's >$3,000
  - Submit receipts via Legacy PO Receipt Form in ServiceNow (www.services.gatech.edu)
  - You can check the status of a receipt on the PO

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# Procurement Update

| | |
|---|---|
| Line Total Amount | 26,215.51 |
| Shipping Terms | F.O.B. Destination |
| Shipping Method | Ground Shipping |
| Shipping Instructions | (empty) |
| Supplier Contract | (empty) |
| Ship-To Contact | (empty) |
| Ship-To Contact Detail | Korega Zachery |
| Ship-To Address | 225 North Avenue, NW Atlanta, GA 30332 United States of America |
| Memo | (empty) |
| Internal Memo | (empty) |

Service Lines | Line Details | Process History | Printing Runs | Balances

Click here to see more line obligation information

Service Lines 2 items

| Service Order Line | Line | Item and Category | Tax | Tax Recoverability | Tax Option | Amount |
|---|---|---|---|---|---|---|
| | 1 | Item<br>Description<br>[redacted] / GTPE Prof Education January 07 2019-December 2019.<br>Spend Category<br>SC751110 - Services - Miscellaneous Temporary Agency | Tax Applicability<br>Tax Code | | | Ordered 12,621.41<br>Received 12,121.93<br>Invoiced 12,121.93 |
| | 2 | Item | Tax Applicability | | | Ordered |

PO line, Receipt and Inv Balances

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# Procurement Update

Service Lines | Line Details | Process History | Printing Runs | **Balances**

Balances 4 items

| Line and Line Splits | Obligation Quantity | Obligation Quantity Liquidated | Obligation Quantity Remaining | Obligation Amount | Obligation Amount Liquidated | Obligation Amount Remaining | Currency |
|---|---|---|---|---|---|---|---|
| PO-5004715 - 2 - 6797.05 | 0 | 0 | 0 | 6,797.05 | 1,547.44 | 5,249.61 | USD |
| PO-5004715 - 2 - 4078.23 | 0 | 0 | 0 | 4,078.23 | 928.46 | 3,149.77 | USD |
| PO-5004715 - 2 - 2718.82 | 0 | 0 | 0 | 2,718.82 | 618.98 | 2,099.84 | USD |
| PO-5004715 - Line 1 | 0 | 0 | 0 | 12,621.41 | 9,015.63 | 3,605.78 | USD |
| | | | | Total: 26,215.51 | 12,110.51 | 14,105.00 | |

Click here to see more
line receipt/ invoice information

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# Procurement Update

Designated: DE00004394 GTPE/NonCr PE Administration

Function: FN11300 Community Education

More (2)

Receipts | Invoices

Receipts 8 items

| Receipt | | Extended Amount |
|---|---|---|
| REC-2000727 for PO-5004715 | | 1,448.28 |
| REC-2000728 for PO-5004715 | | 1,404.98 |
| REC-2002636 for PO-5004715 | | 2,564.33 |
| REC-2003497 for PO-5004715 | | 1,336.20 |
| REC-2003594 for PO-5004715 | | 2,626.96 |
| REC-2003651 for PO-5004715 | | 1,031.63 |
| REC-2004098 for PO-5004715 | | 1,041.45 |
| REC-2004811 for PO-5004715 | | 668.10 |
| | Total: | 12,121.93 |

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# Procurement Update

- Requistion Communications
  - Activity on a PO will be shown in the activity screen
    - If we need documents we will create a ServiceNow ticket
  - Contracting officers assigning requisitions on a daily basis

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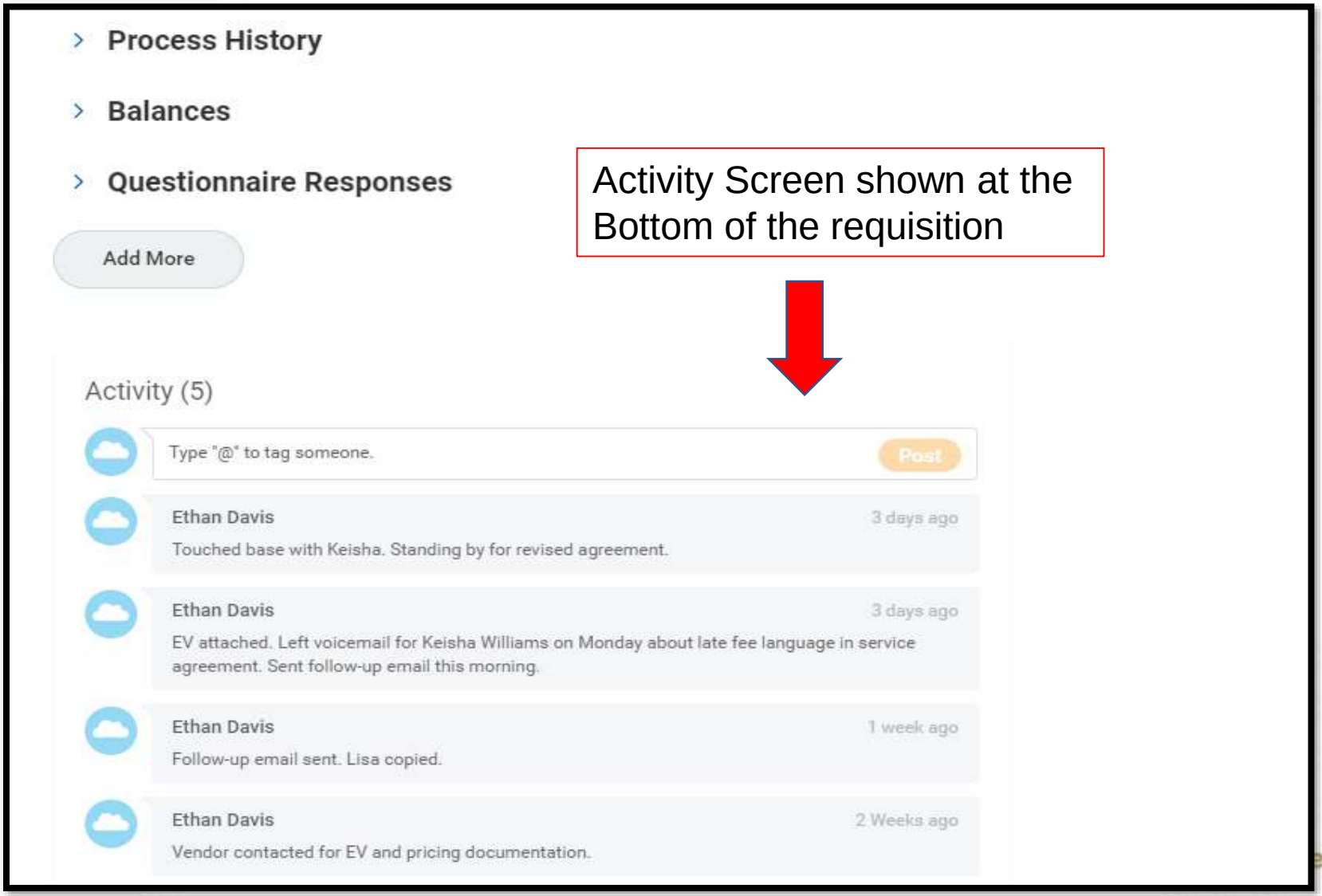
# Procurement Update



# PCard Update

- **Verifying Transactions**
  - Please run the Find PCard Transactions Report
    - Expense Payee is the employee
    - Enter Transaction Status as “New” and/or “Pending”
  - Transactions must be fully verified within 45 days
  - Card suspensions for past due verifications have begun

- **Notifications**
  - New Transaction notifications have been activated
  - Reminders and escalations being developed and tested

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# Business Assets Update

**Frederick Trotter**
**Director, Insurance Claims and Property Control**

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| Item | Supplier Item Identifier | Fulfillment Source | Supplier | Tax | Tax Recoverability | Quantity | Unit of Measure | Unit Cost | Extended Amount |
|---|---|---|---|---|---|---|---|---|---|
| Item<br>Item Description<br>Supermicro 2U 12 Hot-Swap Bays, Rackmount Chassis with Rear Mount Boot Drives<br>Spend Category<br>SC843131 - Equipment Purchase - Computers GT Holds Title (per item cost greater than $4,999) | AC-2U2620V4512 | Purchase Order | Supplier<br>JC Technology dba Ace Computers<br>Order-From Connection<br>JC_Technology_dba_Ace_Computers_1425_E_Algonquin_Rd | Tax Applicability<br>Tax Code | | Requested<br>7 | Each | 12,185.00 | 85,295.00 |
| Item<br>Item Description<br>32GB DDR4 2400MHz ECCR Memory - Supermicro Certified<br>Spend Category<br>SC714100 - Supplies and Materials | 32GB DDR4 2400MHz | Purchase Order | Supplier<br>JC Technology dba Ace Computers<br>Order-From Connection<br>JC_Technology_dba_Ace_Computers_1425_E_Algonquin_Rd | Tax Applicability<br>Tax Code | | Requested<br>4 | Each | 165.00 | 660.00 |
| Item<br>Item Description<br>920W 1U Redundant PWS W/ Quiet Mode<br>Spend Category<br>SC714100 - Supplies and Materials | PWS-920P-SQ | Purchase Order | Supplier<br>JC Technology dba Ace Computers<br>Order-From Connection<br>JC_Technology_dba_Ace_Computers_1425_E_Algonquin_Rd | Tax Applicability<br>Tax Code | | Requested<br>4 | Each | 175.00 | 700.00 |

**CORRECTLY SUBMITTED REQUISITION**

Spend Categories, Quantity, Unit Cost, Extended Amount reflects the submitted Invoice/Quote.

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# Quotation

| Qty | Item | Description | Unit Price | Total Price |
|---|---|---|---|---|
| 7 | AC-2U2620V4512<br>Data Nodes<br> <br> | Supermicro 2U 12 Hot-Swap Bays, Rackmount Chassis with Rear Mount Boot Drives<br>includes:<br>920W Redundant 96% Platinum Power Supply- includes rails, Dual SAS3 (E2C) expander solution<br>(12) Hot Swap 3.5" Drive Bays - w/ 2.5 Rear Mount MCP-220-83605-0N<br>(2) Intel BDW-EP 8C E5-2620V4 2.1G 20M 8GT QPI with Heat Sync's<br>SuperMicro X10DRI-T Motherboard - 7 PCI-E's, IPMI, Dual-Port 10GB X540<br>512GB (16x32GB) DDR4- 2400MHz ECCR Memory - Supermicro Certified<br>(2) Samsung 860 EVO 1TB - Boot Drives - Rear Mounted - No Raid<br>(12) HGST 3.5" 12TB SAS 12Gb/s 7.2K RPM 128M 512e - Helium<br>(1) LSI 9300-8i RAID Controller - 12GB SAS, Setup JBOD IT Mode<br>OS Loaded By GT<br>Lifetime Gold Technical Support @ 877-ACE-COM<br>3 Years Parts and Labor Warranty - ARS<br>Build, test, and Burn-in at an ISO Facility is included<br>Shipping Included | $12,185.00 | $85,295.00 |
| 4 | 32GB DDR4 2400Mhz | Same as above - spares | $165.00 | $660.00 |
| 4 | PWS-920P-SQ | 920W 1U Redundant PWS W/ Quiet Mode | $175.00 | $700.00 |

All Prices and Components Subject to Availablity

| | |
|---|---|
| Sub-total: | $86,655.00 |
| Shipping: | included |
| Labor: | included |
| Tax: | N/A |
| **Page Total** | **$86,655.00** |

**WORKDAY WILL DO THE CALCULATION!!**

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| Item | Quantity | Unit of Measure | Unit Cost | Extended Amount | Line | Image | Fulfillment Source | Supplier | Tax | Tax Recoverability | Requested Delivery Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Item<br>Item Description<br>15-inch MacBook Pro with Touch Bar: 2.6GHz<br>6-core 9th-genera<br>2.6GHz 6-core 9th-generation Intel Core i7 processor, Turbo Boost up to 4.5GHz<br>Radeon Pro 555X with 4GB of GDDR5 memory<br>16GB 2400MHz DDR4 memory<br>256GB SSD storage<br>Force Touch Trackpad<br>Four Thunderbolt 3 ports<br>Touch Bar and Touch ID<br>Backlit Keyboard - US English<br>Spend Category<br>SC743200 - Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999) | Requested<br>1 | Each | 2,249.00 | 2,249.00 | | | Purchase Order | Supplier<br>Apple Inc<br>Order-From Connection<br>Apple_Inc_1_Infinite_Loop | Tax Applicability<br>Tax Code | | 10/14/2019 |
| Item<br>Item Description<br>AppleCare+ for 15-inch MacBook Pro<br>Spend Category<br>SC743200 - Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999) | Requested<br>1 | Each | 259.00 | 259.00 | | | Purchase Order | Supplier<br>Apple Inc<br>Order-From Connection<br>Apple_Inc_1_Infinite_Loop | Tax Applicability<br>Tax Code | | 10/14/2019 |

**Requires Requisition to be <u>sent back</u>**

- Not a Business Asset (e.g. not $3,000 or more)
- Spend Category is incorrect

**SC744100 - Information Technology Equipment Purchase - Small Value - Non-Inventory (per item cost less than $3,000)**

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**Dell Requisition issue** (Due to Punch out / Catalog Order e.g. *BUNDLING")

2 items

| Item | Supplier Item Identifier | Fulfillment Source | Supplier | Tax | Tax Recoverability | Quantity | Unit of Measure | Unit Cost | Extended Amount | Requested Delivery Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Item<br>Item Description<br>Dell Thunderbolt Dock- WD19TB 130w PD: Base;Dell Thunderbolt Dock- WD19TB<br>Spend Category<br>SC744200 - Information Tech Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999) | 210-ARIK | Purchase Order | Supplier<br>Dell Marketing LP<br>Order-From Connection<br>Dell_Marketing_LP_One_Dell_Way | Tax Applicability<br>Tax Code | | Requested<br>12<br>Sourced<br>12<br>Ordered<br>12 | Each | 260.69 | 3,128.28 | 09/04/2019 |
| Item<br>Item Description<br>Precision 5540 - Build Your Own: Base;Dell Precision 5540 CTO Type C Base(4@ usd3231.76); Dell 24 UltraSharp Monitor - U2419H(16@ usd201.49); Dell Performance Dock- WD19DC 210w PD(1@ usd260.69);<br>Spend Category<br>SC714100 - Supplies and Materials | 210-ASCL | Purchase Order | Supplier<br>Dell Marketing LP<br>Order-From Connection<br>Dell_Marketing_LP_One_Dell_Way | Tax Applicability<br>Tax Code | | Requested<br>1<br>Sourced<br>1<br>Ordered<br>1 | Each | 16,411.57 | 16,411.57 | 09/04/2019 |

*Also please verify the Spend Category as it also creates a **different** Spend Category

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* Procurement is currently working on the issue, but in the meantime Requisition will have to be entered **LINE BY LINE** in order to be processed.

