

FY2026 Year-End Town Hall

Tuesday, March 24, 2025

9:00 AM to Noon

Clough Undergraduate Learning Commons 144 / Teams

House Keeping

- Enter Questions in the Q&A
 - We will take questions as time permits. Questions unanswered during our time will be posted to the Controller's Office Website.
- In-person questions are welcomed
 - We'll bring you a microphone!
- Slides and Recording will be posted to the Controller's Office Website after the Meeting
 - <https://controller.gatech.edu/monthyear-end>

Agenda

Topic	Presenter(s)
Opening Remarks	Tricia Chastain
Closeout & Financial Accounting	Amy Herron
Procurement & PCard	Jessica Leterle & Whitney Haynes
Accounts Payable, Travel & Expenses Update	Laura Jamison
BREAK	
Unified ERP	Carol Gibson & Nate Watkins
Grants and Contracts	Josh Rosenberg
Business Assets	Jerome Wright
BREAK	
Payroll	Jerri Phillips, Angela Petty, & Kedrich Claiborne
Commitment Accounting	Jason Cole
Budget	Jamie Fernandes & Yiny Lynch
Financial Compliance	Amry Leroux

Opening Remarks

Tricia Chastain, Executive Vice President for
Administration and Finance, Chief Business Officer

Closeout and Financial Accounting Update

Amy Herron, Institute Controller

Closeout and Financial Reporting

Closeout Information

- Closeout Memo and Schedule
- www.controller.gatech.edu > FY2026 Closeout Resources

Key Closeout Dates

- Operating Ledger
 - Open for FY2027 – Monday, July 6
 - Close for FY2026 – Monday, July 13
- Capital Ledger
 - Close for FY2026 – Friday, July 24
 - Open for FY2027 – Monday, August 3

Financial Reporting Deadlines

- Budgetary Compliance Report (BCR) due ~ August 17
- Annual Financial Report (AFR) due ~ August 17
- AFR with Component Units due ~ September 11



GT Georgia Tech.

Controller's Office

Home | Unit | Training | Forms | FAQs | Finance and Planning Units | Resources

FY2026 Closeout Resources

- [Fiscal Year 2026 Closeout Memorandum and Schedule](#)
- [Fiscal Year-End Closeout User Guide](#)
- [Year-End Closing Review Checklist](#)
- [Adjustments to Accounting Transactions Quick Reference Guide](#)
- [Instructions for adding the Closeout Calendar to your Microsoft Outlook account](#)

FY2026 Closeout Memo – Highlights

- GTF Check Request Deadline – Friday, June 5, 2026 at 5pm

CHECK REQUESTS - GEORGIA TECH FOUNDATION

The deadline to submit check requests to Georgia Tech Foundation using the Fusion system for payment in FY26 is Friday, June 5, 2026, at 5pm. The request must be fully approved on the Institute side in Fusion by this deadline. Departments may continue to submit requests after the deadline, but they will likely not be processed until fiscal year 2027.

- Departmental Sales and Service Center Charges – Change to Deadline Structure

DEPARTMENTAL SALES AND SERVICES (DSS)/SERVICE CENTER CHARGES

The dates listed in the following table should be followed by Institute service centers for posting year-end transactions.

DEPARTMENT	DEADLINE DATE	TIME
Campus Service Center Transactions	Monday, June 22, 2026	5pm
Georgia Tech Research Institute (GTRI) Machine Shop – 1 st round	Monday, June 22, 2026	5pm
Georgia Tech Research Institute (GTRI) Services to RI units – 1 st round	Friday, June 26, 2026	5pm
Georgia Tech Research Institute (GTRI) Machine Shop – 2 nd round	Wednesday, July 1, 2026	5pm
Georgia Tech Research Institute (GTRI) Services to RI units – 2 nd round	Thursday, July 2, 2026	5pm

- If you are missing known expenses from Service Center, reach out to fy.review@gatech.edu.

Don't Take Action Email

- URGENT: Do Not Take Action In Workday Inbox - DO NOT APPROVE TRANSACTIONS
- At this point in time, only Central Business Office Units can process transactions.
- Campus Users should not take any action on items in your Workday inbox, including "To Do" tasks.
- If you have a question about what to do with a transaction in your Workday inbox, then please reach out to fy.review@gatech.edu to ask.



Journal Entry Deadline

Thursday, June 25 at 5pm – Submitted & Approved

- Operational Journal Accounting Adjustments for Expense Reports & Supplier Invoices
- Accounting Journals & Adjustments (Create Journals)
- EIB Uploads

See page 9 of the Closeout Memo



Weekly Notifications for Overspent GTF Gifts & Custodial Entities

Used RPA to automate weekly emails for overspent GTF Gifts and Custodial Entities Supports resolving 200+ overspent gifts that need more funding or less expense.

Key Resources:

- Other Funding Sources – Funding by Gift and Designated – CR
 - Provides Budget, Commitments, Obligations, Actuals and Available Balance for the Main Gift and Designated associated with the Gift.
- GTF Gifts Help Guide on Controller's Office Website
- [ServiceNow](#) ticket for help with research or resolution



Unrelated Business Income (UBI)

What is Unrelated Business Income (UBI)?

- Income from a trade or business, whether or not it earns a profit
- Must be regularly carried on
- Is not substantially related to Georgia Tech's exempt purposes

Common Sources of UBI at Georgia Tech

- CRC memberships for non-students and non-employees
- Ticket sales for commercial entertainment
- Commercial filming and photography
- Providing parking and catering to outside organizations

Unrelated Business Income (UBI)

Your Department could have UBI if you answer “Yes” to any of these questions:

1. Does your department provide goods or services to customers other than Georgia Tech, other tax-exempt universities, or state and federal governments?
2. Does your department charge for goods or services provided to for-profit businesses or to the general public?
3. Does your department charge companies for product testing or other services?

If you answer “Yes” to any of these, then please send an email to fy.review@gatech.edu by next **Tuesday, March 31**.

Just a reminder that you still have plenty of time to do your taxes at the last minute.



Procurement

Jessica Leterle, Procurement Manager

Critical Dates



TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
High Complexity Requisitions			
Purchases requiring formal bidding: Request for Proposals (RFP) - All required documentation must be complete and attached to the "Formal Bid/RFP Request form" in Workday at time of submittal.	\$25,000 or greater	Friday, March 6, 2026	5pm
Medium Complexity Requisitions			
Purchases requiring sole source justification approval from the State	\$500,000 or greater	Friday, April 3, 2026	5pm
Purchases requiring formal bidding: Invitation for Bid (IFB) - All required documentation must be complete and attached to the "Formal Bid/RFP Request form" in Workday at time of submittal.	\$25,000 or greater	Friday, April 3, 2026	5pm
Purchases requiring sole source posting to Georgia Procurement Registry (GPR)	\$25,000 - \$499,999	Friday, April 17, 2026	5pm
Low Complexity Requisitions			
Exempt Purchases	\$25,000 or greater	Friday, May 8, 2026	5pm
Purchases for any Commodity or Service on a State or GT Contract	\$25,000 or greater	Friday, May 22, 2026	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 22, 2026	5pm
Change Order Requisitions	Any Amount	Friday, May 22, 2026	5pm
PO and PO line closure requests (Open Obligation Report)	Any Amount	Friday, June 5, 2026	5pm
Requisitions not processed by Procurement			
Contracted purchases less than \$25k – Contract must be selected on the requisition	\$24,999 or less	Friday, June 12, 2026	5pm
Low dollar catalog purchases	\$2,499 or less	Friday, June 12, 2026	5pm
Mass Closures			
Prior Year POs \$500 or Less (excludes OSP subcontracts, construction, FF&E, and R&M POs)	\$500 or less	Wednesday, June 24, 2026	10am
Current Year POs \$10 or less	\$10 or less	Wednesday, June 24, 2026	10am

Unauthorized Purchases

Policy Compliance & Training Initiative

Policy Requirement: *The State Accounting Office (SAO) Policy states that a purchase order is required in advance for all purchases or obligations to purchase goods and services greater than \$2500.*

Procurement implemented Workday tracking enhancements to better identify unauthorized purchases. In **FY25, approximately \$3M** in purchases were identified as unauthorized (goods/services ordered prior to PO issuance).

Mitigation Strategy - Targeted Policy Training

Procurement Policy Training Session

Who? Campus stakeholders who had a Workday role on an unauthorized transaction that exceeded \$100,000 or had 5 or more months with unauthorized purchases in FY25.

What? 4 in-person training sessions focused on policy and best practices

Procurement will continue to review unauthorized transactions and hold future trainings to ensure compliance.

Process Improvements

\$500,000+ Requisition Questionnaire

Requisitions exceeding \$500,000 will include a mandatory questionnaire completed by the requestor as part of the Workday workflow.

The questionnaire will capture key information related to **supplier selection** across all procurement methods:

- Contracted suppliers
- Competitive solicitations (bid/RFP)
- Sole source procurements
- Exempt purchases

Purpose

- Ensure strategic review of large procurements
- Promote compliance with state procurement policy
- Support appropriate competition and sourcing strategy
- Improve documentation

Key Information Collected

- Competitive quotes or sourcing approach
- Technical justification for supplier selection



PO Closures

Closing Purchase Orders for Unified ERP Transition

Ensure a clean and accurate transition to the new ERP by eliminating outdated or inactive purchase orders that could create confusion, reporting issues, or incorrect encumbrances. Begin cleanup **well in advance of ERP cutover** to minimize data migration issues and ensure accurate financial balances in the new system.

POs That Should Be Reviewed for Closure

- Completed orders where all invoices have been paid
- POs with no activity in the past 12–24 months
- Cancelled or unused commitments

Recommended Process

- Run open PO reports and identify inactive or fully paid POs
- Confirm that no additional invoices are expected
- Resolve outstanding receipts or invoices if needed
- Close the PO and release remaining encumbrances

In-Person Training

Beginning **Fall 2026**, Procurement will launch **in-person training sessions**

Training Focus

- Best practices for submitting purchase and contract requests
- Understanding procurement policies and compliance requirements
- Improving collaboration with the Procurement team
- Introduction to tools, resources, and guidance that support the purchasing process
- Strategies to make procurement more efficient, transparent, and user-friendly for departments across campus

Registration will take place in Genius and the resulting certificate can be used in place of the asynchronous certificate for Workday role requests.

