

# FY2024 Year-End Town Hall

Tuesday, March 19, 2024

9:00 AM to Noon

Clough 144 / Zoom

# Opening Remarks

Jim Fortner, Vice President and Deputy Chief Business Officer

# Agenda

Topic	Presenter(s)
Closeout & Financial Accounting	Amry Stanley
Grants & Contracts	Josh Rosenberg
Tax Compliance	Sarah Gamer
GTF Gifts	Jacob Jacobs
Property Control	Frederick Trotter
<b>BREAK</b>	<b>15 minutes</b>
Commitment Accounting	Jason Cole
Budget	Jamie Fernandes & Yiny Lynch
Procurement & PCard	Jessica Leterle & Whittney Haynes
Supplier Accounts & Travel Update	Laura Jamison & Jennifer Jacobs
Financial Compliance	Amry Stanley

**Slides and Recording will be posted to the Controller's Office Website after the Meeting**  
**<https://controller.gatech.edu/monthyear-end>**

# House Keeping

- Enter Questions in the Q&A
  - Please include enough detail to identify who the question is for
  - We will take in-person questions and questions from the Q&A as time permits. Questions unanswered during our time will be posted to the Controller's Office Website.



# Closeout and Financial Accounting Update

Amry Stanley, Financial Compliance Program Manager

# Updates to the FY24 Closeout Memo

- Page 8
  - IBB Core Facilities and Service Centers DSS Service Center Charge deadline was updated to Wednesday, June 5, 2024
  - Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes updated to Friday, June 28, 2024
- Page 11
  - Estimated Commitment Accounting / Express Direct Retro FY2025 updated to July 10, 2024

# Closeout and Financial Reporting

- **Key Closeout Dates**

- ✓ Closeout Memo and Schedule
- ✓ [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End
- ✓ Workday Financials Operating Ledger –  
Closed for FY2024 – Friday, July 12



- **Year-End Closing Review Checklist**

- Due Monday, July 8

- **Financial Reporting Deadlines**

- ✓ Budgetary Compliance Report (BCR) due ~ August 15
- ✓ Annual Financial Report (AFR) due ~ August 15
- ✓ Annual Expenditure Report (AER) due ~ September 13
- ✓ AFR with Component Units due ~ September 16

# Journal Entry Deadlines

- **Wednesday, June 26 at 5pm –**
  - Operating Journal Accounting Adjustments for Expense Reports & Supplier Invoices
  - Accounting Journals & Adjustments (Create Journals)

## **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

**See page 11 of the Closeout Memo**



# FY2022 Award of Distinction for Excellent Financial Reporting

Georgia Department of Audits and Accounts

*Has Conferred Upon*

Georgia Institute of Technology

*for the fiscal year ended June 30, 2022 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

# FY2023 Audit Results

- Severity Scale –
  - Audit Finding – Severe & Included in the Audit Report
  - Management Letter Comment – Less Severe than Finding
  - Misstatement – Normal
  - Exit Conference Comment – Least Severe
- No Audit Findings, Management Letter Comments, or Misstatements
- Eight Exit Conference Comments
  - Four IT-Related Comments
  - Four Financial Statement Comments
  - GIT provided a management response on action taken to prevent the deficiency in the future.
- New Category - Process Improvement Comments
  - Two Comments in this Category



# FY2024 - SACSCOC Reaffirmation

- SACSCOC – Southern Association of Colleges and Schools Commission on Colleges
  - <https://sacscoc.org/>
- GT's Office of Academic Effectiveness coordinates accreditation activities
  - <https://www.academiceffectiveness.gatech.edu/>
- Key Dates:
  - Sept. 2024 - Compliance Certification Report
  - Nov. 2024 – Off-Site Review by SACSCOC
  - April 2025 – On-Site Visit
  - Dec. 2025 – SACSCOC Board of Trustees Vote
  - Jan. 2026 – GT Receives Reaffirmation Results
- What You Can Do To Help:
  - Email [fy.review@gatech.edu](mailto:fy.review@gatech.edu) with any issues (i.e., deadlines, concerns)
  - Meet deadlines and provide timely responses





# Grants & Contracts Accounting Update

Josh Rosenberg, Executive Director  
Grants & Contracts

# Request Deadlines

Type of Request	Deadline
Written Prior Year Cost Transfer Requests for Grants	June 14, 2024 (Friday)
Written Cost Transfer Requests for Grants < 90 Days	June 14, 2024 (Friday)
Budget Amendment by Organization Requests for Grants	June 21, 2024 (Friday)
Accounting Journals and Adjustments for Grants	June 26, 2024 (Wednesday)
Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)	June 30, 2024 (Sunday)

- ❑ Last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 21, 2024
- ❑ ICOL notices should be received by appropriate parties once new awards and mods are completed in Workday.



# Cost Transfers

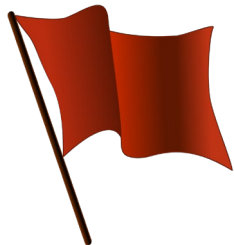
- Allowability of Prior Year Salary Cost Transfers
  - The only transfers that will be accepted for review and processing are ones:
    - WITHIN the same award (sponsored grant line to sponsored grant line)
    - From a sponsored grant line TO a Designated or GTRC or GTF worktag
    - Resulting from errors caused by incorrect award set-up (on OSP or G&C)
    - From GTF or GTRC TO a sponsored grant line for modifications or initiations completed in **June**.
- Remember:
  - Requests must be complete with ALL required documentation or they will be returned for correction. They require: (1) the G&C Cost Transfer Form (include salary, fringe, and tuition remission), (2) the Employee Cost Detail report and (3) a signed, revised ASR.
  - All requests must go through Service Now.
  - If the request does not meet the above conditions, it will not be processed.
  - Note: once you identify salary on an award that needs to be moved and does not meet the above criteria, it must be moved to a non-sponsored worktag.
  - Be sure to put June pay on GTF or GTRC worktags so they can transfer in FY25 to sponsored worktags. Don't leave the salaries on state funds.
  - Remember: cost transfers from prior year state funds to sponsored worktags are not allowed!

# Cost Transfer Reminders

Cost Transfers onto sponsored worktags are not acceptable under the following circumstances:

- To correct deficiencies caused by overruns;
- To avoid restrictions imposed by law or by the terms/conditions of the sponsored award
- To temporarily place charges which will subsequently be transferred elsewhere.

In addition, costs may not be transferred to a sponsored project merely because there are unexpended funds available that would otherwise be returnable to the sponsor.



# Cost Transfer Exceptions

		<u>Scenario 1</u>	<u>Scenario 2</u>						
	Period of Performance (Start)	9/2/2022	9/2/2022						
	Contract Initiated	10/1/2023	10/1/2023						
	Expense Posted in WD	6/1/2023	6/1/2023						
	Cost Transfer to Award Request	3/1/2024	12/1/2023						
	Months Late (From Initiation)	5 Late	2						

## Allowable Exception Requests:

1. Initial or continuing sponsor funding is delayed beyond 90 days after the effective date of the applicable award performance period. If the transfer is requested within the reporting period of the sponsored award (typically 60-90 days after the expiration date of the award). 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.

# Award Close-Outs

- The biggest reasons why close-outs are challenging:
  - Not meeting cost share commitments
  - Open obligations
  - Subawards (getting invoices from our subs)
  - Communications regarding NCEs (no-cost extensions) and other end of award tasks
  - Overruns and past term charges.

MANAGE WITHIN THE PERIOD OF PERFORMANCE (POP)



# Unilateral Close-Out Reporting

## Unilateral Closeout Reporting

- On January 23, 2024, NIH issued NOT-OD-24-055, NIH Enforcement of Unilateral Closeout Reporting in the System for Award Management Responsibility/Qualification
- NIH is **strengthening enforcement of longstanding closeout requirements**, outlined in [Section 8.6, Closeout](#), of the GPS.
- NIH recipients must submit a Final Federal Financial Report (FFR), Final Research Performance Progress Report (F-RPPR), and Final Invention Statement and Certification (FIS) within 120 calendar days of the end of the period of performance (project period).
- Without prior approval from the awarding Institute or Center for a delay in closeout, NIH will initiate unilateral closeout for all awards that fail to meet closeout requirements within 120 days.
- NIH will report all unilateral closeout actions as a Responsibility/Qualification (formerly FAPIIS) record in the entity's information in the System for Award Management (SAM.gov) retroactively, beginning with all unilateral closeout actions taken since January 1, 2023.

Basically, we do NOT want to end up on their naughty list.

[https://grants.gatech.edu/sites/default/files/images/04-2022\\_pi\\_article\\_-\\_sponsored\\_award\\_management\\_-\\_timeline\\_and\\_tasks.pdf](https://grants.gatech.edu/sites/default/files/images/04-2022_pi_article_-_sponsored_award_management_-_timeline_and_tasks.pdf)



# Faculty Summer Pay

- Summer pay panels will be due soon and we want to remind everyone that faculty cannot “bank” effort expended during the academic year on sponsored awards to create a summer paycheck.
- Only effort actually expended in summer months is allowable. See PI Article “A Summer Salary Briefing” on the G&C website.  
[https://grants.gatech.edu/sites/default/files/inline-files/PI\\_ARTICLE-A\\_Summer\\_Salary\\_Briefing-June\\_2023.pdf](https://grants.gatech.edu/sites/default/files/inline-files/PI_ARTICLE-A_Summer_Salary_Briefing-June_2023.pdf)
- Effort must be reported in the month expended. This usually is a positive for the unit, as a charge out to sponsored funds unencumbers state funds.
- Faculty performing ANY activities outside of sponsored research (including teaching, administration, etc.) cannot charge 100% effort on sponsored awards.

# Year-End Reminders

- Review Cost Share commitments and ensure effort is posted by end of FY24.  
[https://grants.gatech.edu/sites/default/files/inline-files/PI\\_ARTICLE-Cost\\_Sharing\\_Nuts\\_and\\_Bolts-JR\\_FINAL\\_111722.pdf](https://grants.gatech.edu/sites/default/files/inline-files/PI_ARTICLE-Cost_Sharing_Nuts_and_Bolts-JR_FINAL_111722.pdf)
- Close open obligations on awards that are ending on or before June 30<sup>th</sup>.
- Ensure GRAs who are graduating or leaving are removed from grants to avoid salary overpayments.

# Effort Reporting

- Required for all employees charging effort/dollars to Sponsored Awards
  - Certified by the employee or an employee with firsthand knowledge of the effort
  - Verified by the Unit Level Financial Representative
- Employees working on sponsored awards that plan to leave GIT should complete the ASR (Annual Statement of Reasonableness) as part of the exit process
  - Terminating ASR report is available on Lite
  - Employee must have a termination in OneUSG Connect and final payroll posted
  - Changes to salary distribution will void an earlier ASR
  - Return early ASRs to [easr.ask@business.gatech.edu](mailto:easr.ask@business.gatech.edu)

ASRs	Deadline
FY24 ASRs available electronically	July 19, 2024 (Friday)
ASRs must be certified and approved	August 30, 2024 (Friday)

# NIH Salary Cap

- Effective January 1, 2024, Executive Level II increased to \$221,900
  - Applied based on level of effort
  - Applied to all subawards and subcontracts
- Grants and Contracts will provide the list of employees over the cap
  - An EDR to a linked cost share grant is required to fix the issues
  - MUST be corrected by year-end close

Reach out to Jonathon Jeffries with questions:  
[Jonathon.Jeffries@business.gatech.edu](mailto:Jonathon.Jeffries@business.gatech.edu)

# Sponsor Financial Reports

General Rule: Any financial report to be submitted to a sponsor should come from Grants & Contracts Accounting's Project Accounting Group

- Departments are not authorized to send official financial reports on behalf of GTRC or GIT.
- Grants & Contracts Accounting may allow a unit to deliver a report only after it has been vetted by a G&C accountant or G&C management.
- Please reach out to your G&C financial analyst with questions.



