![GT Finance and Planning]

MEMORANDUM

TO: Vice Presidents, Provost, Deans, School Chairs, Directors, and Department Heads

FROM: James G. Fortner, Vice President and Deputy Chief Business Officer

Amy Herron, Institute Controller and Chief Accounting Officer

DATE: Thursday, March 14, 2024 (Updated)

SUBJECT: Fiscal Year 2024 Year-End Closing Schedule and Town Hall Meeting

Included in this memo are closing deadlines that all operating units of Georgia Tech must meet to facilitate an orderly and timely closeout of the Institute's financial records for fiscal year (FY) 2024. The FY2024 Year-End Town Hall Meeting will be held on Tuesday, March 19, 2024, from 9:00am – 12:00pm in Clough 144 and via Zoom. Additional details related to closeout processes, procedures, and deadlines will be discussed at this meeting.

Strict adherence to all dates is required for Georgia Tech to successfully close the fiscal year and prepare the Annual Financial Report (AFR) for timely submission to the University System of Georgia (USG) Board of Regents and the Georgia Department of Audits and Accounts (DOAA). These deadlines are valid for all Georgia Tech funding sources including Resident Instruction (RI), Georgia Tech Research Institute (GTRI), Georgia Tech Professional Education (GTPE), Enterprise Innovation Institute (EI^2), Auxiliary Enterprises, Plant Funds, Student Activities and Sponsored Funds. Please ensure there is a designated person in each unit during the closeout period to resolve any issues that may arise.

All current year expenses and revenues must be posted in the correct fiscal year. The DOAA will disallow requests for expenses, expense reimbursements, purchase order confirmations, revenue entries, or journal entries that are processed on or after July 1, 2024, if the transactions are applicable to fiscal year 2024. Financial reports and ledgers should be reviewed for accuracy on an _expedited schedule_ during this closeout period.

Questions regarding closeout deadlines or processes should be sent to the appropriate support team per the grid to follow:

HELP DESK SUPPORT GRID

AREA	CONTACT	TASKS
Budgets	Budget Analyst	Original Budget, Budget Amendments
Business Assets	ServiceNow - Business Assets	Asset Management, Surplus, Logistics, Tagging Assets
Commitment Accounting	ServiceNow - Commitment Accounting	OneUSG Connect Salary Redistribution, Express Direct Retro (EDR)
Expenses	ServiceNow - Expenses	Spend Authority, Expense Report
Financial Accounting	ServiceNow - Financial Accounting	Journals, Prior Year Purchase Orders, Custodial Funds, Ledger Entries, Financial Reports
Foundation Data Model (FDM)	ServiceNow - FDM - Controller	Custodial Entity, Gifts

AREA	CONTACT	TASKS
Foundation Data Model (FDM)	ServiceNow - FDM - Budget	Designated, Operating Projects, Cost Center Balancing Units
Grants	ServiceNow - Grants	Request New Award Line, Change Grant Attributes
Grants - Effort Reporting	easr.ask@office365.gatech.edu	Annual Statement of Reasonableness (ASR)
Payroll	ServiceNow - Administrative Services Center (ASC)	Payroll, Time & Absence, Position Management
Procurement	ServiceNow - Procurement	PCards, PCard Verifications, Requisitions
Reporting	ServiceNow - Reporting	Requests, Changes, Updates
Workday Security	ServiceNow - Workday Security	Access, Reports, Integrations
Supplier Accounts	ServiceNow - Supplier Accounts	Supplier Invoice Requests, Payables, Vendor Management
Treasury Services	ServiceNow - Banking and Settlement	Banking & Settlement
Year-End Closing Review Checklist	fy.review@gatech.edu	Checklist questions/submission

PROCUREMENT

The schedules for Procurement allow for proper processing of requests while accommodating other deadlines imposed from external sources. Deadlines assume all required paperwork is submitted with the requisition and the requisition has routed through all approvals and been received in procurement by the deadline. Please pay special attention to the time constraints involving the use of State funds subject to lapse, especially requirements to be reviewed by State Purchasing.

Funds subject to lapse should be committed at year-end with a purchase order (PO), but only if the purchase is for valid goods or services. Funds should not be committed in order to hold funds for the next fiscal year. If a fiscal year 2024 PO charged to lapsing funds is carried forward into fiscal year 2025 and subsequently found to be invalid, the balance of the PO will be surplused to the state once the PO is closed. Also, if the invoice amount for a fiscal year 2024 carry forward PO is lower than the obligation amount when the PO is paid, the balance of the PO will be surplused to the state once the PO is closed. These funds will not be available for use by the department or the Institute in either scenario. The Institute's lapsing fund codes are identified in the following table:

INSTITUTE LAPSING FUNDS

FUND GROUP	FUND CODES
Resident Instruction	• FD10000 – State Appropriations – Education and General • FD10500 – Tuition – Education and General • FD10600 – Other General – Education and General • FD50000 – Unexpended Plant • FD50200 – Unexpended Plant – GSFIC Non-MRR • FD50300 – Unexpended Plant – MRR
Enterprise Innovation Institute (EI^2)	• FD11015 – State Appropriations - EI^2
Georgia Tech Research Institute (GTRI)	• FD11021 – State Appropriations - GTRI

Your assistance in meeting these critical deadlines is greatly appreciated. Any requisitions received after the deadline dates will be canceled and will not be processed. All backup documentation (such as approved campus technology requests, BPM approval, sole source justification, quote, specifications, etc.), should be attached to the requisition in Workday. If Procurement receives the requisition without all documentation attached, the requisition will be returned. Please do not submit or approve a requisition if you do not have all the required backup documentation attached to the requisition in Workday.