More info to come soon!

Training Resources



Workday Procurement
| Ongoing
199616 seats available

Course will cover the Workday procurement process

Info

Register



Procurement Policies and Procedures
On-Demand Online | Ongoing
99999738 seats available

Info

Register

ONLINE TRAINING

Your best resource! Available on Genius.

Knowledge Articles

gatech.service-now.com/financials

Article

Change Order Request

Overview The Change Order Requisition process is used to request changes to...

8mo ago

Article

Receipt

Overview Create a receipt to acknowledge that the goods or services from purchase...

8mo ago

Article

Requisition - Request Non-Catalog Items

Overview This process can be initiated by any employee to request goods and services. As...

8mo ago

Article

Close Open Purchase Order

Closing Individual Purchase Orders When a Purchase Order has a remaining balance an...

8mo ago

Article

Requisition - Request Catalog Items

Overview This process can be initiated by any employee to request goods and services. As...

8mo ago

Article

Submitting an Invoice for Bill-Only Requisition

How do you submit an invoice on a bill-only requisition?

8mo ago

Financials Administration Support

Home | Workspaces | Knowledge | My Requests | My Approvals | AL Amry Leroux

Financial Services Topics

Banking and Settlement Treasury Services	Budgets and Planning Maintenance • Reports • Forecasting	Business Assets Asset Mgmt • Surplus • Logistics
Expenses Travel and Expenses	Financial Accounting General Ledger • Accounting	Foundation Data Model FDM • Request Changes
Grants Manage • Award Lifecycle • Deltek	Procurement eProcurement • BuzzMart	PCard Procurement Card Services
Reporting Request • Change • Update	Supplier Accounts Vendor Mgmt • Accounts Payable	Workday Audit • Report • Planning

Need Financial Services Help?



Financials Change Request

Request a change to Workday Financials



Have an issue?

Submit a Finance Incident request



Allowable Cost Matrix Inquiry

Submit Questions about the Allowable Cost Matrix Inquiry



Call Us (404) 385-5555

Speak with a financials expert.

PCard

Whittney Haynes, Procurement Manager

PCard Verification Deadlines

Transactions should be verified as they are loaded into Workday

- Transactions processed by the bank and have a post date of **6/11/2026** must be fully verified by 5pm on **6/18/2026**
- All transactions posted between **6/12/2026 – 6/30/2026** must be fully verified by 5pm on **7/8/2026**
- Escalation emails will be sent starting May 4th
 - As a reminder the allotted 45-day reconciliation period is limited during Year End
 - Please communicate travel dates with PCard

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



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.



Verifications

Effective 3/2/2026, there is now a “warning” displayed for initiators, cardholders, and PCard Cost Center Managers reminding to attach a requisition form and/or indicate in the Business Purpose (Memo) field the applicable exception.

Event saved. Awaiting submission

Up Next: Tyler C Joing | Revise Procurement Card Transaction Verification

[View Details](#)

[Revise](#)

Alerts: 1 [View All](#)

1. - An approved PCard requisition form and receipt must be attached to all transactions.

If the transaction has an exception to the PCard requisition form requirement, the exception **MUST** be listed in the memo field.

Failure to attach the completed form without an approved exception, may result in delays, returned PCV's, and is subject to corrective action.
(Procurement Card Transaction Verification Event)

The screenshot shows a web application interface for 'Approve Procurement Card Transaction Verification'. The main content area displays 'Procurement Card Transaction Verification PCV-3258510, Tyler C Joing on 02/26/2026 for \$190.74'. Below this, there are tabs for 'Information', 'Process History', 'Attachments', and 'Transaction Details'. An 'Alert' dialog box is overlaid on the screen, containing the following text: '1. Page Alert - Please verify that an approved PCard requisition form and receipt are attached prior to approval. If an exception applies, ensure it is clearly documented in the memo field. If missing send back to cardholder to provide documentation.'

Verifications

The screenshot shows the 'Edit Summary' page for a credit card transaction. The 'Transaction' section includes fields for Transaction Date (01/06/2026), Charge Description (AHEAD), Supplier (Ahead Inc), Purchase Order, and Supplier Contract. The 'Amount' section shows Remaining Transaction Amount to Verify (0.00), Credit Card Transaction Amount (295.00), Transaction Currency (USD), Sales Tax Collected (checked), Default Tax Option (select one), Default Tax Code, and Tax Amount (0.00). The 'Transaction Details' table has one item with the following data:

Company	Business Document Line	Item and Category	Tax	Tax Recoverability	Tax Option	Quantity
00503 Georgia Institute of Technology		Item Line Item Description Spend Category: SC727130 - Other Operating Expense - Individual Memberships	Tax Applicability Tax Code			

- If Supplier's name field is auto populated, it must be removed prior to submitting into the workflow approval process.
- No header fields should be completed. (Supplier, Purchase Order, or Supplier Contract).

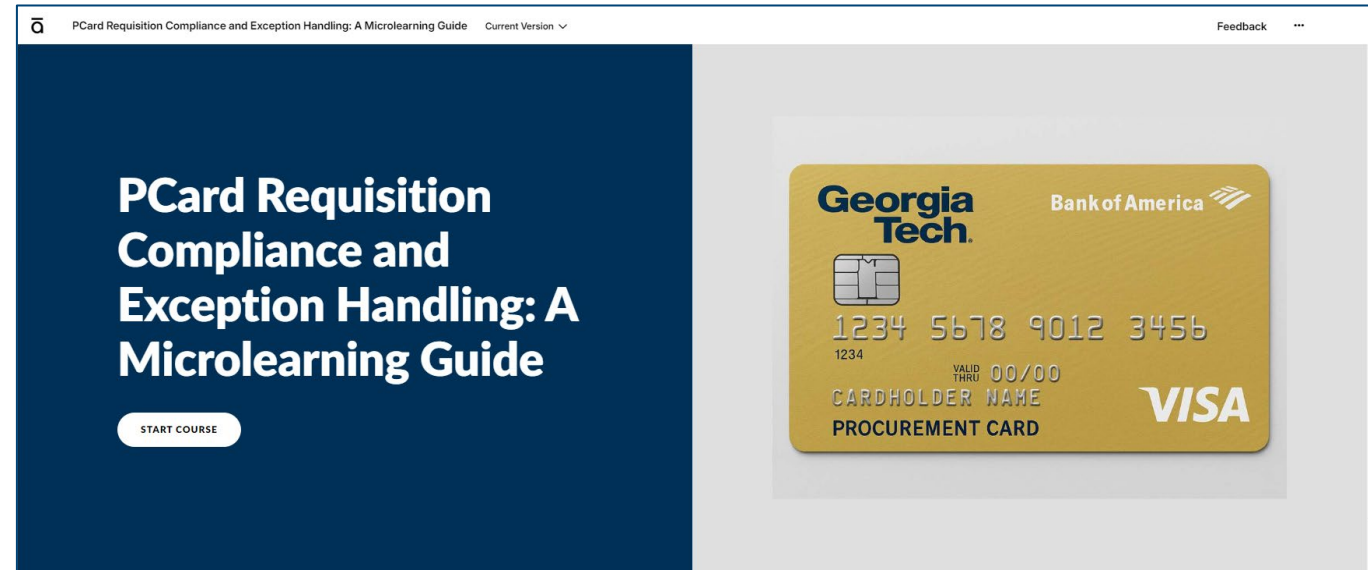
Business Purpose

- Explanation of purchase
- PCard Requisition Exception reason listed
 - Study Abroad (While traveling)
 - Research
 - Urgent, Unplanned or Non-routine <\$1,000
 - Courier Charges

Poor planning doesn't constitute urgency

PCard Requisition Form & Training

- Training will launch soon and all cardholders and approvers will be **REQUIRED** to complete the PCard Requisition e-course.
- Due to the volume of non-compliance this was recommend by Leadership
- Tentative “Go Live” April 1st



Failure to complete will result in suspension of card and/or role removal

Change Orders

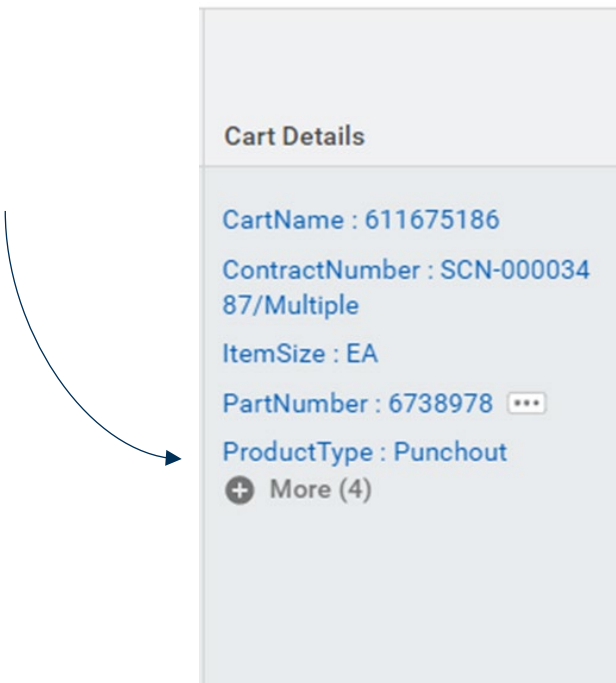
Change Orders

Change order deadline: Friday May 22, 2026, 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



Office Hours

Visit the Procurement & Business Services website

<https://procurement.gatech.edu/purchasing/article/office-hours>

Virtual Office Hours

- Wednesdays 9 am - 10 am
- Thursdays 1 pm - 2 pm



Accounts Payable

Laura Jamison, Director of Accounts Payable & Travel

New Supplier Registration Site

Workday Strategic Sourcing (WSS)

- Securely collect and verify information from organizations and individuals seeking to become registered suppliers.
- Suppliers must register via WSS to be eligible for payment and business with Georgia Tech.

Getting Started

- Send the prospective supplier the [Supplier Registration Instructions](#).
- The document provides step-by-step instructions for creating a WSS account and completing registration.

