



2020 Financial Summit

Tuesday, December 8, 2020

9:00am to Noon

Virtual Blue Jeans Event

Welcome

Carol Gibson

Institute Controller and Chief Accounting Officer

Agenda

Topic	Presenter(s)
Administration and Finance Update	Kelly Fox
HR & Payroll Update	Zach Rogers
Grants & Contracts Accounting Update	Josh Rosenberg, Serena Simpson, Jonathon Jeffries, & Glenn Campopiano
Budget Update	Jamie Fernandes & Isabel (Yiny) Lynch
Break – 5 minutes	
Procurement and PCard Update	Ajay Patel
Supplier Accounts and Expenses Update	Abbie Coker
Business Assets Update	Frederick Trotter
Break – 5 minutes	
Enterprise Resource Planning Update	Greg Phillips, Terryl Barnes, & Nate Watkins
Restricted Gifts Update	Lee Wates
Financial Accounting / FDM Update	Carol Gibson
Retiree Recognition	Carol Gibson

Administration & Finance Update

Kelly Fox

Executive Vice President, Administration & Finance

HR / Payroll Update

Zack Rogers

Director, Payroll Operations

HR / PAYROLLUPDATE

Agenda

- Time Reporting Tips & Reminders
- Off-Cycle Processing
- Policy Reminders & Updates
- Calendar Year End Processing Dates
- E Verify Tips



HR/Payroll Update

Time Reporting Tips & Reminders

- OneUSG Timesheets Only Available For Employees Hired in the System
- Biweekly Paid Employees Cannot Be Paid for Leave Until Approved
- Managers - Delegate Timesheet Approval When Out of Office
- Managers – Cannot Enter Time on Timesheet After 28 Calendar Days (separate process)
- Payable Time (separate tab on timesheet) Shows Actual Daily Pay (applying rounding rules, overtime, etc.)

HR/Payroll Update

Off-Cycle Processing

- Emergency Off-Cycle

- Permitted Once a Year
- Paid within 2 Business Days After Approval
- Must Have Direct Deposit
- Usually only Regular Pay is Permitted

- Regular Off-Cycle

- No limit on Requests
- Paid Fridays opposite of Biweekly Pay Dates
- Usually only Regular Pay is Permitted

HR/Payroll Update

Off-Cycle Processing

- For Biweekly, All Hours and Absences Must be Submitted and Approved on timesheet
- New Process Considered for Spring 2021
 - Eliminate Service Tickets
 - Electronic Submission of Requests
 - Streamlined for Payroll Processing Team

HR/Payroll Update

Job Knowledge Articles

- <https://services.gatech.edu>



HR/Payroll Update

Policy Reminders & Updates – Calendars

- <https://hr.gatech.edu/payroll>
- Max Date to Submit Hire/Term Transaction to Make Payroll
- Failure to Follow Could Lead to Overpayments or Failure to Pay by Pay Date

Payroll Schedules - Monthly and Biweekly

All employees have an assigned schedule within One USG Connect. To view your schedule, select the Schedule tile within Employee Self-service Time in OneUSG Connect.

Here are the pay calendars associated with each pay frequency:

- [2020 Monthly Calendar](#)
- [2020 Biweekly Calendar](#)
- [2020 Payroll Calendar \(in calendar format\)](#); for best results, please print in color.
- [2021 Monthly Calendar](#)
- [2021 Biweekly Calendar](#)
- [2021 Payroll Calendar \(in calendar format\)](#); for best results, please print in color.

HR/Payroll Update

Policy Reminders & Updates - Calendars

Georgia Tech Human Resources									
Monthly 2021 Payroll Calendar									
Direct Hire Form (Hire/Rehire)/Terminations									
Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ³	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ³	Payroll Processed	Pay Date	Work Days	Pay Run ID
01/01/21	01/31/21	12/18/20	01/06/21	01/08/21	01/14/21	01/20/21	01/29/21	21	11M1
02/01/21	02/28/21	01/19/21	02/03/21	02/05/21	02/10/21	02/17/21	02/26/21	20	12M1
03/01/21	03/31/21	02/09/21	02/10/21	02/12/21	02/17/21	02/24/21	03/03/21	22	13M1

Georgia Tech Human Resources									
Biweekly 2021 Payroll Calendar									
Direct Hire Form (Hire/Rehire)									
Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ³	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ³	MGR Absence/Time Approval by 10am	Payroll Processed	Pay Date	Pay Run ID
12/27/20	01/09/21	12/11/20	12/18/20	12/28/20	01/04/21	01/11/21	01/11/21	01/15/21	11B1
01/10/21	01/23/21	12/18/20	12/27/20	01/12/21	01/19/21	01/25/21	01/25/21	01/29/21	11B2
01/24/21	02/06/21	01/08/21	01/15/21	01/25/21	02/01/21	02/08/21	02/08/21	02/12/21	12B1

HR/Payroll Update

Policy Reminders & Updates – Supplemental Pay

- Submitted in Manager Self Service - One Employee Per Transaction
- Some Pay Types Require a Form to be Attached to Transaction
- Additional Attachments
 - Optional
 - Do Not Include Other Employees' Names
- Use Name in PeopleSoft, not preferred name
- Combo Code Is Optional
- Meet Transactional Due Dates
- [Supplemental Pay Job Knowledge Article](#)

HR/Payroll Update



Calendar Year End Processing- December

- Monthly Payroll Process Date – **12/21/2020**
 - Falls on GT Winter Break
 - Supplemental Pay Transactions – Level 2 by 12/07/2020
 - Hire/Termination Transactions – Level 2 by 11/30/2020
 - Paid 12/31/2020
- Final Bi-weekly Payroll Process Date – **12/23/2020**
 - Bi-weekly period ending 12/26/2020
 - Falls on GT Winter Break
 - Timesheet Approved by 5 p.m. 12/18/2020
 - Estimate Time for Online Timesheet Users if Working Holiday
 - Kaba or Webclock Users' Time will be punched as normal – no estimation
 - Hire/Termination Transactions – Level 2 by 11/26/2020
 - Last Bi-weekly paycheck is 12/31/2020

HR/Payroll Updates

Calendar Year End Processing- January 2021

- January Monthly Hires/Terminations
 - Approve Level 2 by 12/18/2020
- Pay Period End 1/09/2021 - Hires/Terminations
 - Approve Level 2 by 12/11/2020
- Pay Period End 1/23/2021 - Hires/Terminations
 - Approve Level 2 by 12/18/2020

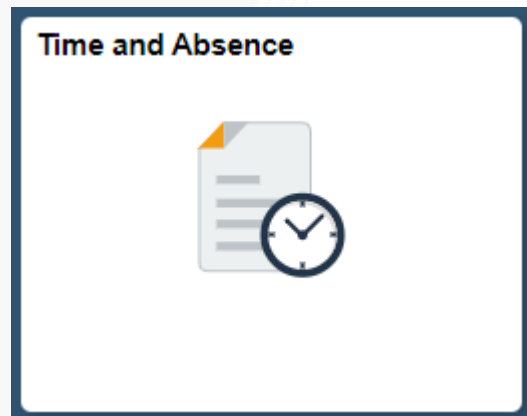
HR/Payroll Updates

Calendar Year End Processing- Other

- W-2 Electronic Consent



- 360 Hour Vacation Reminder



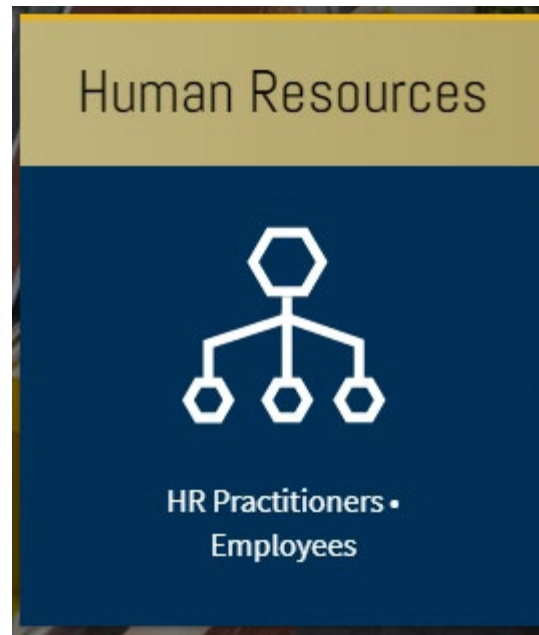
HR/Payroll Updates

E Verify Tips

- Eligibility to Work in U.S.
- Requires SSN (Foreign National— Select “Applied For” in Part 1 of I-9)
- Starts with Completion of Part 2 of I-9 Form (in Office piece of Onboarding)
 - Verification immediately if no errors
- Typical Issues that Can Delay
 - I-9 Part 1 Selection Issue
 - Missing Information
 - DHS Errors (Gives Number to Call)

Contact Information

<https://services.gatech.edu>



[**zachary.rogers@ohr.gatech.edu**](mailto:zachary.rogers@ohr.gatech.edu)

Grants and Contacts Accounting Update

Josh Rosenberg

Senior Director, Grants and Contracts

Serena Simpson

Systems Analyst Lead

Jonathon Jeffries

Director, Cost Accounting

Glenn Campopiano

Director, Project Accounting

Workday Grants Reporting

Serena Simpson
*Grants and Contracts Accounting
Systems Analyst Lead*

Award, Award Line, and Grant

Award

Sponsor and
Prime Sponsor

Award Type

Award Date

Award Schedule

Award Amounts

*Business rules to bill,
collect, and report
award activities*

Award Line

Reimbursement
Method

F&A Rules

Start and End
Dates

Subrecipient

*Reporting can be done by
award or by grant.*

Grant

Collects costs

Grant
(Worktag)

Related Worktags

SPONSORED AWARD BUDGET EXPENSE REPORT (SABER)

Type of Reports:

SABER

SABER BY OBJECT CLASS

SABER BY AWARD (NEW)



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

Period	X FY21 - Jul	⋮
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Budgets & Actuals On or After	07 / 01 / 2020	📅
Budgets & Actuals On or Before	07 / 31 / 2020	📅



TIPS AND TRICKS

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

Answer: Use the Grant Hierarchy field to filter.



Grant Hierarchy × Federal Grants ⋮

Grant Hierarchy × Cost Share Resident Instruction ⋮

TIPS AND TRICKS

Question: How do I save a filter if I want to view the same criteria on a regular basis?

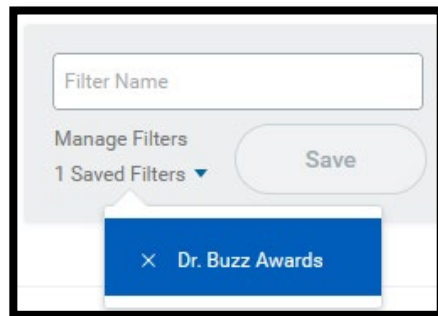
Answer: Enter Criteria, Create filter name, and Save filter

Question: How do I modify filters?

Answer: You can select “Manage Filters” and edit your saved filter.

Question: Can I create multiple filters?

Answer: Yes, you must create unique filter name. All filters will display in the drop down.