The following will occur if DELL Punch out / Catalog Order are not entered correctly

1. Requisition will be sent Back to Requisitioner
2. Requisition must be deleted
3. Create new Requisition with line by line items reflecting correct Spend Categories, Quantity, Unit Cost, Extended Amount. **(Refer to Job Aid in Service Now)**

| Item | Quantity | Unit of Measure | Unit Cost | Extended Amount |
|---|---|---|---|---|
| Precision 5540 - Build Your Own: Base;Dell Precision 5540 CTO Type C Base<br><br>SC744200 - Information Tech Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999) | 4 | Each | 3231.76 | 12927.04 |
| Dell 24 UltraSharp Monitor - U2419H<br><br>SC744100 - Information Technology Equipment Purchase - Small Value - Non-Inventory (per item cost less than $3,000) | 16 | Each | 201.49 | 3223.84 |
| Dell Performance Dock- WD19DC 210w PD<br><br>SC744100 - Information Technology Equipment Purchase - Small Value - Non-Inventory (per item cost less than $3,000) | 1 | Each | 260.69 | 260.69 |
| Dell Thunderbolt Dock- WD19TB 130w PD<br><br>SC744100 - Information Technology Equipment Purchase - Small Value - Non-Inventory (per item cost less than $3,000) | 12 | Each | 260.69 | 3128.28 |

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# Supplier Invoice

To ensure proper accountability to create a Business Asset, Property Control requires supporting documentation (e.g. Invoice)

Property Control acknowledges that there are current issues with

- Legacy PO's
- Invoices in progress
- Change Orders

Where warranted, we will contact the Cost Center Manager or Contact for additional information to register a Business Asset.

If there are any questions regarding Supplier Invoices, please contact ap.ask@business.gatech.edu

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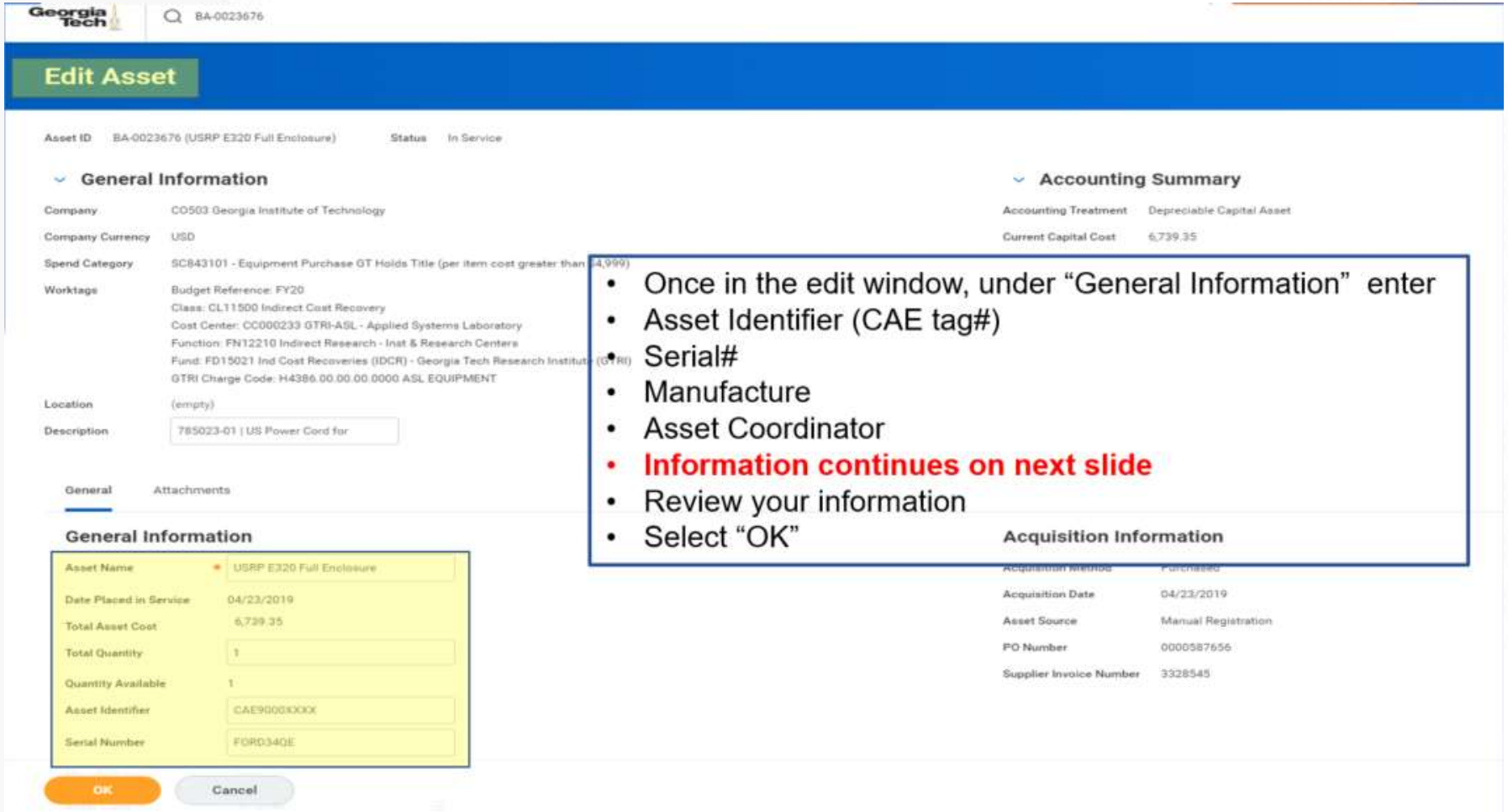
## Complete To Do: To Do Description Add Custodian, Location, and Additional Info




- Once in the edit window, under "General Information" enter
- Asset Identifier (CAE tag#)
- Serial#
- Manufacture
- Asset Coordinator
- **Information continues on next slide**
- Review your information
- Select "OK"

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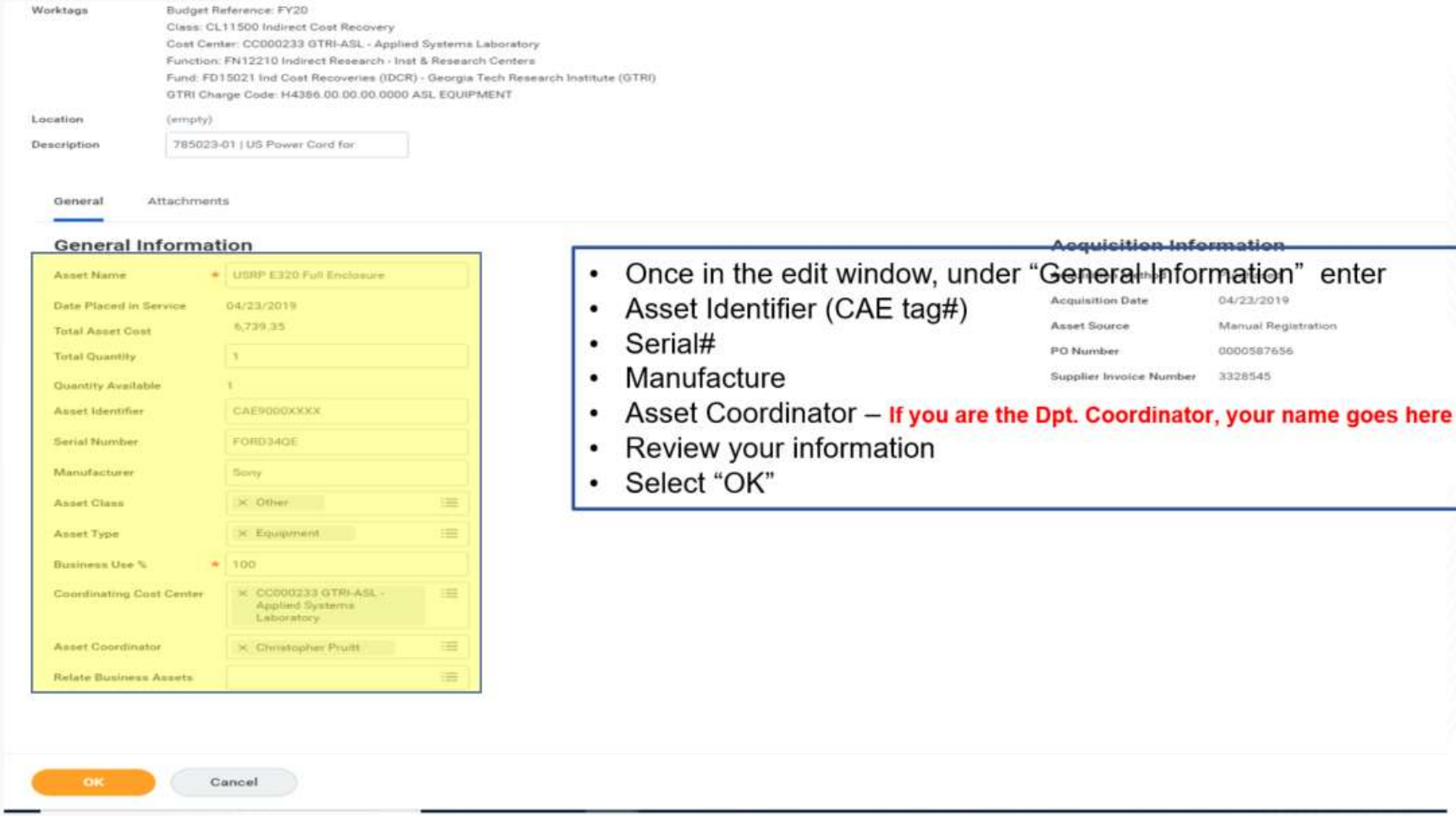
# Complete To Do: To Do Description Add Custodian, Location, and Additional Info




- Once in the edit window, under "General Information" enter
- Asset Identifier (CAE tag#)
- Serial#
- Manufacture
- Asset Coordinator – **If you are the Dpt. Coordinator, your name goes here**
- Review your information
- Select "OK"

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# Untagged Assets

**As of 10/7/19**
**Total Untagged Business Assets 846**
**Total Value of untagged Business Assets $19,505,779.33 (MILLIONS!!)**

**Presents a RISK to the Institute**

- **Violation of Institute Policy**
- **Violation of Board of Regents - USG Policy**
- **Subject to an Unfavorable Audit Finding**
- **Insurance Coverage**

**There are 71 Cost Centers out of 467 roughly 15% not in compliance with the Institute tagging mandate. Out of these 71 Cost Centers, 23 have 514 Untagged Assets valued at $14,364,003.99**

**A communication will be generated to Cost Centers Leadership to assist in the completion of this very important Institute requirement.**

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# Annual Inventory FY20 Update

Tentative start date November 1st 2019 contingent on:

1. Logistics (Surplus) process cleanup
2. RFTrack Integration to Workday
3. Inventory Scanners

## MC3330R INTEGRATED UHF RFID HANDHELD READER

- Android Operating System (Windows Mobile devices no longer supported after 2019)
- Wi-Fi Connectivity – Allows live updates, Reduces/Eliminates scanner freeze as well as upload & download times
- Greater Memory Storage Space (1-4GB RAM)
- Faster Operating Processor Bus Speed (1.3-1.8 Ghz)
- Larger Display (4” Screen)
- Updated software will reduce configuration errors

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# Training

- Survey was sent to Property Coordinators for feedback on tools, resources, and processes for managing assets in Workday. Survey will close Thursday, October 10th.