# Best Practices – Sandia Awards

- Sandia/DOE awards do not operate like other federally sponsored awards where prior approval is waived on re-budgeting cost categories. Any changes to the budget need to be communicated to the SDR assigned to the award. The SDR (Sandia Designated Representative) can be found in Section 6 of the contract in CIS.
- Foreign Travel is a highly scrutinized expenditure with Sandia and unless foreign travel is listed on the Award/Budget documentation, it MUST be approved by the SDR (Sandia Designated Representative).
- For resources on this topic please see:
  - <https://www.grants.gatech.edu/resources> “Sandia Foreign Travel Guidelines 10/2022” and
  - <https://www.grants.gatech.edu/latest-buzz-gc-accounting> “January 23,2024”

# Reports

- PI Article recently published, which details the reports available for managing sponsored expenditures:

[https://grants.gatech.edu/sites/default/files/inline-files/PI\\_ARTICLE-GT\\_Reports\\_for\\_Managing\\_Sponsored\\_Funds-February\\_2024.pdf](https://grants.gatech.edu/sites/default/files/inline-files/PI_ARTICLE-GT_Reports_for_Managing_Sponsored_Funds-February_2024.pdf)

- Exception Report SUITE:
  - Award Exception Report
  - Grant Exception Report
  - Cost Share Exception Report
  - Open Obligations on Grant Lines in Close-Out Status
  - Charges Past the Award End Date

# Reports

- The SABER Suite

Report Name /LINK	Short Name	Category	Features	When to use (Recommended)
<a href="#">SABER - Sponsored Award Budget Expense Report</a>	SABER	WorkDay Report	Real time data on Budget, Actuals, Obligations and Commitment	Search for one award, one grant or one Cost center, Search by an Award PI, or a Grant PI (Smaller data set )
<a href="#">SABER - Sponsored Award Budget Expense by Object Class</a>	SABER by Object Class	WorkDay Report	Direct view for Object Classs	Search for Object Class information directly. Search for one award, one grant
<a href="#">SABER - Sponsored Award Budget Expense Report – PEB</a>	SABER-PEB	WorkDay Report	Display current month, current year to date, award life time and /or specific period information in one view. Provides drill-to report links.	Search only One Award or One Grant. View both current or cumulative data at the same time.
<a href="#">SABER - Sponsored Award Budget Expense Report (In Lite)</a>	Lite SABER	Cognos Report	Report generates Excel Download file. Data reflects prior business day's activity. Includes Personnel cost details. Require Global VPN Connection	Larger data set. Search for several cost centers; View personnel cost details.

# Tax Compliance

Sarah Gamer, CPA Tax Compliance Manager Senior

# Tax Compliance at Georgia Tech

## Tax Compliance Managed by Controller's Office

- Annual preparation and filing of tax return IRS Form 990-T
- Monthly filing and remitting Georgia Sales tax to Georgia DOR
- Providing compensation information to affiliates for IRS reporting
- Researching and offering an opinion on non-standard transactions

## Tax Compliance managed by other areas

- Payroll
  - Classification of wages and benefits
  - Tax withholding—W-4, payments to IRS
  - Tax reporting—W-2, quarterly employment tax filing
  - 1042 Filing
  - Independent Contractor/Employee evaluation (with Procurement)
- Human Resources
  - Taxability of Benefits determinations
- Procurement
  - Independent contractor determinations



# Tax Compliance at Georgia Tech

## Tax Compliance managed by other areas continued

- Accounts Payable
  - Supplier profile management for 1099 and 1042 classification
  - Tax withholding management of non-US suppliers
  - Tax Identification Number matching and IRS notice management
  - Travel reimbursements as required by IRS Accountable Plan rules
- Global Human Resources
  - International students and international employees tax management
  - 1042-S management and reporting
- Bursar
  - Form 1098-T reporting
  - Tax withholding management on non-US student aid
- Treasury
  - Tax-exempt bond management

# Tax Compliance at Georgia Tech

## Tax Compliance managed by other areas continued

- University System of Georgia
  - Policies and procedures for human resources and benefits
  - Payroll management and reporting
- Affiliated Organizations
  - Full range of IRS and state tax compliance for 501(c)(3) organizations
- And Many Others
  - Every Department on campus is responsible for an aspect of tax compliance as part of their operation—Buzzcard Center, Campus Dining, Academy of Medicine, Service Centers, etc.
- Other Questions
  - Email: [Sarah.Gamer@business.gatech.edu](mailto:Sarah.Gamer@business.gatech.edu)

# GTF Gifts

Jacob Jacobs, Gift Financial Analyst  
Controller's Office

# Georgia Tech Foundation Gifts (GTF)

- Departments need to review gift budgets and expenses monthly by using “**Other Funding Sources - Funding by Gift and Designated - CR**” report for accuracy.
- GTF Gift budgets in Workday Financials are Annual Budgets, not Life-to-Date Budgets. Thus, you cannot run a Life-To-Date report for GTF gifts in Workday.
- Gift managers **must** be updated when employees change positions, or the employee is no longer with the institute. Please review gifts to ensure gift managers and gift assignees are correct.
- If the gift manager/assignee is not correct, please submit a service now ticket to correct the gift manager/assignee. (Financial services>Foundation Data Model>Gift (FDM) – Request Change)

# Georgia Tech Foundation Gifts (GTF)

## Budget Amendments

- You **Cannot** transfer budgets from one GTF Gift to another GTF Gift in Workday Financials.
  - You **Must** send an email to the foundation at [gifts@gtf.gatech.edu](mailto:gifts@gtf.gatech.edu)
  - The foundation is working on a [ServiceNow request](#) to transfer between GTF Gifts. An email will be sent when ServiceNow request is available for use by departments.
- You **Can** transfer budgets from one GTF Gift to the associated DE Worktag in Workday.
  - This can be accomplished via the “Create Budget Amendment” or “Create Budget Amendment for Organization” process depending on your Workday Role



# Georgia Tech Foundation Gifts (GTF)

## GTF Gift Revenue

- Revenue for GTF gifts can only be recorded on the foundation's books. The institute **cannot** record revenue on a GTF gift in Workday
- Revenue received for foundation gifts **must** be sent to the foundation.
- Only receipts for reimbursement of expenses can be recorded as an expense credit in Workday.

# Georgia Tech Foundation Gifts (GTF)

## Gift Over-Expenditures

- GTF Gifts should generally have a positive available balance.
- A gift is overspent when the Budget minus Commitments minus Obligations minus Actuals results in a negative overall balance.
- All gift over expenditures must be corrected within 60 days of the expense posting to the ledger.
  - This correction may be initiated via a Budget Amendment or Journal in Workday or a Budget Transfer at the Foundation.
- The Controller's Office will inactivate GTF Gifts that are not corrected and the gift will remain inactive until the balance is corrected.
- You will **not** be able to process Requisitions, Spend Authorizations, Expense Reports or any type of Journals on a GTF Gift worktag or on the associated DE worktag once it has been inactivated.

# GTF Gifts – Where to Get Help



- On Controller's Website we have added a GTF help guide.  
[https://controller.gatech.edu/sites/default/files/documents/GTF\\_Gifts\\_Help\\_Guide\\_0.pdf](https://controller.gatech.edu/sites/default/files/documents/GTF_Gifts_Help_Guide_0.pdf)
- **Other Questions**
  - Gift Budget on Main Gift but should be on DE
  - Gift Expense on Wrong Gift
  - Gift is Overspent
    - Submit questions via ServiceNow.
      - <https://gatech.service-now.com/home> > Financials > General Workday > Request Help

# Property Control

Frederick Trotter, Director Insurance & Assets

# Annual Equipment Inventory

## Inventory Deadlines

### FY24 GT Annual Physical Inventory – October 2023 thru March 2024

Class	Assets Count	Due Date
D	750 +	12/22/23
C	400-750	1/26/24
B	100-399	2/16/24
A	1-99	3/8/24

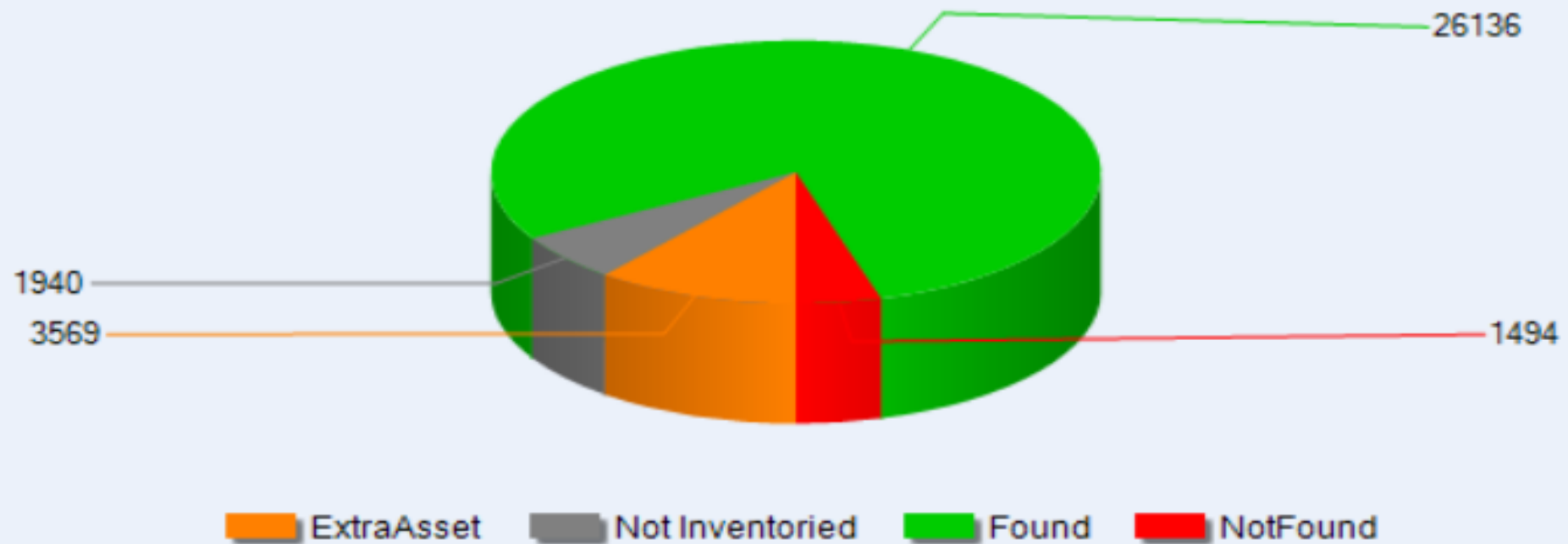


- This is the 3<sup>rd</sup> year with the above-defined schedule. This process is to ensure inventory accountability is completed prior to year-end financial reporting for FY24.



## ASSET INVENTORY DASHBOARD

Assets by Inventory Status



# Current Inventory Status

- Inventoried (equipment located) – 29,705
- Not Inventoried – 1682 (**\$34M**)
  - *Location (room) has not been inventoried*
- Not Found – 1314 (**\$31M**)
  - *Location (room) inventoried : equipment not located/ identified*

# Extended FY24 Inventory Period

Cost Centers provide assistance to your Property Coordinator

- Review Inventory updates status
- If equipment Custodian is not the Property Coordinator, then send an email and inquire where is equipment?
- Check *Equipment Loan Agreements* as equipment may be in remote location
- Double check as equipment may be assigned to out-of-state GT employee
- Could equipment be offsite: *repairs, servicing, or on loan?*
- Check and confirm if any labs have been relocated and not updated in Workday
- Ensure there is cooperation to access labs

The background of the slide is a faded, sepia-toned photograph. It depicts a large, multi-story historic building with many windows, likely a university hall. In the foreground, four people are walking away from the camera on a paved path. The overall tone is academic and professional.