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

Criteria View by: **Object Class** and then by: **Select a Field...** **Refresh**

9 items

Object Class	Actuals
Georgia Tech: 1000 Salaries and Wages	\$82,126.97
Georgia Tech: 2000 Fringe Benefits	\$17,857.33
Georgia Tech: 2500 Tuition Remission	\$27,835.48
Georgia Tech: 3000 Domestic Travel	\$11,244.53
Georgia Tech: 4000 Materials and Supplies	\$542.50
Georgia Tech: 9000 Sponsored Indirect	\$1,971.45
Georgia Tech: 9100 Sponsored Indirect Other	\$62,632.36
Georgia Tech: Unallocated	\$0.00
Total	\$204,210.62

Date	Original Budget	Amendments	Current Budget	Actuals
0%	\$199,998.00		\$199,998.00	\$204,210.62
	\$212,004.59	\$1,101.82	\$213,106.41	\$213,106.41

Actuals	
\$204,210.62	
\$213,106.41	
\$417,317.03	

HELPFUL REPORTS

WORKDAY REPORTS:

- SABER
- SABER BY OBJECT CLASS
- SABER BY AWARD (New)
- EXTRACT AWARDS
- GT AWARD LINES EXTRACT - GTCR
- EXTRACT GRANTS

SABER V2 – **FASTER
PI DASHBOARD**



Policy Update

Jonathon Jeffries

Director – Cost Accounting

• 3.2 Personal Service Reporting using the Plan Confirmation System

• **Effort Reporting**

- Effort Reporting is managed by Grants and Contracts Accounting
- New Platform, but still available in TechWorks
- Workload Assignment Forms and Annual Statement of Reasonableness
 - No Major Change

• **Changes in Policy**

- RI Employees Charged on External Sponsored Grants or Cost Share require Effort Reporting
 - Biweekly Employees are now included in the Effort Reporting Population
 - Research Support Staff no longer report – Only Employees Charged to Grants in Workday
 - Terminating Employee Reporting in development
 - FY20 Process to be reviewed and identify process improvements
- Questions? Contact Jonathon Jeffries or ear.ask@business.gatech.edu

• **PACE– High Performance Computing Service Center – Effective January 2021**

• **Background**

- GT-PACE is implementing a service center approach based upon a consumption model where research faculty pay based upon actual usage of cyberinfrastructure. This approach provides a unique opportunity to more fully leverage Institute investments in Coda-based equipment and capacity

• **Change in Policy**

- Temporary Indirect Cost Exemption for Commercial Cloud and GT-PACE
- Includes services such as research storage, managed services, and cloud services through direct contracts with Amazon AWS, Microsoft Azure, Google's Cloud Platform, Penguin Computing on Demand, and similar vendors
- Two new ledger accounts - 714XXX for Internal (PACE) and External Vendors
- Working with OSP to properly align changes with proposal budgets

Project Accounting Topics

Glenn Campopiano

Director – Project Accounting

Advance Award Numbers

- This is an OSP Policy (*Policy 2.7: Advance Project Number*)
- Allows for expenses to be charged prior to the receipt of a grant or execution of an agreement
- Must be strong evidence that the proposed sponsor intends to fund the project and will recognize funds expended in advance of the start date
- Generally only charges incurred within 90 days of the start date are recognized by federal sponsors
- All expenditures are guaranteed by the department
- Must be requested from OSP
- When approved, OSP will route to be set up via CIS and information will populate into Workday to be set up as an “Advance Award”
- Once the contract is fully executed, OSP will complete the initiation and this will trigger in Workday to complete the award for “OSP Import – New” set up

Sub-Awards

- Processed by Office of Sponsored Programs (OSP)
- *OSP Policy Series 5.0: Subcontracts, Subawards, and Subrecipient Administration*
- Know the difference between sub-recipient vs. vendor vs. consultant (see the Checklist on the OSP website: <https://osp.gatech.edu/subrecipient-determination>)
- Consider the length of the period of performance (POP) of the sub-award to enable efficient closeout
- Monitor and document performance of subs – PI responsibility
- Keep track of subaward cost share, if any

Spend Parameters for Grants

- Ensure timely posting of effort during the POP
- Avoid managing effort by Express Direct Retro (EDR)
- Create POs and purchases in the beginning of the award as required; avoid last minute buying at the end of the POP
- Issue sub awards timely and document/monitor subs
- Recognize the need for no-cost extensions (NCEs) in time so it doesn't happen after the end date of the award
- Plan and submit continuation mods as soon as possible to avoid gaps in the POP

Award Closeout

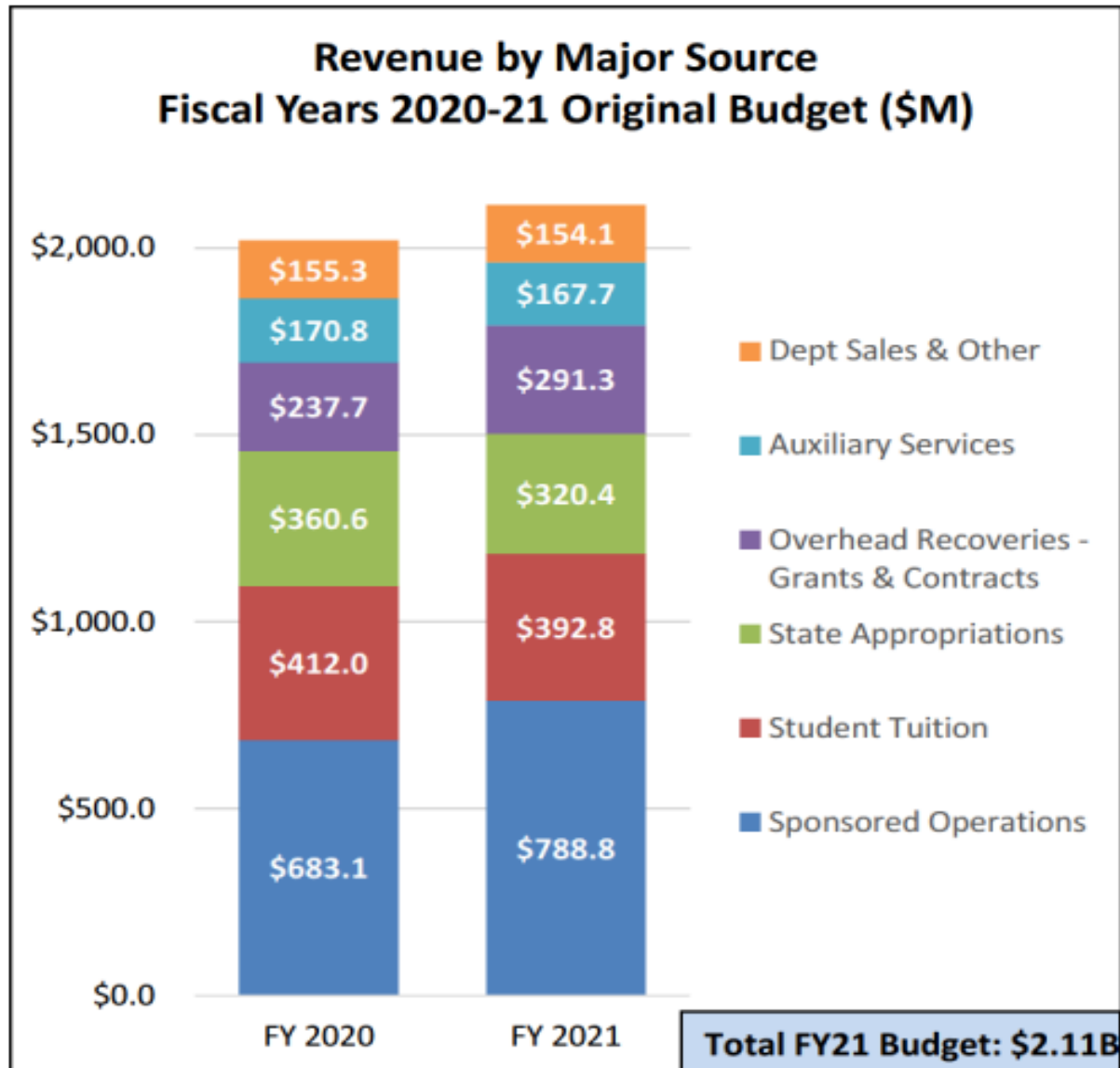
- Ensure timely posting of allowable costs during the POP
- Review awards 90 days prior to the end date
- Be wary of large spikes in spending towards the end of the POP – spending out large balances at the end of the POP is problematic
- Try for even burn rates over the POP
- Avoid past term EDRs and cost transfers
- Avoid materials and supplies (M&S)/equipment purchases in the final weeks of the award – harder to justify the benefit to the award
- Ensure sub-awards are fully invoiced and paid by the end date
- Ensure cost share, if applicable, has been met

Budget Updates

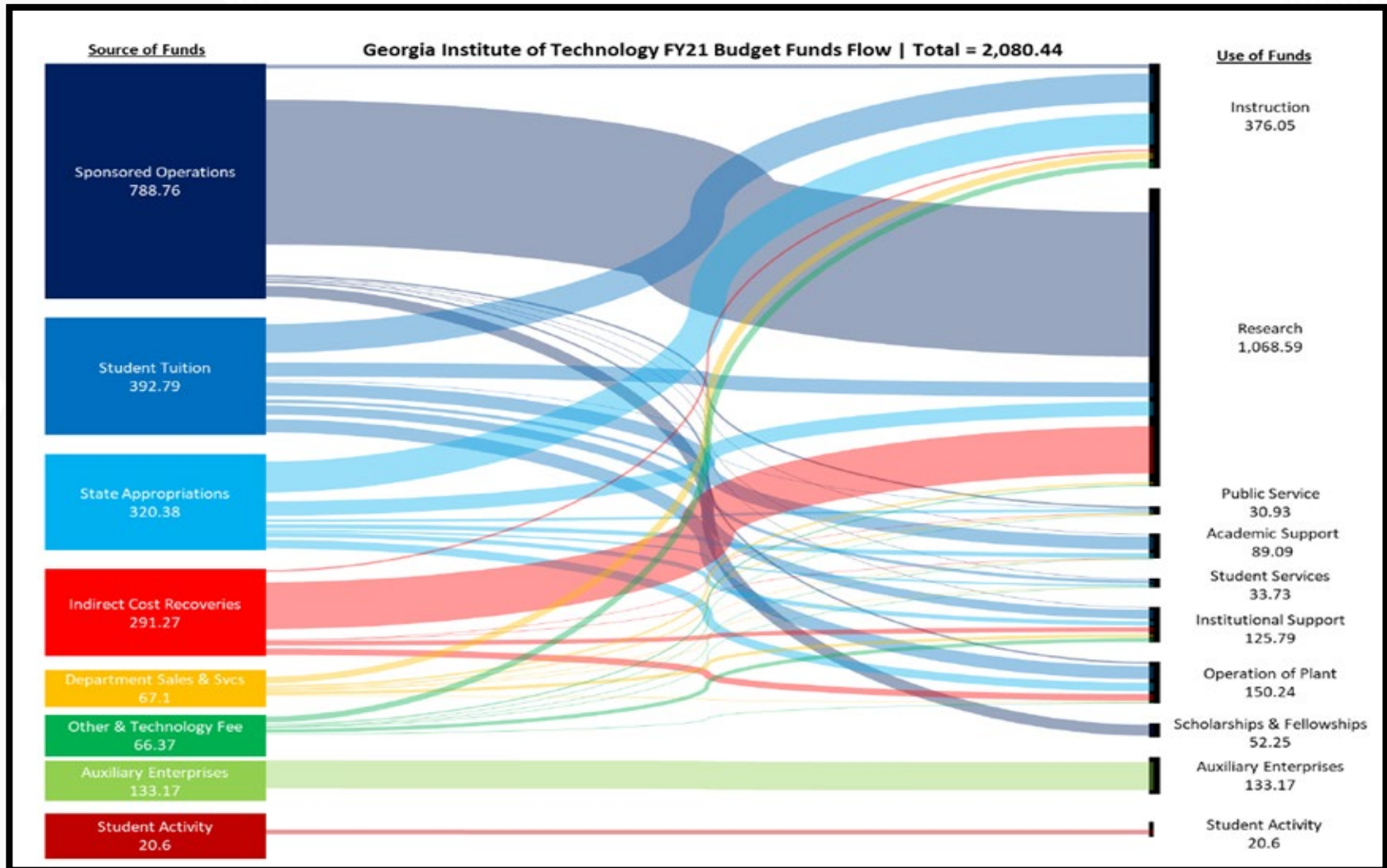
Jamie Fernandes
Executive Director

Isabel (Yiny) Lynch
Budget Manager

Georgia Tech Institute Budget Totals



FY2021 Flow of Funds



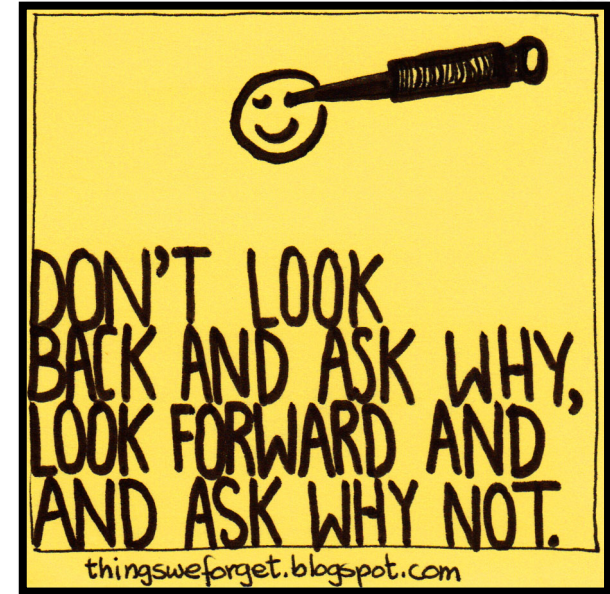
FY2021 Campus Financial Impact

Original FY2021 Budget Submission	
Revenue	Amount (in millions)
State Appropriations - 14%	\$(46.80)
Tuition Projection	(24.60)
Total	\$(71.40)
Expenditures	
Furloughs	\$(16.8)
Program/Department Reductions	(30.5)
One-Time	(24.1)
Total	\$(71.4)

Actual FY2021 Budget Impact	
Revenue	Amount (in millions)
State Appropriations - 8.7%	\$(29.1)
Tuition Projection (revised)	(4.6)
Total	\$(33.7)
Expenditures	
Department (non-personnel) Reductions	\$(22.0)
Workforce Impact (vacant and filled)	(8.1)
One-Time	(33.6)
Covid-19 Expenses	20.0
2020 Summer	10.0
Total	\$(33.7)

Looking Ahead

- 2021-2022 Pressures
 - Enrollment
 - Extraordinary expenses
 - State-level impacts
 - Research funding
 - Merit
- Budget Process Reform
 - Purpose and intent
 - Components and considerations
 - Engagement



We need to drive innovation and productivity to generate new sources of revenue

Voluntary Separation Incentive Program (VSIP)



- 110 participants
- Estimated Savings – FY2021 \$1.3M; FY2022 \$2.6M
- FY2021 Budget Action - 2 months of position budget to be remitted back to the central institute in the January budget amendment (tuition, state appropriations, other general, and indirect cost recovery). Impacted departments will be contacted in December to review the proposed budget adjustment.
- FY2022 Budget Action – position budgets (tuition, state appropriations, other general, and indirect cost recovery) to be held central unless approved for backfill.