Please adhere to the purchasing deadlines below:

TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
High Complexity Requisitions			
Purchases requiring formal bidding: Request for Proposals (RFP) - All required documentation must be attached at time of submittal.	$25,000 or greater	Friday, March 8, 2024	5pm
Medium Complexity Requisitions			
Purchases requiring sole source justification approval from the State	$500,000 or greater	Friday, April 12, 2024	5pm
Purchases requiring formal bidding: Invitation for Bid (IFB) - All required documentation must be attached at time of submittal	$25,000 or greater	Friday, April 12, 2024	5pm
Purchases requiring sole source posting to Georgia Procurement Registry (GPR)	$25,000 - $499,999	Friday, April 26, 2024	5pm
Low Complexity Requisitions			
Purchases for any Commodity or Service on a State or GT Contract	$25,000 or greater	Friday, May 24, 2024	5pm
Purchases not requiring bids but do require Purchasing Review (Active Contract not selected on requisition or non-contract)	$2,500 - $24,999	Friday, May 24, 2024	5pm
Exempt Purchases	$25,000 or greater	Friday, May 24, 2024	5pm
Change Order Requisitions	Any Amount	Friday, May 24, 2024	5pm
PO and PO line closure requests (Open Obligation Report)	Any Amount	Friday, June 7, 2024	5pm
Requisitions not processed by Procurement			
Contracted purchases less than $25k – Contract must be selected on the requisition	$24,999 or less	Friday, June 14, 2024	5pm
Low dollar catalog purchases	$2,499 or less	Friday, June 14, 2024	5pm
Mass Closures			
Prior Year POs $500 or Less (excludes OSP subcontracts, construction, FF&E, and R&M POs)	$500 or less	Tuesday, June 18, 2024	5pm
Current Year POs $10 or less	$10 or less	Thursday, June 20, 2024	5pm

If any unit anticipates difficulty meeting the deadlines listed or has questions about which category a purchase belongs, please contact the procurement helpdesk via ServiceNow - Procurement or Erin Mitchell, Director of Procurement, via email at erin.mitchell@business.gatech.edu.

PROCUREMENT CHANGE ORDERS
Please use the Change Order Requisition process in Workday to request changes to a Purchase Order. Change orders submitted and approved after Friday, May 24, 2024, may not be completed before fiscal year-end close. Please contact the purchasing helpdesk via ServiceNow - Procurement with any questions. Catalog orders cannot be changed, only closed or canceled.

WORKDAY AVAILABILITY – PROCUREMENT
Campus access to Workday Procurement will be removed at 5pm on Friday, June 14, 2024. All requisitions should be submitted and approved by this date.

OPEN PURCHASE ORDER OBLIGATIONS
Campus users should run the "Open Obligation Campus – CR" report **now** and frequently through June 2024 to review open obligations. If goods or services have been received and no additional invoices are anticipated, POs should be closed promptly. This will help to ensure unnecessary POs will not be carried forward into fiscal year 2025.

Campus users should submit the "Open Obligation Campus – CR" report for <u>closures</u> only to Procurement and Business Services by 5pm on Friday, June 7, 2024. Any reports received after this deadline may not be processed. Open Obligation questions should be forwarded to <u>ServiceNow - Procurement.</u>

PRIOR YEAR PURCHASE ORDERS
Prior Year POs can best be managed by reviewing the PO status and balance via the "Open Obligation Campus – CR" report. Prior Year POs on non-sponsored funds can also be managed using the POOELS Report (**P**urchase **O**rder **O**bligation and **E**xpense **L**edger **S**ummary– GTCR). This report is run in Workday and then downloaded and posted on the Controller's Office website every month (<u>POOELS Report</u>). Beginning Monday, May 6, 2024, the report will be posted by close of business each Monday through Year-End Close. If expenses that belong to a prior year (i.e., FY24/BR23 or FY24/BR22) were inadvertently paid in the current year (FY24/BR24) by PCard or Supplier Invoice, a correction should be processed to fix the transaction. See Page 10 of the memo for a grid on Accounting Transaction Adjustments. The prior year PO must be paid in full and the obligation should be closed/liquidated by Procurement and Business Services before processing a correction. Questions related to this process should be logged in <u>ServiceNow - Financial Accounting</u>. The deadline for submitting all journals and obtaining necessary approvals is Wednesday, June 26, 2024, at 5pm.

FISCAL YEAR 2025 REQUISITIONS
Fiscal year 2025 requisitions cannot be entered in Workday Financials until Wednesday, July 3, 2024. While no fiscal year 2025 orders can be placed prior to July 3, 2024, requests for bids that were received prior to Workday access removal will continue to be actioned during the Workday downtime. Departments requiring bids should contact the Contracting Officer responsible for the commodity they wish to purchase. A list of Contracting Officers by commodity is available on the Procurement and Business Services website (<u>Purchasing Support Contact by Commodity</u>).