# Break – 15 minutes



# Commitment Accounting Updates

Jason M. Cole, Commitment Accounting Director, Budget Office

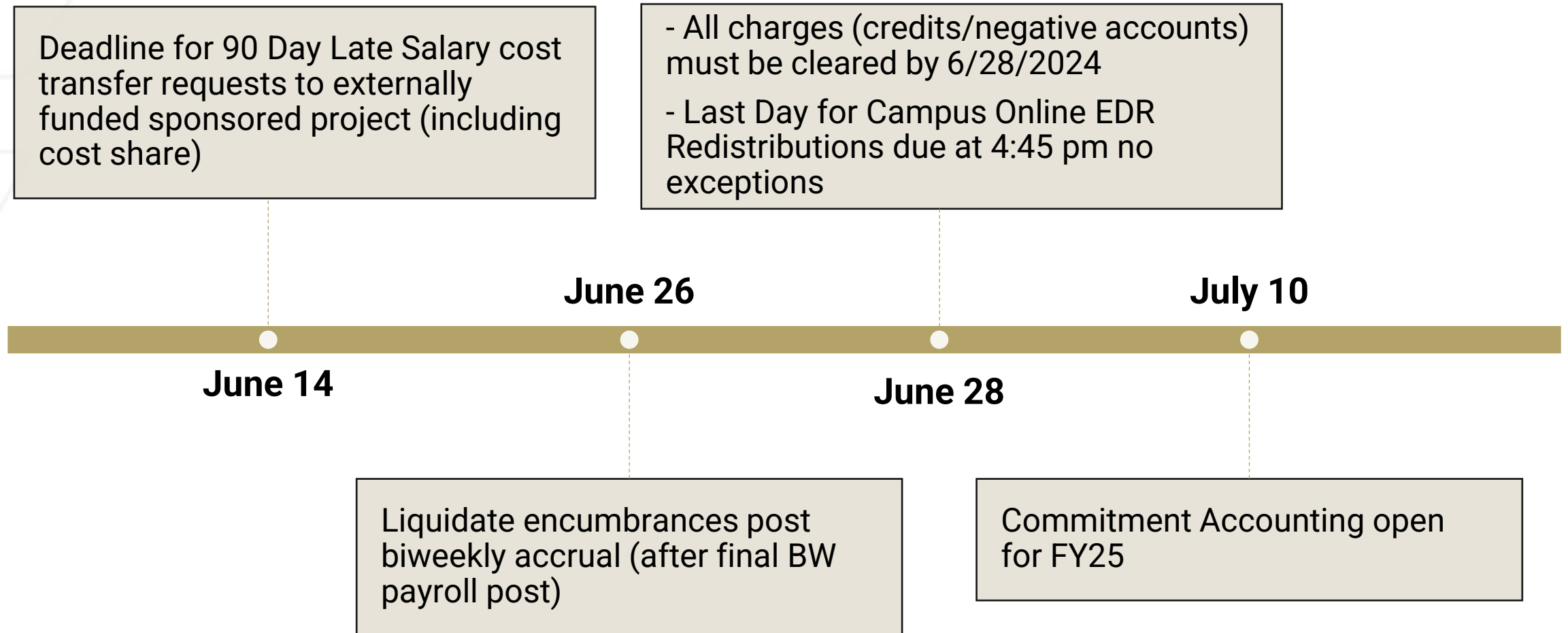


# Topics

- Update: Year-End Close Dates
- Best Practices
  - Change Position Funding
  - Express Direct Retro
  - Ad hoc Approvers
- Resources



# Year-End Close Dates | Commitment Accounting



# Best Practice

## Review Position Funding Proactively

- If necessary, correct FY2024 funding with a Change Position Funding (CPF) transaction. **EDRs should be avoided.**
- **Review grants that are ending** (use Workday end dates). Employees paid on grants that have ended will cause funding to post to suspense/cost overrun and will require an EDR transaction (which are to be avoided).
- **Establish cost share** as soon as possible (ASAP) to avoid over 90-day cost transfer requests.
- **Review salaries allocated to your department's undesignated and suspense worktags** to ensure balances posted to these worktags are cleared timely.



# Change Position Funding | Submit

## Compile all necessary information

- Pay period begin dates (effective dates **must** be the beginning of a current/future pay period).
- New worktags/combo codes and effort percentages for new funding distribution applicable.

## Review distribution as of Change Effective Date

- This section displays funding effective dates for the fiscal year.
- Effective date needed when distribution is different from previous pay period.

## Submit transaction

- Entering the same combo code in the new distribution section more than once with the same earnings code.
- Submit a ServiceNow ticket to OneUSG ServiceNow to unlock position.

Be sure to submit the transaction timely – remaining on the transaction page too long can cause the position to lock.

# Change Position Funding | Review/Approve

## Verify:

- All effective date(s) (should be beginning of a future pay period)
- Current incumbent information
- Distribution as of change effective date
- New information section:
  - Combo codes
  - Funding end dates (only applicable to grants)
  - Percent of distribution
  - Attachments
  - Comments
  - Workflow/Ad-hoc approvers

As an approver, please deny the position if you know there is an error and resubmit.



# >90 Day EDR Justification

- This justification only applies to EDRs when moving salary on to a grant (e.g. 03GR000000000).
- When initial/continuing sponsor funding is delayed beyond 90 days after the effective date if the transfer is requested typically 60-90 days after the expiration date of the project.
- Grants & Contracts may approve the proposed transfer if the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses by the proposed cost transfer.
- **Common reasons for exceptions:**
  - Initial or continuing sponsor funding delayed beyond 90 days.
  - Specific approval received by sponsored agency.
  - Transfers to cost share or between grants within the same award.
- **Action Steps:**
  1. Complete [transmittal form](#).
  2. Submit to ASC via [ServiceNow](#).

Georgia Institute of Technology			
OVER 90 DAYS LATE EXPRESS DIRECT RETRO (EDR) TRANSMITTAL FORM			
Dept Org Number	Dept / Org Name		Employee ID #
Employee Name			
Contact/Approval Information			
Requested By:	Title:		
Date:	Phone:	Email:	
Approved By:	Date:		
Approved By: (if shared)	Date:		Dept ID
Approved By: (if shared)	Date:		Dept ID
Current FY		Prior FY	
JUSTIFICATION DETAIL			
<i>NOTE: For all changes made TO externally-funded sponsored projects**, you must choose a justification reason. If "Other" is selected, enter detailed explanation.</i>			
<input type="checkbox"/> 1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.			
<input type="checkbox"/> 2. Correction of clerical error or data input identified by authorized unit financial personnel.			
<input type="checkbox"/> 3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.			
<input type="checkbox"/> 4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.			
<input type="checkbox"/> 5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.			
<input type="checkbox"/> 6. Other: Please specify:			
JUSTIFICATION FOR LATE TRANSFER (Complete this section for requests over 90 days) **			
Pay Period End Date	Date of Request:	Days Late: 0	
(a) Explain why the expense was not originally charged to the correct project.			
(b) Explain how the expense benefits the scope of work on the "TO" project. What work did the employee perform?			
(c) Explain why the error was not identified and corrected timely (within 90 days of the Pay Period End date).			
(d) Explain what steps are in place to prevent the need for a late cost transfer going forward. Include people/groups involved and frequency			



# Express Direct Retro | Submit

## Step 1

### Compile all information before submitting transaction

- Employee ID (recommend searching by employee ID e.g. promotion/transfer)
- Pay period(s) to correct
- Amounts to transfer
- New combo code(s)
- Current employee cost detail report
- Cost transfer justification (why wasn't the salary posted correctly?)
- Ad hoc approvers if applicable (contact approver before inserting)



## Step 2

### Select appropriate row(s) where the salary is moving from

- Avoid selecting rows with negative amounts
- No need to choose a row where the salary isn't being reduced



### If Needed:

- Check for pending EDRs
  - Can be found at the bottom under search – existing (select click next, submit or cancel)
- Once EDR is approved and processed or denied, transaction is removed.
- The EDR could be saved but not submitted.
- Contact users in the approval workflow.

# Express Direct Retro | Submit

Current Distribution

Employee Information

Combo Code Details

Request Details

||>

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code
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Original Combo Code	Original Account	Chartfield Details	New Combo Code	Amount to Transfer
		<div>Chartfield Details</div>		

# Express Direct Retro | Submit

- Attach current period Employee Cost Detail Report
- Select Cost Transfer Justification - *Why wasn't the salary posted correctly?*
  - Other is rarely used, if other is used please provide a detailed justification
  - Insufficient/vague cost transfer justifications could lead to the EDR being denied
- Submit, Insert ad-hoc approver (if necessary), click save ad-hoc.

**Current Distribution**

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code	Amount
1 030	30014144	03A	09/30/2023	7294386	1	3557047	REG	521100	03GR00006939	627.75

**New Distribution**

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details
1 030	30014144	03A	09/30/2023	7294386		REG	521100	1	627.75	03GR00006939	521100	<a href="#">Chartfield Details</a>

**Justification**

At:

**Justification**

If you select 'other', there is no default justification. You will need to add in your own justification.

# Express Direct Retro | Review/Approve Checklist

## Verify:

- Employee information
- Accounting date is in the current accounting period
- Current combo code
- New combo code
- Transfer amount
- Current employee cost detail report
- Appropriate cost transfer justification/comments
- Ad hoc approvers

The screenshot displays a web-based interface for reviewing and approving retroactive distributions. It is divided into three main sections: Current Distribution, New Distribution, and Cost Transfer Justification.

**Current Distribution**

Employee Information | Combo Code Details | Request Details | II>

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code	Amount
1	030	30014144	03A	09/30/2023	7294386	1	3557047	REG	521100	03GR00006939	627.75

**New Distribution**

New Distribution | Chartfield Details | II>

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details
1	030	30014144	03A	09/30/2023	7294386		REG	521100	1	627.75	03GR00006939	521100	<a href="#">Chartfield Details</a>

**Attached File**

File Attachment

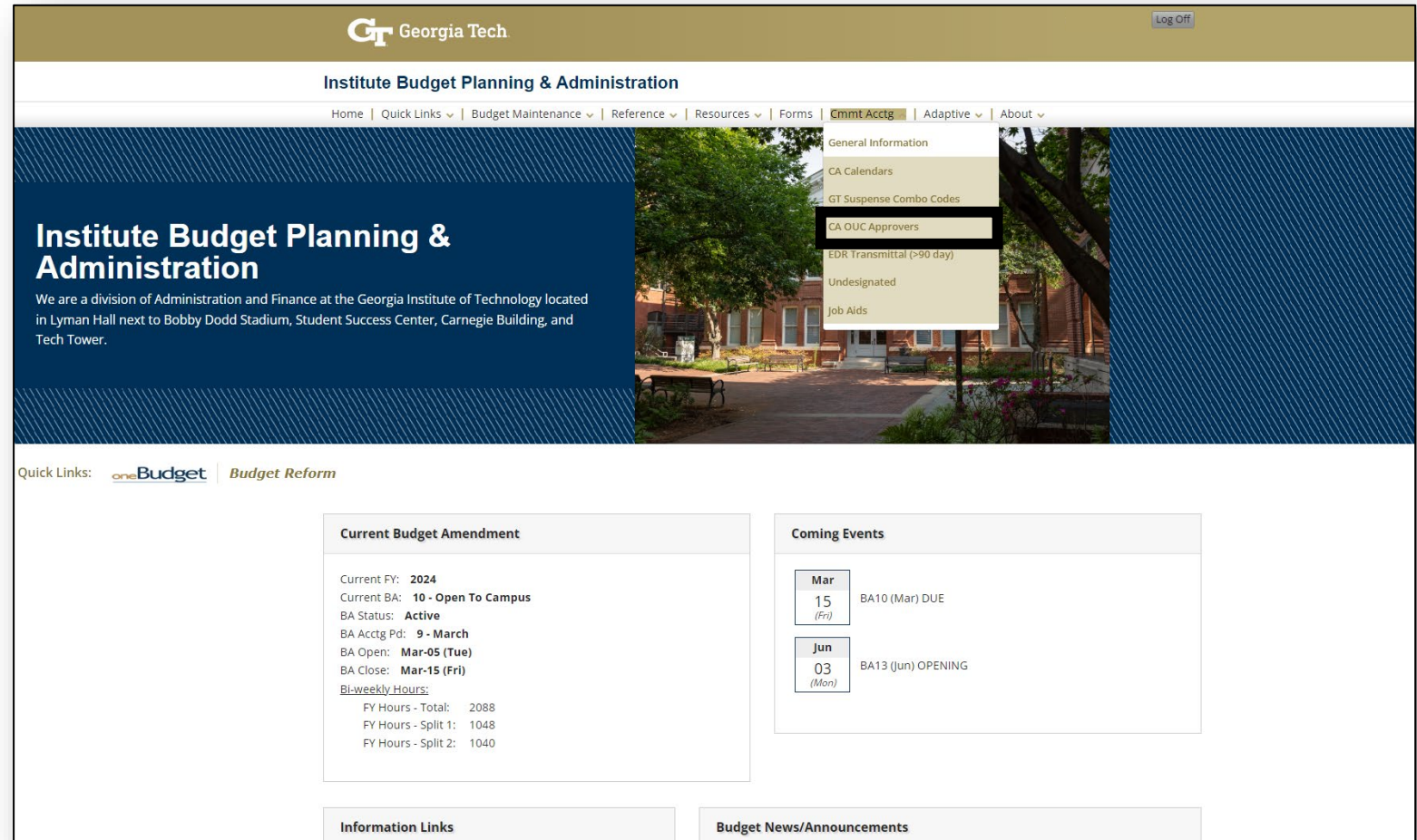
Attached File

**Cost Transfer Justification**

Clerical / Accounting Error

# Reminder | Ad Hoc Approvers

- You must add an ad hoc approver when moving salary on/off worktag from another department.
- Be sure to contact the ad hoc approver before inserting them into the transaction.