Departmental Sales and Services (DSS)

- Budgets, Controller's, and ERP are working on changes to the current DSS carry forward policy.
- Carry forward of DSS will still be allowed, but additional fields need to be captured in Workday.
 - The goal is to use additional balancing units to help capture different types of DSS and to revamp the process during FY21 to make it easier and more transparent.
- Departments will receive a notice when FY2020 DSS carry forward is available to budget.

Departmental Sales and Services (DSS)

- For FD14100 new individual balancing units (BU's) will be established for each:
 - Events/Conferences
 - International Campuses
 - Study Abroad Programs
 - Service Centers
- Request form will be in ServiceNow soon for new BU requests for the items listed above.
- Interdepartmental Sales and Services Revenue (i.e. Quasi Revenue) will be moved to FD10600 Other General new DE's and RC471108. These funds will still not be allowed to carry forward.

Break – 5 minutes

Procurement and PCard Updates

Ajay Patel

Director of Purchasing

Procurement

- Procurement Process Changes
 - Implemented
 - Pending
- Training / Service Now
- PO Closures
 - Getting ready for Year end!!
- Deliver to locations
- PCard updates/ clarifications
- Supplier Onboarding



Procurement – Process Changes



- Implemented:
 - Auto Sourcing of contracted purchases
 - Punch-out catalog requisition is less than \$25,000 or
 - Contract requisition is less than \$25,000 and a contract is identified on every line
 - Will speed up approval times in procurement
 - Please ensure that the correct contract is used
 - Delivery dates on Requisitions now optional
 - Ensure your enter one if needed
 - Should reduce clicks and entry time for a requisition

Procurement – Process Changes

- Pending:
 - Raising the “no bid” limit to \$24,999
 - Effective date will be early next year
 - Federal and State rules allow this increase
 - Departments should still ensure that they are obtaining best value for their purchases
 - Compliance requirements are not waived (such as E-verify etc.).
 - PO's should be issued in advance
 - Please do not split orders.



Procurement – Training/Support

Service Now Job aids:
<https://b.gatech.edu/3louzxY>



AGENT PORTAL | HOME | KNOWLEDGE | MY REQUESTS 0 | MY APPROVALS 0 | SYSTEM STATUS

TH TERESA HOLCOMB (BUSINESS SERVICES)

HOME > KNOWLEDGE SEARCH

Search

Knowledge Bases

- ☐ Financials Self-Service

Refine results

Category Clear

Filter

☒ Procurement

Article Type

- ☐ FAQ
- ☐ How To/Job Aids
- ☐ Knowledge
- ☐ Known Issue

Author

Filter

Casey Piquette (Enterprise Resource Planning)

Joseph Jenkins (Enterprise Resource Planning)

Showing Procurement X Clear All

Sort by | Views ▾ Newest Alphabetical

Change Order Request
Financials Self-Service | Procurement
Overview The Change Order Requisition process is used to request changes to purchase orders. Any employee may initiate this process. Considerations Policies related to this process may be found in the Business & Finance Policy...
How To/Job Aids • Casey Piquette (Enterprise Resource Planning) • 2416 Views • 5mo ago • ★★★★★

Close Open Purchase Order
Financials Self-Service | Procurement
Closing Individual Purchase Orders When a Purchase Order has a remaining balance and no additional supplier invoice payments are expected, then it must be closed in order to liquidate the remaining encumbrance balance. In order to...
Knowledge • Casey Piquette (Enterprise Resource Planning) • 914 Views • 7mo ago • ★★★★★

Requisition - Request Non-Catalog Items
Financials Self-Service | Procurement
Overview This process can be initiated by any employee to request goods and services. As goods and services are entered, Workday adds them to a cart, which can be saved for later if needed (refer to appendix). The requisition (RQ)...
How To/Job Aids • Sophie Sullivan Proebsting • 893 Views • 8mo ago • ★★★★★

Receipt
Financials Self-Service | Procurement
Overview Create a receipt to acknowledge that the goods or services from purchase orders have been received.

Procurement – Training/Support

- Purchasing training plan being developed (for a post COVID world 😊!)
 - Considering requirements for training for role access (specifically RQ reviewer)
 - Policy/ Systems training
 - In person vs online
 - Lunch & Learns and Department focused training



Procurement – PO Closures

[https:// b.gatech.edu/3IHwygQ](https://b.gatech.edu/3IHwygQ)

Status	Description
Draft*	<p>Requisition has moved from the requisition event to the purchase order event. The procurement buyer has started the review process.</p> <p>Purchase orders in draft have been assigned a draft purchase order number. CAUTION: Users should not assume that a purchase order will be approved. The Procurement Buyer is still working on the purchase order.</p>
In Progress*	Purchase order has been submitted and is awaiting approvals
Approved*	Purchase order has been approved by the Procurement Buyer. The buyer may still be adding additional data to the purchase order.
Issued	Purchase order has been approved and issued to the supplier. Supplier can now start work.
Canceled	Purchase order has been canceled prior to approval.
Closed	Purchase order has been closed. Receipts may no longer be created. Supplier invoices may no longer be associated with purchase order. Purchase order lines that have been obligated, but not liquidated, are released.

Procurement – PO Closures

- If a Purchase Order has a remaining balance and no additional supplier invoice payments are expected, then it must be closed in order to liquidate the remaining encumbrance balance.
- To close a PO, the end user can complete a Change Order Requisition or send in a spreadsheet with the PO's to be closed to procurement via Service Now.
 - If no payments have been made against the PO please attach confirmation from the vendor that they are ok with closing the PO.



Procurement – PO Closures

- Procurement will plan to close CY and PY PO's meeting the following criteria (Facilities and Sub award PO's will be excluded):
 - BR19 – PO's with open encumbrance less than \$1K
 - BR20– TBD
 - BR21– PO's with open encumbrance <\$100 AND at least one invoice paid

		ALL		Lapsable Funds	
		# of PO's	Total \$	# of PO's	Total \$
BR19	Less than \$1000	169	\$ 114,644.00	47	\$ 30,417.00
BR20	Less than \$500	2,345	\$ 352,776.00	838	\$ 119,254.48
BR21	Less than \$100	137	\$ 5,064.00	46	\$ 1,650.00

Procurement – PO Closures

- Procurement will post a list of these PO's on our website www.procurement.gatech.edu no later than December 11th
 - This will ensure this is a static list
 - Department will have until January 15th to submit justifications to leave the PO's open

		ALL		Lapsable Funds	
		# of PO's	Total \$	# of PO's	Total \$
BR19	Less than \$1000	169	\$ 114,644.00	47	\$ 30,417.00
BR20	Less than \$500	2,345	\$ 352,776.00	838	\$ 119,254.48
BR21	Less than \$100	137	\$ 5,064.00	46	\$ 1,650.00

Procurement - Deliver To Locations

- Workday locations are official locations allowed by Georgia Tech. Additions and changes occur only due to changes in official locations (new/ expired leases, new buildings etc.)
- Delivery to home addresses due to work from home schedules can be done by:
 - PCard:
 - In order to ship specific items to a home address, the PCard holder must secure supervisor approval **and** approval from the PCard office
 - This approval must be documented in the PCard request or the expense reimbursement.
 - Reimbursements
 - Must be compliant with the reimbursement policy
 - Must be approved by supervisor and/or department

Procurement - P-Card

- Cancel / Edit capability removed
 - Allowed transactions to be changed after approvals including BR
 - Drafts are deleted daily
 - Contact PCard office if needed earlier.
- Alerts in Workday
 - New Transactions
 - Cardholders
 - Escalate if no action taken
 - Approvers



Procurement - Supplier on-boarding

- New suppliers self-register using the External Supplier Registration Portal site.
- The link to the site is provided by the Accounts Payable team and can be requested via ServiceNow ticket.
- Registration through the Supplier Portal is by invitation only. The Georgia Tech department that the supplier is working with can request the Link/Invitation.
- If a supplier is available in Workday it does not mean they are “APPROVED” to do work or provide goods.



Supplier Accounts and Travel

Abbie Coker

Director, Accounts Payable and Travel

Supplier Registration – Tips & Tricks

- ✓ Please remind suppliers to save their log in information. Their log in information is required for checking registration status. **No email notification and/or reminder will be sent.**
- ✓ It is imperative that you reach out to the vendor for information on their registration status – which can only be obtained via their log in.
- ✓ EIN (Tax ID) and/or Social Security that matches the registration name is required for set up.
- ✓ All foreign suppliers require a W8BEN for (individuals) or W8BEN-E for (entities) to be uploaded with their submission.
- ✓ Please remind students when registering for an award – their personal information (name and social) is required – NOT the award name and etc.
- ✓ Current suppliers are required to submit a new W-9 form in order make any updates to their records



Foreign Individuals – Tips & Tricks

Foreign Individuals aka Non-Resident Aliens(NRA's)

- ✓ Please check with AP Accounting before submitting a (supplier invoice request)SIR for payment for foreign individuals for tax purposes
- ✓ Glacier initiation is required to determine tax liability and withholding for foreign individuals
- ✓ An email address is required for Glacier initiation. In addition GT ID# is required for students
- ✓ You may contact AP Accounting by submitting a ticket to ServiceNow



Pre-Winter AP & Travel Deadlines

- The final AP pay cycle for checks will be **Thursday December 17, 2020**
- The final AP pay cycles for ACH and EFT will be **Friday December 18, 2020**
- Wire Transfer requests should be submitted by **12 noon on Tuesday December 15, 2020**
- All rush payment requests must **be received by 4:00 pm on Tuesday December 15, 2020. PRIOR to submission.**
- All 'pick up' checks are to be picked up by noon on **Friday, December 18, 2020**

Don't Miss the
DEADLINE!

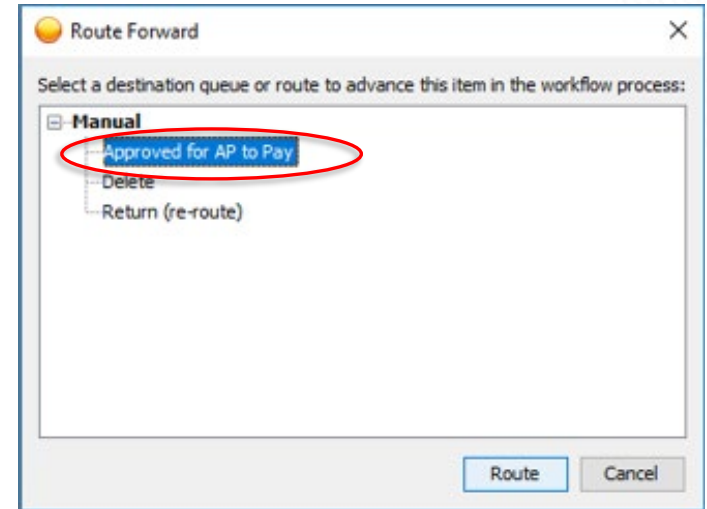
Accounts Payable - Outstanding Invoices

- **An Invoice is outstanding if it is not paid within 30 days of the invoice date(per payment terms).**
- **AP is unable to pay an invoice in the following scenarios**
 - Invoices with no PO#
 - PO is closed
 - Receipts are not entered in Workday by the end user.
 - Purchase order has insufficient funds and requires a change order
 - Invoices in match exception
 - Invoices sent to units and not forwarded to apinvoices@gatech.edu



Clearing Unpaid Invoices in WebNow - Tips & Tricks

- Review all invoices in your department WebNow queue
 - ✓ Review the sticky note with action needed
 - ✓ Take necessary action in order for invoice to be processed
 - ✓ Update the sticky note and route the invoice forward by selecting “**Approved for AP to Pay**”



Clearing Unpaid Invoices in WebNow - Tips & Tricks

- ✓ Do not order goods or services if you do not have a PO number
- ✓ Send all invoices in your department to apinvoices@gatech.edu immediately. This applies to all invoices including catering and hotel bills
- ✓ Do not send duplicate invoices to apinvoices@gatech.edu as this will slow down the process
- ✓ Review Invoices in your WebNow queues
- ✓ Provide a PO# for invoices with no PO
- ✓ Contact Purchasing for guidance on closed PO's

Clearing Invoices in Match Exception?