PROCUREMENT CARD TRANSACTIONS
PCard transactions in Workday should be verified as quickly as possible in order for the charges to be included in fiscal year 2024. Transactions that are loaded in the system in June after the final day for PCard Verifications must be accrued by the Controller's Office for the Annual Financial Report (AFR) as this is fiscal year 2024 activity.

PCard Transactions will be included in fiscal year 2024 if they are processed by the bank by Thursday, June 13, 2024. These transactions could take up to 48 hours to load into Workday. Campus users will have until Thursday, June 20, 2024, at 5pm, to verify these transactions.

PCard Transactions that are processed by the bank from Friday, June 14, 2024, through Sunday, June 30, 2024, will be loaded into Workday by Monday, July 1, 2024. These transactions need to be accrued for the fiscal year 2024 AFR and must be verified by Friday, July 5, 2024, at 5pm. These transactions will be charged to FY25/BR25.

PCard Transactions that are processed by the bank from Monday, July 1, 2024, through Sunday, July 7, 2024, will be loaded into Workday on Monday, July 8, 2024. At this point, daily transaction loads will resume.

SUPPLIER REGISTRATION
The deadline for payees to submit a new supplier registration through the Supplier Portal for fiscal year 2024 requisitions and supplier invoices is Friday, May 10, 2024, at 5pm. Additional information regarding the supplier registration process is available in <u>ServiceNow - Supplier Portal</u>.

SUPPLIER ACCOUNTS
The deadline to submit invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers is Friday, June 7, 2024, at 5pm. If a Purchase Order is referenced, it must have sufficient funds to cover the payment. Accounts Payable cannot guarantee payment for invoices or SIRs submitted after this deadline. Accounts Payable also cannot guarantee payment for invoices with purchase orders that require receipts and/or change orders, even if submitted by the deadline.

Thursday, June 20, 2024, is the last day to approve all Invoice Match Exceptions in Workday and enter appropriate receipts for goods and services. Most match exceptions require that a receipt be entered in Workday. Users can continue to approve match exceptions but depending on the match exception reason there is no guarantee of payment if entered after Friday, June 7, 2024, at 5pm.

Departments may continue to submit requests after the deadline, but they will likely not be processed until the system is open for fiscal year 2025. The final payment run for fiscal year 2024 is Thursday, June 20, 2024, at 4pm. Please note that wire transfer payments and student refund payments from the Bursar's Office must also adhere to this deadline.

If any unit anticipates difficulty meeting the deadline or needs assistance with fiscal year-end processes, they should contact the payables help desk via ServiceNow - Procurement or contact Laura Jamison, Director of Accounts Payable and Travel, at laura.jamison@business.gatech.edu. Urgent payment and correction requests submitted after the deadline require approval from Laura Jamison, Director of Accounts Payable and Travel, to ensure expedited processing. Payments for fiscal year 2025 will resume on Wednesday, July 3, 2024.

ACCOUNTS PAYABLE LIABILITY ACCRUAL
All unpaid invoices dated June 30, 2024, and prior must be accrued for inclusion in the fiscal year 2024 AFR. Invoices dated after June 30, 2024, with activity applicable to fiscal year 2024 must also be accrued for the AFR.

Invoices in Image/WebNow
All invoices in the work queue that can be approved should be approved and routed to the 'Approved for AP to Pay' queue. All invoices that are valid, but unable to be approved, may remain in the work queue and Accounts Payable will run a query to capture these invoices for accrual.

Paper Invoices
All paper invoices must be accrued as well. If these invoices can be approved for payment, scan and email these invoices to apinvoices@gatech.edu (one invoice per email). Indicate the Workday PO number on the face of the invoice or in the subject line of the email. If these invoices cannot be immediately approved, please scan and email them to apinvoices@gatech.edu as well. Indicate your department name and department number and they will be routed to the appropriate ImageNow work queue to be approved at a later date.

PRE-PAID EXPENSES
Expenses for fiscal year 2025 that must be paid in fiscal year 2024 will be processed as pre-paid expenses by Accounts Payable in fiscal year 2024. These payments will subsequently be posted as an expense in fiscal year 2025 after July 3, 2024. These transactions must be submitted by 5pm on Friday, June 7, 2024. Please provide a valid fiscal year 2025 driver worktag at the time of payment request and note 'PRE-PAID EXPENSE' on the SIR (Supplier Invoice Request) or invoice. Examples include registration and airfare that must be paid in June for travel on or after July 1, 2024.

TRAVEL
The deadline for all expense reports to be submitted to the Expense Partners (Travel Team) for payment is Friday, June 7, 2024, at 5pm. All approvals must have been completed and the expense report must be awaiting action in the Expense Partners' queue to be processed for fiscal year 2024. Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline. Having an approved expense report in the system by 5pm does not guarantee fiscal year 2024 reimbursement. All required receipts and documentation must be submitted. Expense reports that are not approved for payment will be cancelled. These expense reports will need to be re-entered in fiscal year 2025.