The screenshot shows the Georgia Tech Institute Budget Planning & Administration website. The header includes the Georgia Tech logo and a 'Log Off' button. The main navigation bar lists various sections: Home, Quick Links, Budget Maintenance, Reference, Resources, Forms, Cmt Acctg, Adaptive, and About. A dropdown menu is open under 'Cmt Acctg', showing options: General Information, CA Calendars, GT Suspense Combo Codes, CA OUC Approvers (highlighted), EDR Transmittal (>90 day), Undesignated, and Job Aids. The main content area features a large blue banner with the text 'Institute Budget Planning & Administration' and a description of the division. Below the banner, there are 'Quick Links' for 'oneBudget' and 'Budget Reform'. The 'Current Budget Amendment' section displays details for the 2024 fiscal year, including the current budget amendment (10 - Open To Campus), status (Active), and key dates (BA Acctg Pd: 9 - March, BA Open: Mar-05 (Tue), BA Close: Mar-15 (Fri)). The 'Coming Events' section shows a calendar for March and June, with events BA10 (Mar) DUE and BA13 (Jun) OPENING. At the bottom, there are sections for 'Information Links' and 'Budget News/Announcements'.

[budgets.gatech.edu/rCmtAcctg/CAApproverList](https://budgets.gatech.edu/rCmtAcctg/CAApproverList)

# Resources

## Queries

You can find the following queries in OneUSG Connect query viewer:

- BOR\_CA\_POSITION\_FUNDING – View position funding
- BOR\_CA\_EDR\_STATUS – View status of EDR transactions
- BOR\_CA\_EDR\_LOCKS – Locked EDR transactions
- BOR\_HR\_VACANT\_POSITIONS - Vacant Positions
- BOR\_CA\_CHG\_FUND\_LOCK - Change Position Funding Locks

## Training

- [Commitment Accounting Recorded Webinars Playlist](#)
- [Commitment Accounting On-Demand Training:](#)
  - OneUSG Connect Commitment Accounting: Inquiry Only
  - OneUSG Connect Manager Self-Service: Commitment Accounting



# Budget Updates & Year-End Deadlines

Jamie S. Fernandes, Executive Director, Budget Office

Isabel (Yiny) Lynch, Budget Manager, Budget Office

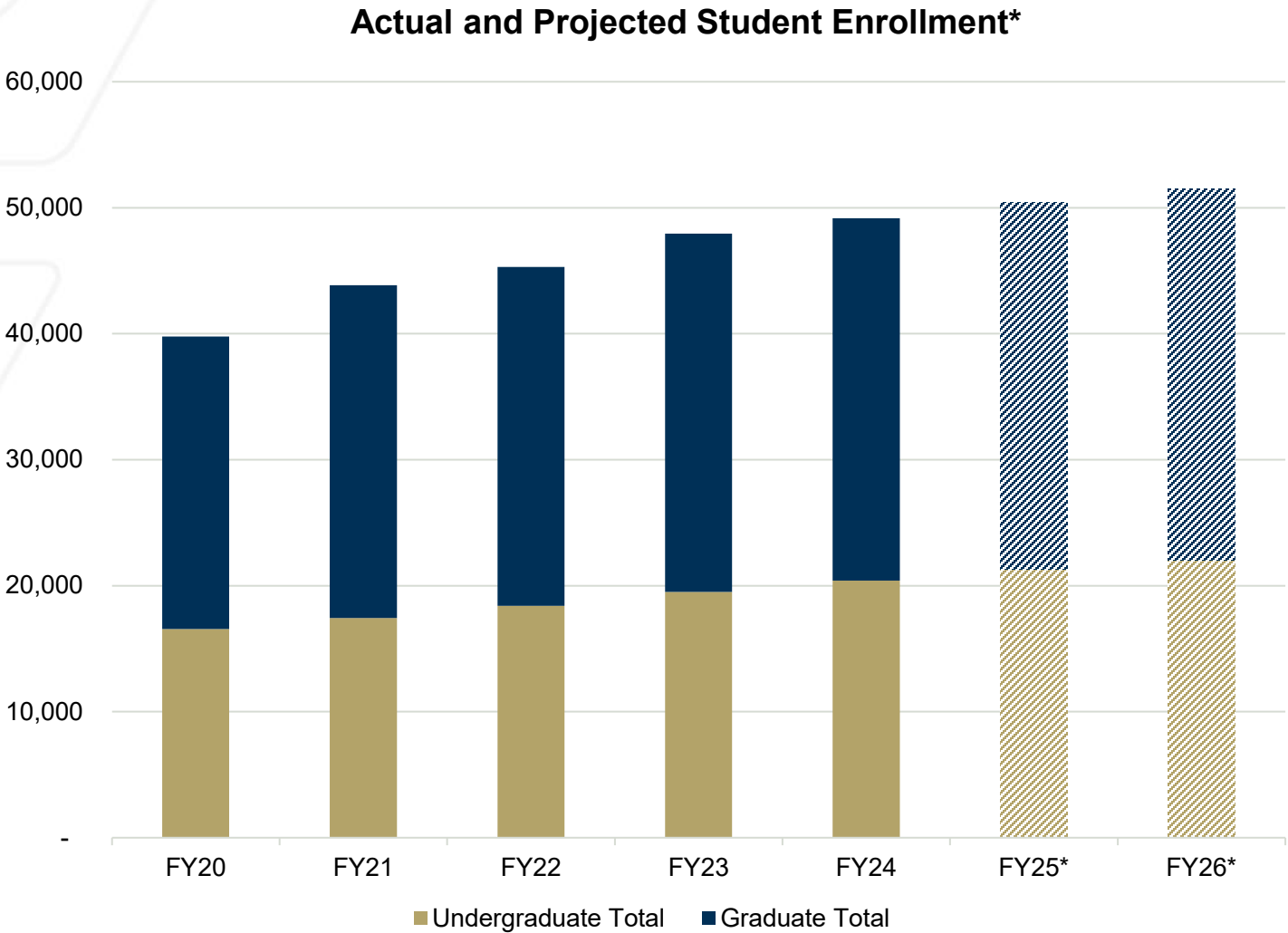
# Topics

- Budget Updates
  - FY24 Update
  - FY25 Budget Development Outlook
  - Budget Reform
- Year-end Deadlines





# Enrollment By The Numbers



*\*Projected student enrollment for FY25 and FY26.  
Note: Enrollment numbers reflect Fall Only data.*



# FY24 Allocations

We prioritized our allocations to enable us to continue to advance our instructional, research, and service missions with prioritization given to supporting our people, growth, and compliance:



**\$17.6M**  
People



**\$13.8M**  
Growth



**\$2.2M**  
Performance

# Georgia Tech Resident Instruction | State Appropriations

Net Change to FY24 Original Operating Budget:

Budget Item	Actual
Cost of Living Adjustments (\$2,000)*	\$10,731,502
Formula Earnings	21,348,845
Maintenance and Operations*	800,464
Adjustment to agency premiums for DOAS*	2,267,550
Health Insurance and Retiree Health & Life Benefits*	2,520,636
Reduce funds and utilize Carry Forward funds where necessary	(10,081,529)
<b>Net Change to FY24 Operating Budget</b>	<b>\$27,587,468</b>

*\*Pass-through items; not included in net new revenue. Resident Instruction excludes GTRI and EI2.*

The \$10.1 million cut is Georgia Tech's portion of a \$66 million reduction impacting all 26 USG institutions.



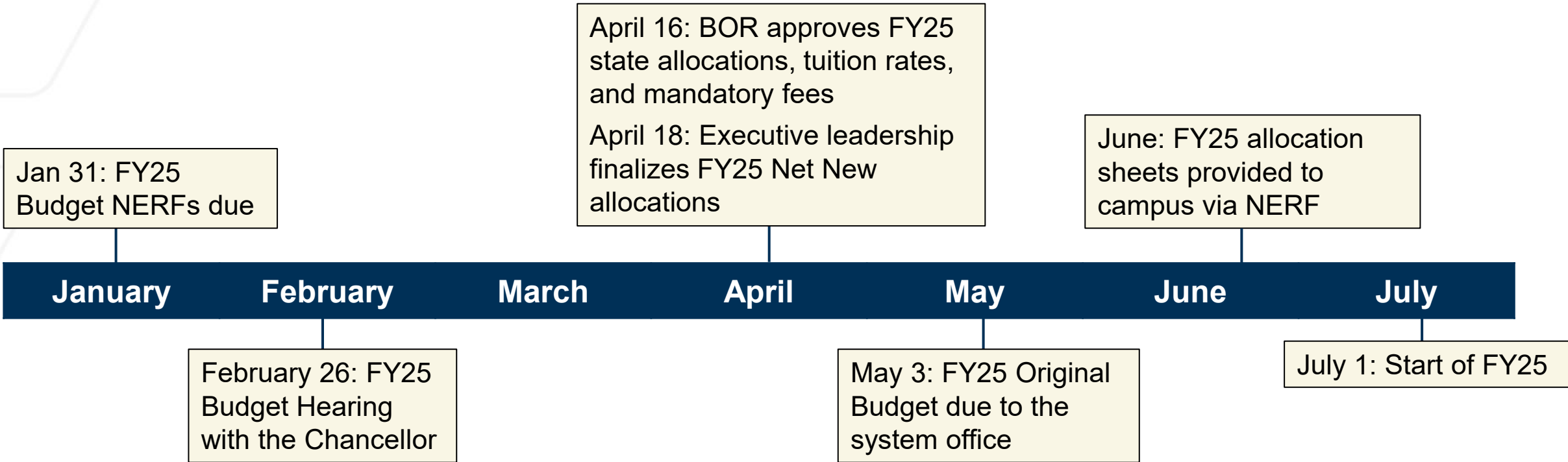
# University System of Georgia Budget

## FY24 Amended Budget - Final

Budget Item	Governor's Recommendation	House Recommendation	Senate Recommendation	Final
Provide a one-time \$1,000 salary supplement for full-time, benefits eligible employees.	\$46,011,763	\$46,011,763	\$46,011,763	\$46,011,763
Restore FY24 formula funds (Georgia Tech portion is estimated to be \$10.1M).	66,000,000	66,000,000	66,000,000	66,000,000
Support the implementation of a new unified Enterprise Resource Planning (ERP) system. The goal is to ultimately have one single, unified platform for financials, human resources, and student account management for all 26 institutions.	88,000,000	88,000,000	88,000,000	88,000,000
Invest in additional maintenance, repairs, and renovation backlog at facilities statewide (Georgia Tech portion is estimated to be \$8M+).	80,000,000	80,000,000	80,000,000	80,000,000
<b>Total FY24 Amended One-Time Funding</b>	<b>\$280,011,763</b>	<b>\$280,011,763</b>	<b>\$280,011,763</b>	<b>\$280,011,763</b>

The final amended budget includes cash funding for Tech Square Phase 3 equipment (\$10.1M).

# FY25 Institute Budget Development | Key Dates



# University System of Georgia Budget

## FY25 General Budget Update

Budget Item	Governor's Recommendation	House Recommendation
Provide a 4% cost-of-living adjustment for state employees not to exceed \$3,000.	\$94,813,260	\$94,813,260
Permanent restoration of formula funds (Georgia Tech portion is estimated to be \$10.1M).	66,000,000	66,000,000
New formula funding for enrollment growth (\$2,256,373) and 0.2% increase in square footage (\$658,999). (Georgia Tech enrollment estimate is \$17,000,000 and \$228,508 for square footage).	2,915,372	2,915,372
Increase funds for employer health premiums and new retirees (Teaching program only).	22,431,361	22,431,361
Increase funds to cover the increase in the Teachers Retirement System contribution rate (Teaching program only).	7,676,694	7,676,694
<b>Total FY25 General Budget</b>	<b>\$193,836,957</b>	<b>\$193,836,957</b>