- ✓ **Review all invoices in match exception report.**
- ✓ Run “Find Supplier Invoice for Campus-GTCR” report in Workday weekly.
- ✓ Helps with researching PO’s with multiple invoices keyed on the PO lines
 - Search by PO# to view the status of all invoices associated with the PO
 - If one invoice in exception due to a receipt or change order, it will show all other invoices affected
 - Create change order to increase funds
 - Enter receipts
- ✓ Create a ServiceNow ticket for Legacy PO’s

Find Supplier Invoice for Campus - GTCR

Companies	* x C0503 Georgia Institute of Technology ...
Organization	* x Cost Center Hierarchy: Georgia Institute of Technology - All Cost Centers ...
Supplier	
Supplier Invoice	

How can you find payment status?

- Run the “Find supplier invoice for campus – GTCR” report in Workday.
- No need to contact ServiceNow
- It also provides what is in match exception
- When submitting a ServiceNow ticket please provide all necessary information provide PO #, invoice in question and any other relative information

PAID IN FULL

Georgia Tech

Find Supplier Invoice for Campus - GTCR Actions

Companies	* <input type="text" value="x C0503 Georgia Institute of Technology ..."/>
Organization	* <input type="text" value="x Cost Center Hierarchy: Georgia Institute of Technology - All Cost Centers ..."/>
Supplier	<input type="text"/>
Supplier Invoice	<input type="text"/>
Supplier's Invoice Number	<input type="text"/>
Supplier Invoice Status	<input type="text"/>
Match Status	<input type="text"/>
Match Exception	<input type="text"/>
Payment Status	<input type="text"/>
Invoice Date On or After	<input type="text" value="MM / DD / YYYY"/>
Invoice Date On or Before	<input type="text" value="MM / DD / YYYY"/>
Purchase Order	<input type="text"/>
Purchase Order Type	<input type="text"/>
Supplier Contract	<input type="text"/>

Accounts Payable Point of Contact

- ✓ A “Point of Contact” was provided by each department
- ✓ AP to reach out to Point of Contact when issues are encountered
- ✓ Streamline information from AP to departments and vice -versa
- ✓ Responsible for sharing knowledge with others within their department
- ✓ Take necessary action on invoice issues or have responsible parties take action
- ✓ Notify AP of actions taken
- ✓ Complete Survey & Provide Feedback
- ✓ Training Sessions tailored to department needs
- ✓ Wellness Check Sessions

If you do not have or do not know your point of contact, contact AP via ServiceNow

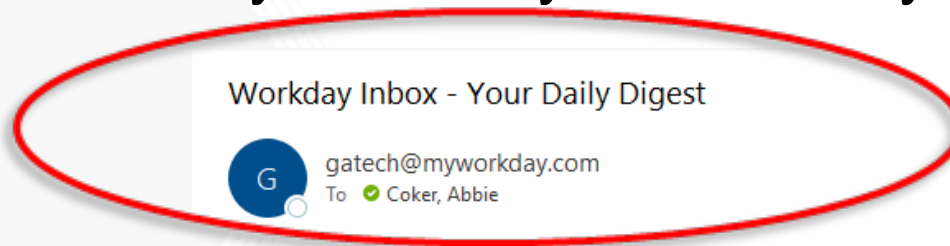
Travel Expenses Tips & Tricks

- ✓ A Spend Authorization must be completed and approved prior to the first day of travel for all travel outside the state of Georgia.
- ✓ COVID-19 requirements:
 - Spend Authorization must be completed for all travel 50+ miles or overnight travel
 - Blank Spend Authorization for travel less than 50 miles
- ✓ Spend Authorizations are closed 60 days after travel end date
- ✓ Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip, **but no later than 45 calendar days.**
- ✓ Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered as taxable income per the IRS.



Travel Expenses Tips & Tricks

- ✓ Managers, Cost Center Managers and /or Worktag Managers are to approve expense reports “in progress” status in a timely manner
- ✓ A daily digest email is sent daily to all Workday users as notification for any items in your Workday inbox pending action



- ✓ All approvers must ensure all expenses are appropriate, allowable and all required receipts are attached prior to approval.
- ✓ **Split Funding:**
 - Option to add an expense line for each split worktag
 - Funds can not be split at the header

Expense Reports Tips & Tricks

Travelers and Approvers:

- ✓ Review expense reports in “**draft**” or in “**progress**” status and either cancel or approve
- ✓ You may check the status of an expense report by running the “**Find Expense Reports by Organization - CR**” Report

OR

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



- Check Business Process
 - Expense reports that have an approved status have been paid
- ✓ **Expense reports in draft or in progress status will be cancelled if no further action is taken**

External Committee Member(ECM) Tips & Tricks

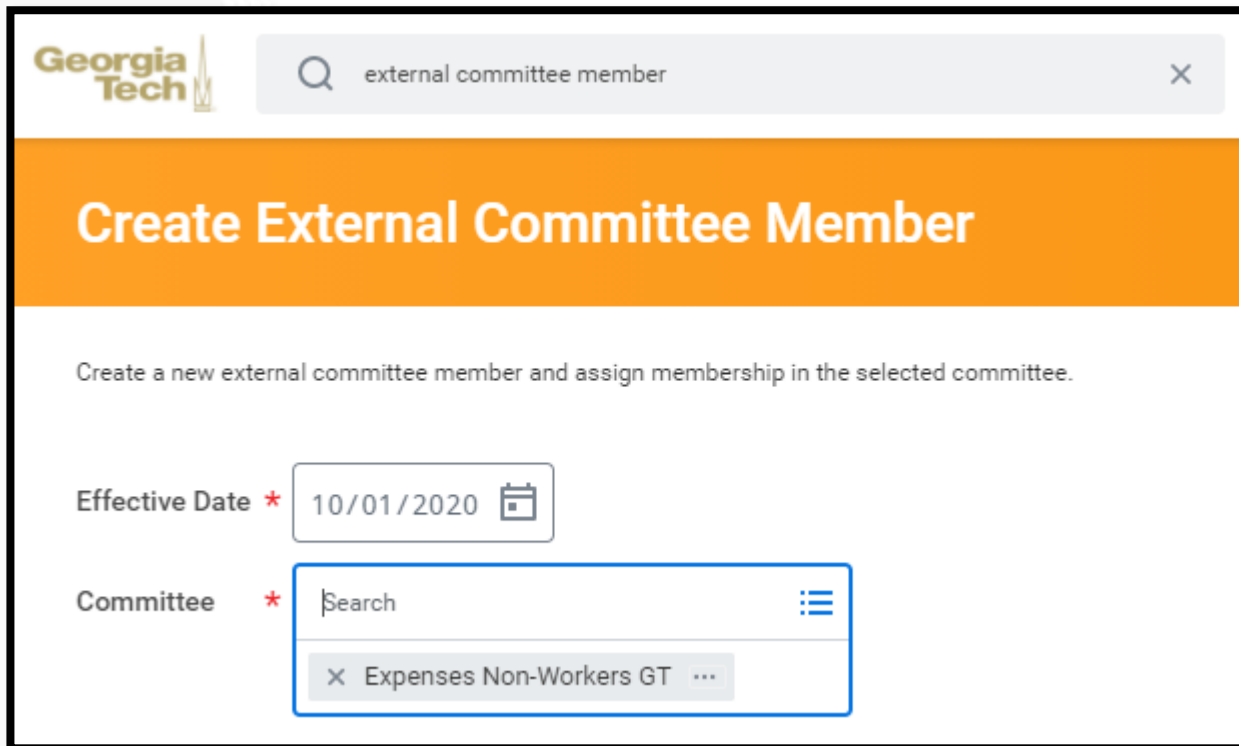
- ✓ Used to reimburse non-employees
- ✓ External Committee Members need to be created
- ✓ Be sure to add a valid address under Contact Information
- ✓ Do not create an ECM with an international address
- ✓ ECM's are paid by check only.
- ✓ ECM's for foreign individuals can only be paid via wire payment submitted via a SIR(Supplier Invoice Request)
- ✓ ECM will need to register as a supplier to be set up for payment
- ✓ Always run "**Duplicate Committee Member Audit**" Report to check if an ECM already exists before creating a new ECM.

Duplicate Committee Member Audit

External Committee Member - Name

External Committee Member(ECM) - Tip & Tricks

Step 1 – Creating the ECM.



The screenshot shows a web interface for creating an external committee member. At the top left is the Georgia Tech logo. To its right is a search bar containing the text 'external committee member' with a magnifying glass icon and a close 'x' button. Below this is a large orange header bar with the text 'Create External Committee Member' in white. Underneath the header, a subtitle reads: 'Create a new external committee member and assign membership in the selected committee.' The form contains two main fields: 'Effective Date' and 'Committee'. The 'Effective Date' field is marked with a red asterisk and contains the date '10/01/2020' next to a calendar icon. The 'Committee' field is also marked with a red asterisk and contains a search bar with the text 'Search' and a menu icon. Below the search bar, a dropdown menu is open, showing a list item 'Expenses Non-Workers GT' with a close 'x' button and a three-dot menu icon.

Georgia Tech

external committee member

Create External Committee Member

Create a new external committee member and assign membership in the selected committee.

Effective Date * 10/01/2020

Committee * Search

Expenses Non-Workers GT ...

External Committee Member(ECM) - Tip & Tricks

Step 2 –
Ensure
address is
populated

Expenses Non-Workers GT [Actions](#)

Effective Date 10/01/2020

Committee Expenses Non-Workers GT

Reason * ☒ Committee Member Service > Non Worker > Guest / Visitor (Conference, Speaker, Presentation)

Proposed Membership Information

Membership Type * ☒ Expenses

Membership Type Start Date 10/01/2020

Term End Date 11/30/2020

Legal Name Information **Contact Information** Personal Information Photo

Phone

Address

Effective Date * 11/30/2020

Country * ☒ United States of America

Address Line 1 * 123 GT Lane

Address Line 2

City * Atlanta

State * ☒ Georgia

Postal Code * 30332

County Fulton

External Committee Member(ECM) – Tip & Tricks

Step 3 – Complete “To Do” step and verify ECM address is populated to avoid a check with no address



Instructions

To Verify Committee Member Address is Populated

- Click Submit below to finish creating the Committee Member
- Search for Committee Member's name
- Click on Related Actions to the right of the member's name
 - Hover over Personal Data
 - Click [Change Contact Information](#). Verify address information is populated

Gift Cards – Tips & Tricks

- ✓ Gift card usage is allowable for the following purposes:
 - Research participants that participate in sponsored research activities
 - Students that participate in student surveys or activities
- ✓ An appropriate funding source is required
- ✓ Gift cards cannot be purchased with state funds
- ✓ IRB Approval required for research with human subjects
- ✓ Proof that recipient received the gift card required
- ✓ Meal delivery services like DoorDash, Grubhub, Uber Eats, etc. should not be used to deliver meals to individuals or to provide gift cards or promotional codes to order meals for virtual events
- ✓ Meals for virtual holiday events and celebrations (including retirement celebrations) as well as meals for virtual staff appreciation and recognition events are prohibited



Policy Updates

The following policies have been updated:

Policy Name
5.2.1.9 Procurement of Group Meals for Employees
5.3.1 Honorarium Payments
5.3.2 Reimbursable Expenses for Official Guests and Visitors
5.3.5 Payments to International Vendors and Nonresident Alien Foreign National Consultants, Scholars, and Official Visitors
5.5.1.1 Types of Payments
5.5.1.10 Processing Credit Memos and Refund Checks
5.5.1.3 Payment Turnaround
5.5.2 Fiscal Year End Encumbrances
5.5.4 Document Management and Archive Retention Policy
6.2 Travel Authorization
6.4 Meals and Transportation
6.5 Lodging
6.6 Air Transportation
6.7 Ground Transportation
6.9 Miscellaneous Travel Expenses
6.10 Trips Which Include Annual Leave/Personal Travel
6.11 Conference Registration
6.13 Reimbursement of Travel Expenses
6.17 Foreign Travel
6.18 Employee Direct Deposit

Policy Updates

The following policies are under review by the Office of Ethics and Compliance:

Policy Name
5.3.4 Short-Term Instructors
5.5.1 Invoice Submission and Payment
5.5.1 Vendor Invoice Submission and Payment Matching
5.5.1.11 Payment Terms
5.5.1.4 Rush Payments
5.5.1.5 Invoice Approval Policy
5.5.1.6 Check Request Policy (Change to Supplier Invoice Request)
5.5.1.7 Employee Payment Requests - non-travel related
5.5.1.9 Student Payments
5.5.1.9 Student Payments (Replacing Fellowship and Stipend)
5.5.5 Stop Payment of AP Checks
5.6 Gift Card Policy
6.8 Rental Vehicles
6.14 Retreats and Campus Workshops for Faculty and Staff
6.15 Travel Advances

Supplier Accounts and Travel

And now I'm sure you all agree....