- Anticipated projection to have updated Web-Based Training & Job Aides, etc. available for Campus Users

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# Supplier Accounts & Expenses Update

**Abbie Coker**
**Director, Accounts Payable and Travel**

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# Supplier Accounts

- ✓ Supplier registration is by invitation only via Workday external website
- ✓ Link will not be posted on our website. Department administration or representatives are to obtain the link by emailing: vendor.help@business.gatech.edu
- ✓ Supplier Taxpayer ID or Social Security Number is required for registration
- ✓ Current suppliers are required to submit a new W-9 form in order make any updates to their records

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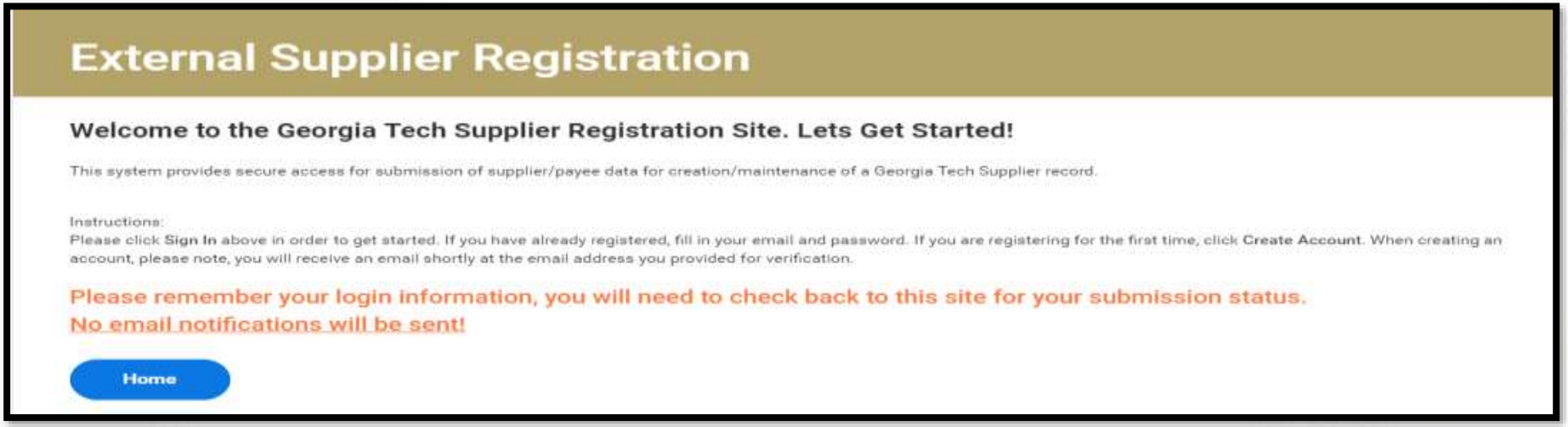
# Supplier Registration

**How can you help a supplier to be set up timely?**

- ✓ Please make sure that the supplier saves their log in information. Supplier will need their log in information for checking registration status.
  **No email notification and/or reminder will be sent.**
- ✓ Inform the supplier that their Tax ID and/or Social Security number is required for set up.
- ✓ Inform all Foreign Suppliers that a W8BEN for (individuals) or W8BEN-E for (entities) should be uploaded with their submission.
- ✓ Turnaround time ***after all required information has been submitted*** is within 2 business days.



# Supplier Accounts

Basic rule of thumb:

- ✓ Invoices are not to be submitted as SIRS's
- ✓ All invoices are to be submitted to apinvoices@business.gatech.edu.
- ✓ A PO# is required for all invoices to be processed.
- ✓ Catering invoices require a PO# only. A "Bill Only" requisition is to be entered to obtain a PO# after the event.
- ✓ Once PO# is issued initiator will receive notification. PO# is to be reference on the on the invoice and submitted to apinvoices@business.gatech.edu.
- ✓ Use the **AP Crosswalk as a guide** on how payments are to be processed. Crosswalk can be located on Procurement & Business Services website and also in ServiceNow.

**Supplier Invoice Request = SIR (for non-PO)**
**Supplier Invoice = Invoice + PO**

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# Supplier Accounts

**Invoice Status:**

- ✓ This can be done by running the **"Find Supplier Invoice for Campus – GTCR"** report. The report can be filtered by match status, match exception reason, PO#, Cost Center, etc.

- ✓ For legacy PO#'s over $3k that do not have receipts, you will need to complete the legacy PO form (located in ServiceNow) and have it submitted through ServiceNow.
  - ✓ A form must be completed for each PO.
  - ✓ This form is then added to the Workday PO as backup documentation for the receipt.
  - ✓ For multiple invoices on the same PO, you can include the receipts on one form.

- ✓ Invoice status would reflect "Matched" once match exception has been cleared.

- ✓ Check Webnow queues. AP add comments to invoices that cannot be processed or do not have a PO and routes invoices to department via WebNow.

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# Expenses

- ✓ Spend Authorization must be submitted and approved **prior to** out-of-state travel.
- ✓ Employees must declare any external professional activities or vacation associated with business trips, and report them in the Conflict of Interest(eCOI) system **https://ecoi.research.gatech.edu.**
- ✓ All approvers must ensure travel is appropriate and logical **prior to approval**.
- ✓ Receipts must be attached to each expense line.
- ✓ **Split Funding:**
  - ✓ For Spend Authorization – Add an expense line for each split fund.
  - ✓ For Expense Reports – Add an expense line and use Itemization.
- ✓ All approvers must ensure all expenses are appropriate, allowable and all required receipts are attached **prior to approval**.

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# Expenses

**Per Diems**

- ✓ Workday uses tables that pull in the following:
  - ✓ The DOD per diem rates for out of State locations.
  - ✓ The GSA fixed rates for Georgia locations (pulled in the DOD rates).
  - ✓ OCONUS per diem rates for international locations.

- ✓ Custom Per Diem functionality may be used when
  - ✓ Claiming rates less than the allocated per diem
  - ✓ First and Last day are not calculating correctly.

- ✓ **External Committee Members(ECM's)**
  - ✓ Used to reimburse non-employees
  - ✓ Members need to be created
  - ✓ ECM payment will no longer be generated if no address is added.
  - ✓ ECM are paid by check only.
  - ✓ Foreign ECM's may be paid vis wire. ECM needs to be set up on a SIR.

- ✓ Always run **"Duplicate Committee Member Audit"** Report to check if an ECM already exists before creating a new ECM.

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# Expenses

**Expense Report Status:**

- ✓ This can be done by running the **"Find Expense Reports by Organization - CR"** Report

OR

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

- ✓ Expense reports that have an approved status have been paid

- ✓ The turnaround time to process an expense report by the Travel Team **<u>after all requirements have been met</u>** is 4-5 business days.

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You know that feeling you get when all your work is done and you can sit back and relax and do nothing at all...?
Yeah, me neither.

# 7th INNING STRETCH
# 10 Minutes

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# Banking/FDM/Reporting

**Carol Gibson**
*Institute Controller and Chief Accounting Officer*

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# Banking Update

- **Institute policy 1.4.1 – Daily ~~Cash~~ Deposits**
  - Funds received should be deposited no later than the **next business day**
  - Funds less than $100 may be held for no more than **five business days**
  - Units must have operating procedures to comply with daily or weekly deposit requirements
  - Units are responsible for submitting information related to funds received to the Bursar's Office for posting transactions to the **Institute's ledger**
- **Not Doing This?**
  - The Institute's accounting records are inaccurate
  - The Institute's bank and credit card recons are carrying old reconciling items
  - The Institute doesn't know if someone is stealing or misappropriating funds
  - The department is violating agreement with Institute on handling funds and deposits
- **Funds IN and OUT of the Bank Include:**
  - Cash, Checks and Credit Card transactions
  - Credit card chargebacks
  - Deposits in transit
  - Unbooked deposits
  - Fees to be booked

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# FDM - Ledger Accounts, Spend/Revenue Categories

- Descriptions have been expanded in Workday to help users choose correct value
- A request to add Spend/Revenue Category to Ledger Account Mapping on Lite website has been made
- Ledger Accounts are aligned with University System of Georgia (USG)

| Spend Category Reference ID | Spend Category Name | Ledger Account |
|---|---|---|
| SC714100 | SC714100 - Supplies and Materials | 714100:Supplies and Materials |
| SC714101 | SC714101 - Supplies and Materials - Office Supplies | 714101:Supplies and Materials - Office Supplies |
| SC714102 | SC714102 - Supplies and Materials - Instructional / Lab Supplies | 714102:Supplies and Materials - Instructional / Lab Supplies |
| SC714103 | SC714103 - Supplies and Materials - Paper | 714103:Supplies and Materials - Paper |
| SC714104 | SC714104 - Supplies and Materials - Copier Supplies | 714104:Supplies and Materials - Copier Supplies |
| SC714110 | SC714110 - Supplies and Materials - Postage / Mailing Services | 714110:Supplies and Materials - Postage |
| SC714111 | SC714111 - Supplies and Materials Expense - Shipping / Handling / Freight | 714111:Supplies & Materials Expense - Shipping / Handling / Freight |
| SC714112 | SC714112 - Supplies and Materials Expense - Licenses (Non-Software) | 714112:Supplies & Materials Expense - Licenses (Non-Software) |
| SC714113 | SC714113 - Supplies and Materials Expense - Books / E-Books | 714113:Supplies & Materials Expense - Books / E-Books |
| SC714114 | SC714114 - Supplies and Materials Expense - IT Related | 714114:Supplies & Materials Expense - IT Related |
| SC714115 | SC714115 - Supplies and Materials Expense - Hazardous Material | 714115:Supplies & Materials Expense - Hazardous Material |
| SC714116 | SC714116 - Supplies and Materials - Demurrage On Gas Cylinders | 714115:Supplies & Materials Expense - Hazardous Material |
| SC714117 | SC714117 - Supplies and Materials - Medical Supplies (Pharmacy Only) | 714100:Supplies and Materials |
| SC714118 | SC714118 - Supplies and Materials (Facilities Use Only) | 714100:Supplies and Materials |
| SC714119 | SC714119 - Supplies and Materials - BuzzCard Production Supply Cost (BuzzCard Center Use ONLY) | 714100:Supplies and Materials |

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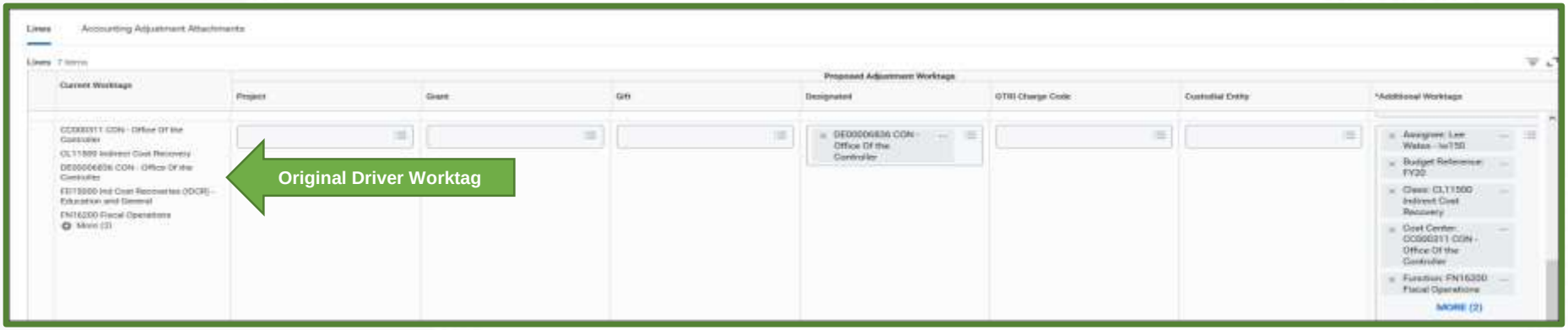
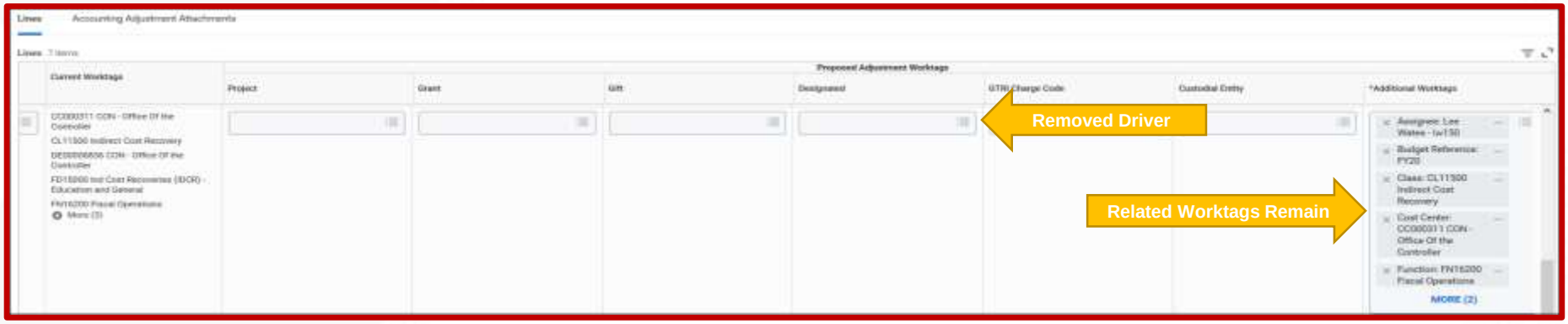
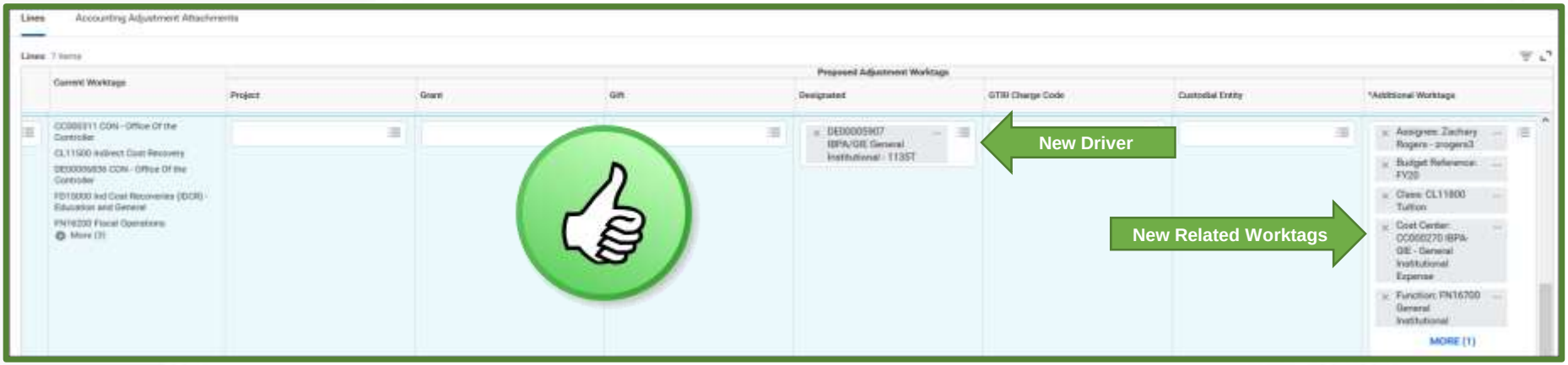
# FDM - Changing Driver Worktags on Transactions