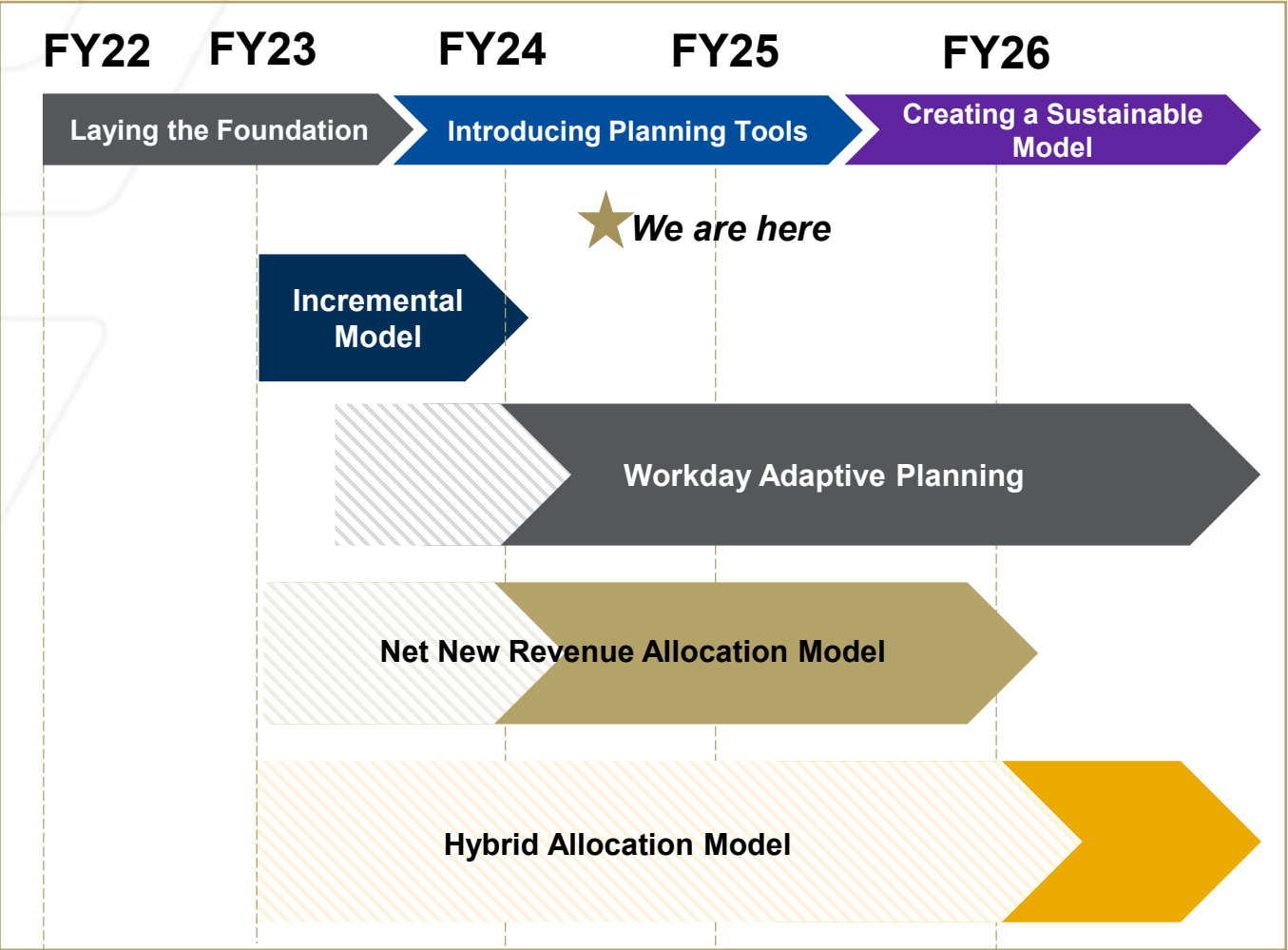
The Governor's Recommendation for capital budget includes funding for Tech Square Phase 3 (\$10.1M) and 10<sup>th</sup> Street Chiller Replacement (\$5M).



# Budget Reform



# Budget Reform | Roadmap



Key

Active Model

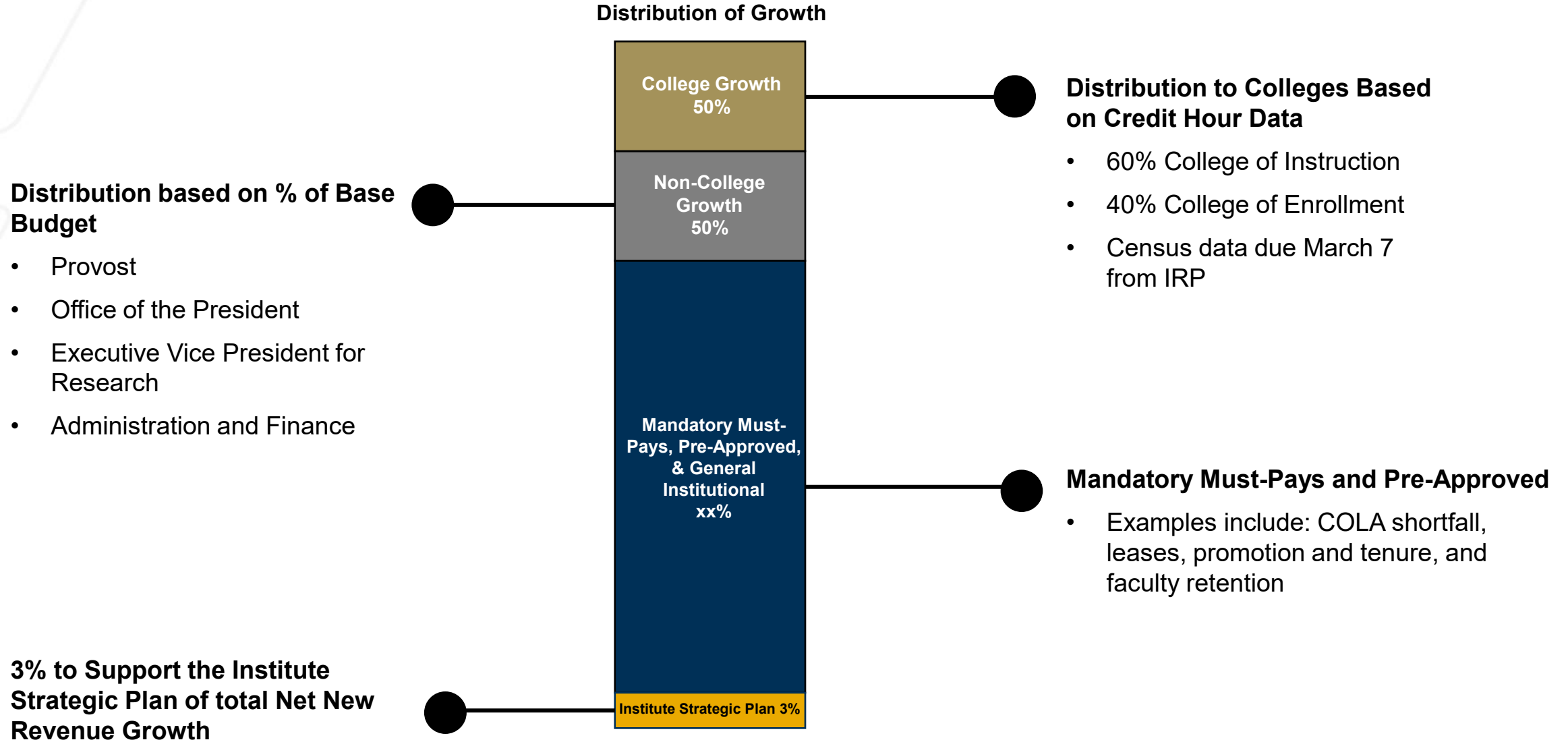
Future-State Model Under Review in Parallel

## Implementation Details

- The **Net New Revenue Model** will be activated in FY24 and FY25 to allocate **net new tuition revenue and state appropriations**.
  - This model will award **new revenues** to growth units to fund the costs of growth.
  - Units can receive new revenues through the model based on their activity (e.g., student credit hours for individual colleges).
- The **Hybrid Allocation Model** is the Institute's future-state model to be activated in FY26 to allocate **tuition revenue, state appropriations, and indirect cost recoveries**.
  - The college-base budgets may **increase or decrease depending on their student credit hours**.
  - Non-College budgets will be tied to **activity drivers** and may increase or decrease (e.g., faculty FTE for libraries).



# Net New Revenue Model | Institute-Level FY25 Revenue Allocations



# Year-end Deadlines





# Carry Forward | Reminder

- The FY24 General Operations Carry Forward forms are due **Friday, April 19 at 5:00pm.**
- **10% maximum of adjusted original base budget may be carried forward** utilizing the following Fiscal Year (FY) mechanisms.
  - 3%: Division requests are not to exceed the 3% permitted carry forward allowance.
  - 7%: Division requests are not to exceed the 7% return for future allowance.



Information on utilization and calculations, visit [budgets.gatech.edu/mBudMaint/BudCarryForward](https://budgets.gatech.edu/mBudMaint/BudCarryForward) to learn more.

# Departmental Budget Clean-Up

	Original Budget	Amended Budget	Obligation	Expenses	Current Balance
Personal Services					
Wages & Salaries	700,000	1,000,000	25,000	950,000	25,000
Dept. Fringe Benefits					
<b>Total Personal Services</b>	<b>700,000</b>	<b>1,000,000</b>	<b>25,000</b>	<b>950,000</b>	<b>25,000</b>
Non-Personal Services					
Travel	10,000	5,000		4,500	500
Operating Expense	315,000	20,000	2,500	15,000	2,500
Equipment					
<b>Total Non-Personal Services</b>	<b>325,000</b>	<b>25,000</b>	<b>2,500</b>	<b>19,500</b>	<b>3,000</b>
<b>Total Department</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>27,500</b>	<b>969,500</b>	<b>28,000</b>



Best Practice: Align Personal Services and Non-Personal Services by category (i.e., Travel, OSE & Equipment) budgets with actual expenses.

# Departmental Budget Clean-Up



	Do	Do Not
<b>Revenue</b>	<p>Ensure that your revenue budget exceeds the actual receipts you expect to receive through the end of the FY.</p> <p>Make your best estimate based on prior year experience.</p>	<p>Leave a deficit in Gen Ops (State App, Tuition, ICR, Other General) and a balance in Department Sales and Services (DSS).</p> <p>These <u>cannot</u> be used to offset one another.</p>
<b>Sponsored Adjustments</b>	<p>Complete sponsored adjustments as early as possible, especially any personal services adjustments.</p> <p>Note: Personal Services adjustments impact General Operations (Gen Ops) balances centrally-budgeted fringe benefits the Institute pays.</p>	
<b>All Funds (Revenue &amp; Expense)</b>	<p>Clean up all funds: General Operations, Department Sales and Services (DSS) and Technology Fee balances.</p>	<p>Leave a surplus in Technology Fees. This surplus will not cover a deficit in the other Gen Ops funds.</p>

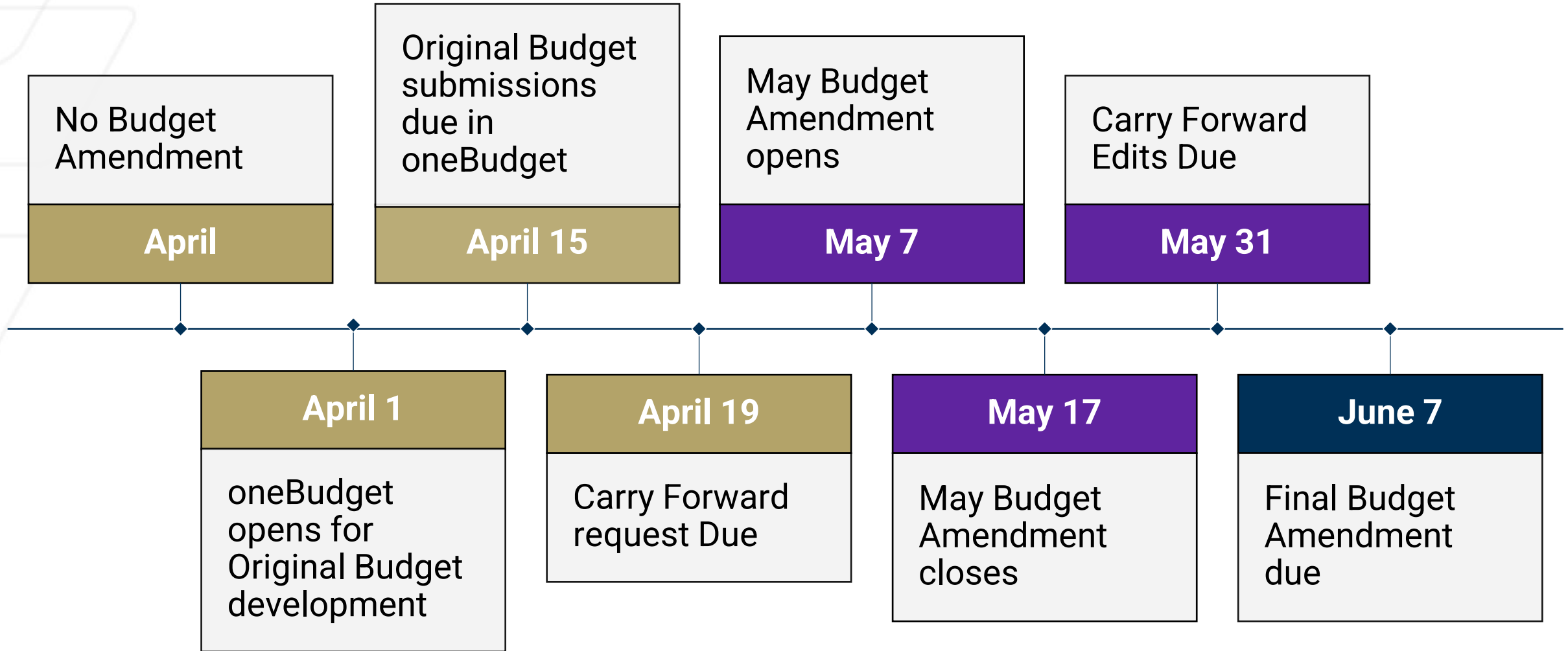


# Final Budget Amendment

- ✓ No April Budget Amendment
- ✓ Final Budget Amendment
  - June 3 – June 7, 2024
  - Closes June 7 at 5:00 pm
- ✓ Questions? Reach out to your analyst or the following Budget Office Team Members via Teams:
  - Lisa Godfrey
  - H'Laya Hill
  - Isabel Lynch
  - Ebony Thompson



# Deadlines



The cut off for the deadlines above is 5:00 pm.