.....is a year to remember!!

Business Assets

Frederick Trotter

Director of Insurance & Assets

Cleanup of Untagged Equipment & Old Asset Tag Numbers

Untagged Equipment

- As of 11/20/20, **1430 Untagged Assets** valued at **\$34,864,828.40.**

- Oldest untagged asset acquired August 2015

- This presents a RISK to the Institute

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



- Property Control implemented a monthly review using Monthly Untagged Aging List (with Cost & Asset Count by Cost Center) already generated for the Controller's Office.
- Property Control sends a monthly follow-up communication to Cost Centers Property Coordinators and Financial Managers in order to get this number reduced.

Equipment with Old Tag Numbers

- As of 11/20/2020 **77 Assets** valued at **\$1,208,297.95** still have not been updated to the current CAE barcoded asset tags.
- Property Control will generate a list and share it with Cost Centers for standardization of GT Assets Tag Ids.

Requisition Quantity/Line Issues

Cost Centers are required to create a requisition with correct Quantity, Unit Cost, Extended Amount and Spend Categories to reflect Supplier's Quote.



Stanford Research Systems

1290-D Reamwood Avenue, Sunnyvale, California 94089

Phone: 408-744-9040 · Fax: 408-744-9049 · info@thinkSRS.com · www.thinkSRS.com

Quotation #: 61495

10/26/2020

Company: Georgia Tech Research Institute



Item	Qty	Product	Description	Price	Extended
1	1	FS725/2C	Rubidium frequency standard (w/ opt. 02 & opt. C)	\$4,485.00	\$4,485.00
2	1	EW725	Extended warranty (2 additional years) for the FS725	\$375.00	\$375.00
				Subtotal:	\$4,860.00
				Shipping and Insurance:	\$84.80
				Estimated Total:	\$4,944.80

Requisition Quantity/Line Issues



REQUISITION TEMPLATE

	Description	Quantity	Unit Price	Spend Category
Goods Line #1	Rubidium frequency standard (w/ opt. 02 & opt. C)	1	\$ 4,485.00	SC743200 - Equipment Purchase - Small Value - Inventory (per item cost \$3,000-\$4,999)
	Description			
Services Line #1	Extended warranty (2 additional years) for the FS725	No Quantity	\$ 375.00	SC715900 - Repair and Maintenance - Contracts

Requisition Quantity/Line Issues

CORRECTLY SUBMITTED REQUISITION

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

Goods						
1 item						
Line	Image	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount
Q		Item Item Description FS725/2C Rubidium frequency standard (w/ opt. 02 & opt. C) Quote 61495 Spend Category SC743200 - Equipment Purchase - Small Value - Inventory (per item cost \$3,000-\$4,999)	Requested 1 Sourced 1 Ordered 1	Each	4,485.00	4,485.00
Services						
1 item						
Line	Image	Item	Amount	Date		
Q		Item Description EW725 Extended warranty (2 additional years) for the FS725 Quote 61495 Spend Category SC715900 - Repair and Maintenance - Contracts	Requested 375.00 Ordered 375.00	Start Date		
				End Date		

Policy Updates

- **Assets requiring Special Disposal (GASB83)**

- Requirement from the USG / GASB accounting standards. All USG schools have to provide a listing of assets with “retirement obligations”, which is accounting language for assets requiring disposal costs.
- Assets requiring Special Disposal will be identified and have their tags updated (X-ray machines, MRI machines, NMR Machines, Nuclear Reactors, Wind Turbines, Waste Treatment Plants,...)
- Campus will have to affix new tags on Assets requiring Special Disposal moving forward.

- **Donated Assets**

- Donated assets will be identified and have their tags updated .
- Campus will have to affix new tags on Donated Assets moving forward.

- **Terminated Custodians**

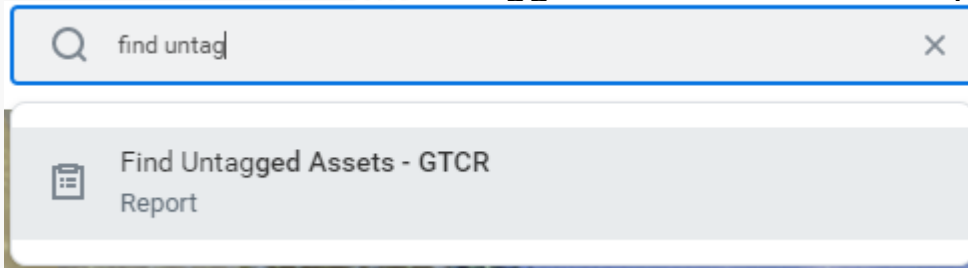
- Terminated Custodians not updated in Workday will create integration errors between Workday and RFTTrack
- Unless Assets with errors are removed from integration nightly run list the error will occur until custodian is updated/corrected.
- Property Coordinators need to update custodian field in Workday when current custodian is terminated (can be Property Coordinator’s name in the interim).
- Property Control will follow up with Property Coordinators when terminated custodian integration error occurs.

Business Asset Reports: Tips and Tricks

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

- **Answer:**

- Search for the find untagged assets – GTCR report in Workday



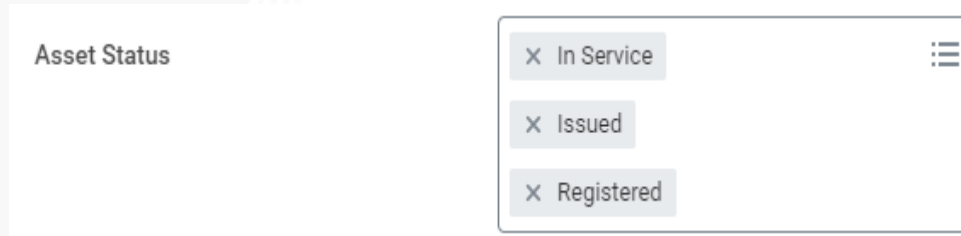
A screenshot of a search bar in a software interface. The search bar contains the text "find untag" and a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, a dropdown menu is open, showing a single result: "Find Untagged Assets - GTCR Report". The result is preceded by a small icon of a document with a list.

- Type in your Cost Center Number



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

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



A screenshot of a form field labeled "Asset Status". The field contains three selectable options, each with a close button (X) on the left and a dropdown arrow icon on the right: "In Service", "Issued", and "Registered".

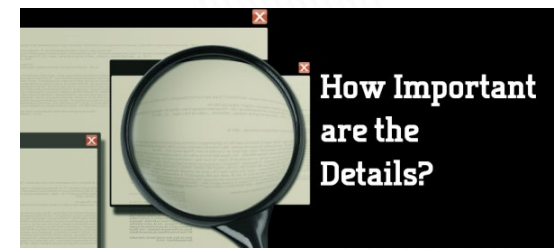


Asset Spend Categories

- In order to minimize accounting reconciliation due to incorrect spend category usage, Cost Centers should ensure that all assets requirements are met and use the appropriate equipment spend category.
- All state-owned equipment must meet the following requirements:
 - Equipment (*including machinery, furniture, vehicles*) purchased with an acquisition cost of \$3,000 or more. (*Individual equipment items costing more than \$4,999.99 will be budgeted as capitalized equipment, with no overhead charges*).
 - Item has a life expectancy of more than 1 year
 - Item is owned by Georgia Tech, not the sponsor
 - Item is not permanently attached to a building
 - Firearms and vehicles are still to be tagged regardless of their value.



Asset Spend Categories



	Spend Category	Description
Small Value Equipment (\$3,000 - \$4,999.99)	SC743200	Equipment Purchase - Small Value - Inventory (per item cost \$3,000-\$4,999.99)
	SC743500	Furniture/Fixtures - Small Value - Inventory
	SC744200	Information Tech Equipment Purchase - Small Value - Inventory (per item cost \$3,000-\$4,999.99)
Capitalized Equipment (> \$4,999.99)	SC843101	Equipment Purchase GT Holds Title (per item cost greater than \$4,999.99) <i>*This spend category should also be used for furniture greater than \$4,999.99</i>
	SC843131	Equipment Purchase - Computers GT Holds Title (per item cost greater than \$4,999.99)
	SC843142	Equipment Purchase Information Technology (non-computer) GT Holds Title (per item cost greater than \$4,999.99)
Special Equipment	SC743201	Equipment - Weapons (Public Safety Only)
	SC841100	Equipment Purchase - Motor Vehicle

Surplus Property and Pick Up

Logistics is responsible for the pickup of surplus items campus wide.

Surplus guidelines for pick-ups during Covid-19 move forward

- All items will need to be at the loading dock ready for pick-up.
- All items will need to be free of liquids and all files removed from furniture.
 - Buildings without a loading dock, will need to have items staged on the ground floor.
- All visitors, students and campus personnel need to wear a mask when in the work area, building, or when conducting business with surplus and building staff.
- Delivery to surplus – 2-week notice is required prior to delivery date (including surplus forms/pictures)

Any questions regarding GTRI Surplus should be addressed to William Roddy,
Director Facilities & Capital Planning GTRI

PLEASE
NOTE...

Freight

Per USG 7.1 Capital Asset Definitions and Guidelines

- Capital assets must be recorded and reported at their historical costs, which include the vendor's invoice (*plus the value of any trade in*), plus sales tax, initial installation cost (excluding GT in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service.
- Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees.

Annual Equipment Inventory

Recap FY20 GT Annual Physical Inventory

- FY20 Annual Inventory Period Inventory 12.09.19 – 03.31.20
- Not completed due to campus closure in March
- Annual Inventory Missing Assets reported as of 07.10.20

Asset Count	Cost	Net Book Value
4869	\$111,528,647.79	\$19,151,464.65

- Communication “push” was forwarded to Finance Directors, Financial Managers, Supervisors and Property Coordinators. Challenge: campus personnel had not fully returned to campus
- Annual Inventory Missing Assets reported as of 07.24.20

Asset Count	Cost	Net Book Value
496	\$13,098,728.88	\$ 2,372,193.97

Annual Equipment Inventory

FY21 GT Annual Physical Inventory October 1st 2020 to February 26th 2021

Inverted Inventory Deadlines for Larger Cost Centers to complete and submit Inventory reports first in order to allow

- Additional search for missing assets reduction.
- More time for inventory reports review between the inventory deadlines and year-end financial reporting period.

Class	Assets Count	Due Date
D	750 +	12/18/2020
C	400-750	1/19/2021
B	100-399	2/12/2021
A	1-99	2/26/2021



Annual Equipment Inventory

FY21 GT Annual Physical Inventory

Current inventory status 52.8% of assets inventoried as of 12/1/2020

- 99% for Class D – 11681 inventoried assets
- 53% for Class C – 3113 inventoried assets
- 14% for Class B – 534 inventoried assets
- 26% for Class A – 372 inventoried assets

The current inventory scanning period for Class “D” Cost Centers ended 11/20/20. However assets belonging to other classes Cost Centers (i.e. A, B, C) were also captured while scanning Class “D” Assets.

- This is one of the new Android Scanner Technology benefits – Property Coordinators are able to capture other Cost Centers assets located within the same inventory area.