# FDM - Changing Related Worktags on Transactions

## PLEASE DON’T DO IT!!!

Cost Center, Fund, Function and Class!!
Worktags must match setup in the FDM (source)
This causes reporting issues
Some transactions can be difficult to correct
This was not allowed in PeopleSoft
This will not be allowed with OneUSG implementation
Financial Accounting team working with units to clean this up!

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# FDM - Changing Related Worktags on Transactions

## GR100006549 - *Voit,Eberhard O NEXT GEN SOCIAL SCIENCE*

| Journal Number | Accounting Date | Source | Ledger Account | Debit Amount | Credit Amount | Cost Center |
|---|---|---|---|---|---|---|
| | 7/26/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 356.00 | 0.00 | CC000394 BME - Biomedical Engineering |
| SPD_20190729_01 | 7/26/2019 | SPD - SPD Redistributions | 598102:Fringe Benefits Flat Rate 2 | 574.20 | 0.00 | CC000394 BME - Biomedical Engineering |
| | 7/31/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 0.00 | 51.51 | CC000394 BME - Biomedical Engineering |
| | 7/31/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 1,167.51 | 0.00 | CC000394 BME - Biomedical Engineering |
| | 7/31/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 0.00 | 356.00 | CC000394 BME - Biomedical Engineering |
| JE-0000030185 | 7/31/2019 | GTI - GTRI | 598102:Fringe Benefits Flat Rate 2 | 0.00 | 574.20 | CC000394 BME - Biomedical Engineering |
| PAY_20190729_01 | 7/31/2019 | PAY - Payroll Transactions | 511100:Salaries - Regular Faculty | 1,883.88 | 0.00 | CC000394 BME - Biomedical Engineering |
| PAY_20190729_01 | 7/31/2019 | PAY - Payroll Transactions | 511100:Salaries - Regular Faculty | 0.00 | 83.08 | CC000394 BME - Biomedical Engineering |
| | 8/26/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 356.00 | 0.00 | CC000096 EBB/BME - Engineered Biosystems Building - Biomedical Engineering |
| SPD_20190826_02 | 8/26/2019 | SPD - SPD Redistributions | 598102:Fringe Benefits Flat Rate 2 | 574.20 | 0.00 | CC000096 EBB/BME - Engineered Biosystems Building - Biomedical Engineering |
| | 8/31/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 1,116.00 | 0.00 | CC000096 EBB/BME - Engineered Biosystems Building - Biomedical Engineering |
| | 8/31/2019 | Facilities and Administration Expense | 951100:Allocated Overhead - Sponsored Agreements | 0.00 | 356.00 | CC000096 EBB/BME - Engineered Biosystems Building - Biomedical Engineering |
| JE-0000030578 | 8/31/2019 | GTI - GTRI | 598102:Fringe Benefits Flat Rate 2 | 0.00 | 574.20 | CC000096 EBB/BME - Engineered Biosystems Building - Biomedical Engineering |
| PAY_20190826_01 | 8/31/2019 | PAY - Payroll Transactions | 511100:Salaries - Regular Faculty | 1,800.00 | 0.00 | CC000096 EBB/BME - Engineered Biosystems Building - Biomedical Engineering |

Cost Center CC000394

Cost Center CC000096

# FDM - Budget Structures

- **DO NOT CREATE NEW ONES!!**

- Current Budget Structures
  - Gift
  - Carryforward
  - oneBudget
  - Facilities Capital Projects
  - Sponsored Budget Authority

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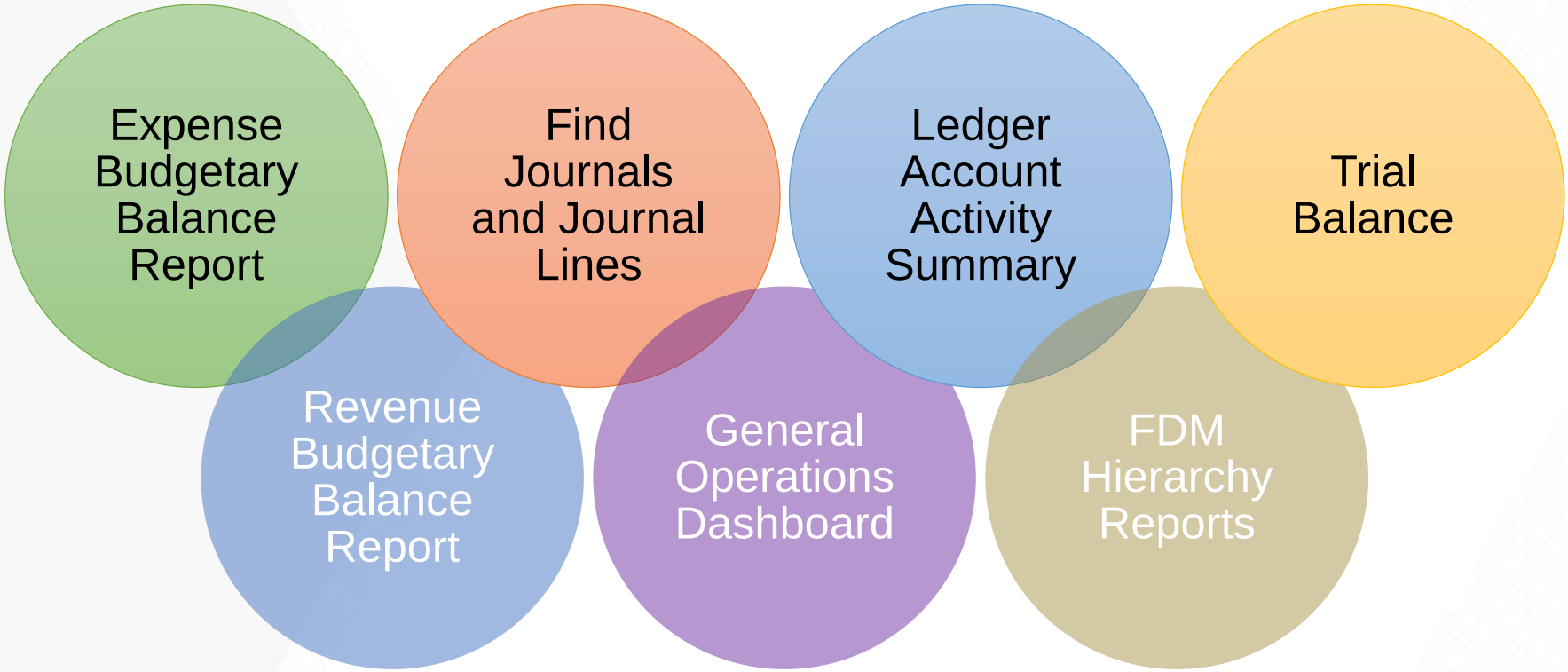
# Financial Accounting - Reports

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# FA Reports – Gen Ops Dashboard

## General Operations Dashboard

Dashboard of operational balances by worktag and funding source for a selected cost center or cost center hierarchy. District reports show balances and budgetary impact with and without fringe. This dashboard contains three reports:

**All Gen Ops Drivers - Fringe Included**
This report pulls all General Operations designated worktags that are assigned to the following funds: FD10000 State Appropriations, FD10500 Tuition, FD10600 Other General, FD15000Indirect Cost Recoveries, and FD16000 Tech Fee. Fringe benefits, which may be funded by the Institute or funded by the unit, are included in this report. The offsetting budget for Institute funded fringe expenditures is also included.

**Institute Funded Gen Ops Drivers - Fringe Excluded**
This report pulls only the General Operation designated worktags that have fringe benefits funded by the Institute. These designated worktags are assigned the following class codes: CL11000 General Operations, CL11200 State Appropriations, CL11300 Other General, CL11500 Indirect Cost Recoveries, CL11600 Tech Fee, and CL11800 Tuition. The fringe benefit budgets and expenses have been removed from the report. All other spend categories are included in the report.

**Unit Funded Gen Ops Drivers - Fringe Included**
This report pulls only the General Operations designated worktags that have fringe benefits funded by the individual Unit. These designated worktags are assigned the following class codes: CL11005 General Operations - No Fringe, CL11205 State Appropriations - No Fringe, CL11305 Other General - No Fringe, CL11505 Indirect Cost Recoveries - No Fringe, CL11605 Tech Fee - No Fringe, and CL11805 Tuition - No Fringe. All spend categories are included in the report including fringe benefits.

NOTE: Dashboard reports only display the first hundred lines and no totals will appear if that limit is exceeded. However, the full report with totals can be run via the provided link.

**Organization** Cost Center Hierarchy **Company** CO003 Georgia Institute of Technology **Budget Structure** allBudget Structure More (4)

### All Gen Ops Drivers - Fringe Included

| Designated | Original Budget | Amendments | Current Budget | Commitments | Obligations | Actuals | Balance |
|---|---|---|---|---|---|---|---|
| DE0000 | | | | 0.00 | 770,627.93 | 523,900.07 | $230,521.53 |
| DE0000 | | | | 0.00 | 75,470.50 | 23,486.01 | $233,005.98 |
| DE0000 | | | | 1,531.92 | 142,488.61 | 95,632.38 | ($3,921.91) |
| DE0000 | | | | 0.00 | 401,454.66 | 131,823.34 | $110,198.19 |
| DE0000 | | | | 74,169.93 | 1,875,881.51 | 630,183.50 | $174,737.82 |
| DE0000 | | | | 1,454.59 | 1,297,855.94 | 465,329.28 | $191,083.98 |
| DE0000 | | | | 8,935.59 | 1,216,712.01 | 430,824.50 | $337,316.04 |
| DE0000 | | | | 0.00 | 0.00 | 0.00 | $50,000.00 |
| DE0000 | | | | 0.00 | 0.00 | 0.00 | $35,000.00 |
| DE0000 | | | | 0.00 | 5,833.00 | 21,704.94 | $97,465.06 |
| DE0000 | | | | 0.00 | 398,898.84 | 40,987.39 | $22,046.25 |
| DE0000 | | | | 22,028.08 | 3,086,341.46 | 1,137,915.47 | $13,644.19 |
| DE0000 | | | | 11,400.00 | 2,726,898.00 | 3,207,169.65 | ($3,945,466.65) |
| DE0000 | | | | 0.00 | 820.00 | 1,044,938.00 | ($56,300.00) |
| DE0000 | | | | 10,165.53 | 1,904,280.74 | 838,132.96 | ($214,402.93) |
| DE0000 | | | | 6,752.00 | 1,262,546.41 | 414,742.58 | $63,463.89 |

### Links to Reports

- All Gen Ops Drivers - Fringe Included - CR
- Institute Funded Gen Ops Drivers - Fringe Excluded - ...
- Unit Funded Gen Ops Drivers - Fringe Included - CR

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# FA Reports - WHERE IS…

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# Security

## WORKDAY

- Request via ServiceNow
- Streamlined Role Request Form in design
- Ongoing Quarterly Review of roles
- Review of roles and system access has begun

## PEOPLESOFT

- Request via ServiceNow
- Access to historical data via reports and queries

# Workday Journals Update

**Charlie Evans**
*Application Support Analyst Lead*

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# Workday Wins for Journals

- Error prevention via custom validations
- Online Journals/Adjustments (no paper)
- Supporting documentation attached in Workday
- Transactions post to the ledger upon approval
- JE's and adjustments require at least one approval
- Audit trails for journals and changes

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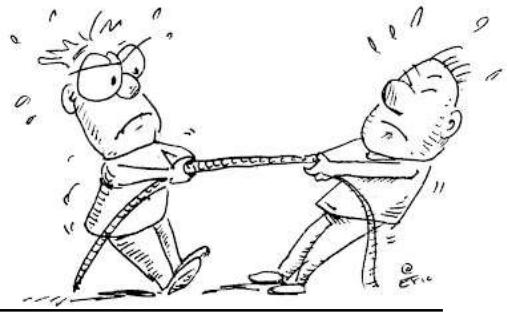
# Journal Dates

- **Accounting Date**
  - Date transaction is recorded on the ledger
  - Should always be current date…unless
    - Month-End or Year-End Transaction – Limited group!