Questions?



# Procurement Updates

Jessica Leterle, Procurement Manager

# Procurement Update

## FY2024 Closeout Memo Dates

TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
<b>High Complexity Requisitions</b>			
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
<b>Medium Complexity Requisitions</b>			
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
<b>Low Complexity Requisitions</b>			
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



# Procurement Update

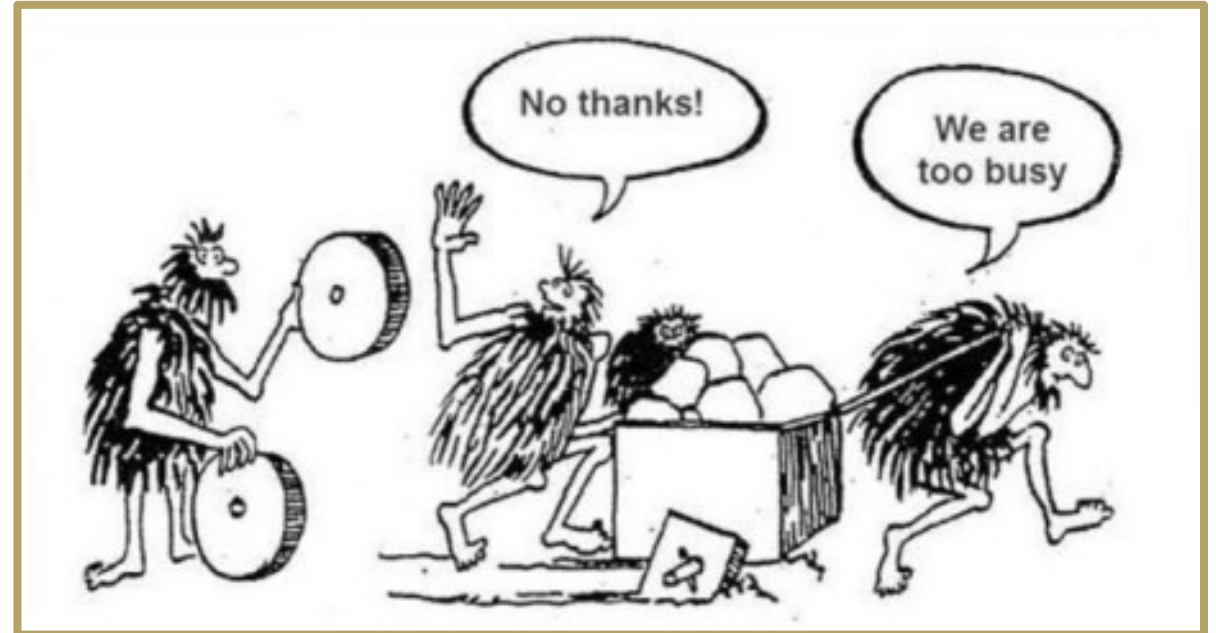


## Highlights from Close Out Memo

- Deadlines have been re-formatted to address complexity
- Different deadlines for IFBs and RFPs
- New deadline for Exempt purchases over \$25k
- Procurement will still work to process as many requisitions as possible.
- Campus access to Workday Procurement will be removed at 5pm on Friday June 14th.

# Procurement Update

- Process Improvement Initiatives
- RPA
- Unauthorized Purchases
- Personal Reimbursements



# Procurement Update



## Process Improvements:

### Attachment Categories and Signature Routing

New Attachment Categories available to identify various documents types attached to a requisition

New workflow for documents categorized as "Signature Needed", routing documents to Procurement that previously would have required a Service Now ticket

# Procurement Update - RPA



Procurement is enabling a new bot that will help to request required compliance documents from suppliers.

- What – Compliance Documents Bot
- When – February 9, 2024
- Why – This bot will be used by Procurement centrally to supplement the administrative process on requisitions to move purchases forward in a more efficient manner.
- Who – The requisition requestor will be copied on email communications from this bot. No action from the requester is required.

# Procurement Update - RPA

## Upcoming Bot Ideas – Pcard

Objective: Reduce time spent manually sending emails related to Pcard notifications.

### Tasks to Replace with Bots:

1. Past Due transactions
2. Suspensions
3. Split Transactions
4. Card Renewals



# Procurement Update

## Unauthorized Purchases

- Procurement began tracking Unauthorized Purchases in 2022, and requiring departments to include an unauthorized form with leadership signatures. This is to ensure we are in compliance with SAO policy.
- Once a department has either submitted 3 or more unauthorized purchases or has exceeded \$100,000, there will be mandatory training provided by the Procurement department.

# Procurement Update

## Personal Reimbursement Policy Limit Increase

- Effective Date: February 1, 2024
- Change: The personal reimbursement limit will increase from \$500 to \$1500.
- Considerations: Please keep in mind that the use of personal funds should be reserved for logistical or extenuating circumstances that preclude the use of Workday or PCard to make the purchase.
- Best Practices: Procurement recommends employees review the policy in its entirety to ensure compliance. It is best practice to check with your departmental financial approvers prior to expending any personal funds regardless of dollar value.

# Procurement Update

- Virtual Office Hours
  - Procurement and AP hosts office hours two times per week.
    - These sessions are designed to be interactive
    - We encourage all stakeholders to attend any of these sessions for support of their procure to pay needs.
  - Current Office Hours:  
Wednesday 9-10 AM and Thursday 1-2 PM
  - Updated Office Hours can be found at:  
<https://procurement.gatech.edu/purchasing/article/office-hours>



# PCard

Whittney Haynes, Procurement Services Manager

# PCard Verification Deadlines

Transactions should be verified as they are loaded into Workday

- Transactions processed by the bank by **6/13/2024** must be fully verified by 5pm on **6/20/24**
- All transactions posted between **6/14/2024 – 6/30/2024** must be fully verified by 5pm on **7/5/2024**
- Escalation emails will be sent starting May 6<sup>th</sup>
  - As a reminder the allotted 45-day reconciliation period is limited during Year End

Failure to meet these deadlines will result in the suspension of your PCard

**Annual Training Due: April 19<sup>th</sup>**

**Cards that don't complete will be suspended and then closed after 30 days due to noncompliance**



# PCard

ALL transactions must be verified, the following scenarios are **NOT acceptable** reasons for not verifying a transaction:

1. **Fraud** – Fraudulent charges must still be verified. As documentation, you may include the receipt replacement form with an explanation of the fraud and what you have done to remedy it.  
<http://www.procurement.gatech.edu/sites/default/documents/PCardReceiptReplacementForm.pdf>
2. **Awaiting a Credit** – Transactions must be reconciled as they appear in your transaction list. You cannot delay a verification for a credit that is being sent by a vendor or the bank.
3. **Missing Receipts** – Cardholders should contact suppliers to try and obtain original receipts, if supplier is unable to provide cardholders should use the receipt replacement form located on PBS website.  
<http://www.procurement.gatech.edu/sites/default/documents/PCardReceiptReplacementForm.pdf>
4. **Terminated Employee** – If an employee has been terminated and can no longer verify his/her transactions, someone in the department must still complete it on their behalf. This can be done by using the “verify procurement card transaction for worker” task.

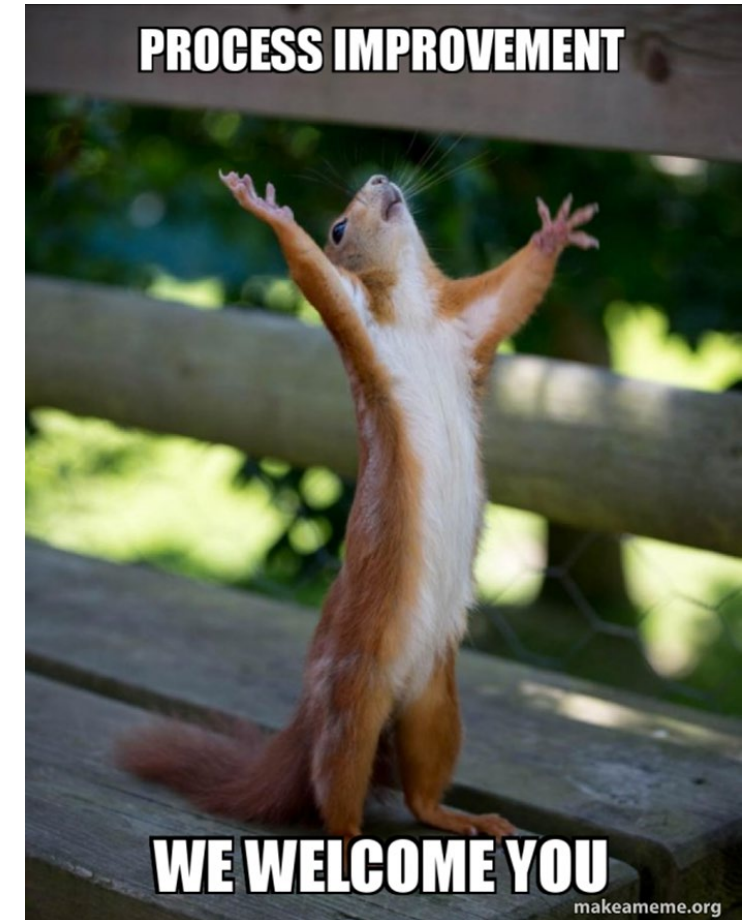


# PCard to Service Now Transition

## GOAL: Sunset AskPCard and use Service Now platform

- Service Now will reduce the number of physical forms
- Approvals will automatically route through Service Now
- Service Now will house all PCard related knowledge and Job aids
- AskPCard will be used as a communication from PCard to End-users:
  - Renewals
  - Violations notifications
  - Past Due/Suspension
  - Annual Training
  - General communications – knowledge
- AskPCard inbox will not be monitored as it will function as a No-Reply inbox

**GO LIVE MARCH 29<sup>TH</sup>**



# PCard to Service Now Transition







Date	Location	Type	Time
2/27/2024	PBS169-LargeTraining	In Person	2:00pm -3:30pm
2/29/2024	Online	Virtual	9:00am-10:30am
3/7/2024	Online	Virtual	9:00am-10:30am
3/12/2024	PBS169-LargeTraining	In Person	2:00pm -3:30pm
3/14/2024	Online	Virtual	9:00am-10:30am
3/21/2024	Online	Virtual	9:00am-10:30am
3/26/2024	PBS169-LargeTraining	In Person	2:00pm -3:30pm
3/28/2024	Online	Virtual	9:00am-10:30am
4/4/2024	Online	Virtual	9:00am-10:30am
4/9/2024	PBS169-LargeTraining	In Person	2:00pm -3:30pm

# PCard to Service Now Transition

## PCard

Procurement Card Services

### Service Catalog

-  [PCard - Card Cancellation](#)  
*Request PCard be permanently closed*
-  [PCard - Limit Increase Request - Temporary Increase ONLY](#)  
*Request for a temporary limit increase to make a purchases that exceeds the cardholders limit*
-  [PCard - PCV Cancellation](#)  
*Request to cancel PCV*
-  [PCard – Employee Department Transfer](#)  
*Request to change cardholder's department*
-  [PCard – New Card Request](#)  
*Request a new PCard for department purchases*
-  [Request Help](#)  
*Submit an incident related to financial services*

[View all services »](#)

# Change Orders



# Change Orders

Change order deadline: Friday May 24, 2024, at 5pm

- Change orders submitted and approved after this date may not be completed before fiscal Year End close
- Punch-out / Bill Only PO's can only be closed
- Submit multiple PO closures in excel format to Service Now for expedited closures

Cart Details

CartName : 611675186

ContractNumber : SCN-000034  
87/Multiple

ItemSize : EA

PartNumber : 6738978

ProductType : Punchout

+ More (4)

Purchase Order

PO-5309562

Status

Issued

Receiving Status

Summary

Company

C0503 Georgia Institute of Technology

Purchase Order Type

Bill Only

# Accounts Payable & Travel

Laura Jamison, Director of Accounts Payable & Travel

Jennifer Jacobs, Accounts Payable Manager

# Submission of Invoices Check List

- Invoices should be submitted promptly upon the completion of services or delivery of goods.
- All criteria must be met before submission.
  - ✓ Send all invoices to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)
  - ✓ Should be an **Invoice**– proforma's, quotes, estimates, POs etc. are not valid.
  - ✓ First Time Submission Only. Please do not resubmit as this will delay processing.
  - ✓ PDF format only. Clickable links will not be accepted.
  - ✓ Valid Georgia Tech PO Number (PO-xxxxxxx) referenced on invoice.
  - ✓ One invoice per attachment. Multiple invoices need to be submitted as individual files.
- Statement Submission
  - All statements should be submitted electronically in Excel format via ServiceNow.