The deadline for spend authorizations to be submitted and approved is Thursday, June 20, 2024, at 5pm. Airline transactions included in the Monday, June 17, 2024, Travel Inc./AirPlus invoice will be paid against fiscal year 2024 funds by Thursday, June 20, 2024. Airline transactions included in the Travel Inc./AirPlus invoice after this date will be paid against fiscal year 2025 funds. Airfare for fiscal year 2025 travel dates can be booked in fiscal year 2024 but will be posted to a pre-paid expense account and transferred as a fiscal year 2025 expense after July 3, 2024.

Closeout is a peak processing time and volume will be heavy; however, the employee reimbursements will be processed in the order submitted (first in, first out) continually through the closeout period. Department administrators should log into Workday and view any expense reports in a "pending" status, by running the "Find Expense Reports by Organization - CR" report and selecting the Expense Report Status of "Draft" or "In Progress." Any reports in "Draft" or "In Progress" (not in AP queue) will not be processed for fiscal year 2024.

The department must log a request that includes the expense report number in ServiceNow - Expenses prior to the final processing date/time for any special travel circumstances or special travel processing requests. Every effort will be made to process these special requests for fiscal year 2024, but volume and timing constraints limit the number of expedited expense reports that can be processed.

There will be a mass close of ALL spend authorizations on Friday, June 21, 2024, at 8am. On Wednesday, July 3, 2024, all spend authorizations with **travel end dates of April 30, 2024,** and after, which are fully approved and do not have an expense report associated, will be reloaded into fiscal year 2025 in an approved status. Funds for these spend authorizations will be re-committed in fiscal year 2025. The reloaded spend authorizations will have a new spend authorization number (AUTH-xxxxxxx) and the old spend authorization number will be referenced in the memo field.

BIWEEKLY PAYROLL
Manager Self-Service (MSS) Transactions for employee payroll actions for the pay period ending Saturday, June 8, 2024, are due by Monday, June 3, 2024, at 5pm. Timesheets (including late pay periods after May 11, 2024) must be submitted and approved in OneUSG Connect by Monday, June 10, 2024, at 10am. Any late timesheets for pay periods ending prior to May 11, 2024, must be submitted via a service ticket in ServiceNow - ASC by Friday, June 7, 2024, at 5pm, following the late time job aid. These payroll transactions will be posted to the ledger on Wednesday, June 12, 2024. The biweekly staff and student pay date is Friday, June 14, 2024.

MSS Transactions for employee payroll actions for the pay period ending Saturday, June 22, 2024, are due by Monday, June 17, 2024, at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by 10am on Monday, June 24, 2024. Any late timesheets for pay periods ending prior to May 25, 2024, must be submitted via a service ticket in ServiceNow - ASC by 5pm on Friday, June 21, 2024, following the late time job aid. These payroll transactions will be posted to the ledger on Wednesday, June 26, 2024. The biweekly staff and student pay date is Friday, June 28, 2024.

MSS Transactions for employee payroll actions for the pay period ending Saturday, July 6, 2024, are due by Monday, July 1, 2024, at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by Monday, July 8, 2024, at 10am. Any late timesheets for pay periods ending prior to June 8, 2024, must be submitted via a service ticket in ServiceNow - ASC by 5pm on Friday, July 5, 2024, following the late time job aid. These payroll transactions will be posted to the ledger on Wednesday, July 10, 2024. The biweekly staff and student pay date is Friday, July 12, 2024.

Final regular off-cycle check requests for fiscal year 2024 should be submitted via ServiceNow - ASC by Thursday, June 13, 2024, at 5pm, following the off-cycle job aid. These payroll transactions will be posted to the ledger by Thursday, June 20, 2024. The pay date for these requests is Friday, June 21, 2024. Requests after this date will be processed for payment from fiscal year 2025 funds.

The biweekly pay period ending Saturday, July 6, 2024, contains five (5) working days for June that are chargeable to fiscal year 2024 even though the payments to employees will not occur until fiscal year 2025. Based on estimates in the OneUSG Connect system, the Institute will accrue and expense five working days of salaries and fringe benefits for regular biweekly employees in fiscal year 2024. **Campus users will see these expenses posted to the ledger Monday, June 24, 2024.**

Biweekly wages for student and temporary staff, which are immaterial to the Institute as a whole, will be posted entirely in FY2025.

MONTHLY PAYROLL
MSS Transactions for employee payroll actions for the pay period ending Sunday, June 30, 2024, are due by Tuesday, June 11, 2024, at 5pm. These payroll transactions will be posted to the ledger on Wednesday, June 26, 2024. The monthly pay date is Friday, June 28, 2024.

SUMMER SCHOOL APPOINTMENTS
The summer pay panels in the OneUSG Connect system opened on Tuesday, January 2, 2024, to capture salary information for regular faculty working summer semester. The summer panel for the May pay period will close Monday, May 20, 2024, at 5pm. The summer pay panel for the June pay period will close Monday, June 17, 2024, at 5pm.

BUDGET OFFICE DEADLINES
The oneBudget system will be open for the final fiscal year 2024 Budget Amendment on Monday, June 3, 2024. Final budget amendments must be received in the Budget Office via oneBudget by 5pm on Friday, June 7, 2024. These dates are tentative, and any changes will be communicated to campus users by the Budget Office.