- **Budget Date**
  - New Accounting Journal
    - Leave as current date
  - Adjustment Journal
    - Operational Adjustment – Change to orig
    - Accounting Adjustment - Change to origi



    - FY19 and Earlier PY Accounting Adjustments (Cost Transfers) on a Grant must be routed to Grants & Contracts Accounting for approval and entry

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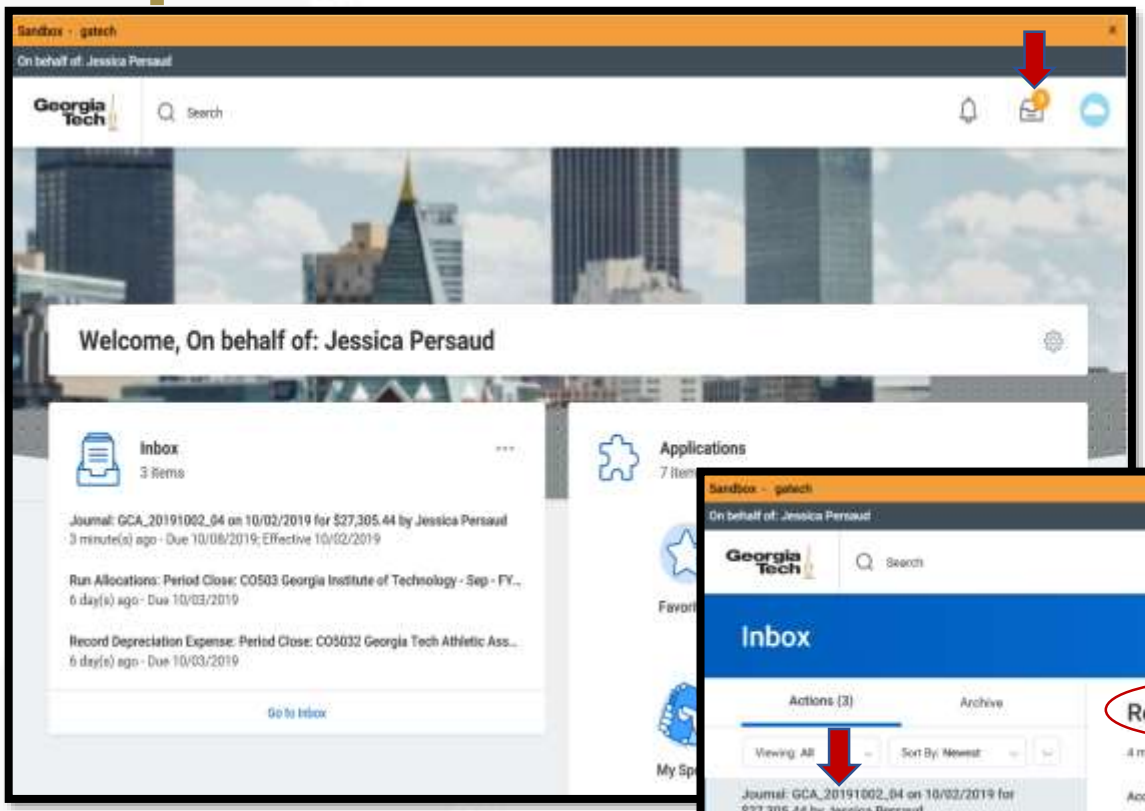
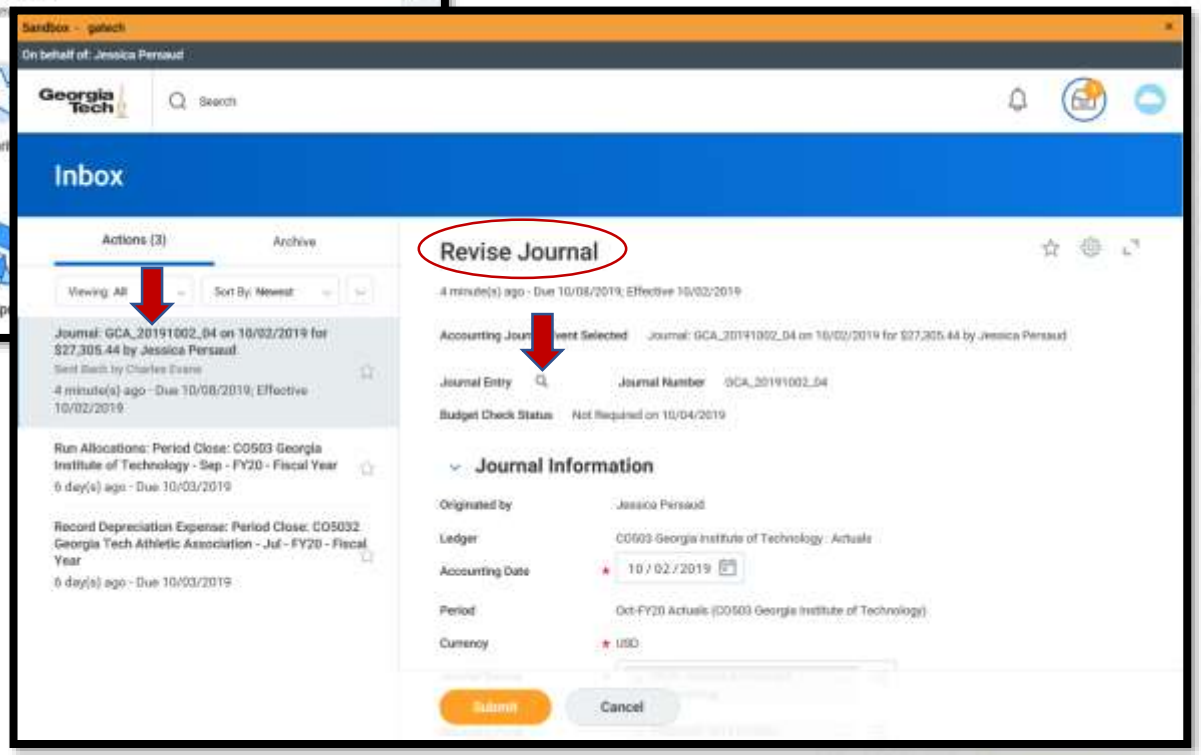
# Tips & Tricks – Resubmitting a Journal