Break – 5 minutes

ERP Update

Greg Phillips

Senior Director, Enterprise Resource Planning

Nate Watkins

Enterprise Resource Planning System Analyst Lead

ERP Update

OneUSG Connect

- Release 6.20
 - Employee Self-Service (ESS)
 - Manager Self-Service (MSS)
 - Commitment Accounting
- Release 6.22

Service Delivery

- Training
- ServiceNow

Workday

- Known Issues Tracking
- New Campus Dashboard



OneUSG Connect

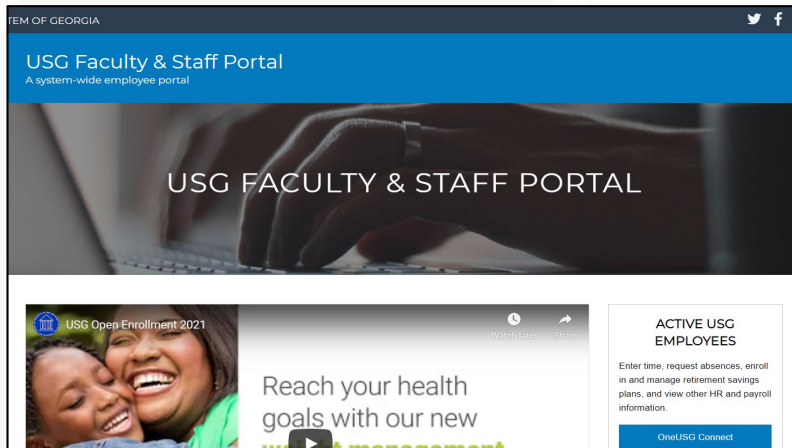
Greg Phillips

Sr. Director, Enterprise Resource Planning

Accessing OneUSG Connect

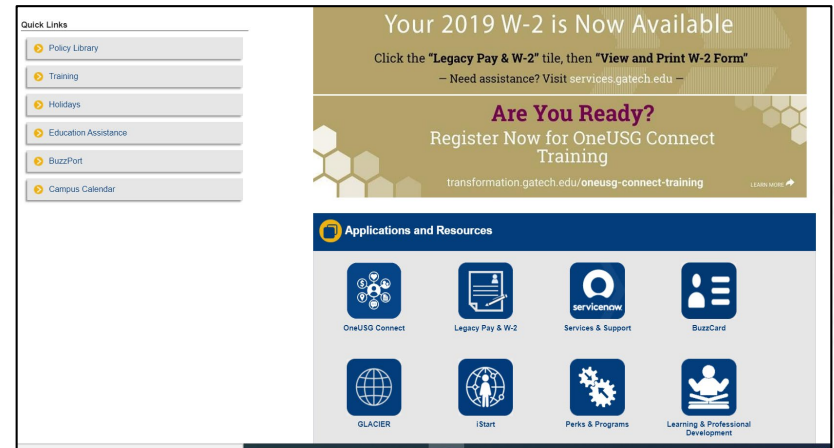
oneusgconnect.usg.edu

Provides access to self-service, job profile data, and other details as your role security allows.



TechWorks

Only provides self-service access.



Release 6.20: Information

OneUSG Connect Internal Resources

🕒 HCM TRANSFORMATION DOCUMENTS

- [OneUSG Connect Training Begins in Early March](#)
The Whistle - Vol. 45 No. 4 - February 17, 2020
- [PART 4 – OneUSG – What To Expect](#)
Connecting Tech to OneUSG Part 4/4
- [PART 3 – OneUSG – You Said Things Were Changing](#)
Connecting Tech to OneUSG Part 3/4
- [PART 2 – OneUSG – I’ve Heard of That, But What is HCM?](#)
Connecting Tech to OneUSG

🕒 PRESENTATIONS & TUTORIALS

- [Release 6.20 Info Session](#)
Download the presentation from the Release 6.20 Info Session.
- [Role-based Access and Approval Workflow Info Session](#)
Download the updated presentation on Role-based Access and Approval Workflow
- [Faculty Data Self-Service Special Topic Webinar](#)
Download the presentation from the Special Topic Webinar: Faculty Data Self-Service.

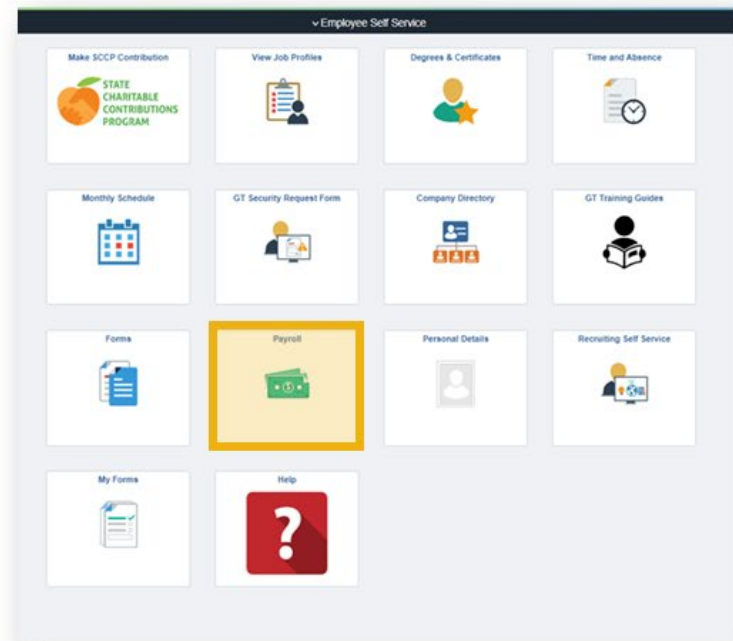
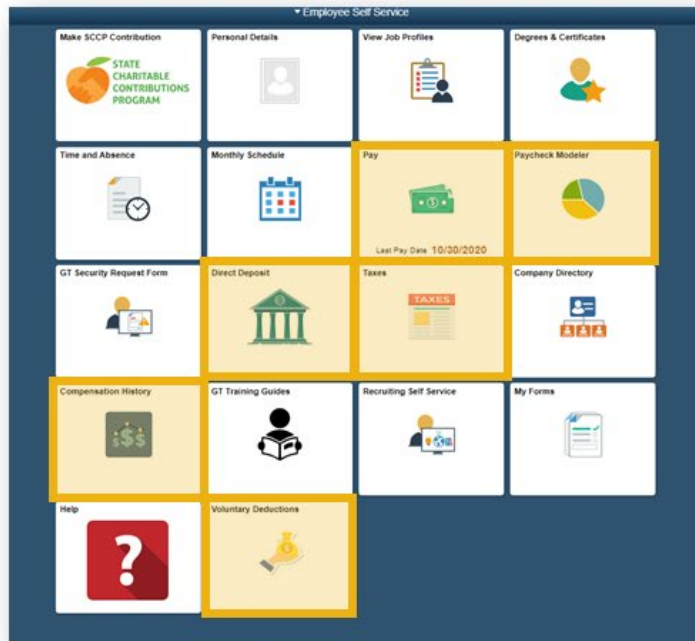
🕒 DEMOS AND INFO SESSIONS

- [Special Topic Q&A Webinar Playlist](#) 📺
Watch the recordings of the Special Topic Q&A Webinars.
- [Role-based Access and Approval Workflow Info Session](#) 📺
Watch the recording of the Role-based Access and Approval Info Session.
- [OneUSG Connect Info Session: Careers](#) 📺
Watch the recording of the Careers Info Session that took place on 01/15/20.

🕒 CONNECTECH NEWSLETTER

- [connectTECH Newsletter - Volume XXV](#): Catch up on the latest program information with this issue of connectTECH Newsletter. published November 20, 2020.
- [connectTECH Newsletter - Volume XXIV](#): Catch up on the latest program information with this issue of connectTECH Newsletter published November 6, 2020.
- [connectTECH Newsletter - Volume XXIII](#): Catch up on the latest program information with this issue of connectTECH Newsletter published October 23, 2020.

Release 6.20: Employee Self-Service (ESS)



Release 6.22 Upgrade

- Targeted for an early March 2021 Go Live
- Key functionality being deployed:
 - Fluid Time and Absence
 - New look and feel
 - Required training
 - Updated Job Aids & training materials
- UAT tentative for February 2020
- More details to come



Commitment Accounting Reports and Reminders

Terryl Barnes
Commitment Accounting Manager

Release 6.20: Commitment Accounting

- Georgia Institute of Technology Cost Detail reports being made available to all institutions .
- Summarizes information into two reports:
 - [Employee Cost Detail Report](#)(Employee ID)
 - [Project Cost Detail Report](#) (ComboCode)
- Report based on three tables:
 - PSB (PERS_SERV_BOR)
 - Encumbrance (Encum_CURR)
 - EDR adjustments (BOR_RETDIST_HDR)
 - Adhoc salary details LITE report



Commitment Accounting Reminders



- Review salaries allocated to your department's undesignated and suspense work tags to ensure balances posted to these work tags are cleared timely.
- Sponsor funding exceptions when moving salary over the 90-day limit:
 - In situations where initial or continuing sponsor funding is delayed beyond 90 days after the effective date, consideration for recognition of cost transfers beyond the limit will be addressed by the Grants & Contracts Accounting Office if the transfer is requested within the reporting period of the sponsored project (typically 60 -90 days after the expiration date of the project).
 - If the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses covered by the proposed cost transfer and appropriate supporting documentation is provided, the Senior Director of Grants & Contracts Accounting may approve the proposed transfer.
 - Submit over 90 requests via GT financials service now.

Service Delivery

Greg Phillips
Sr. Director, Enterprise Resource Planning

Continual Improvement

Training

- We continue to make improvements to all ERP trainings based on your feedback.
- Web-based Training (WBT) Revamp
 - Provides an overview, key concepts, system navigation, transaction walk-thrus/demos, knowledge checks, and assessments were applicable.
 - Manager Self-Service MSS launched Nov. 6, 2020
- Access training: transformation.gatech.edu/oneusg-connect-training and transformation.gatech.edu/workday-financials-training



Business Process Maps

- These maps visually represent the core steps within each process, detailing the relationship between each step, and highlighting the major decision points in the process.
- Process maps also depict how transactions impact other areas of our organization and provide clarity in how transactions are executed.
- Learn more: transformation.gatech.edu/oneusg-connect-key-business-processes

ServiceNow Tips & Tricks

Use Keywords to Search

- ServiceNow uses the titles of articles as well as the meta tags in an article to populate suggestions for your keywords.
- Have a keyword suggestion for a specific article? Email erp.readiness@gatech.edu

Navigate with Tiles

- Utilize category tiles to look for knowledge for a specific process area.

Need additional help?

- Request a wellness check

11/18/2020



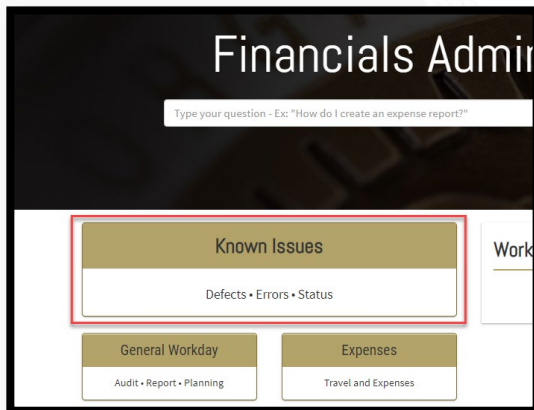
Workday Updates

Nate Watkins

Enterprise Resource Planning System Analyst Lead

Financial Known Issues

- The updated known issues page now sorts issues by active or resolved and will automatically sort the most recently added or updated to the top



Known Issues

Defects • Errors • Status

Active Issues

SABER by Award Miscalculates Estimated F&A for Obligation ⓘ 2020-11-04 21:11:05

Pleased be advised you can verify the correct F&A amount by calculating the amount outside of th...

[Learn more »](#)

Basis Limits & Award Cost Processing ⓘ 2020-11-04 21:07:29

Until the specific issues are solved there may be manual reconciliations involved to ensure balances...

[Learn more »](#)

Location Information Updates ⓘ 2020-11-04 14:06:00

This issue is still open and locations are being

Resolved Issues

F&A and Award Revenue Overstated after canceled PCard transaction ✓ 2020-11-04 21:16:37

This issue was resolved within the R2 2020 Workday release in September 2020. The fix correctly canc...

[Learn more »](#)

Financial Reports - PY Data/ Obligations ✓ 2020-11-04 14:52:44

The team has confirmed that the following report items have been resolved: Several Dashboard report...