After Registration

- The Supplier Team will send onboarding forms through WSS.
- Suppliers will communicate with the Supplier Team directly in WSS while completing required forms.

Important

- Suppliers must NOT provide goods or services until their profile is fully approved in Workday.
- Proceeding before approval may cause payment delays or unauthorized purchases.

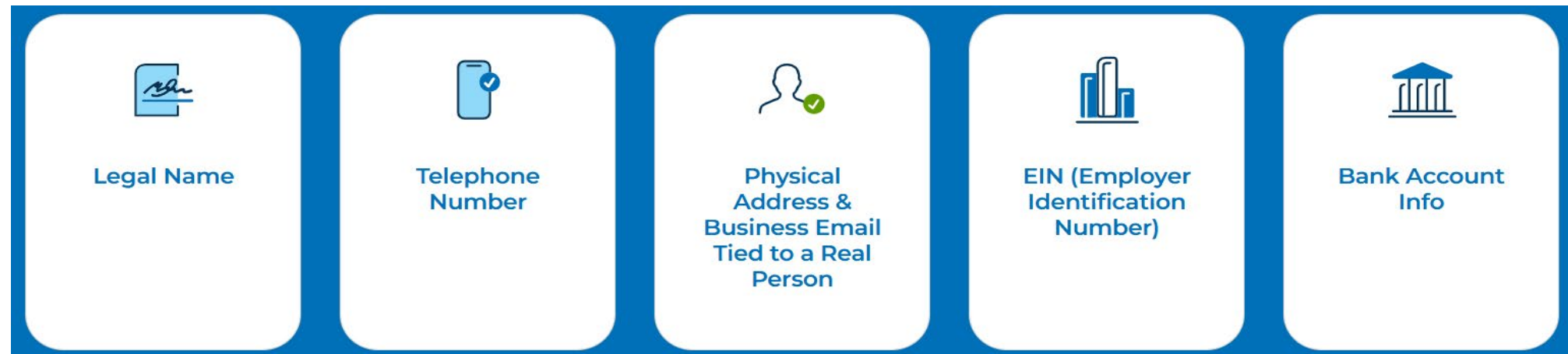
Electronic Payment Method for Suppliers

- Suppliers are initially set up for payment via check until they enroll with Paymode.
- ACH Electronic payments are the preferred method of payment.
- Suppliers can receive payments electronically once they have enrolled and have been activated with Paymode.
- Paymode does not share any banking information with Georgia Tech.
- [Paymode Enrollment Link](#)

Electronic Payment Method for Suppliers

- To enroll for electronic payment, Supplier's need to provide:

 **Bottomline** | **PAY**MODE.



Submission of Invoices Check List

Ensure all criteria are met before submitting an invoice.

- Submission E-mail Address:** All invoices must be submitted via email to apinvoices@gatech.edu.
- Valid Document Type:** Only invoices will be accepted. Proformas, quotes, estimates, purchase orders, or any other documents are not valid for processing.
- Invoice Format and Submission:** Each email request must only contain one invoice in PDF format that includes all supporting documentation. Emails with multiple invoices or multiple files will not be processed.
- Invoice Date:** Invoices must be current dated only. Future-dated invoices will not be accepted or processed.
- Purchase Order Requirement:** A valid Georgia Tech Purchase Order number (PO-xxxxxxx) must be referenced on the invoice.
- Bill To:** All invoices must be billed to Georgia Institute of Technology or Georgia Tech.
- First-Time Submission:** Submit invoices only once. Duplicate submissions will delay processing.

Submission of Invoices

Invoices to be processed by:

Georgia Tech	apinvoices@gatech.edu
Georgia Tech Facilities	gtfacinvoice-noreply@gatech.edu
Georgia Tech Athletics Association (GTAA)	ap@athletics.gatech.edu
Office Of Sponsored Programs (OSP)	ospinvoices@osp.gatech.edu
Georgia Tech Foundation (GTF)	https://www.techtools.gatech.edu/fusion/

What payments are to be submitted via SIR?

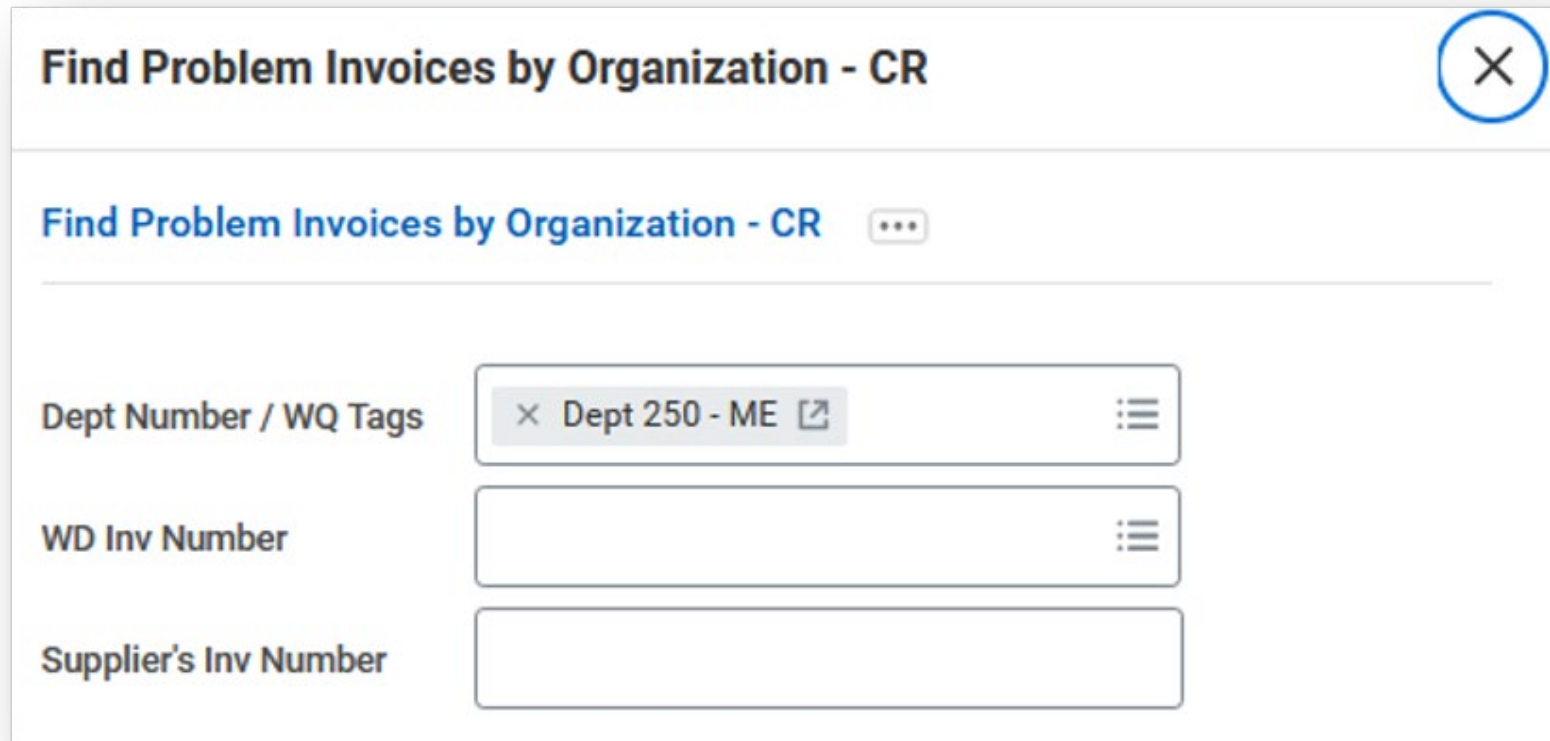
SIR's (Supplier Invoice Requests) in Workday are required for the type of payments listed below:

- Research training program stipends, Non-Employee Awards
- Postage, Shipping and Mailing Services
- Telecom Services/Utilities
- Honorariums
- Legal Fees
- Registrations (Conference, Workshop), Subscriptions, Institutional Memberships

How do I know if my invoice has a problem?

Instructions for Finding Problem Invoices

1. In **Workday**, search for "**Find Problem Invoices by Organization – CR**" in the search bar.
2. You will be prompted to enter the following information:



The screenshot shows a search form titled "Find Problem Invoices by Organization - CR" with a close button (X) in the top right corner. Below the title, the same text is repeated in blue with a three-dot menu icon to its right. The form contains three input fields:

- Dept Number / WQ Tags:** A text input field containing "Dept 250 - ME" with a small square icon to its right.
- WD Inv Number:** An empty text input field with a three-dot menu icon to its right.
- Supplier's Inv Number:** An empty text input field.

Find Problem Invoices by Organization- CR

Find Problem Invoices by Organization - CR ...