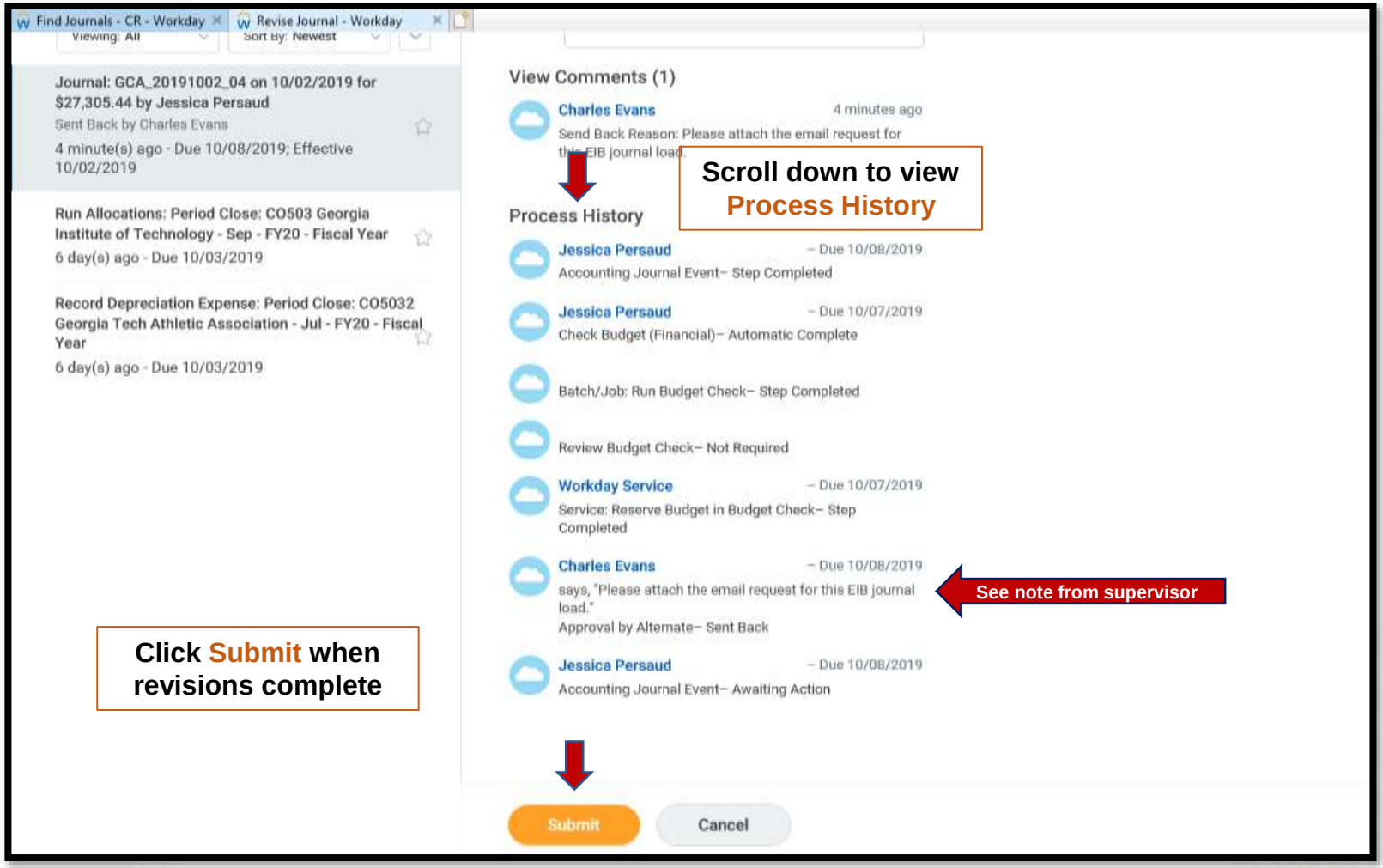



**Click on Inbox**




**Select Journal and Revise it**

# Tips & Tricks – Resubmitting a Journal

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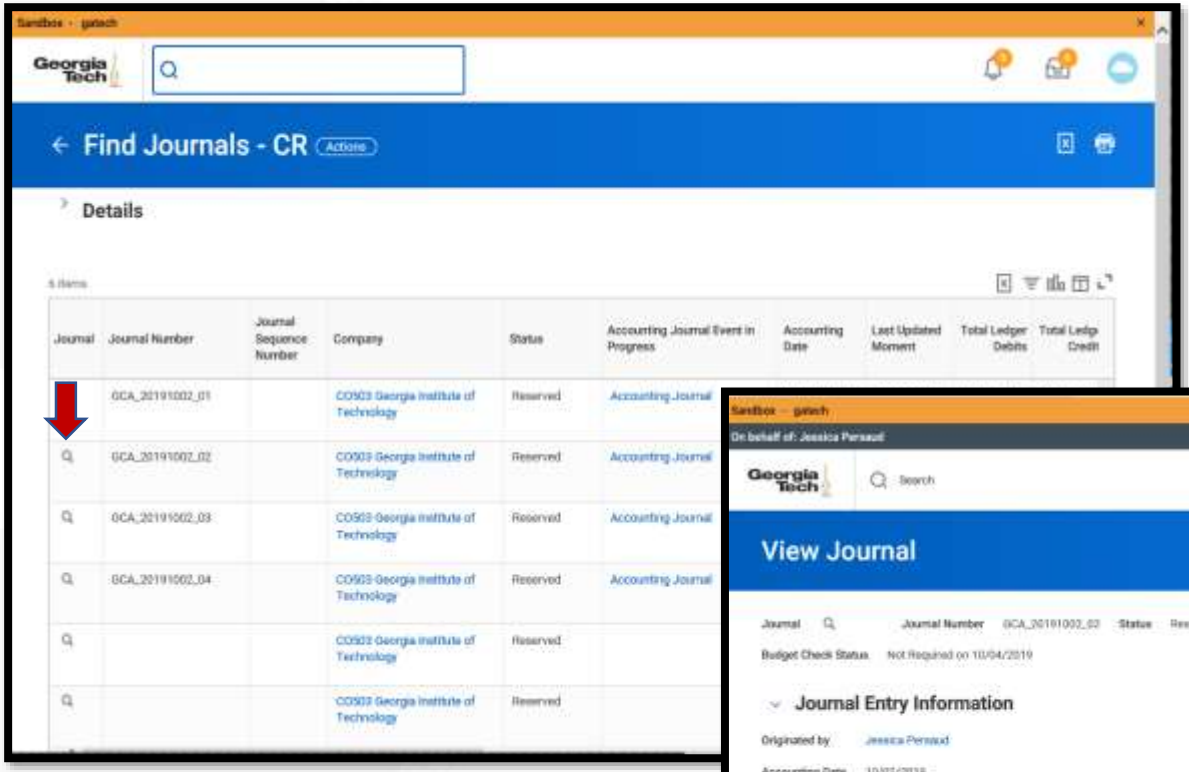
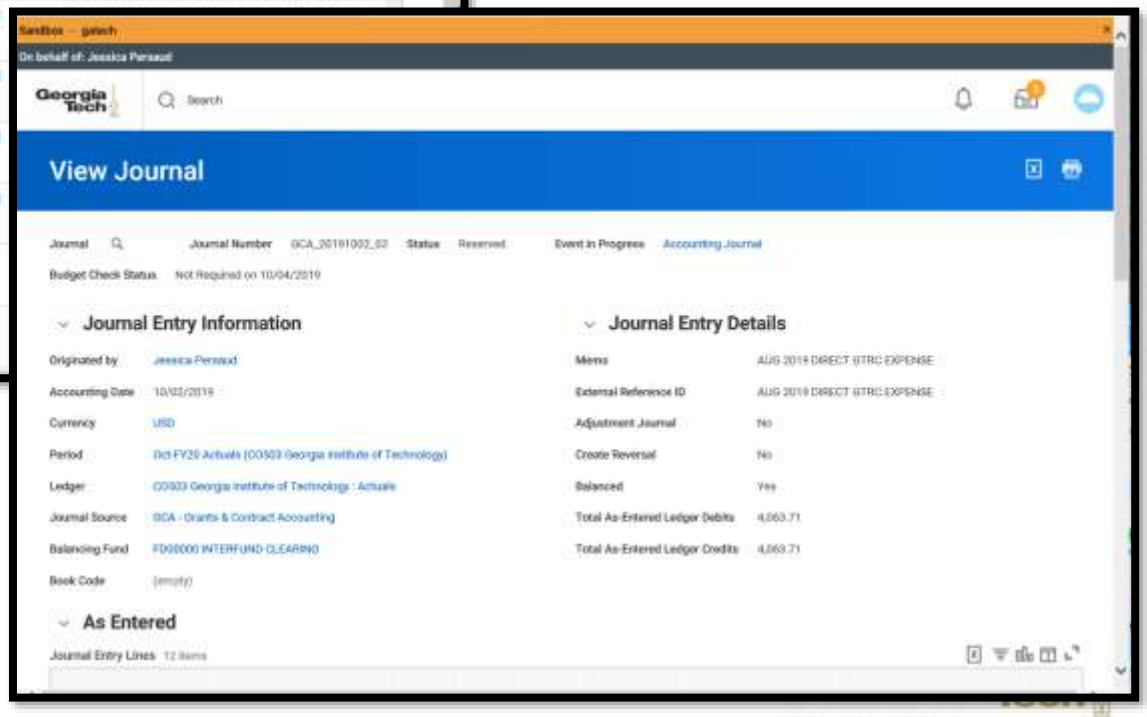
# Tips & Tricks – View Process History




**Journal Number – GCA_20191002_01**

**View Journal Info**



# Tips and Tricks – View Process History

**Journal Number – GCA_20191002_01**

**Scroll down to view Process History**

Journal Lines | Status History | Attachments | Process History

Process History 6 items

| Process | Step | Status | Completed On | Due Date | Person | Comment |
|---|---|---|---|---|---|---|
| Accounting Journal Event | Accounting Journal Event | Step Completed | 10/04/2019 04:08:31 PM | 10/08/2019 | Jessica Persaud | |
| Check Budget (Financial) | Check Budget (Financial) | Automatic Complete | 10/04/2019 04:08:32 PM | 10/07/2019 | | |
| Check Budget (Financial) | Batch/Job: Run Budget Check | Step Completed | 10/04/2019 04:08:32 PM | | | |
| Check Budget (Financial) | Review Budget Check | Not Required | | 10/07/2019 | | |
| Check Budget (Financial) | Service: Reserve Budget in Budget Check | Step Completed | 10/04/2019 04:08:32 PM | 10/07/2019 | Workday Service | |
| Accounting Journal Event | Approval by Alternate | Awaiting Action | | 10/08/2019 | Charles Evans | |

**See next approver**

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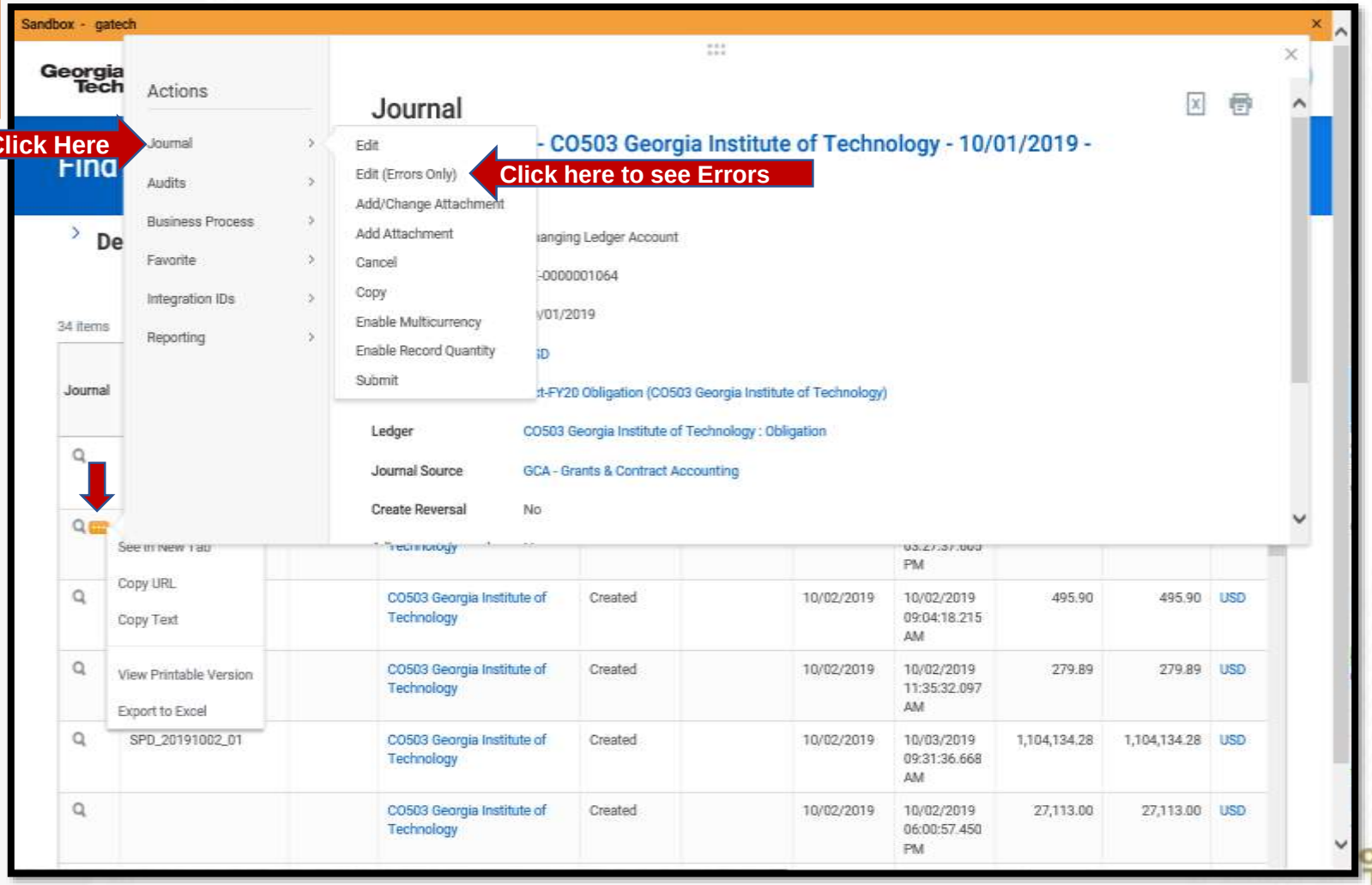
# Tips and Tricks – View Journal Errors

Search for Journal ID

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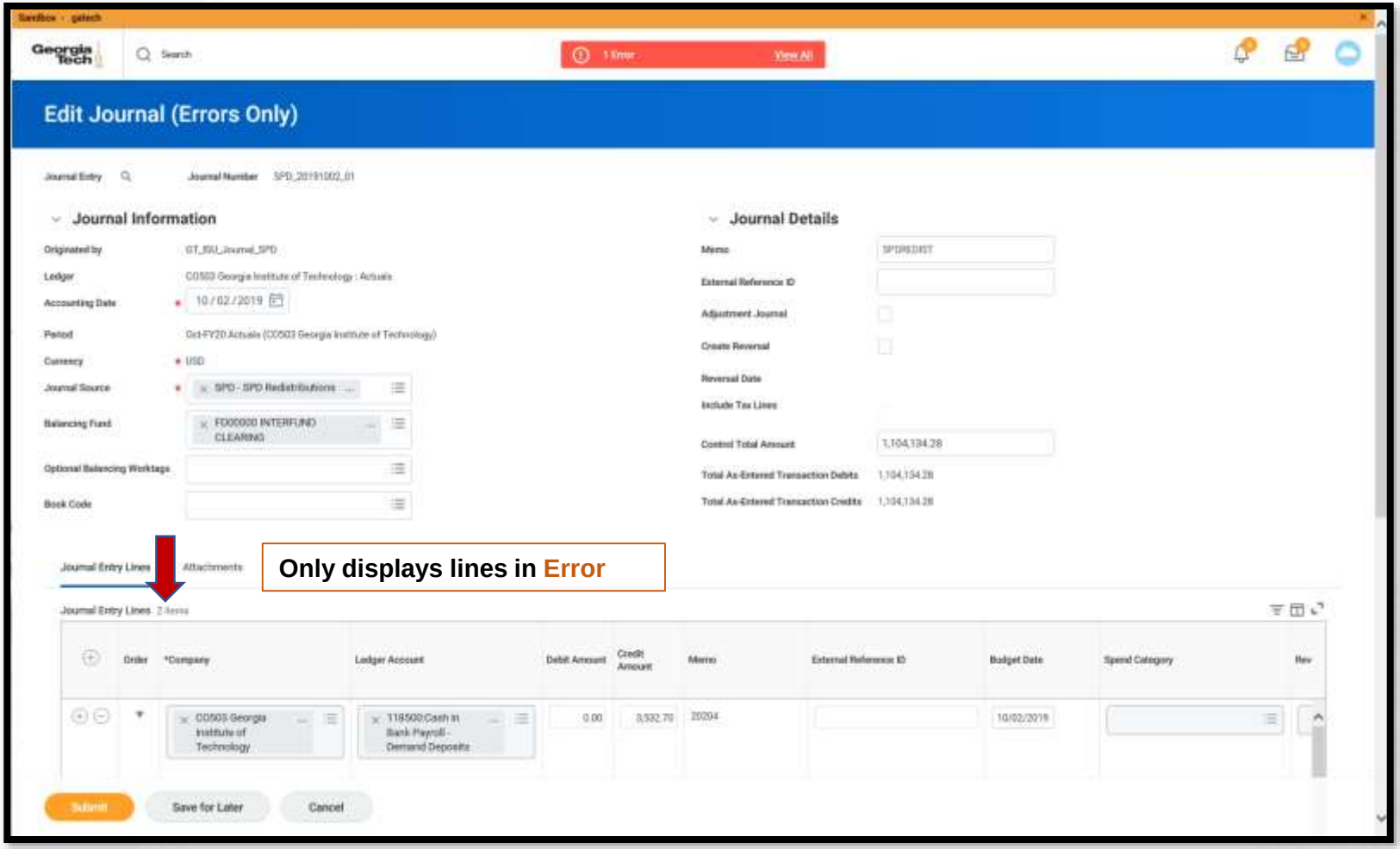
# Tips and Tricks – View Journal Errors