All carry forward requests for General Operations (Gen Ops) funds must be submitted via online request form to the Budget Office by 5pm on Friday, April 19, 2024. Units must submit revisions to Gen Ops carry forward requests via request form to the Budget Office by 5pm on Friday, May 31, 2024. Please refer to the Budget Office website for policy and procedures for Gen Ops carry forward.

DEPARTMENTAL SALES AND SERVICES (DSS)/SERVICE CENTER CHARGES
The dates listed on the following page should be followed by Institute service centers for posting year-end transactions.

DEPARTMENT	DEADLINE DATE	TIME
IBB Core Facilities and Service Centers	Wednesday, June 5, 2024	5pm
IEN Micro/Nano Fabrication Facility	Wednesday, June 5, 2024	5pm
Materials Characterization Facility	Wednesday, June 5, 2024	5pm
Mechanical Properties Characterization Facility	Wednesday, June 5, 2024	5pm
Nuclear Magnetic Resonance (NMR) Center	Wednesday, June 5, 2024	5pm
Systems Mass Spectrometry Center	Wednesday, June 5, 2024	5pm
Facilities	Friday, June 7, 2024	5pm
Parking Office	Friday, June 7, 2024	5pm
Chemistry Glass Shop	Friday, June 14, 2024	5pm
Printing and Copying Services (PCS)	Friday, June 14, 2024	5pm
BuzzCard Center	Thursday, June 20, 2024	5pm
Post Office	Thursday, June 20, 2024	5pm
Telecommunications	Thursday, June 20, 2024	5pm
All Remaining Service Center Transactions	Thursday, June 20, 2024	5pm
Georgia Tech Research Institute (GTRI) Machine Shop	Friday, June 21, 2024	5pm
Georgia Tech Research Institute (GTRI) Services to RI units	Friday, June 21, 2024	5pm

BURSAR AND TREASURY SERVICES DEADLINES
Petty Cash replenishment requests for fiscal year 2024 are due to the Office of Bursar and Treasury Services (Bursar's Office) by Friday, June 7, 2024. Cash receipts for fiscal year 2024 are due by Wednesday, June 26, 2024, at 4pm.

SPONSORED GRANTS
The last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 21, 2024, at 5pm.

All Request Framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday by Sunday, June 30, 2024, at 5pm.

All Budget Amendment for Organization requests for grants must be submitted in Workday by Friday, June 21, 2024, at 5pm

COMMITMENT ACCOUNTING/SALARY REDISTRIBUTIONS
Requests for Over 90 Day salary redistributions to externally funded sponsored projects must be received by Commitment Accounting by Friday, June 14, 2024. The paper transmittal form must be completed. If the over 90-day request is approved by the Executive Director of Grants and Contracts Accounting, the Commitment Accounting team will initiate the Express Direct Retro (EDR) transaction in OneUSG Connect. Once the transaction is initiated and submitted it must be approved at all levels of the manager self-service approval workflow.

Online users may process salary distribution changes through Friday, June 28, 2024, at 5pm. All transactions must be approved at all levels in the approval workflow. Commitment Accounting will then be closed for fiscal year 2024 and is estimated to reopen for fiscal year 2025 on Monday, July 8, 2024, at 9am.

ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES
Annual Statements of Reasonableness (ASR) of Salary Charges will be prepared based on the June 30, 2024, salary distribution information and will be available electronically by noon on Friday, July 19, 2024.

All ASRs (either electronic or manual) should be certified online or completed and returned to Grants and Contracts Accounting (easr.ask@office365.gatech.edu) by 5pm on Friday, August 30, 2024. Any outstanding ASRs will be forwarded by Grants & Contracts Accounting to each unit for escalation once the deadline has passed.

FY24 ASRs for employees terminating during the year can be accessed on LITE by the department. The report is titled Terminating Employee ASR. The report is only accurate if a termination date is entered in OneUSG and the final payroll for the employee has posted. Any changes to the employee salary distribution after signature will void the ASR. If you have any questions regarding this process or issues with the report, please contact easr.ask@office365.gatech.edu. To certify early, the unit must do the following: (1) Process the termination in OneUSG Connect; (2) Ensure the final salary distribution is correct; (3) Have both the employee and the Unit Financial Manager sign the ASR provided on LITE (Terminating Employee ASR) and return the form to easr.ask@office365.gatech.edu. The Terminating Employee ASR must be signed by the employee as no first-hand knowledge confirmations will be accepted. If the department cannot procure the employee's signature prior to their departure from the Institute, they may opt to wait until the regular ASRs become available at the end of the fiscal year. At that point, they can have the PI, who possesses firsthand knowledge of the terminated employee's work, sign on behalf of the employee on the regular, manual ASR form (as opposed to the Terminating Employee ASR form).

FISCAL YEAR-END CLOSING REVIEW CHECKLIST
The Fiscal Year-End Closing Review Checklist was implemented to help ensure the integrity of the Institute's year-end close process and resulting financial statements. The checklist helps to confirm year-end tasks and to identify potential audit issues that should be communicated to the Controller's Office for resolution. The FY2024 Fiscal Year-End Closing Review Checklist form is available to Unit Finance Officers for their use during the year-end closing period. Frequently asked questions (FAQs) are posted on the Controller's Office website (Year-End Checklist FAQs). The Checklist is only required to be submitted to the Controller's Office if significant items that require management review are disclosed. Significant items include lack of adherence to policies, misclassified or unapproved financial transactions, and similar items. When in doubt, Unit Financial Officers should return the completed checklist to the Controller's Office for review and assessment. Please submit any Checklists with significant items or questions about the checklist to fy.review@gatech.edu by Monday, July 8, 2024, at 6pm.