Dept Number / WQ Tags Dept 250 - ME

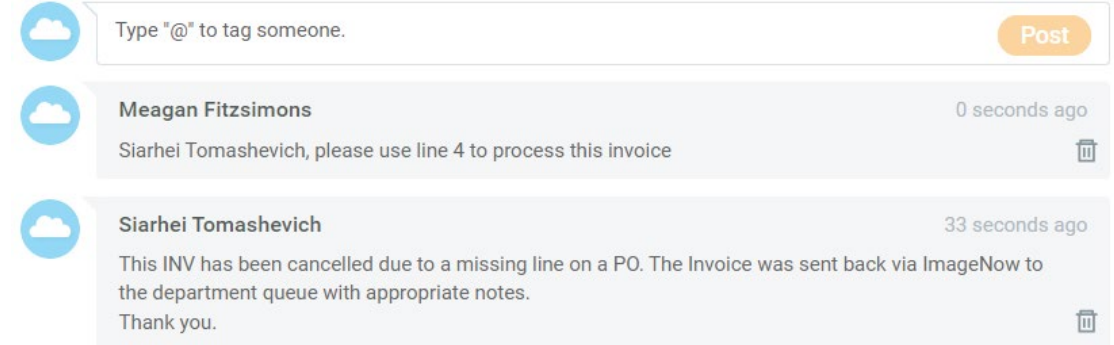
77 items

Problem Code	Dept	Cost Centers (may just be a placeholder)	WD Invoice Number	Supplier's Invoice Number	Supplier	PO(s) linked to Invoice	OCR Suggested POs	Linked Requisitions
Problem - GRANT EXPIRED	Dept 250 - ME	CC000111 E12 VentureLab Operations	Supplier Invoice: INV-1719873	11621328	Rockler Companies Inc	PO-5401294		RQ-1425417
Waiting on Supplier Change Update	Dept 250 - ME	CC000213 GTMI - Georgia Tech Manufacturing Institute	Supplier Invoice: INV-1805960	1300110008458	General Electric Company dba GE Additive	PO-5404101	PO-5404101	RQ-1401437
	Dept 250 - ME	CC000259 GWW-ME - George W. Woodruff Mechanical Engineering	Supplier Invoice Adjustment: INV-1756880	YS00/6655173307	Nalco an Ecolab Company	PO-5239491	PO-5239491	RQ-1248764
Problem - GRANT EXPIRED	Dept 250 - ME	CC000259 GWW-ME - George W. Woodruff Mechanical Engineering	Supplier Invoice Adjustment: INV-1821743	1HQJ-4LR4-9YMR	Amazon Capital Svcs dba Amazon Business	PO-5184439		RQ-1188412
Problem - GRANT EXPIRED	Dept 250 - ME	CC000259 GWW-ME - George W. Woodruff Mechanical Engineering	Supplier Invoice: INV-1777249	9150987968	Airgas USA LLC dba Airgas National Carbonation	PO-5427927	PO-5427927	RQ-1454742

Invoices in Draft

- Departments can communicate with **Accounts Payable** using the **Activity field** at the bottom of the Workday Invoice screen.
- Enter notes directly in the Activity field. Use **@Name** to tag a specific person (similar to Teams).
- Tagged users will receive a **Workday notification** in the **bell icon** at the top right of the screen.

Activity (2)



The screenshot displays the 'Activity (2)' section of the Workday interface. At the top is a text input field with a cloud icon on the left and a 'Post' button on the right. Below the input field are two activity items, each with a cloud icon on the left and a trash icon on the right. The first activity item is from Meagan Fitzsimons, posted 0 seconds ago, with the text 'Siarhei Tomashevich, please use line 4 to process this invoice'. The second activity item is from Siarhei Tomashevich, posted 33 seconds ago, with the text 'This INV has been cancelled due to a missing line on a PO. The Invoice was sent back via ImageNow to the department queue with appropriate notes. Thank you.'

Invoices – In Match Exception

Run the “Supplier Invoices in Match Exception – CR” report *weekly*.

Review by Cost Center

- Identify **PO lines with multiple invoices**.
- Search by **PO #** to view the status of all invoices associated with the PO.

Actions to Take

- Create a **change order** to increase PO funding if needed.
- **Enter receipts** as required.

Activity Comments

- Comments entered in the **Activity area** will appear directly on the report.

The screenshot shows a web-based filter interface for the report "Supplier Invoices in Match Exception - CR". The interface includes several input fields for filtering criteria: Company, Cost Center, Supplier, Supplier Category, Supplier Groups, Worktags, and Match Exception Reasons, each with a dropdown menu icon. There are also two date pickers for "Invoice Due Date On or After" and "Invoice Due Date On or Before", both set to "MM/DD/YYYY". At the bottom, there is a "Filter Name" input field, a "Manage Filters" button, a "Save" button, and a "0 Saved Filters" indicator. At the very bottom, there are "OK" and "Cancel" buttons.

Accounts Payable Training

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



Scan QR code for additional
Payables information
(*may require login*)



Accounts Payable Deadlines



Task	Deadline Date	Time
Supplier Registration	Friday, May 8, 2026	5:00 PM
Submission of invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, & Wire Transfers	Friday, June 5, 2026	5:00 PM
Approve all Invoices in Match Exception enter receipts for goods & services	Tuesday, June 16, 2026	4:00 PM
Check Run for Fiscal Year 2026	Tuesday, June 16, 2026	4:00 PM
Wire Transfers for Fiscal Year 2026	Wednesday, June 17, 2026	11:00 AM
ACH/EFT for Fiscal Year 2026	Wednesday, June 17, 2026	4:00 PM
Accrual of unpaid invoices dated June 30, 2026, & prior	Tuesday, June 30, 2026	5:00 PM
Payments for Fiscal Year 2027 Resume	Monday, July 6, 2026	-

Travel & Expenses

Mandatory Use of Travel Inc. for Airfare Bookings



Effective May 15, 2025

All campus units are required to book airfare through Travel Inc., Georgia Tech's contracted travel management company, regardless of the funding source.

This change addresses audit findings and ensures compliance with the University System of Georgia (USG) Business Procedures Manual. Other benefits of this requirement include:

- Compliance with Georgia Tech, State Accounting Office (SAO) and USG travel policies.
- Access to exclusive airfare discounts.
- Improved audit readiness and risk management through traceable bookings.

How to Contact Travel Inc.?

Travel Inc.	
By E-Mail:	
Single Request Needs	gatech@travelinc.com
Group Travel Needs	gtpcorporate@travelinc.com
By Phone:	
From 8:30 AM to 5:30 PM	770- 291-5190
After Hours	877- 548- 2996

Spend Authorizations

- Spend Authorizations are required for employee travel out-of-state or home location.
 - Spend Authorizations must be submitted and fully approved prior to the first day of travel.
 - The start and end date must reflect the actual travel dates.
 - Must be linked to Expense Report.
 - Expense report should be marked final if no further expenses are expected.
- Travel Compliance Questionnaire:
 - Personal travel
 - Higher class airfare
 - Timely airfare booking
 - Timely submission of SA

Spend Authorizations

- Acknowledging travel, but not seeking reimbursement?
 - A one cent cost Spend Authorization should be submitted to facilitate appropriate review of travel.
- Mass Close Process
 - Spend Authorizations are closed 60 days after travel end date
 - Expense Reports with a “Draft” status, “In Progress” status, or \$0.00 balance will be cancelled.

***Reminder:** There is a Mass Close of Spend Authorizations and cancellation of Expense Reports for year-end close out.



Submission Timeline



- Submit expense reports within 10 days of the completion of the event or trip but no later than 45 calendar days.
- Expenses submitted 60 days or more after the trip or event may be considered taxable income per IRS guidelines. Employees will receive an email notification if tax fringe reporting applies.

Common reasons for delays

Missing Supporting Documentation:

- Itemized receipts for expenses over \$25 / Proof of payment
- Conference agenda PDF (Links are not acceptable)
- Spend Auth (Out of State Travel)
- Cost comparison
- Justification of the expense

Incorrect Expense Items

- Dates
- \$ Amounts
- Expense Item selection
- Expense Itemization

Still have questions? Submit a ticket via [Expenses](#)

Expenses Hub

Expenses Hub |←

Overview

Expense Reports

Expense Transactions

Spend Authorizations

Travel Profile

Payment Elections

Suggested Links ^

Find Spend Authorizatio...

Find Expense Reports b...

Campus Reporting Dash...

Create Spend Authorizat...

Create Expense Report f...

Updated Travel Policy

IMPORTANT: Effective immediately, Travel Inc must be used for airfare bookings. [Read More](#)

Submit Expenses Timely

Remember to submit expenses for reimbursement within 10 days after an event or trip, but no later... [Read More](#)

New Way to Submit Expenses

Did you know there's an easy way to send expense receipts to Workday?

Share with Workday Mobile App

Upload photos of receipts from your device using the Workday mobile app for iOS or Android

Tasks

Create Expense Report

Create Spend Authorization

Expenses Hub (Workday)

- Access all related T&E tasks and commonly used links in one place.
- Path: **Left Menu** → **Personal** → **Expenses Hub**

Mobile Expense

1. Download the Workday App

- Organization ID: GATech
- Login with your GT ID

2. Initiate Report

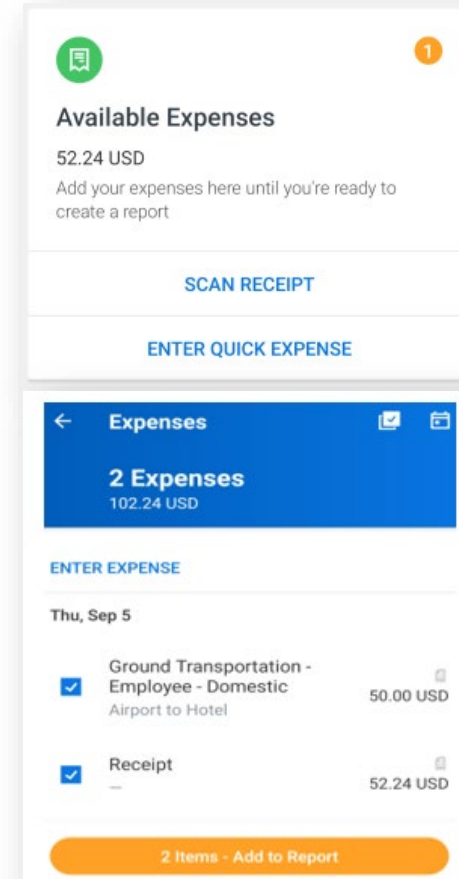
- Select Expenses to start your report.
- Use Scan Receipt to autofill receipt details.
- Select Enter Quick Expense to add a new entry manually.

3. Add to Report

- After completing each entry, choose Add to Report.

4. Create New Report

- Link Spend Authorization
- Review Each Expense Line
- Add Receipts or other details
- Submit Expense Report



Travel & Expense Resources

Travel Website includes policy, news articles, forms, and more!
Scan QR code for more details (*GT login required*)



- The Fundamentals of Travel training is under construction. The redesign is scheduled to launch early 2026.