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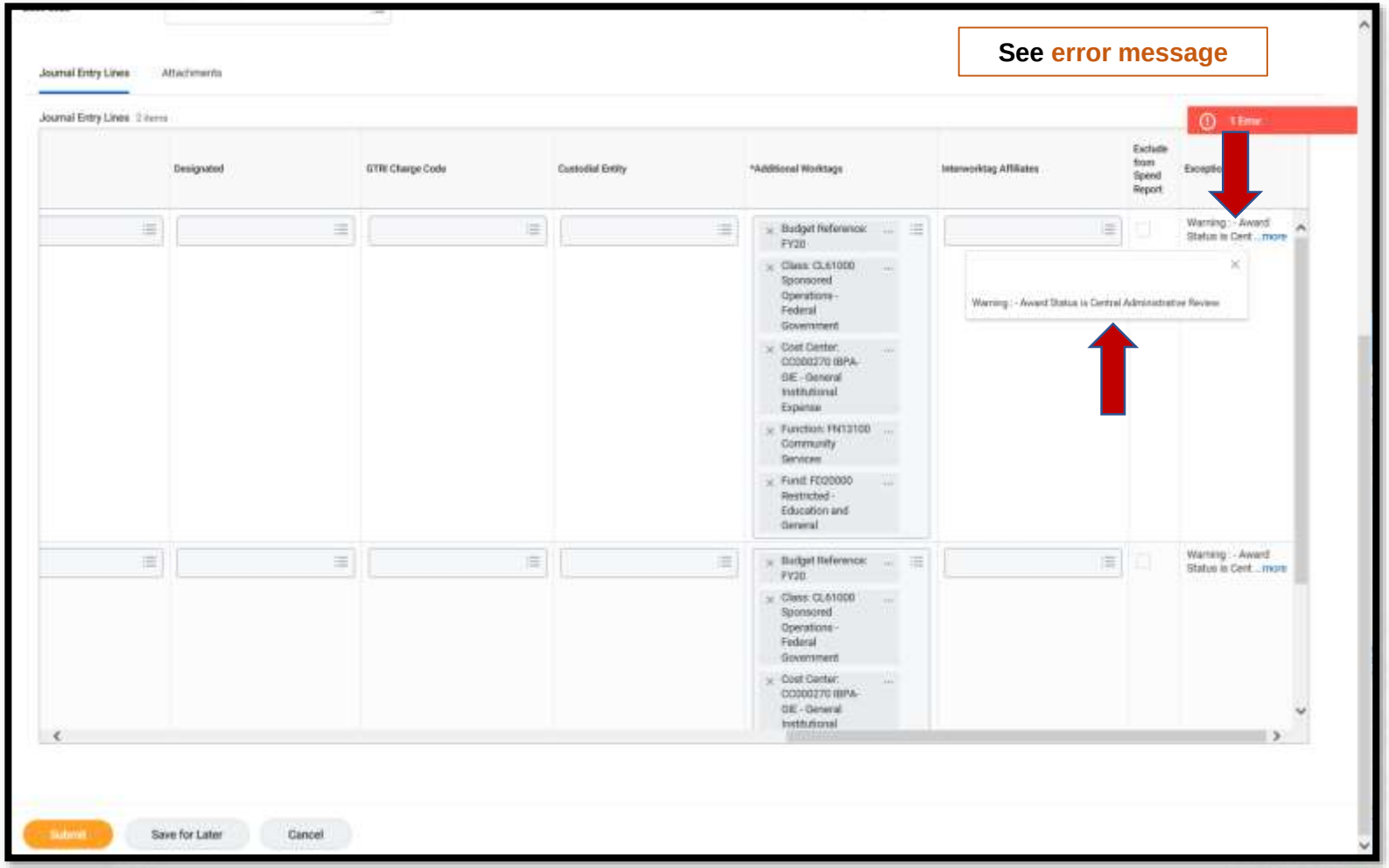
# Tips and Tricks – View Journal Errors

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# Restricted Gifts Update

**Lee Wates**
Associate Controller

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# Restricted Gifts Update

- **GTF Restricted Gifts**
  - No translation between GTF Number and GT Number
  - GTF Number is now the Main Gift Number
- **All Restricted Gifts (GTF, GTRC)**
  - Sub Gifts are either a Designated Worktag or a Grant Worktag
    - Main gift number is a related worktag
    - Cannot request a Designated without a main gift
  - GTF Gift set-up in Budgets - Transitioning to Controller's Office
  - GTRC Gift set-up in Grants & Contracts Acctg
  - GTARC Gift set-up in GTRI

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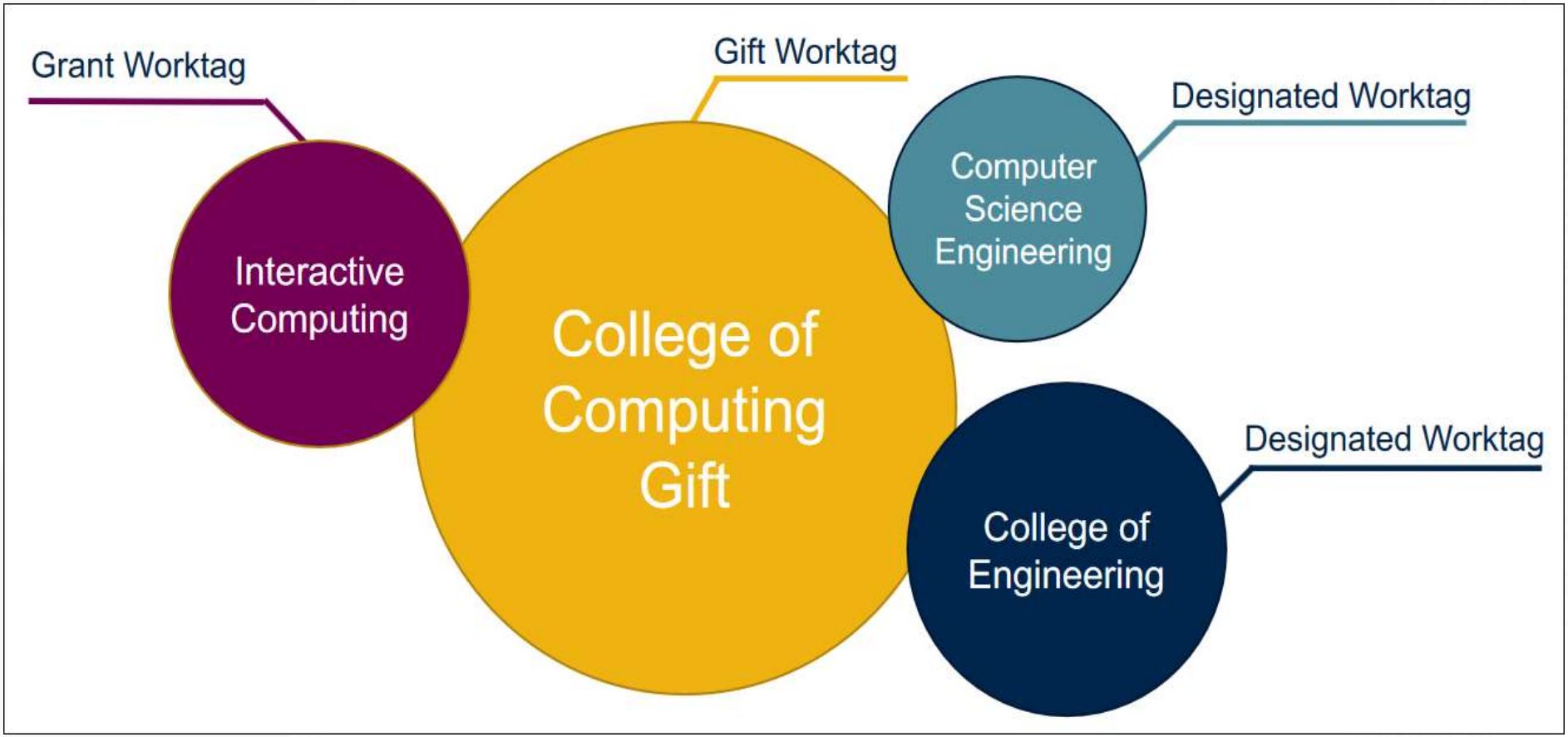
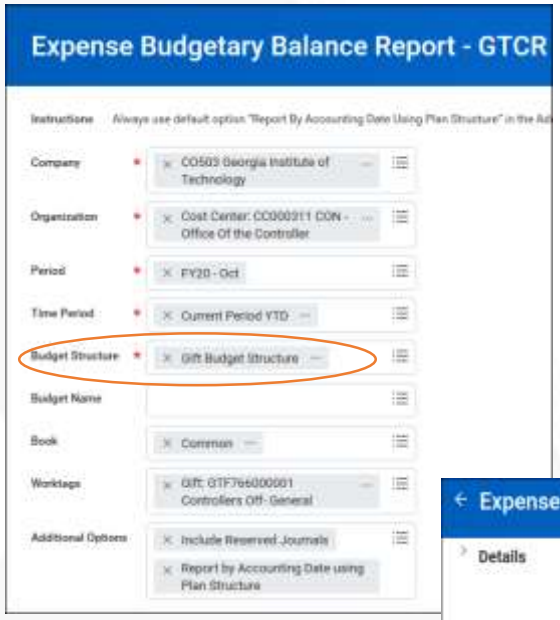
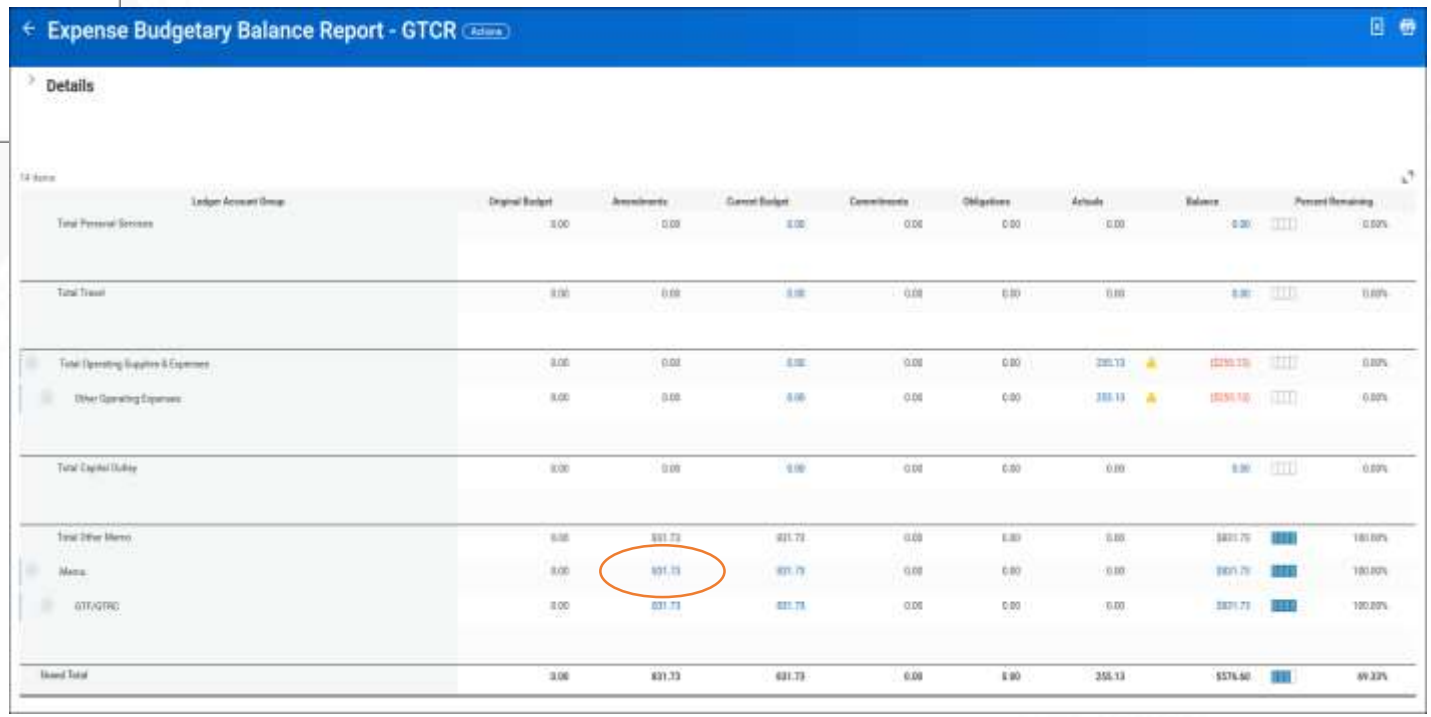
# Transferring Gift Budgets



# View Gift Budget via EBBR




**GTF766000001 – Controller's Off-General**



# View Gift Budget

**GTF766000001 – Controller's Off-General**

Criteria View by: Select a Field... and then by: Select a Field... Refresh

2 items

| Budget | Budget Period | Ledger Account | Worktags | Ledger/Budget Debit minus Credit | Currency | Book Code | Amendment Type | Entry Type | Plan Type |
|---|---|---|---|---|---|---|---|---|---|
| | FY20 Year (FY20 GF & GTF) | 952400:GTRC / GTF Direct Expenditures | Cost Center: CC000311 CON - Office Of the Controller<br>Fund: FD20200 Restricted - Foundation<br>Gift: GTF766000001 Controllers Off- General | $631.73 | | | | Amendment | Financial |
| | FY20 Year (FY20 GF & GTF) | 952400:GTRC / GTF Direct Expenditures | Cost Center: CC000311 CON - Office Of the Controller<br>Fund: FD20200 Restricted - Foundation<br>Gift: GTF766000001 Controllers Off- General | $200.00 | USD | | Budgetary Increase | Amendment | Financial |