FOUNDATION DATA MODEL (FDM) – RELATED WORKTAG CHANGES
Changes to Related Worktags like Fund, Function, Class, Balancing Unit, Gift, and Budget Reference are not allowed. Changes allowed to related worktags are title changes, assignee, and manager. The values that populate from the Driver Worktag on financial transactions such as Requisitions, POs, Spend Authorizations, Expense Reports, Supplier Invoices, Journals, etc. match the setup in the Workday system and should not be changed. The Budget Reference may be changed when processing journals to move transactions off certain prior year funds due to posting errors or overspending of the Prior Year PO.

If you have a situation where related worktags have been changed and need to be corrected, please contact the Financial Accounting team via ServiceNow - Foundation Data Model for guidance. If you find that the Related Worktags populated by the Driver Worktag are not correct, a new Driver Worktag will need to be set up in the FDM and the transactions will need to be moved from the incorrect driver to the correct driver. Please contact the appropriate office for assistance (i.e., Budget Office, Controller's Office, Grants & Contracts, etc.) as detailed in the Help Desk Support Grid beginning page 2 of this memo.

JOURNALS - ACCOUNTING TRANSACTION ADJUSTMENTS
When processing adjustments to accounting transactions for fiscal year 2024, campus users should use the grid on the next page to determine which type of journal to use. Campus Users can also review the Workday Journal Training for demonstrations of these accounting transactions.

ADJUSTMENTS TO ACCOUNTING TRANSACTIONS

SOURCE	TYPE OF MOVE	JOURNAL TO USE
Expense Report EXP-XXXXXXX	*Change Driver Worktag: Move entire dollar amt	Operational Journal Accounting Adjustment • 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 • 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 • 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 • 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 • 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 → • 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 • Create Journal

JOURNAL DEADLINE DATES

The dates listed below should be followed by campus users for **submitting and approving** ALL year-end journals. **Do not approve or take ANY action on inbox items after Wednesday, June 26, 2024. This will have major impacts on year-end reconciliations and may impact fiscal year-end close.**

TYPE OF ENTRY	DEADLINE DATE	TIME
Written Prior Year Cost Transfer Requests for Grants	Friday, June 14, 2024	5pm
Written Cost Transfer Requests for Grants < 90 days	Friday, June 14, 2024	5pm
PCard Verifications	Thursday, June 20, 2024	5pm
Accounting Journals and Adjustments (Create Journals)	Wednesday, June 26, 2024	5pm
EIB Upload Journals (other than GTPE and GTRI)	Wednesday, June 26, 2024	5pm
Expense Report – Operational Journal Accounting Adjustment	Wednesday, June 26, 2024	5pm
Supplier Invoice - Operational Journal Accounting Adjustment	Wednesday, June 26, 2024	5pm

FISCAL YEAR CLOSE/OPEN SCHEDULE

The dates listed below have been established for final fiscal year 2024 year-end close and fiscal year 2025 year-open processing in Workday Financials.

FY2024 YEAR CLOSE/FY2024 YEAR OPEN	DATE	TIME

Workday Financials Open for FY2025
  **Expenses, Financial Accounting, Grants, PCard,
    Procurement, Supplier Accounts, etc.
  **Transactions will post to the ledger
	Wednesday, July 3, 2024	9am

Georgia Tech Professional Education (GTPE) Close	Saturday, July 6, 2024	6pm
Commitment Accounting & Express Direct Retro (EDR) Open for FY2025	Estimated Wednesday, July 10, 2024	9am
Georgia Tech Research Institute (GTRI) Close	Beginning Sunday, July 7 to Wednesday, July 10, 2024	6pm
Georgia Tech Applied Research Corp (GTARC) Gifts Close	Beginning Tuesday, July 9 to Wednesday, July 10, 2024	6pm
Georgia Tech Foundation (GTF) Gifts Close	Beginning Tuesday, July 9 to Wednesday, July 10, 2024	6pm
Georgia Tech Research Corporation (GTRC) Gifts Close	Beginning Tuesday, July 9 to Wednesday, July 10, 2024	6pm
Grants and Contracts Accounting Close	Beginning Tuesday, July 9 to Wednesday, July 10, 2024	6pm
Budget Office & Controller's Office Close	Thursday, July 11, 2024	6pm
Final FY2024 Closing Processes for Workday Operating Ledger & Closing Operating Ledger for FY2024	Friday, July 12, 2024	6pm
Workday Business Assets Closed for FY2024	Friday, July 26, 2024	6pm
Workday Business Assets Open for FY2025	Thursday, August 1, 2024	9am

Your assistance and cooperation in meeting the established deadlines are greatly appreciated. If you have any questions or need additional information, please contact the appropriate business office department as indicated in this memorandum.

cc: Ángel Cabrera, President
           Shantay Bolton, Executive Vice President for Administration and Finance
           Kasey Helton, Associate Vice President for Campus Services
           Jennifer Hubert, Associate Vice President for Finance and Planning
           Financial Council
           Campus Accountants, Cost Center Managers, Financial Managers, and Financial Administrators
           Administrative Network