# Submission of Invoices Check List

- Invoices to be processed by Athletics should be sent to:
  - [ap@athletics.gatech.edu](mailto:ap@athletics.gatech.edu)
- Invoices to be processed by OSP(Office Of Sponsored Programs) should be sent to:
  - [ospinvoices@osp.gatech.edu](mailto:ospinvoices@osp.gatech.edu)
- Invoices to be processed by GT Foundation should be sent to:
  - [gtfap@gtf.gatech.edu](mailto:gtfap@gtf.gatech.edu)

# Why is my invoice not paid?

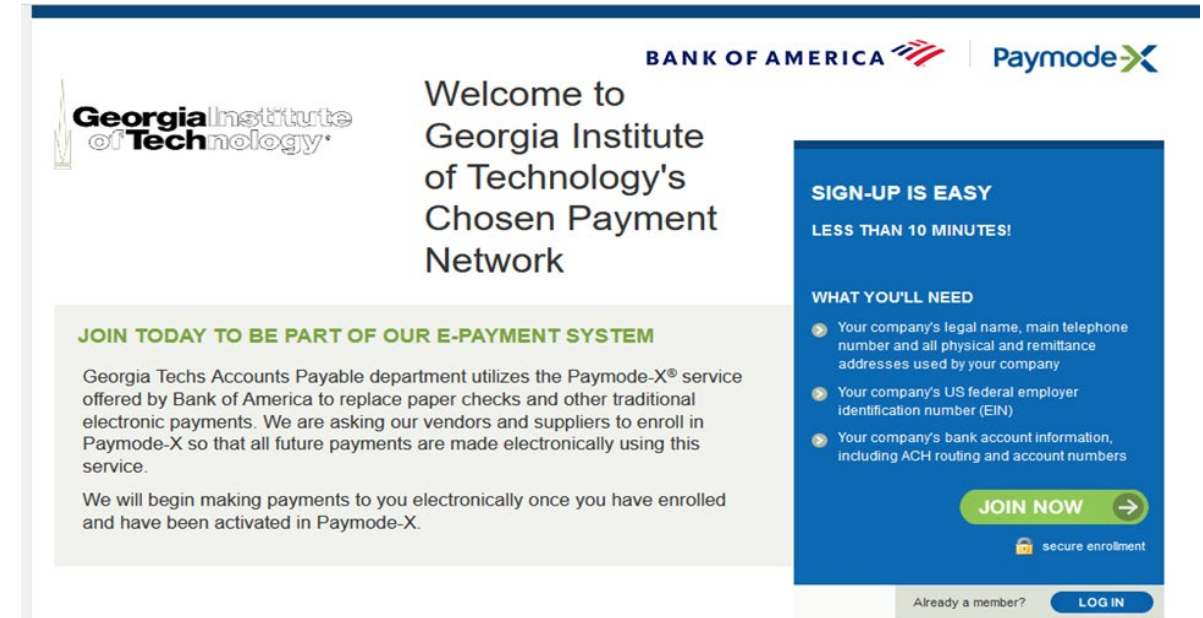
- ✓ Was the invoice sent to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)?
- ✓ Was the invoice submitted in PDF format?
- ✓ Is a valid PO listed on your invoice?
- ✓ Does the PO have sufficient funds
- ✓ Is your invoice in match exception?
- ✓ Was a receipt entered?
- ✓ Still have questions? Submit a ticket via ServiceNow






# Payment Method for Suppliers

- When suppliers register, they are initially set up for payment via check until they enroll with Paymode-X. This process can take up to 6 weeks.
- ACH Electronic payments are the preferred method of payment.
- Suppliers can receive payments electronically once they have enrolled and have been activated in Paymode-X.
- Paymode-X does not share any banking information with Accounts Payable
- <https://www.paymode.com/gatech>



# Past Due Invoices – In WebNow

- WebNow Report sent weekly
- Review Invoices in your Department WebNow queues
- Review Sticky Note 
- Once the task is complete, update the sticky note and route forward to “Approved for AP to Pay”
- Reasons AP would route back
  1. Insufficient Funds on PO - PO change request
  2. PO is closed – New PO required
  3. Missing/Incomplete Documentation
  4. Funding Source Issues



\*Please review **all** invoices in your Dept. WebNow queues and take immediate action so invoices may be processed!

# Outstanding Invoices – In Match Exception (Workday)

- **Review all invoices in match exception report.**
  - Run “Supplier Invoices in Match Exception – CR” report weekly.
  - Research by Cost Center
- Helps with researching PO’s with multiple invoices keyed on the PO lines
  - Search by PO# to view the status of all invoices associated with the PO
  - If one of the invoices is in match exception due to a receipt or change order, it will show all other invoices affected
  - Create change order to increase funds
  - Enter receipts
- Comments from the activity area appear as a comment on the report



Supplier Invoices in Match Exception - CR ...

Company

Cost Center

Supplier

Supplier Category

Supplier Groups

Worktags

Match Exception Reasons

Invoice Due Date On or After

Invoice Due Date On or Before

Filter Name

Manage Filters

0 Saved Filters

# What payments are to be submitted via a SIR?

SIR's (Supplier Invoice Requests) in Workday are required for the type of payments listed below:

- Student Payments
- Postage, Shipping and Mailing Services
- Telecom Services Paid to Provider/Utilities
- Homeland Security
- Honorarium
- Legal
- Non-GT Student Training Stipends, Non-Employee Awards
- Registration (Conference, Workshop)
- Pre-Payment: Subscription, Institutional Membership, Certification, Deposits

# Travel & Expense – Spend Authorizations

- Spend Authorizations must be submitted and fully approved prior to first day of travel.
  - Must be linked to an expense report.
- Monthly Close of Spend Authorizations
  - Spend Authorizations are closed 60 days after travel end date
- Expense report should be marked final if no further expenses are expected.





# Status of Spend Authorizations and Expense Reports

- Run the following reports periodically for the status of spend authorizations and expense reports
  - Run the “Find Spend Authorizations by Organization – CR” report for spend authorizations in “draft” and “in progress” status
  - Run the “ Find Expense Reports by Organization – CR” report for expense reports in “draft” and “in progress” status

**\*Reminder:** There is mass close of spend authorizations and cancellation of expense reportions for year end close out.

# “Know Before You Go” About Travel & Expenses

- ✓ Travel authorization to be fully approved prior to the first day of travel for out of state trips.
- ✓ Lodging options over \$500 per night require pre-approval by the Director of Accounts Payable & Travel prior to the submission of a spend authorization.
- ✓ Proof of payment must be provided for reimbursement(s).
- ✓ An agenda is required for attendance of conference and meetings (links are not acceptable).



# “Know Before You Go” About Travel & Expenses

- Lodging within a 50-mile radius of a person's residence or where the person is away 12 hours or less is *not allowable*.
- **Domestic lodging** in any private residence including AirBnB (Air Bed and Breakfast), VRBO (Vacation Rent By Owner) and/or *similar services* as a lodging option even when it presents cost savings, and regardless of the funding source **is prohibited**.

## Traveler Resources

Know Before You Go! What you need to know when preparing for Travel

- [Domestic In-State Travel](#)
- [Domestic Out-of-State Travel](#)
- [International Travel](#)



# Travel & Expense – Expense Reports

- Please take a moment to review the cost matrix prior to the submission of an expense report for reimbursement. [Allowable Cost Matrix Link](#)
- Food group meal form is required for all funding sources with the exception of foundation funds. (Department hold the discretion of use form for GTF funding)
- Form not required if processed directly through the GT Foundation or GTRC.
- Please use the current food group meal form located on the PBS website.

# Travel & Expense – Expense Reports

- The expense date in Workday is the date of the receipt/transaction. T&E has a validation alert for expenses that are older than 45 days which will prompt a questionnaire.

## Complete Questionnaire 'Justification for Late Reimbursement v1 (Jan 2024)' for Expense Report: EXP-1175913, Mikko

Justification for Late Reimbursement v1 (Jan 2024)

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 days. To ensure compliance with our policies and to provide clarity on the late submission, we kindly request that you provide a brief explanation for the delay.

What is the reason for the delay?  
(Required)

- ☐ Experienced staffing changes/short staffed, and could not get assistance processing expense report in time.
- ☐ Delay in obtaining supporting documentation.
- ☐ Not aware of the process/policy.
- ☐ Other



# Accounts Payable & Travel– Training

- To access the training, navigate to <https://b.gatech.edu/genius>
  - Encouraged for all new employees
  - A refresher for current employees



Accounts Payable Training



Fundamentals of Travel Policies  
and Procedures

# How do I contact the Accounts Payable Department?

- Submit a ticket via ServiceNow
  - Provide detailed information regarding your question
    - i.e. PO number, invoice number, expense report number, check number etc.
- Visit the Procurement & Business Services website
  - **Virtual Office Hours**
    - Wednesdays 9 am - 10 am
    - Thursdays 1 pm - 2 pm
- Wellness check sessions specific to each department available upon request.

# Accomplishments for the AP & Travel Team!

- Supplier Clean up – Inactivation of 10,604 Suppliers due to 3+ yrs of inactivity
- Validation alert for expense items (non-travel) that are \$1,500 or more will route to Procurement.
- 15% discount for all Wyndham Hotels loaded into Concur.
- OCR Phase I & II
- Trending Cycle Time Report (Invoices & Expenses)

# What the future holds for the AP & Travel Team!

- “Welcome Bot” for New Suppliers
  - BOT to communicate to all new vendors via e-mail
  - Warm Welcome E-mail
  - PBS Policies (PO's, Invoices)
- New Supplier Registration Portal
- Full Travel Direct Bill for Air, Hotel and Car Rental(s)
- 15% Discount on Hilton Hotels
- Eliminations of paper forms
  - Ad Hoc
  - Recurring
- Optical Character Recognition (OCR)
  - Transitioning all invoices to be managed directly within Workday.
  - Campus Department personnel will be able to communicate directly with AP by utilizing the “Activity” field in Workday.