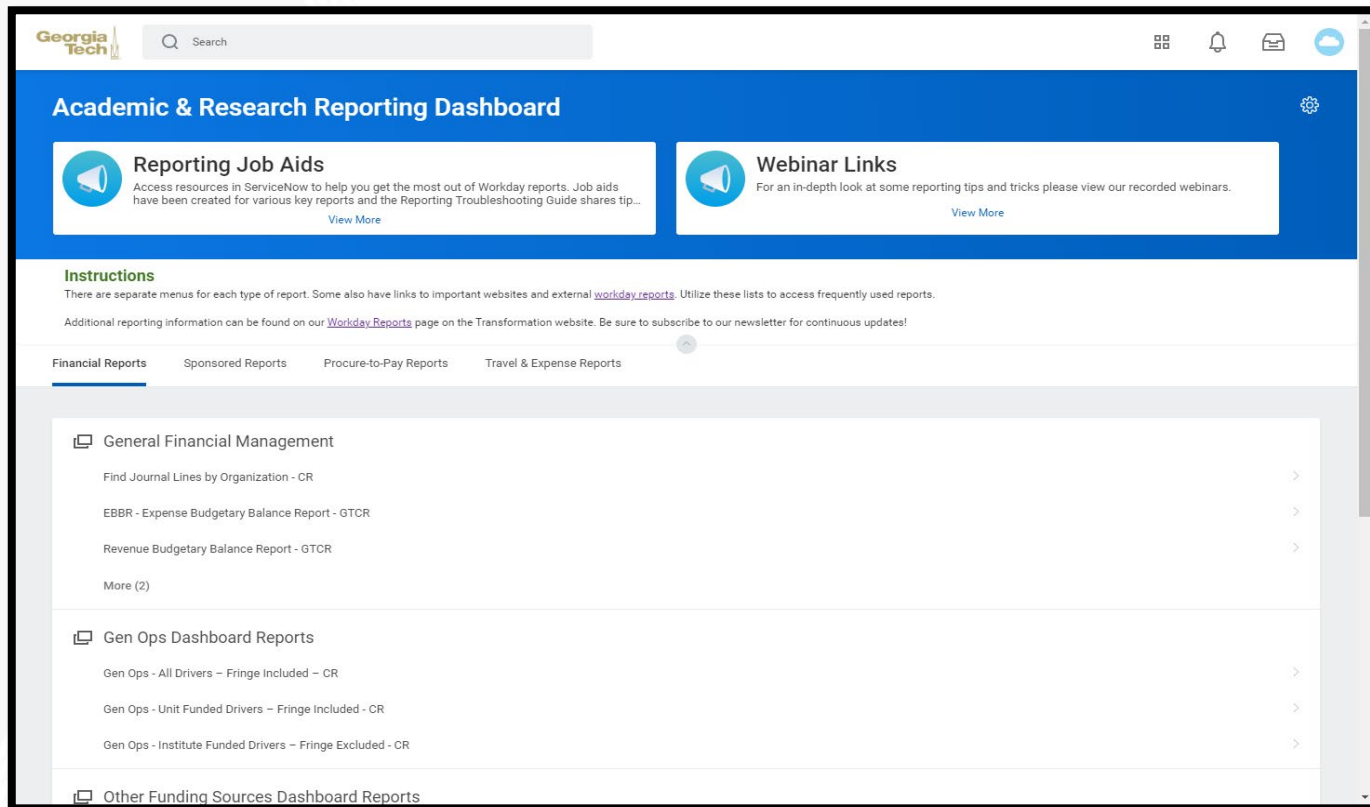
[Learn more »](#)

Error on Certain Buildings for Deliver-to Field on Requisitions 2020-11-04 21:16:37

Academic & Research Dashboard

- Created to assist campus units with identifying key reports and accessing reporting tools and guides.
- Current Reports - Financial, Sponsored, Procure-to-Pay and Travel & Expenses
- Will be renamed “Campus Reporting Dashboard” in January 2021 with additional reports added for Gifts, Auxiliary Services and Facilities.

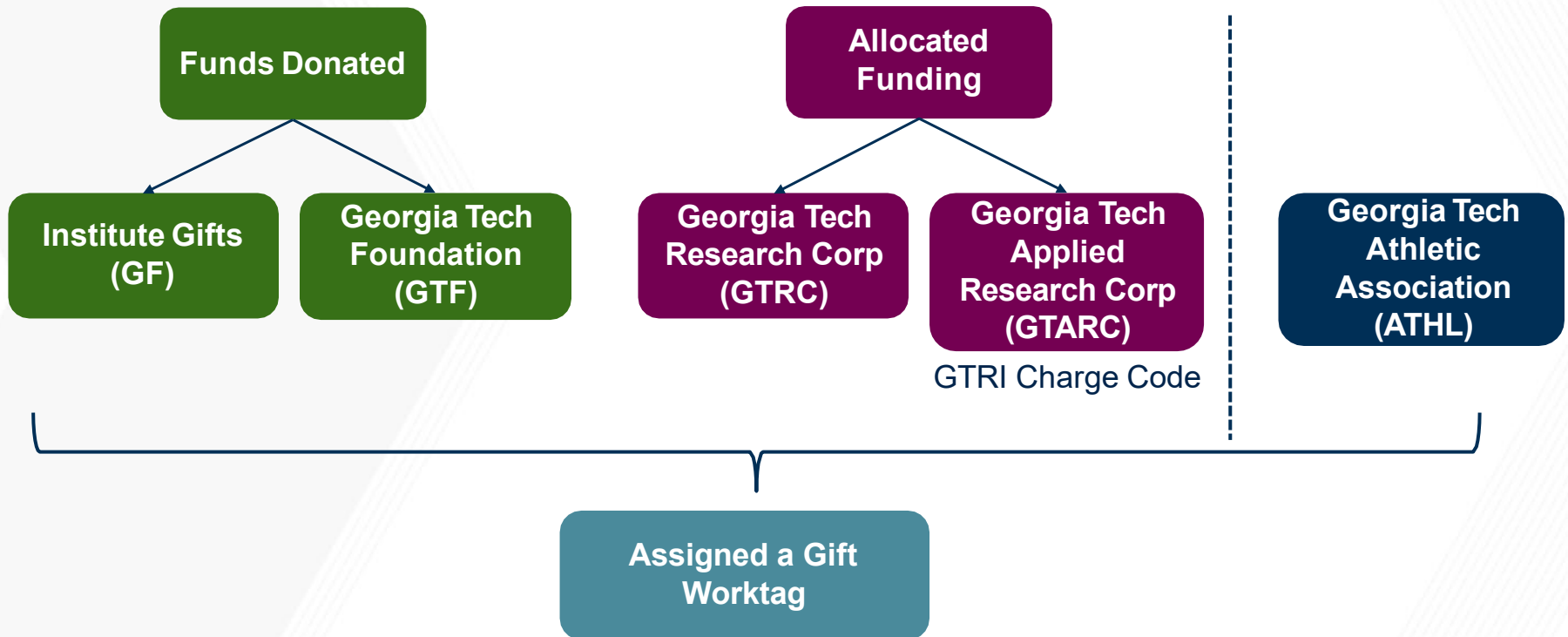
*Job aid available on ServiceNow



Restricted Gifts Update

Lee Wates
Associate Controller

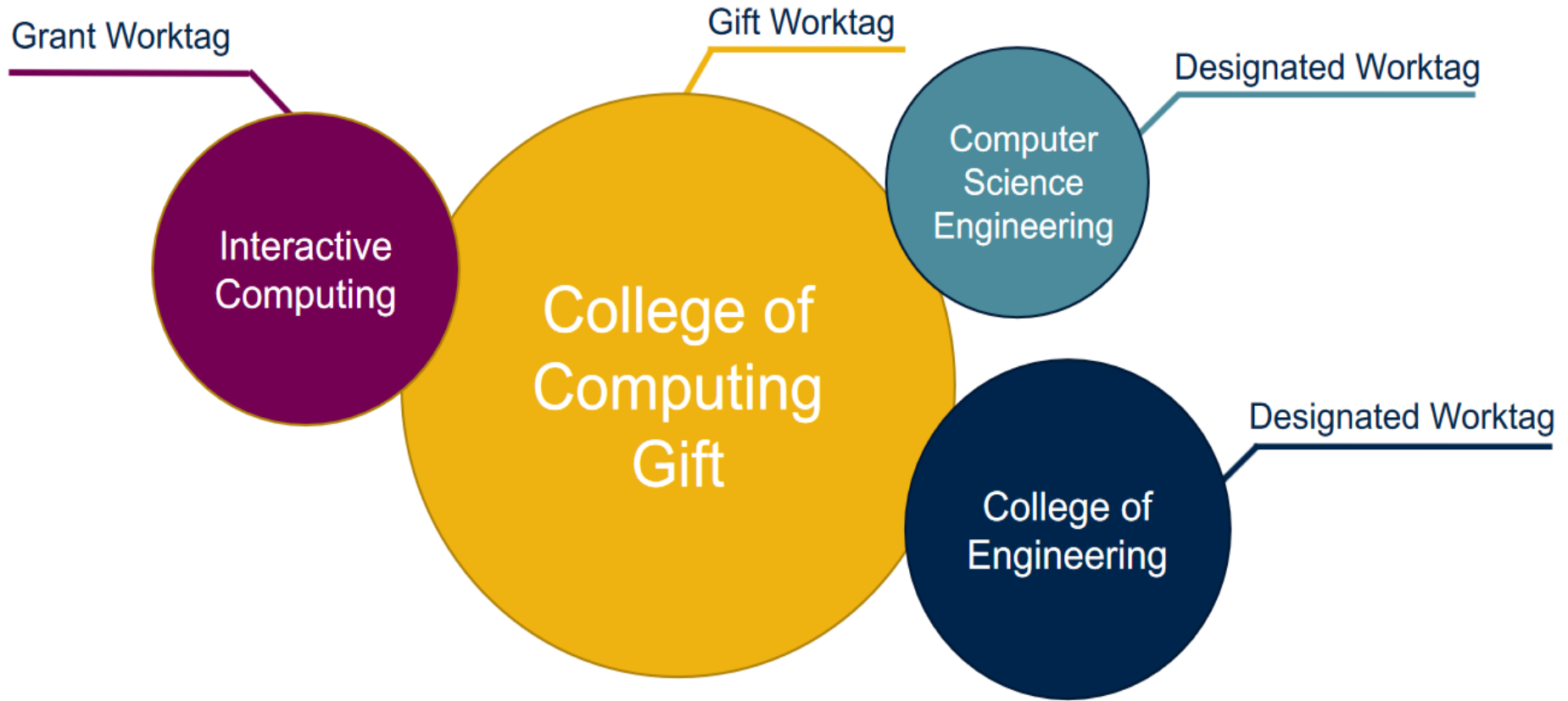
What are Restricted Gifts?



Restricted Gifts Terminology

Workday Term	Definition
Gift Worktag	Driver worktag used at Georgia Tech for: <ul style="list-style-type: none">• Georgia Tech Foundation(GTF)• Georgia Tech Research Corporation (GTRC)• Georgia Tech Applied Research Corporation (GTARC)• Georgia Tech Loan and Endowment Funds (GF)• Georgia Tech Athletics Association (GTAA)
Designated Worktag	Driver worktag used at Georgia Tech for split or shared gifts
Grants Worktag	Driver worktag used at Georgia Tech for gifts used as cost share
GTRI Charge Code	Driver worktag used by GTRI for GTARC Gifts

Transferring Gift Budgets



Moving Budget from Main to Designated

Create Budget Amendment for Organization

Organization * X Gift: GTF766000001
Controllers Off- General

Budget Structure * X Gift Budget Structure

Company * X CO503 Georgia Institute of Technology

Budget Name * X FY20 GF & GTF

Populate Existing Budget Lines

Ledger Account/Summary

Worktags X 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 * X 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
(+)	(-)	X FY20 Year (FY20 GF & GTF)	X 952400:GTRC / GTF Direct Expenditures	X CC000292 AVP - AVP Financial Services	X 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	

Primary Restricted Gifts Reports

Report Name	Use
EBBR – Expense Budgetary Balance Report - GTCR	Displays available balance information for prompted organization and worktag/worktag hierarchy combinations for a selected time period. Subtotaled by ledger account grouping for expenses. Provides the ability to drill into budget, commitment, obligation, and actuals balances to view transaction detail. Used only for State and Gift budgets.
Gift Budget Report - GTCR	Displays Actuals, obligations, and commitments for each gift to the budget for each gift. Report will be used in the gift budgeting process.
Gifts Detail – CR	Break out of expenses as they relate to individual gifts into various buckets (ex. Salaries and wages, scholarship, fellowship). This information is useful in the billing process.
Gifts Detail wType & Purpose - CR	Break out of expenses as they relate to individual gifts into various buckets (i.e. salaries and wages, scholarships, fellowships, etc.). The report has columns for the gift type and the gift primary purpose.
Other Funding Sources – Funding by Gift and Designated - CR	This report shows gift funds for selected organization(s). Balances are broken down by both Gift and Designated Worktags. Any Designated field with a blank represents the "main" Gift. Report can be run for individual gifts or cost centers or for multiple gifts or cost centers.