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2024

DATE	DAY	TIME	DESCRIPTION
January 2, 2024	TUES	8am	Summer Semester Pay Panels opened in OneUSG Connect System
March 8, 2024	FRI	5pm	Deadline for POs for items requiring formal bidding (RFP) ($25K or greater)
March 19, 2024	TUES	9am-12pm	Year End Town Hall Meeting, Zoom or Clough 144
April 12, 2024	FRI	5pm	Deadline for POs for items requiring sole source justification approval from the State ($500K or greater)
		5pm	Deadline for POs for items requiring formal bidding (IFB) ($25K or greater)
April 19, 2024	FRI	5pm	Deadline for carry forward requests for General Operations (Gen Ops) funds submitted to Budget Office
April 26, 2024	FRI	5pm	Deadline for POs for items requiring sole source posting to GPR ($25K - $499,999)
May 6, 2024	MON	5pm	POOELS Report updated weekly on Controller's website
May 10, 2024	FRI	5pm	Deadline to submit new supplier registrations through the Supplier Portal
May 20, 2024	MON	5pm	Summer Pay Panel for May pay period closed in OneUSG Connect
May 24, 2024	FRI	5pm	Deadline for POs for any Commodity/Service on a State/GT Contract - ($25K or greater)
		5pm	Deadline for POs not requiring bids but require Purchasing Review (Contract or non-contract; $2,500 - $24,999)
		5pm	Deadline for Exempt Purchases ($25K or greater)
		5pm	Deadline for Change Order Requisitions
May 31, 2024	FRI	5pm	Revisions to Gen Ops carry forward requests due to Budget Office
June 3, 2024	MON	Noon	oneBudget system open for final FY2024 budget amendments
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/8
June 5, 2024	WED	5pm	Deadline for Systems Mass Spectrometry Center year-end transactions
		5pm	Deadline for Nuclear Magnetic Resonance (NMR) Center year-end transactions
		5pm	Deadline for IEN Micro/Nano Fabrication Facility year-end transactions
		5pm	Deadline for Materials Characterization Facility year-end transactions
		5pm	Deadline for Mechanical Properties Characterization Facility year-end transactions
		5pm	Deadline IBB Core Facilities and Service Centers year-end transactions
June 7, 2024 (Continues on Next Page)	FRI	5pm	Deadline for PO and PO Line Closure Requests (Open Obligation Report)
		5pm	Deadline to submit invoices, supplier invoice requests (SIRs), ad-hoc payments, and wire transfers. *"Pre-paid expense" must be noted on the Supplier Invoice Request (SIR) or invoice for FY2025 expenses submitted by June 7 for payment by June 20*
		5pm	Last day to approve all invoice match exceptions & enter receipts for payment in FY24
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY2024 payment. Approvals must be complete, and documentation must be attached.

DATE	DAY	TIME	DESCRIPTION
June 7, 2024 (Continued)	FRI	5pm	Late timesheets for pay periods ending prior to 5/11 must be submitted via [ServiceNow - Payroll](#)
		5pm	Final FY2024 budget amendments due to Budget Office
		5pm	Deadline for Facilities year-end transactions
		5pm	Deadline for Parking Office year-end transactions
		5pm	Petty Cash replenishment requests for FY2024 due
June 10, 2024	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/8 and late pay periods after 5/11
June 11, 2024	TUES	5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Monthly pay period ending 6/30
June 12, 2024	WED	5pm	Biweekly Payroll transactions for pay period ending 6/8 and late time periods posted to the ledger
June 13, 2024	THUR	5pm	PCard transactions processed by the bank by 6/13 will be included in FY2024
		5pm	Deadline - Final Regular Off-Cycle check requests for FY2024
June 14, 2024	FRI	5pm	Deadline for POs for contracted purchases less than $25K where the contract is selected on the requisition
		5pm	Deadline for low dollar catalog purchases
		5pm	Campus Access to Workday Procurement Removed
		5pm	Biweekly Staff and Student pay day
		5pm	Deadline for Chemistry Glass Shop year-end transactions
		5pm	Deadline for Printing & Copying Services year-end transactions
		5pm	Over 90-day salary redistributions to externally funded sponsored projects due to Commitment Accounting
		5pm	Written prior year Cost Transfer requests for grants journals due
		5pm	Written Cost Transfer requests for grants < 90 days journals due
June 17, 2024	MON	5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/22
		5pm	Summer Pay Panel for the June pay period closed in OneUSG Connect
June 18, 2024	TUES	5pm	Mass Close - Prior Year (PY) POs $500 or less (excluding OSP subcontracts, construction, FF&E & R&M)
June 20, 2024 (Continues on Next Page)	THUR	4pm	Final FY2024 AP payment run (Invoices, Payment Requests, Wire Transfers, Student Refund Payments from Bursar's Office, etc.)
		4pm	Travel reimbursements for Expense Reports will be processed through 4pm. Reports must be approved and have all receipts and documentation. Expense reports that are not approved for payment in FY2024 will be denied. Airline travel included in the 6/17 invoice will be paid with FY2024 funds
		5pm	Mass Close of BR24 Current Year POs $10 or less
		5pm	PCard Verifications (PCV) due for transactions through 6/13