In the interim, please utilize the following resources:

- [Travel Policies and Procedures](#).
- [Travel Resources](#) including the *Know Before You Go!* one-pagers.
- [Travel and Expense FAQs](#).
- Travel and Expense [Knowledge Articles](#)

Travel & Expenses Year-End Deadlines

TASK	DEADLINE DATE	TIME
Submission of all Expense Reports for FY 2026 payment	Friday, June 5, 2026	5:00 PM
Expense Reports - Last day to create and submit Expense Reports	Friday, June 12, 2026	4:00 PM
Spend Authorizations - Submission and approval deadline	Tuesday, June 16, 2026	4:00 PM
Mass Close of ALL Spend Authorizations	Wednesday, June 17, 2026	-
Payments for Fiscal Year 2027 Resume	Monday, July 6, 2026	-

Program Advances Requests

- AP Accounting assists with advance requests related to:
 - IRB approved research studies
 - Study Abroad Programs
- Requests are made via submission of a Spend Authorization.
- Select “GT Program Advances” for Business Purpose and select cash advance check box to ensure proper routing for AP review and approval.
- Provide supporting documentation for all requests.
- Expense Report are to be submitted within 10 days of the end date.
- Any unused funds must be repaid to Georgia Tech via check payment.

Scan for more details



Program Advance Spend Categories

Expense Item	Expense Item categorized by Spend Category
Grant Research Participation Payment	SC751116 - Grant Participant Support - Other
Research Participation Payment	SC751113 - Services - Participant Payment
Study Abroad - Airfare	SC727100 - Other Operating Expense
Study Abroad - Baggage Fee	SC727100 - Other Operating Expense
Study Abroad - Car Rental	SC719102 - Rental - Vehicles
Study Abroad - Ground Transportation	SC727100 - Other Operating Expense
Study Abroad - Insurance Expense	SC720100 - Insurance And Bonding
Study Abroad - Laundry Expense	SC727100 - Other Operating Expense
Study Abroad - Lodging Expense	SC719104 - Rental - Meeting and Hotel Rooms
Study Abroad - Meals	SC727730 - Groups Meals - Students
Study Abroad - Misc Expense	SC727100 - Other Operating Expense
Study Abroad - Parking Expense	SC727100 - Other Operating Expense
Study Abroad - Postage/Shipping	SC714110 - Supplies and Materials - Postage / Mailing Services
Study Abroad - Supplies and Materials	SC714100 - Supplies and Materials
Study Abroad - Travel Agency Fees	SC727100 - Other Operating Expense
Study Abroad -Public Transportation	SC727100 - Other Operating Expense

How to contact the Accounts Payable or Travel Team?

- **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
 - <https://procurement.gatech.edu/purchasing/article/office-hours>

Break

Unified ERP Program and FDM Update

- Nate Watkins, Financials Suite Lead
- Carol Gibson, Workstream Lead – FDM and Financial/Payroll Accounting

AGENDA

- What is the Unified ERP Program
- What is an ERP?
- Vision, Guiding Principles and Goals
- Why are we changing to a Unified ERP?
- Program Intentions
- Program Timeline
- Systems Being Replaced
- Unified ERP Project/Program Leadership, Suite/Workstream Leads

What is the Unified ERP Program?

Replacing current institutional legacy systems:
Human Capital Management (HCM) and Financials (FIN)



What is an ERP?

**ERP stands for
Enterprise Resource
Planning**

**Examples include
PeopleSoft, Workday,
Oracle NetSuite, etc..**



Software solution that integrates & manages an organization's core business processes, including Finance and Human Resources

Benefits include improved accuracy and productivity, improved reporting, increased efficiency and increased collaboration

Vision

The Unified ERP initiative, aligned with USG's Strategic Plan 2029, will replace fragmented legacy systems with a single, modern SaaS platform across all institutions. This transformation will streamline operations, standardize business processes, enhance data-driven decision-making, and improve student outcomes—positioning USG as a national leader in higher education excellence.

Guiding Principles

Single

We are moving toward a unified system that eliminates duplication and fragmentation. Every decision should reinforce the goal of having a single, authoritative source for data and processes.

Standard

Standardization enables efficiency, scalability, and shared best practices. While local needs matter, the default should be to adopt common processes and configurations.

Simple

Complexity creates risk and confusion. Our goal is to design processes and solutions that are easy to understand, use, and maintain.

Success

Every decision should move us closer to a successful implementation and long-term sustainability. Success is measured by adoption, usability, and value delivered – not just by going live.

Project Goals



User-Centric Design



Enhanced Analytics & Reporting



Real-Time Consistent Data for Decision Making



Workflow Automation



Shared Business Practices and Policies



Customizations Replaced with Configurations



Modern Enterprise Architecture



Electronic Records

Why Are We Changing to a Unified ERP?

Many systems with related data do not “talk to each other”