# Accounts Payable Deadlines

- All invoices, SIR's, travel expense reports are to be submitted by:
  - June 7th, 2024, at 5:00pm to be processed in FY 2024
- Last payment and settlement run for FY 2024
  - Thursday June 20nd, 2024, at 4:00 pm
- Black out period in the Month of June
  - June 24<sup>th</sup>–July 2<sup>rd</sup> , 2024
    - No invoices or expense reports will be processed
    - No payments or check runs
    - Electronic Payments resume on July 3<sup>th</sup>, 2024
    - Check Payments resume on July 9<sup>th</sup> ,2024





Thank You For  
Your Time Today

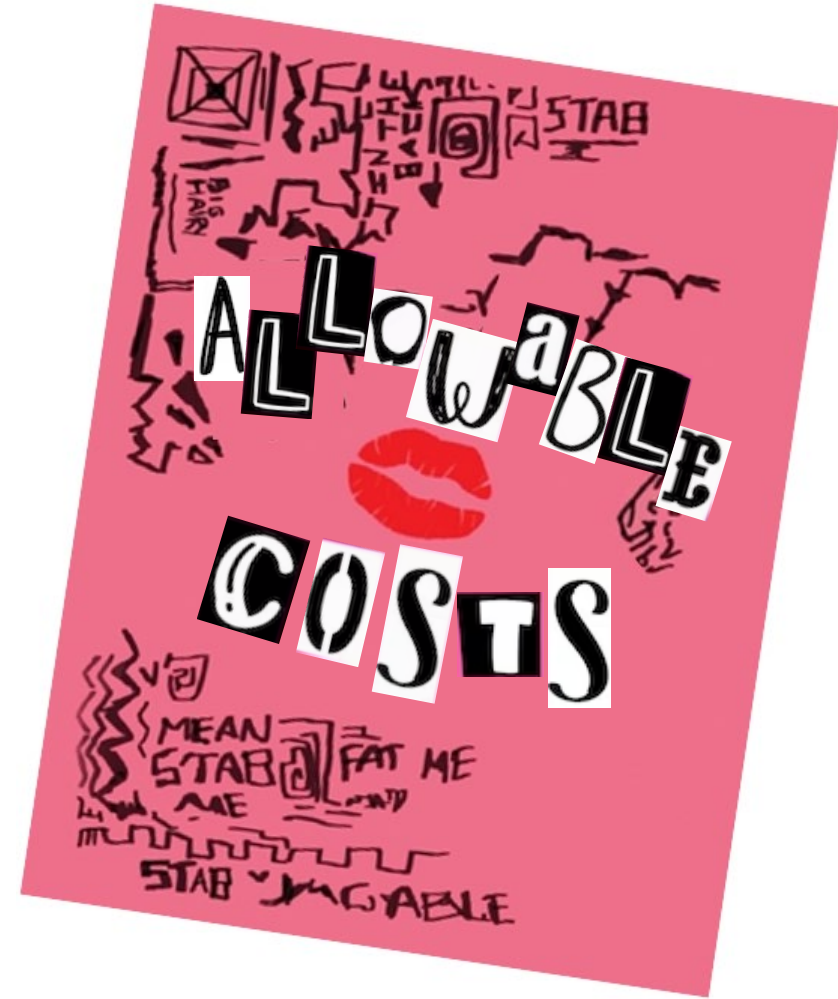
—  
ANY QUESTIONS?

# Financial Compliance

Amry Stanley, Financial Compliance Program Manager  
Controller's Office

# Revised Allowable Cost Matrix

- Thank you all for your feedback!
- A new tool is available on the Controller's website – [a LIVE matrix!](#)
  - Searchable
  - No version control issues
  - Includes spend categories
  - Scroll left and right to see all FD types
- Any questions regarding Allowable Costs can be directed to [ServiceNow](#)
- Any significant changes in the future will be communicated through F&P Bulletins and meetings like this one



# Revised Allowable Cost Matrix

← → G https://controller.gatech.edu/allowable-cost-matrix ☆



## Controller's Office

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## Allowable Cost Matrix

[Allowable Cost Matrix Link \(web version\)](#)

### Definition

The Allowable Cost Matrix is a tool created to assist accounting and finance staff with making decisions related to Institute expenses. The matrix provides a vehicle to determine if certain expenses are allowable on certain fund types. The matrix provides a horizontal list of all Institute fund groups across the top of the matrix and a vertical list of known expense types down the left side of the matrix.

### When to Use the Matrix

The Allowable Cost Matrix should be used anytime an accounting or finance staff member is trying to determine if a certain expense is allowable on a certain type of fund. The user should review the "Type of Expense" on the matrix and match it up with the Fund Group to determine if the cost is allowable. For certain expenses, there are policy restrictions, state restrictions, Board of Regents (BOR) grant restrictions or other internal restrictions on the use of funds. The matrix is fairly robust as it provides explanatory text where applicable of

# Revised Allowable Cost Matrix

← → ↺

https://controller.gatech.edu/GaTechAllowableCostMatrix-Knack

GT Georgia Tech

Controller's Office

Home

Unit

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Finance and Planning Units

Resources

Georgia Tech Allowable Cost Matrix - Interactive Table

Print

Use the keyword search or filter function below to locate the applicable expense type:

Search by keyword

Search

Showing 1-100 of 131

Add filters

Page 1 of 2

EXPENSE/SPEND TYPE (Please note that all expenses are subject to the Georgia Tech Allowable Cost Policy)	SPEND CATEGORY	GEN OPS STATE APPR (Lapsable) FD10000 FD11015 FD11021	GEN OPS TUITION (Lapsable) FD10500	GEN OPS OTHER GEN (Lapsable) FD10600 FD11615	GEN OPS IND CST REC (Carry Fwd) FD15000 FD15015 FD15021	GEN OPS TECH FEE (Carry Fwd) FD16000	AUX SVCS OPERATING (Carry Fwd) FD122xx	STUD ACT OPERATING (Carry Fwd) FD13000	PROF ED GTPE (Carry Fwd) FD14000
Advertising - Media/Classified/Promotional									
Alcohol - Off Campus Event	SC714000	NO	NO	NO	NO	NO	NO	NO	If it's for a C Prof Educ course/prog  <b>Campus Alcohol Policy</b> Appl  Reimburse Request for Expenses th include Alco Off-Campus Req'd



# Prior Year Purchase Orders

## ➤ Rule

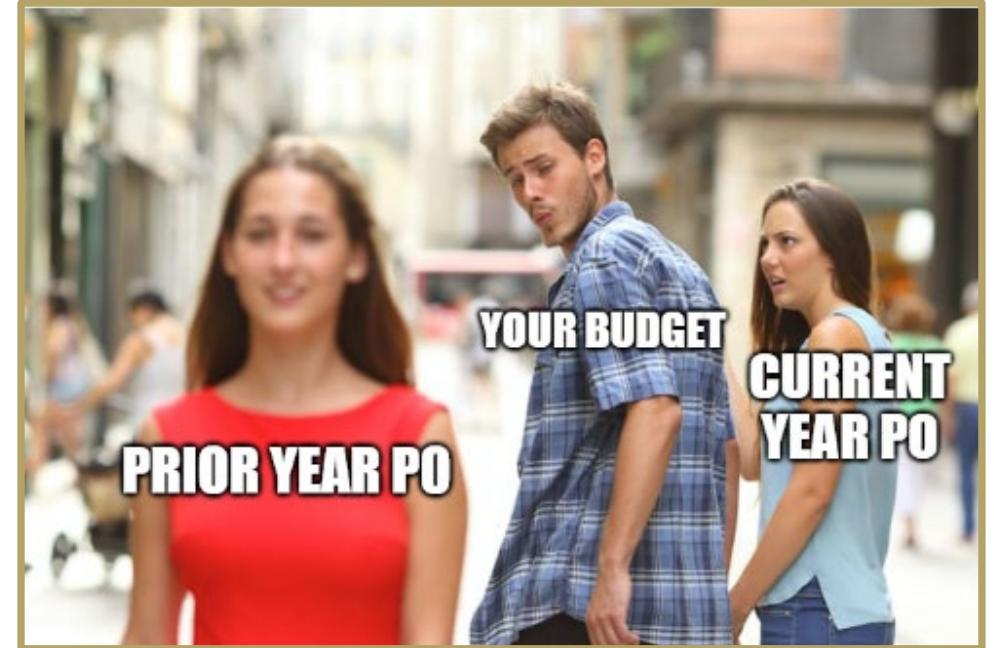
- YTD Obligation + YTD Expense cannot exceed Carry Forward Budget

## ➤ Non-Sponsored Funds

- If YTD Obligation + YTD Expense exceeds Carry Forward Budget, expense will be moved to current BR (BR24) by Controller's Office (POOELS Review)

## ➤ Lapsable Funds (FD10XXX, FD11XXX, FD50XXX excluding FD50100)

- If YTD Obligation + YTD Expense is less than Carry Forward Budget, difference lapses to State at end of fiscal year



# Prior Year Purchase Orders

- **Payment in Current Year (FY24/BR24) related to a Prior Year PO**
  - P-Card, SIR, Duplicate PO
  - Process Supplier Invoice Accounting Adjustment or Journal to recover funds
  - Make sure to reference Prior Year PO in External Ref ID and Memo
- **Prior Year PO Closed in Error or has Obligation Error in Current Fiscal Year (FY24)**
  - Create Procurement Requisition using prior year BR to recover funds
  - Make sure to reference Prior Year PO in the Requisition
- **Issue with Vendor or Goods/Services**
  - Ensure old PY Purchase Order is closed and the obligation liquidated
  - Create new Procurement Requisition using PY BR with like vendor or goods/services
- **Purchase Order No Longer Needed**
  - Submit ServiceNow request to close

# Prior Year Purchase Orders

## ➤ Compliance Review

- PY PO's with funds lapsing to the state \$1,000 or greater require an explanation
  - "I closed the PO" is not an explanation

## ➤ Reports Available to Manage PY PO's

- Workday – "EBBR - Expense Budgetary Balance Report - GTCR"
- [www.lite.gatech.edu](http://www.lite.gatech.edu) – "Expense Budgetary Balance Report (EBBR) Transaction Detail"
- <https://controller.gatech.edu/purchase-order-obligation> – "POOELS Report" (Purchase Order Obligation and Expense Ledger Summary Report)



# Open Obligations Review

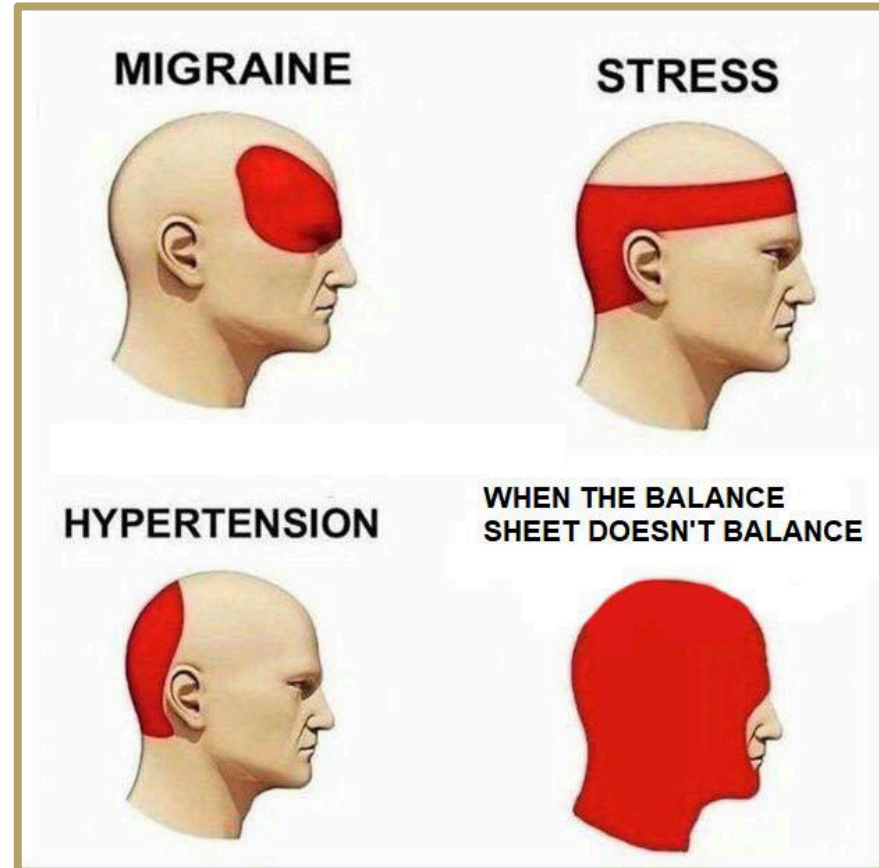
- Aging Obligation Review
  - Auditors have told us they are going to review
- Open Obligation Campus - CR
  - Run on Non-Sponsored Funds (Not beginning FD2XXXX); State funds are highest priority
  - Filter by other worktags: Cost Center, Budget Reference, Driver Worktags
- Ask yourself: Does my unit still need this?
  - Expecting more invoices? OK!
  - Vendor went out of business; replacement not yet selected but will be? OK!
- Close when:
  - It was a one-time project and it's now complete, or plans have changed
  - All invoices are received
  - Fully paid but obligation balance remains
- **Help your future self!**
  - BR24 POs with obligations remaining become prior year purchase orders on 7/1/24





# Balance Sheet Reconciliations

- 3<sup>rd</sup> quarter – Due Tuesday, April 30, 2024 (July-March)
  - 4<sup>th</sup> quarter (YE) – Due Wednesday, July 31, 2024 (July-June)
- Send to [auditrequest@gatech.edu](mailto:auditrequest@gatech.edu)



# Year-End Documents

- Shared in March 1 F&P Bulletin
- [Also on the Controller's Website](#)
  - Memo
  - Chronological Schedule
  - Instructions to Add Outlook Calendar
- Town Hall Slides and Recording will be added before the end of the month
- Short Survey after Webinar closes for feedback on how these documents are shared

# Any questions?