DATE	DAY	TIME	DESCRIPTION
June 20, 2024 **(Continued)**	THUR	5pm	Last day to approve Invoice Match Exceptions in Workday and enter receipts
		5pm	Deadline for FY2024 Spend Authorizations to be submitted and approved
		5pm	Final Regular Off-Cycle Check Request Payroll transactions posted to the ledger
		5pm	Deadline for Telecommunications year-end transactions
		5pm	Deadline BuzzCard Center year-end transactions
		5pm	Deadline Post-Office year-end transactions
		5pm	Deadline for All Remaining Service Center Transactions
June 21, 2024	FRI	8am	Mass close of FY2024 spend authorizations. Fully approved Spend Authorizations with travel dates of 4/30 and after without an expense report associated will be reloaded into FY2025.
		5pm	Late timesheets for pay periods ending prior to 5/25 must be submitted via ServiceNow - Payroll
		5pm	Pay date for Final Regular Off-Cycle pay requests
		5pm	Deadline for GTRI Machine Shop year-end transactions
		5pm	Deadline for GTRI Services to RI units year-end transactions
		5pm	Last day for FY2024 OSP integration to Workday Grants for new awards and modifications
		5pm	Deadline for Budget Amendments for Organization requests for grants in Workday
June 24, 2024	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/22 and late pay periods
		5pm	FY2024 Biweekly Payroll Accrual posted to the ledger
June 26, 2024	WED	4pm	Deadline for submitting FY2024 Cash Receipts to Bursar's Office
		5pm	Monthly Payroll transactions ending 06/30 and Biweekly Payroll transactions for pay period ending 6/22 and late time periods posted to the ledger
		5pm	Deadline for Supplier Invoice and Expense Report Operational Journals – Submission and Approval
		5pm	Deadline for Accounting Journals and Accounting Adjustments (Create Journals) – Submission and Approval
		5pm	Deadline for EIB Upload Journals (other than GTPE & GTRI) – Submission and Approval
June 28, 2024	FRI	5pm	Biweekly Staff, Student Pay, and Monthly Staff Pay Date
		5pm	Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes
June 30, 2024	SUN	5pm	All request framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday
July 1, 2024	MON	5pm	PCard Transactions loaded in Workday for transactions posted to the bank btw 6/14 - 6/30
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 7/6

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2024

DATE	DAY	TIME	DESCRIPTION
July 3, 2024	WED	9am	Workday Financials Open for FY2025 – Expenses, Financial Accounting, Grants, PCard, Procurement, Projects, Supplier Accounts, etc.
		9am	First day to enter FY2025 Requisitions
		9am	First day for FY2025 AP Payments and Expense Reimbursements
		5pm	Pre-paid expenses paid in FY2024 for FY2025 transactions will be posted as an expense in FY2025
		5pm	Spend Authorizations with travel end dates of 4/30/24 and after, which are fully approved and do not have an expense report associated, reloaded into FY2025 in approved state
July 5, 2024	FRI	5pm	PCard Verifications (PCV) due for transactions posted to the bank btw 6/14 - 6/30
		5pm	Late timesheets for pay periods ending prior to 6/8 must be submitted via ServiceNow - Payroll
July 6, 2024	SAT	6pm	Georgia Tech Professional Education (GTPE) Close
July 7, 2024	SUN	9am	Georgia Tech Research Institute (GTRI) Close in Progress
July 8, 2024	MON	9am	Deadline for timesheets - Biweekly pay period ending 7/6 and late pay periods
		10am	PCard Transactions loaded in Workday for transactions posted to the bank btw 7/1 -7/7
		5pm	Year End Checklist Due to fy.review@gatech.edu if significant items noted
		6pm	
July 9, 2024	Tuesday	9am	Georgia Tech Research Corporation (GTARC) Gifts, Georgia Tech Foundation (GTF) Gifts, Georgia Tech Research Corporation (GTRC) Gifts, and Grants & Contracts Accounting Close in Process
July 10, 2024	WED	9am	Estimated Commitment Accounting / Express Direct Retro Open for FY2025
		5pm	Biweekly Payroll transactions for pay period ending 7/6 and late time periods posted to the ledger
		6pm	Georgia Tech Research Institute (GTRI) Close
		6pm	Georgia Tech Research Corporation (GTARC) Gifts Close
		6pm	Georgia Tech Foundation (GTF) Gifts Close
		6pm	Georgia Tech Research Corporation (GTRC) Gifts Close
		6pm	Grants & Contracts Accounting Close
July 11, 2024	THURS	6pm	Budget Office and Controller's Office Close
July 12, 2024	FRI	5pm	Biweekly Staff and Student pay day
		6pm	Workday Operating Ledger Closed for FY2024
July 19, 2024	FRI	Noon	ASR Salary Charges Available - prepared based on 6/30 salary distribution
July 26, 2024	FRI	6pm	Workday Business Assets Closed for FY2024
August 1, 2024	THUR	9am	Workday Business Assets Open for FY2025
August 30, 2024	FRI	5pm	Certified ASRs due to Grants and Contracts Accounting

Please visit the Controller's Office website for instructions on how to add the FY2024 Closeout and AFR Calendar in Outlook