Program Intentions



**Implement
uniform business
processes**



**Centralize
support teams**



**Address looming end-
of-life considerations
for current systems**



**Address resource
constraints**



**Keep cost
escalators down**



**Reduce
cybersecurity risk**

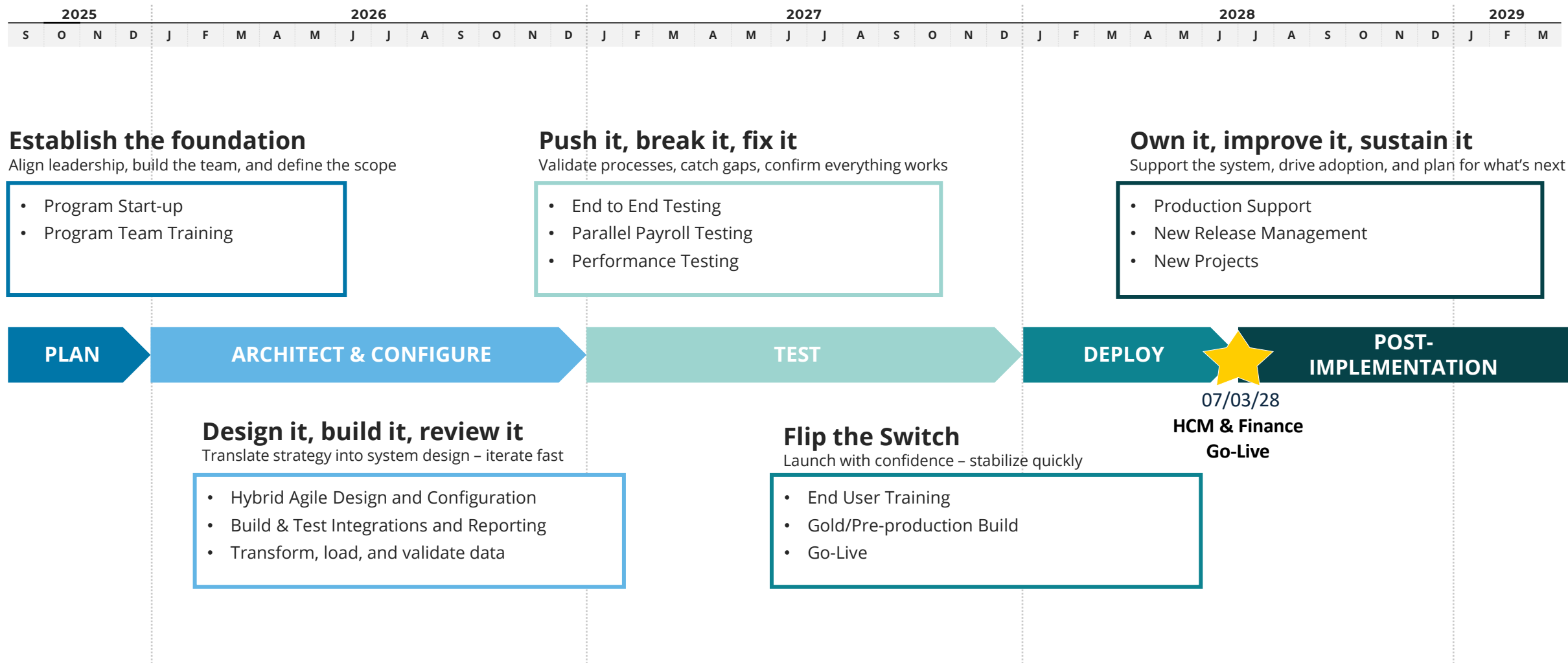


**Provide a better
student, faculty & staff
experience**



**Improve data analysis
and reporting across
the system**

Program Timeline



Systems Being Replaced



OneUSG Connect



Workday Financials

GIT Project/Program Leadership

Ronald L. Johnson
Executive Sponsor



Tricia Chastain
Executive Sponsor



Katie Crawford
Program Director



Kimberly Wynn White
Institutional Lead



Michelle Powell
Change Management



Grace Victor
Change Impact & Engagement



**Unified
ERP**

Deloitte

GIT FIN Suite & Workstream Leads



GIT HCM Workstream Leads

Valerie Gwynn
Compensation

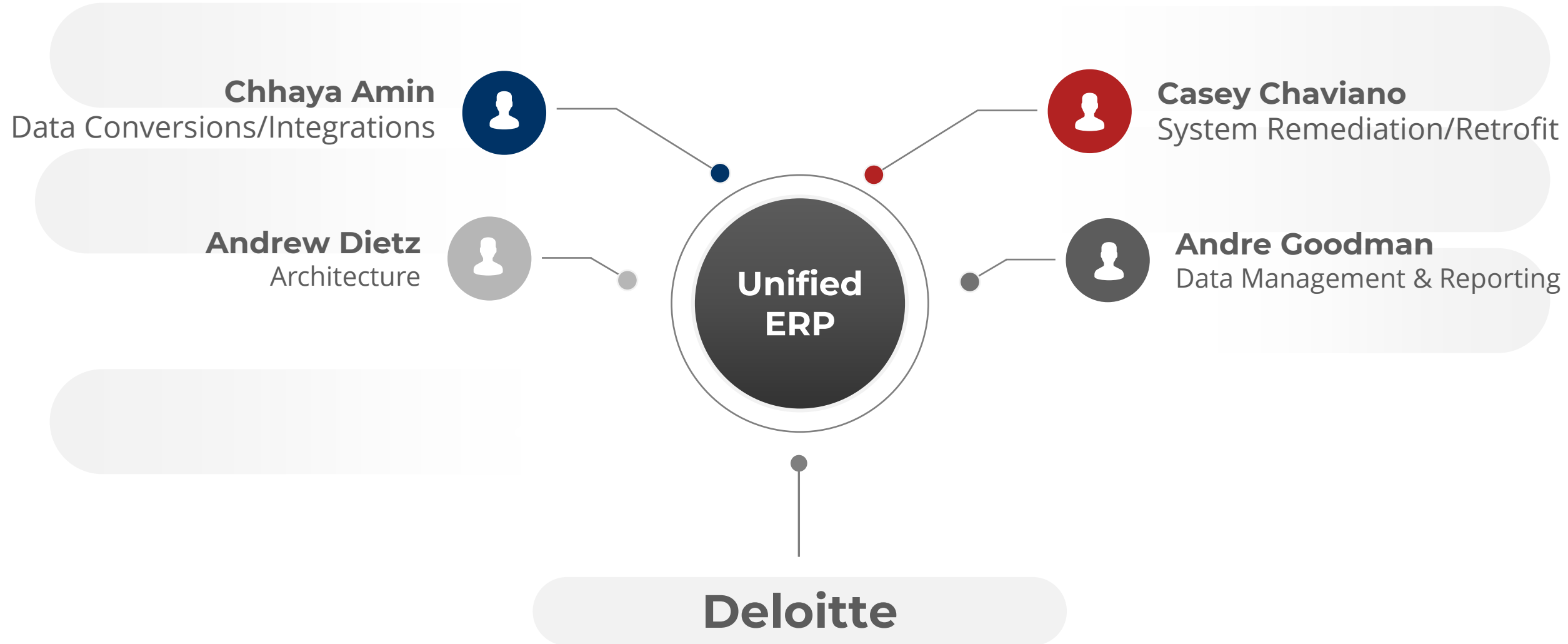


Christine Jones
Absence and Time Management



Deloitte

GIT Technical Workstream Leads



AGENDA

- Unified ERP FDM Team
- Foundation Data Model (FDM) Design Process
- Mapping Current State to Future State – Key Worktags
- FDM Feedback



UNIFIED ERP FDM TEAM

- **Financial Suite Leads**

- Claire Arnold – USG, **Nate Watkins – GIT**, Mike Ryan - Deloitte

- **FDM Workstream Leads**

- Claire Arnold – USG, **Carol Gibson – GIT**, Michelle Kanter - Deloitte

- **FDM Workstream Team**

- Deloitte, Financials Suite Leads, FDM Workstream Leads
- Reps from Big 6 (**GIT**, UGA, GSU, AU, KSU & GS), GaFirst Schools & USO Office
 - Key Contributors
 - **Amy Herron – GIT**
 - Amanda Bibby – USO
 - Chad Cleveland – UGA
 - Brad Freeman – GSU
 - Analysts, Advisors and Specialist from many schools

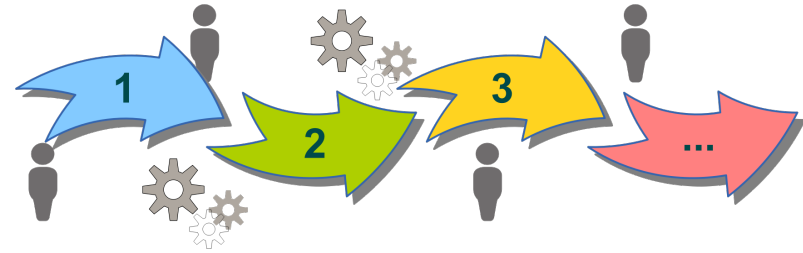


TEAMWORK



FDM Design Process

- Weekly Leads Meetings
- Working Sessions
- Mapping Sessions
- Weekly Meetings with Analysts, Advisors and Specialists
- Periodic Meetings with Chief Accounting Officers (CAOs)
- Completion FDM Workbooks to load values into P1 Tenant



FDM Design Process

- GIT is well represented on the Unified ERP FDM Team
- GIT cannot force the University System Office (USO) and 24 Institutions to use the current Institute FDM structure
- GIT must collaborate and work side-by-side with USO and 24 Institutions to determine the best structure going forward
- Proposed FDM is for P1 Tenant – Tenant build begins April 2026
- Test Scenarios, Report Mapping, Discussions, etc. will be used to determine how well the proposed structure works
- FDM Team will make changes to the FDM structure if issues noted

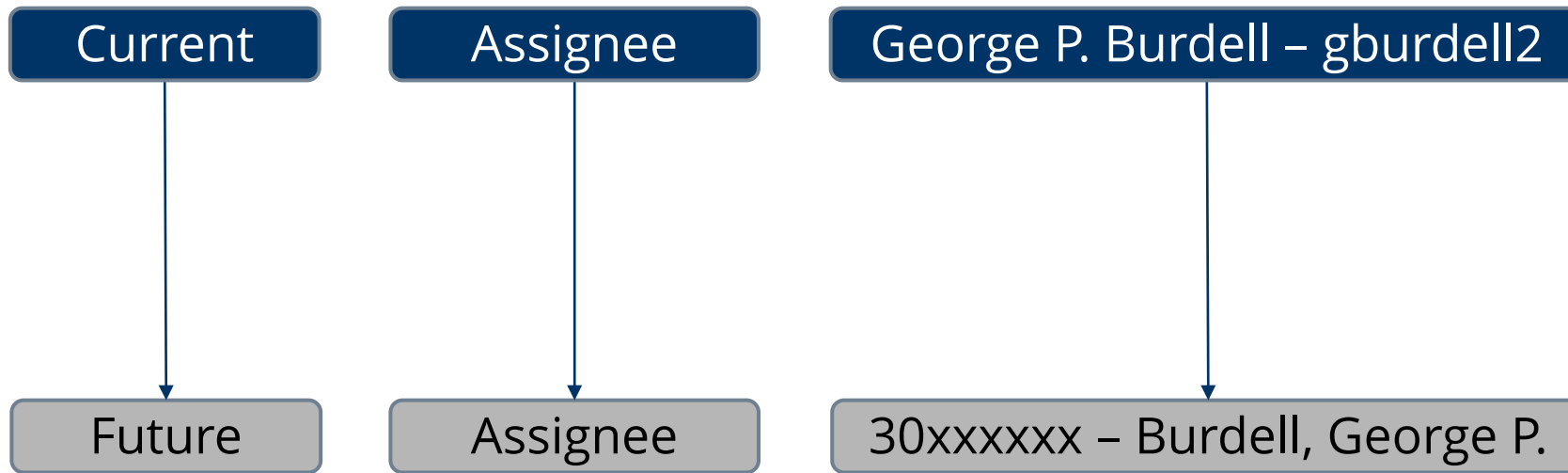
CURRENT STATE TO FUTURE STATE MAPPING

KEY FDM WORKTAGS



GIT FDM Mapping – Current to Future

Assignee



Current Use:

- Identifies the individual who has budget and spending authority for the funds

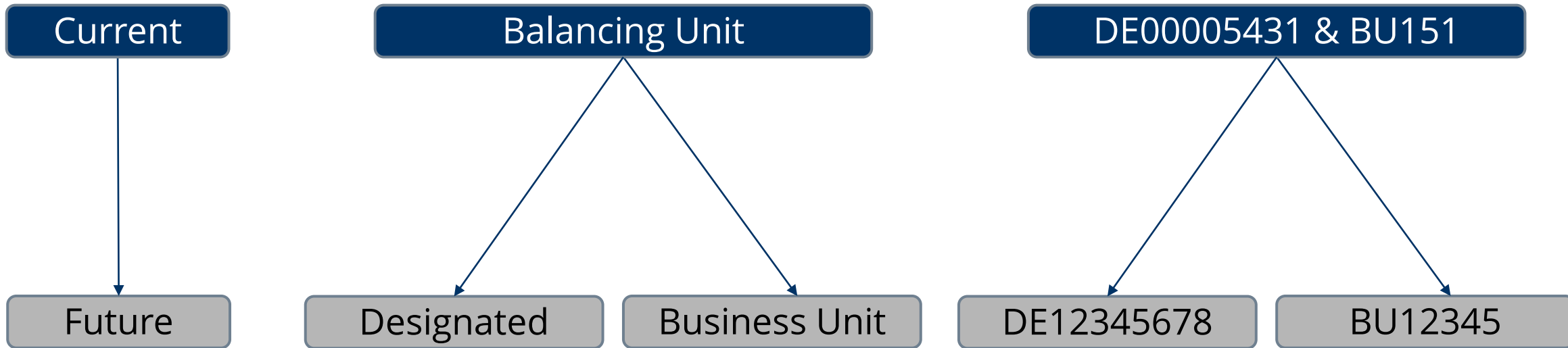
Change Impact:

- Assignee will be linked to Employee ID
- Assignee will be an assignable security role that can be used for BP routing and Approval



GIT FDM Mapping – Current to Future

Balancing Unit



Current Use:

- Identifies activities for which a full balance sheet is needed

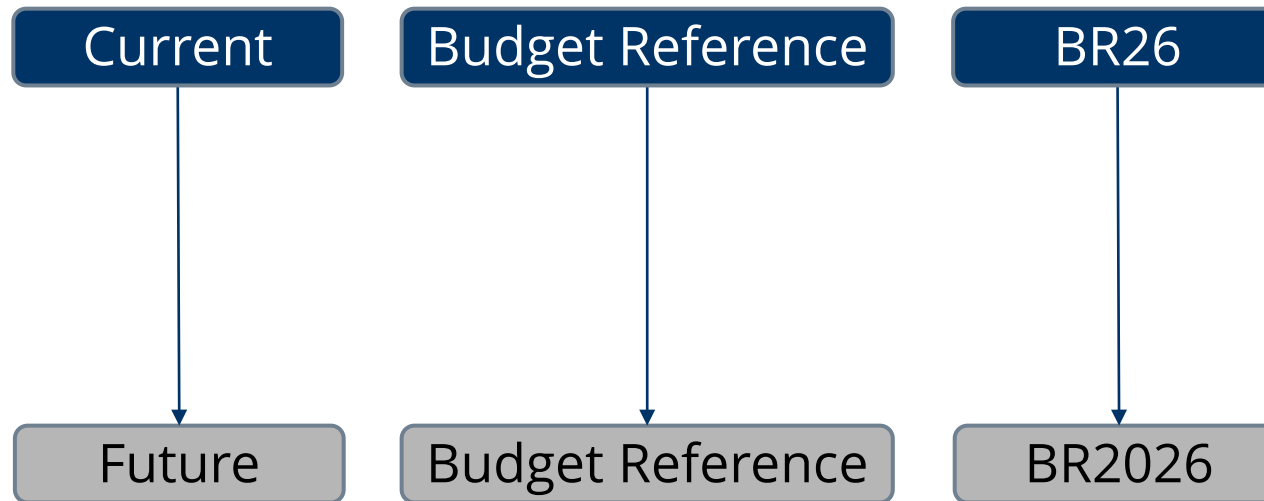
Change Impact:

- Balancing Unit worktag will not exist in future
- Business Unit (BU) worktag will replace Balancing Unit (provides a full balance sheet)



GIT FDM Mapping – Current to Future

Budget Reference



Current Use:

- Identifies appropriation or allotment year for funding

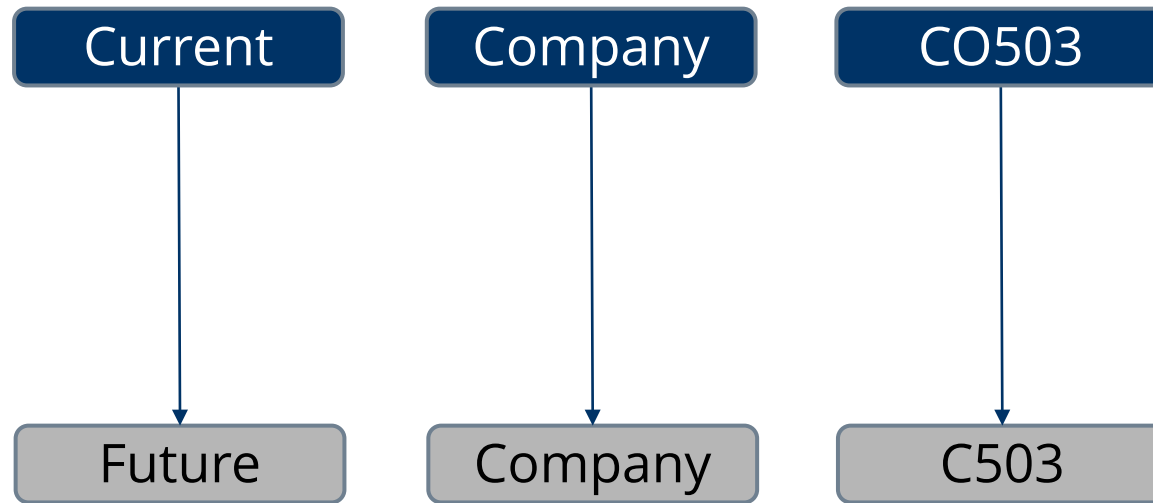
Change Impact:

- Budget Ref Prefix (BR) remains the same
- Budget Ref Number changes from 2 digits to 4 digits - BR26 to BR2026



GIT FDM Mapping – Current to Future

Company



Current Use:

- Identifies a legally separate entity

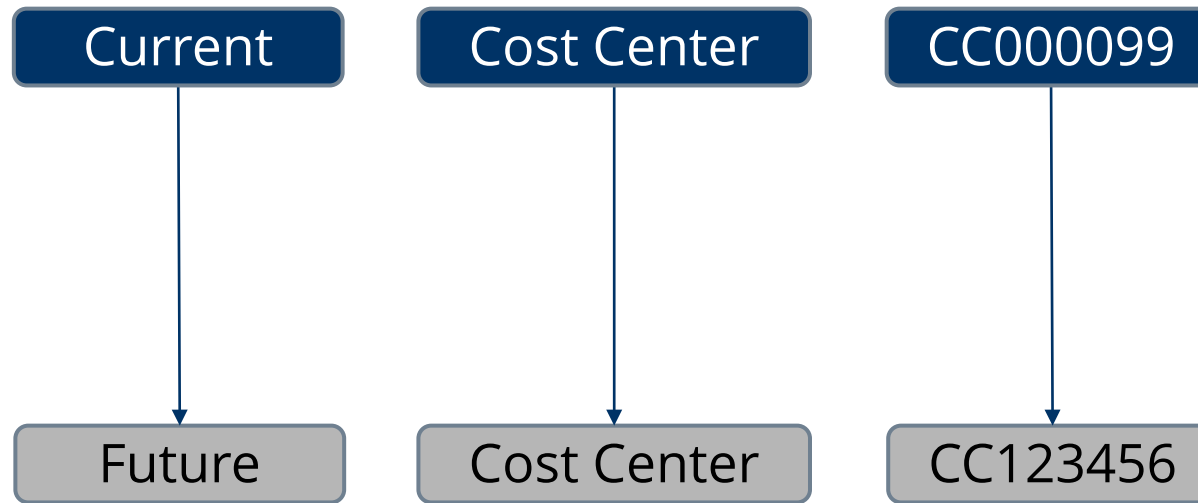
Impact:

- Company Prefix changes from “CO” to “C”
- Company Number (503) remains the same



GIT FDM Mapping – Current to Future

Cost Center



Current Use:

- Level at which finances and budgets are managed for a unit

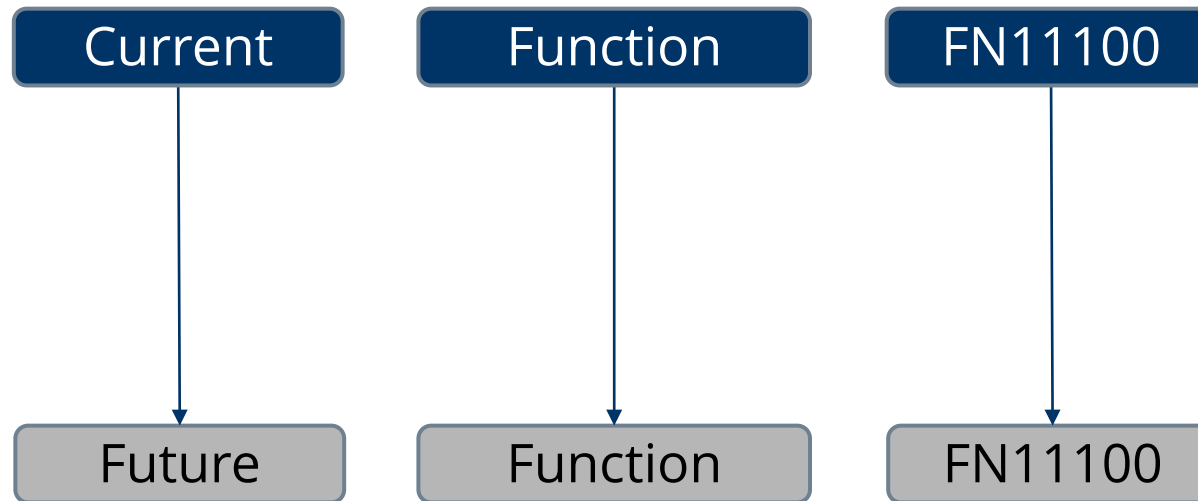
Impact:

- Cost Center Prefix (CC) remains the same
- Cost Center Number will change



GIT FDM Mapping – Current to Future

Function



Current Use:

- Identifies NACUBO functional classification – Instruction, Research, Public Service, etc.

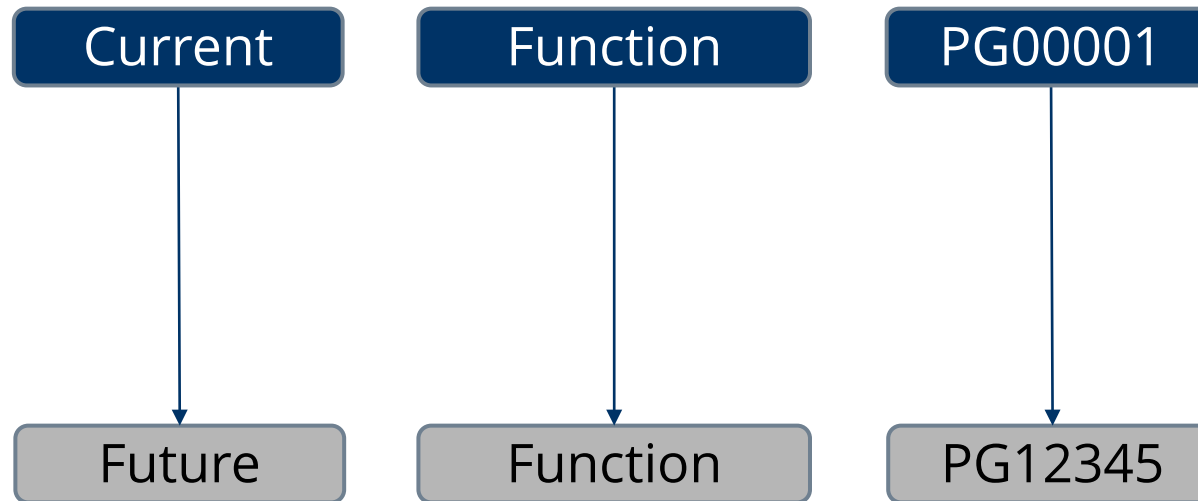
Impact:

- Function Prefix (FN) remains the same
- Function Number remains the same



GIT FDM Mapping – Current to Future

Program



Current Use:

- COVID-19, Testing Expenses, Seed Grants, etc.