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# View Gift Budget

**GTF766000001 – Controller's Off-General**

## View Budget

| | |
|---|---|
| Company | CC003 Georgia Institute of Technology |
| Budget Structure | Gift Budget Structure |
| Budget Name | FY20 GF & GTF |
| Year | FY20 - Fiscal Year |
| Default Entry Type | Amendment |
| Period | FY20 Year (FY20 GF & GTF) |
| Organizing Dimension | GTF766000001 Controllers Off-General |
| Budget Status | Available |
| Translation Currency | USD |

Budget Lines 2 items

| Ledger Account/Summary | Worktags | Translated Debit Amount | Translated Credit Amount | Memo | Amendment |
|---|---|---|---|---|---|
| 952400 GTRC / GTF Direct Expenditures | Cost Center: CC000311 CON - Office Of the Controller<br>Fund: FD20200 Restricted - Foundation | 200.00 | 0.00 | | Budget Amendment: FY20 - Gift Budget Structure on 09/01/2019 |
| 952400 GTRC / GTF Direct Expenditures | Cost Center: CC000311 CON - Office Of the Controller<br>Fund: FD20200 Restricted - Foundation | 631.73 | | | |
| | Total: | 831.73 | 0.00 | | |

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# Moving Budget from Main to Designated

## Create Budget Amendment for Organization

Organization * Gift: GTF766000001 Controllers Off- General

Budget Structure * Gift Budget Structure

Company * CO503 Georgia Institute of Technology

Budget Name * FY20 GF & GTF

### Populate Existing Budget Lines

Ledger Account/Summary

Worktags Gift: GTF766000001 Controllers Off- General

Budget Period

**GTF766000001**
**Controller's Off-General**

## Create Budget Amendment for Organization

Company CO503 Georgia Institute of Technology

Budget Structure Gift Budget Structure

Budget Name FY20 GF & GTF

Years FY20 - Fiscal Year

Currency USD

Budget Start Date 07/01/2019

Budget FY20 GF & GTF

Organizing Dimension Type Gift

Amendment Date * 10 / 09 / 2019

Description * Move Budget

Amendment Type * Transfer Budget

Entry Type Amendment

Balanced Amendment

Enter changes to original Budget data.

Budget Amendment Lines | Attachments

Budget Amendment Lines 2 items

| Order | *Period | Ledger Account/Summary | Cost Center | Fund |
|---|---|---|---|---|
| | FY20 Year (FY20 GF & GTF) | 952400:GTRC / GTF Direct Expenditures | CC000311 CON - Office Of the Controller | FD20200 Restricted - Foundation |
| | FY20 Year (FY20 GF & GTF) | 952400:GTRC / GTF Direct Expenditures | CC000292 AVP - AVP Financial Services | FD20200 Restricted - Foundation |

| *Additional Worktags | Current Budget Amount | Current Spend | Remaining Budget | Percentage Change | Amount Change | Total Budget | Proposed Remaining Budget | Memo |
|---|---|---|---|---|---|---|---|---|
| Gift: GTF766000001 Controllers Off- General | $831.73 | $0.00 | $831.73 | 0 | 0.00 | 831.73 | $831.73 | |
| | $50,405 | $0.00 | $50,405.14 | 0 | 0.00 | 50,405.14 | $50,405.14 | |

# Workday Tips, Tricks and Resources

**Nate Watkins**
**ERP System Analyst Lead – Academic & Research**

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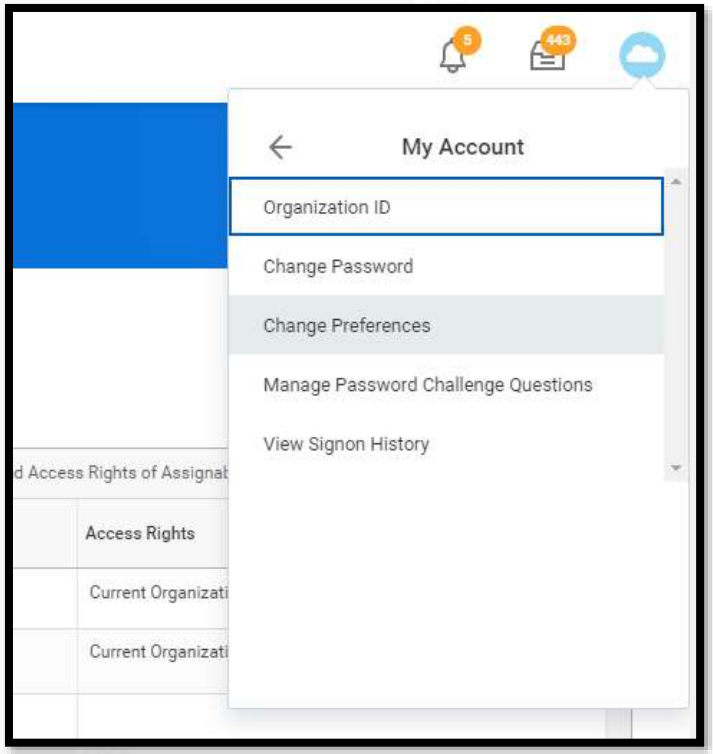
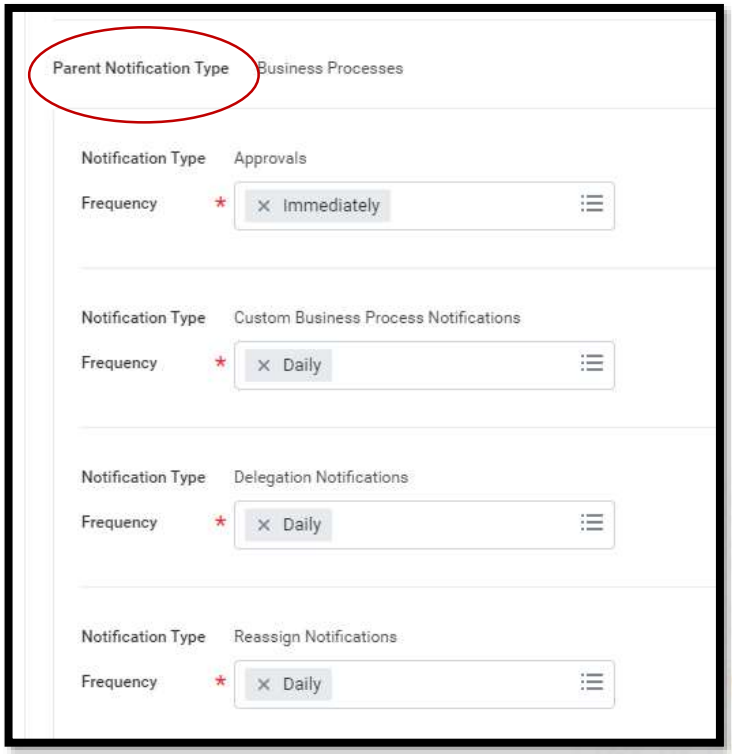
# Workday Tips and Tricks

- **USER PREFERENCES**
  - Start at the cloud icon in upper right
  - Preferred Search Category = All of Workday
  - Notification emails
    - Approvals
    - Notifications
    - **Be sure to review and change all "Parent Notification Types" if needed – Alerts, Business Processes, Procurement, System, etc.**

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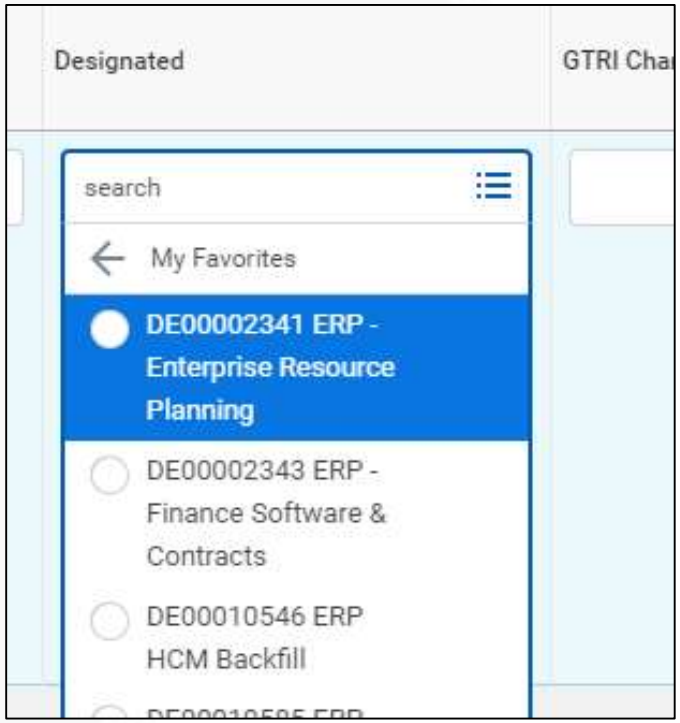
# Workday Tips and Tricks

- **FAVORITES**
  - Manage Favorites
  - Favorite Tasks
  - Favorite Reports
  - Favorite Business Objects
    - Add frequently used spend categories, NIGP codes, or driver worktags
    - Makes data entry easier
    - Can favorite employees, too!



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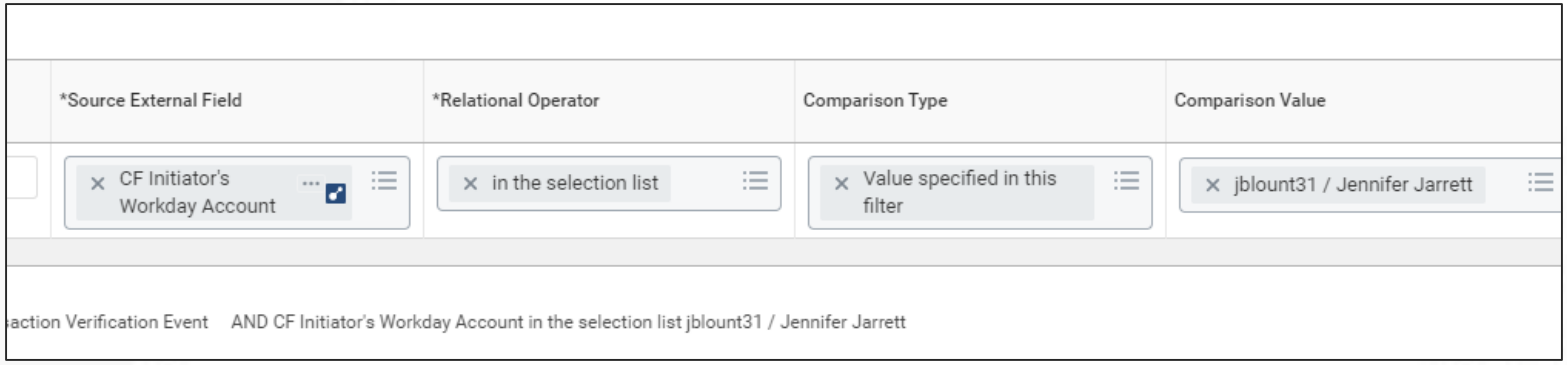
# Workday Tips and Tricks

- **DELEGATION**
  - My Delegations
  - PCard Administrator approves all PCard Verification Delegations
    - PCCMs can only delegate PCVs to other PCCMs
  - Can set up multiple types of delegations
  - Always check Retain Access to Delegated Tasks

- **INBOX FILTERS**
  - Pre-built filters for worktags
  - Can use any worktag (cost center, designated, etc)
  - Can filter on initiator
  - More use cases under review with future knowledge article

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# Other Helpful Tasks & Info

- Manage My Saved Filters
- My Inbox and My Inbox Filters
- Manage My Procurement Favorites

- Workday Community
  - https://community.workday.com
  - Available to all campus users
  - ERP team responsible for managing GT's brainstorms
    - Please check with us first!

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# Resources

- **ServiceNow**
  - Known Issues
  - Job Aids
  - Report Enhancement Form
- **Transformation Website**
  - Workday Reports
  - Faculty Memos
  - Course Catalog
    - Expenses 102 Course
    - Facilities Managed Projects
    - Updated Assets and Surplus coming soon!

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# Resources

| Type of Session | Day | Date | Time |
|---|---|---|---|
| Fin Acctg for Campus Fin Mgrs | Wednesday | 10/16 | 9am to 1pm |
| Open Lab: Journal Entries | Wednesday | 10/23 | 9am to Noon |
| Open Lab: Supplier Accounts (AP) | Thursday | 10/24 | 9am to 11am |
| Open Lab: Supplier Accounts (AP) | Thursday | 10/31 | 9am to 11am |
| Fin Acctg for Campus Fin Mgrs | Monday | 11/18 | 9am to 1pm |
| Open Lab: Journal Entries | Wednesday | 11/20 | 1pm to 3pm |
| Fin Acctg for Campus Fin Mgrs | Wednesday | 12/11 | 1pm to 5pm |

**Register for Sessions:** https://training.osp.gatech.edu/search_classes.jsp?doQuery=1#list

- Key Word Search - Open Lab or Workday

**Workday Financials Course Catalog** - http://transformation.gatech.edu/training/workday-financials-course-catalog

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