<https://transformation.gatech.edu/financials-transformation/workday-reports>

Financial Accounting/FDM Updates

Carol Gibson

Institute Controller and Chief Accounting Officer

Allowable Cost Matrix

- Where are we?
 - Adding information related to DSS/Custodial Fund Changes
- Publication
 - Target – January 4, 2021

GEORGIA INSTITUTE OF TECHNOLOGY Allowable Cost Matrix																
TYPE OF EXPENSE	GEN OPS STATE APPROP FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLOGY FEE FUND CODE 10016	GEN OPS TUITION FUND CODE 10500	GEN OPS OTHER GENERAL FUND CODES 10600 and 11045	AUX SVCS OPERATING FUND CODES 12xxxx	STUDENT ACTIVITIES FUND CODES 13xxxx	GT PROF ED FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES DSS FUND CODES 14xxxx	UNEXP. PLANT FUND CODE 50000	AUX SVCS RENEWAL & REPLCMNT FUND CODES 51xxxx	AGENCY FUND CODES 6xxxx	SPONSORED FUND CODES Axxxx - Zxxxx	COST SHARE Program Code ends in '20'	FOUNDATION GTF Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project descr	RSCH CORP GTRC 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 NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by GrantPrgm	Only if allowed by GrantPrgm	Only if allowed by GTF Fund Pay via GT AP	Only if allowed by GTRC Fund Pay via GT AP
Travel of Employees - Airfare - Business Class -Travel Policy 6.6 - http://www.policylibrary.gatech.edu/business-finance/air-transportation	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	NO	NO	NO	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	Only if allowed by GTF Fund 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 Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	NO	NO	NO	YES Must meet exception guidelines listed in Air Transportation policy	Only if allowed by GrantPrgm Must follow restrictions in Air Transportation policy	Only if allowed by GTF Fund 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 Pay via GTF	Only if allowed by GTRC Fund Pay via GTRC

FDM – Mapping Issues

- Academic/Research units noted issues with FDM Mapping
- Process to Review Issues
 - Log request in ServiceNow – www.services.gatech.edu
 - Financials > Financial Accounting
 - Ask for incident to be assigned to the Controller's Office
 - Include spreadsheet w/FDM mapping issues
 - Indicate correct FDM mapping on spreadsheet
 - Controller's Office and ERP team will review information provided, determine the solution and contact unit

FDM – Logical Assignment of Values

- Logical assignment is not best practice
- Implementation partners & Workday do not recommend this
- FDM Advisors group agreed to best practice
- Issues with Logical Assignment
 - Department Reorganization – Cost Center logic would be broken
 - Data Conversion
 - Workday, Enterprise Data Warehouse, USG FDM, External Systems (i.e. Banner, OneConnect, GTRI CostPoint, etc.)
 - Multi-Year Reporting
 - EIB Load of FDM Values
- Change would require redesign and redeployment of FDM

Accounting Adjustment Journals

- Accounting Adjustment Journals
 - Allow users to reclassify or move charges for Operational Journals which are generated by the system.
 - A financial transaction must be completed and paid for an Accounting Adjustment event to take place.
- Examples of transactions that can be adjusted:
 - Supplier Invoices - Changes to Driver Worktag and/or Spend Category
 - Expenses reports - Changes to Driver Worktag Only

Note: Online Accounting Journals are used to update fields such as Ledger Account, Debit Amount, CreditAmount and Expense Item.

Accounting Transaction Adjustments - PY

APPROVED BY THE CONTROLLER'S OFFICE	DENIED BY THE CONTROLLER'S OFFICE
Sponsored Funds to Sponsored Funds	State Funds to State Funds
Sponsored Funds to GTF/GTRC/GTARC Funds	State Funds to GTF/GTRC/GTARC Funds
Sponsored Funds to State Cost Overrun Funds	State Funds to Sponsored Funds
GTF/GTRC/GTARC Funds to Other Sponsored Funds	
GTF/GTRC/GTARC Funds to State Cost Overrun Funds	

TRANSACTION TYPES	FUND CODE
Georgia Tech Foundation (GTF) Funds	FD20200
GaTech Rsch Corp/GaTech Applied Rsch Corp (GTRC/GTARC Funds)	FD20300
Sponsored Funds (Other)	FD2xxxx
State Funds	FD1xxxx

Spreadsheet Journal Entry Loads

- For multiple line journal entries
- Log request in ServiceNow – www.services.gatech.edu
 - Financials > Financial Accounting
- Ask for request to be assigned to Controller's Office
- Provide detail in request about the large journal, such as what type of transactions you want to post
 - i.e. Supplier Invoices, PCard Verifications, Expense Reports, etc.
- Controller's Office system team will review the request, determine if spreadsheet load is possible, communicate with department
- Documentation must accompany spreadsheet JE load

Accounting Transaction Adjustments

SOURCE	TYPE OF MOVE	JOURNAL TO USE
Expense Report EXP-XXXXXXX	*Change Driver Worktag: Move entire dollar amt	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> Find Expense Reports by Organization → Related Action → Accounting → Adjust Acctg
	*Change Driver Worktag: Move partial dollar amt *Change ledger account *Change expense item cat.	If Paid → Accounting Journal <ul style="list-style-type: none"> Create Journal If Not Paid → Edit transaction and re-submit
Payroll/Salary PAY YYYYMMDD 01 EDR YYYYMMDD 01	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account (Commitment Acctg Office Only)	oneUSG Connect → Express Direct Retro
Procurement Card Verification PCV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> Create Journal
Purchase Order (Bill Only and Catalog) PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Adjust transaction after payment <ul style="list-style-type: none"> See Supplier Invoice
Purchase Order (All Other) PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Enter a Change Order Requisition
Supplier Invoice INV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change spend category	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg
	*Change Driver Worktag: Move partial dollar amt *Change ledger account	If Paid → Accounting Journal → <ul style="list-style-type: none"> Create Journal If Not Paid → Edit transaction and re-submit
Other Accounting Transaction JE-XXXXXXXXXX BAN YYYYMMDD 01 COM YYYYMMDD 02 OIT_YYYYMMDD_03	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> Create Journal

EBBR Workday vs. EBBR Lite Gifts

WD EBBR		LITE EBBR	
<u>Criteria</u>	<u>Value</u>	<u>Criteria</u>	<u>Value</u>
Company	CO503	Cost Center ID/Name	CC000050
Organization	CC000050	Fiscal Year	Current FY - FY21
Period	FY21 - Sep	Budget Reference	Select All - Include GTAA/GTF Budget Ref, BR21, BR20, BR19
Time Period	Current Period YTD	Date Range	Accounting Date Range
Budget Structure	Gift Budget Structure	From Acctg Date	Jul 1, 2020
Budget Name	FY21 GF & GTF	To Acctg Date	Sep 30, 2020
Book	Common	Driver Worktag	GTF200000057
Worktags – Driver WT	GTF200000057		
Worktags – Budget Ref	Leave Blank		
Additional Options	Report by Accounting Date using Plan Structure		

Note: Lite is only updated once per evening

EBBR Workday vs. EBBR Lite- CY State

WD EBBR		LITE EBBR	
<u>Criteria</u>	<u>Value</u>	<u>Criteria</u>	<u>Value</u>
Company	CO503	Cost Center ID/Name	CC000099
Organization	CC000099	Fiscal Year	FY21
Period	FY21 - Sep	Budget Reference	CY BR - BR21
Time Period	Current Period YTD	Date Range	Accounting Date Range
Budget Structure	OneBudget Structure	From Acctg Date	Jul 1, 2020
Budget Name	Leave Blank	To Acctg Date	Sep 30, 2020
Book	Common	Driver Worktag	DE00002054
Worktags – Driver WT	DE00002054		
Worktags – Budget Ref	FY21		
Additional Options	Report by Accounting Date using Plan Structure		

Note: Lite is only updated once per evening

EBBR Workday vs. EBBR Lite Carryforward

WD EBBR		LITE EBBR	
<u>Criteria</u>	<u>Value</u>	<u>Criteria</u>	<u>Value</u>
Company	CO503	Cost Center ID/Name	CC000099
Organization	CC000099	Fiscal Year	FY21
Period	FY21 - Sep	Budget Reference	All PY BRs - BR19 & BR20
Time Period	Current Period YTD	Date Range	Accounting Date Range
Budget Structure	Carryforward Structure	From Acctg Date	Jul 1, 2020
Budget Name	Leave Blank	To Acctg Date	Sep 30, 2020
Book	Common	Driver Worktag	DE00002054
Worktags – Driver WT	DE00002054		
Worktags – Budget Ref	All PY BRs – BR19 & BR20		
Additional Options	Report by Accounting Date using Plan Structure		

Note: Lite is only updated once per evening

EBBR Workday vs. EBBR Lite- CY/Carryforward

WD EBBR		LITE EBBR	
<u>Criteria</u>	<u>Value</u>	<u>Criteria</u>	<u>Value</u>
Company	CO503	Cost Center ID/Name	CC000099
Organization	CC000099	Fiscal Year	FY21
Period	FY21 - Sep	Budget Reference	All PY BRs - BR19 & BR20
Time Period	Current Period YTD	Date Range	Accounting Date Range
Budget Structure	Carryforward/OneBudget Combination Structure	From Acctg Date	Jul 1, 2020
Budget Name	Carryforward FY20/oneBudget FY21 Combo	To Acctg Date	Sep 30, 2020
Book	Common	Driver Worktag	DE00002054
Worktags – Driver WT	DE00002054		
Worktags – Budget Ref	All PY BRs – BR19 & BR20		
Additional Options	Report by Accounting Date using Plan Structure		

Note: Lite is only updated once per evening

All We Do is **WIN WIN WIN**, No Matter What!!



Georgia Department of Audits and Accounts

Has Conferred Upon

GEORGIA INSTITUTE OF TECHNOLOGY

for the fiscal year ended June 30, 2019 the

Award of Distinction for Excellent Financial Reporting

An award of distinction is presented to organizations that submit quality financial statements and supporting documentation in a timely manner, whose annual financial report is given an unmodified audit opinion and is free of any significant deficiencies or material weaknesses, and comply with all Transparency in Government Act requirements.

Jennifer Thomas

DEPUTY DIRECTOR



Greg S. Giff

STATE AUDITOR

Kudos for Exceptional Work from State Auditors

Area	GT Team Members
Workday System Conversion	Katie Crawford, David Adcock and ERP Team
Grants & Contracts	Josh Rosenberg & Grants Team
Bank Reconciliation	Leanne Sheffield, Controller's Office
Journal Entry Process and Documentation	Accountants, Cost Center Managers, Driver WT Managers, Supervisors, etc.
GASB 84 (Agency Funds to Custodial Entities)	Amry Stanley & Carol Gibson, Controller's Office
Housing Revenue Accounting	Brian Cochran, Auxiliary Services Erica Jones, Housing
Benefits Reconciliations	Zach Rogers, Kedrich Claiborne & Payroll Team
Banner to Workday Reconciliations	Bursar and Treasury Services Team
Enrollment Data	Reta Pikowsky, Registrar's Office
Encumbrance Calculations, Budgetary Reporting	Lee Wates, Controller's Office
Component Unit Communication & Documentation	Amy Herron, Controller's Office

Thank You GT Retirees!

RETIREE NAME	TITLE	UNIT	YRS AT GT
Sandra Baylis	Accountant II	Controller's Office	21
Sandi Bramblett	Assistant VP, Institutional Research Mgmt	IRP	31+
Stephanie Curry	Financial Manager II	College of Sciences	31+
Terri Gerhardt	System Analyst Lead	ERP	7
Debbi Greene	Assistant Director – Space Management	CPSM	16
Toya Hampton	Research Ops Program Manager	Aerospace Engineering	17
Vickie Hardy	Accounts Payable Associate	Proc & Business Services	25
Steve Head	Director, Financial Systems Management	CPSM	38
Valeria Henderson	Accountant II	Controller's Office	38
John Holcombe	Facilities Information Systems Manager	CPSM	38+
Sandy Mason	Senior Director	Grants & Contracts	28
Padma Murugesan	Assistant to the Vice President	Finance & Planning	26
Doug Podoll	ERP System Analyst Lead	ERP	11
Pam Smith	Financial Analyst III	Bursar	18+
Ron Stutts	Financial Manager I	SCoB	32+
Barbara Villa	Budget Program Manager	IBPA	14
Lee Wates	Associate Controller	Controller's Office	16
Pam Wynne	Accounting Manager II	Controller's Office	26