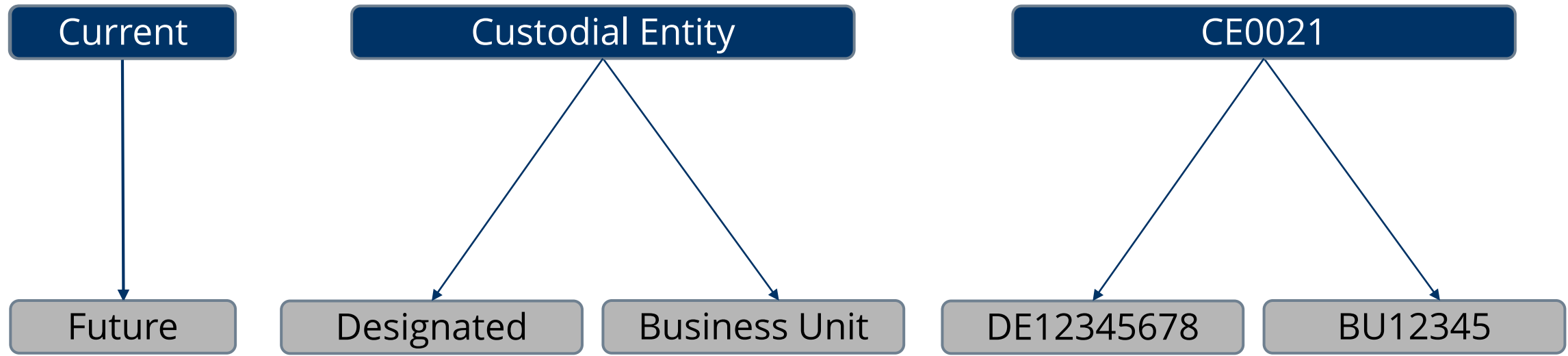
Impact:

- Program Prefix (PG) remains the same
- Program Number will change



GIT FDM Mapping – Current to Future

Driver Worktag - Custodial Entity



Current Use:

- Designated Scholarships, Student Clubs & Other Organizations, Payroll

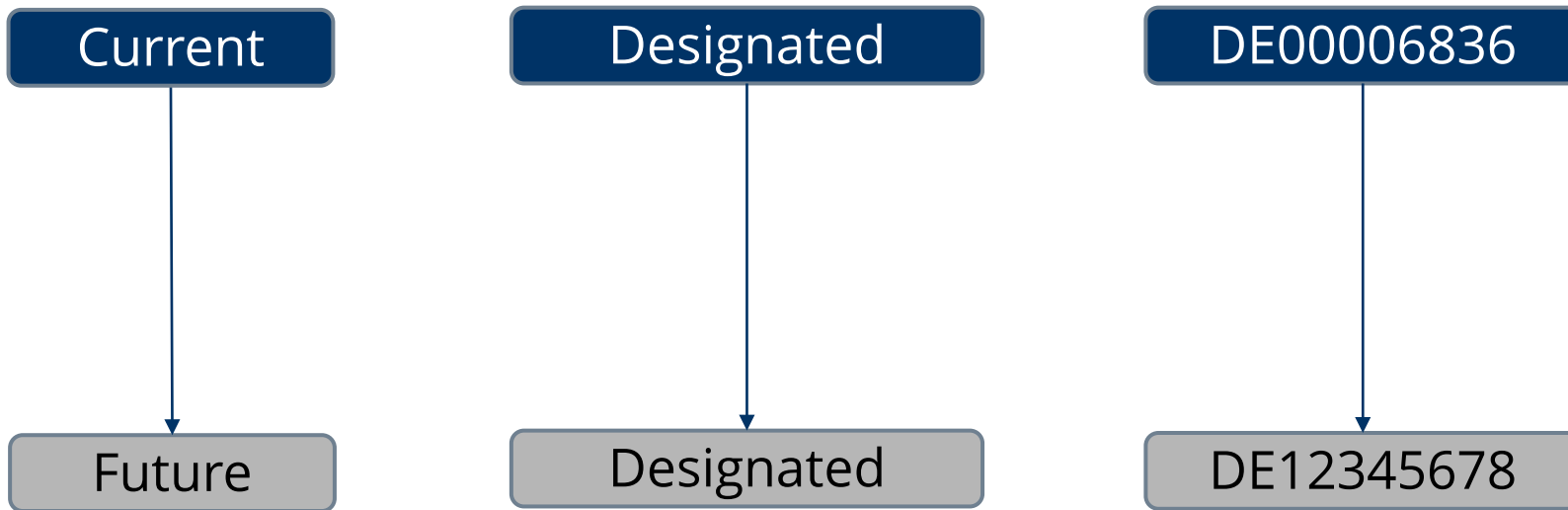
Impact:

- CE worktag will not exist in future state
- DE & BU worktags will replace CE worktag



GIT FDM Mapping – Current to Future

Driver Worktag - Designated



Current Use:

- State Funds, Auxiliary Enterprises Funds, Gifts Allocations, etc.

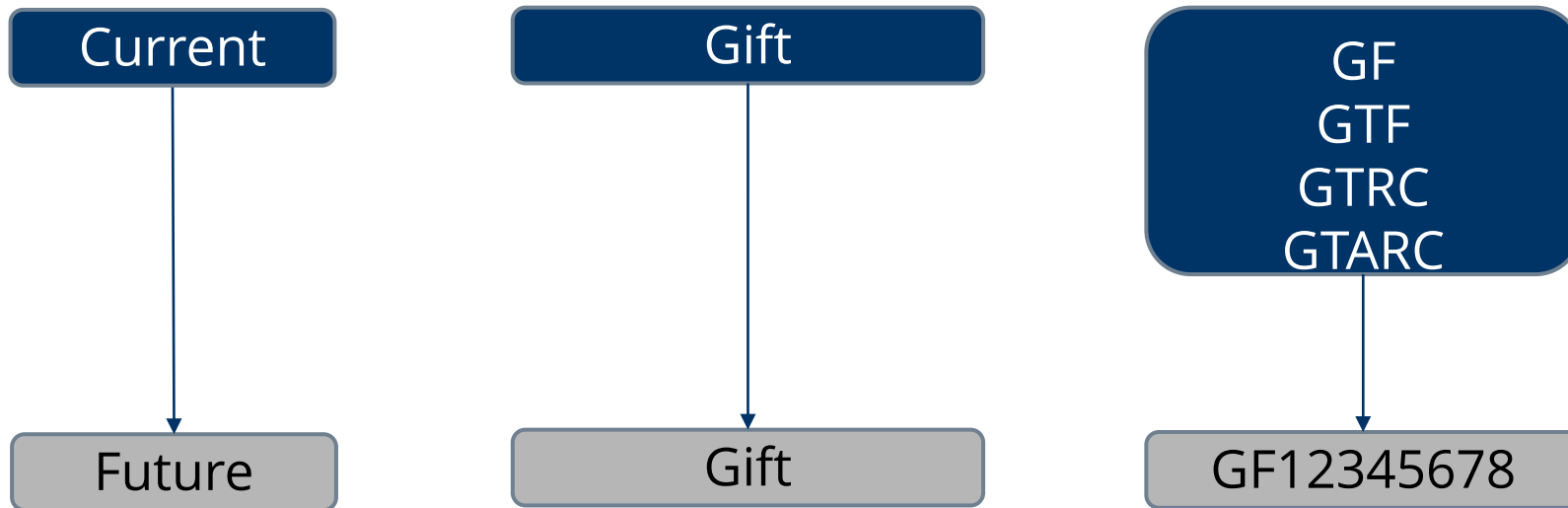
Impact:

- Designated Prefix (DE) will remain the same
- Designated Number will change
- DE will be used to identify Custodial Entities



GIT FDM Mapping – Current to Future

Driver Worktag - Gift



Current Use:

- Institute, GTF, GTRC and GTARC Gifts
- No anticipated changes to current use

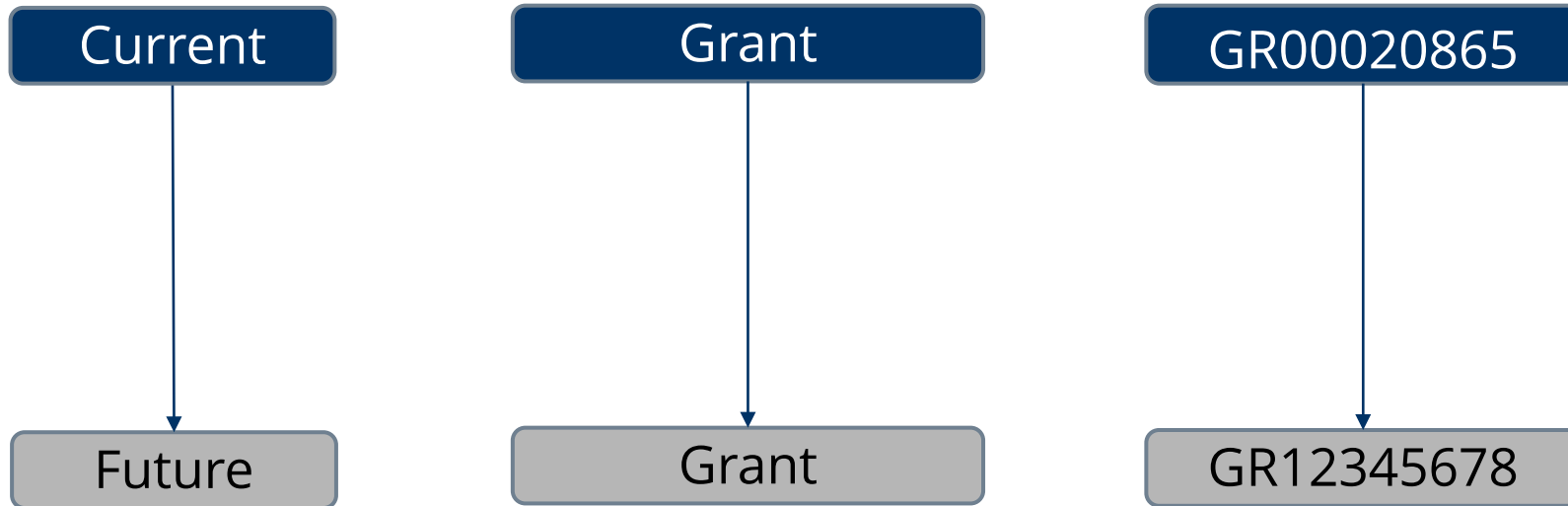
Impact:

- Gift Prefix will only be GF in the future
- GTF, GTRC & GTARC identification in gift setup
- Gift Number will change



GIT FDM Mapping – Current to Future

Driver Worktag - Grant



Current Use:

- Restricted Grants and Contracts for RI, GTRI and EI2

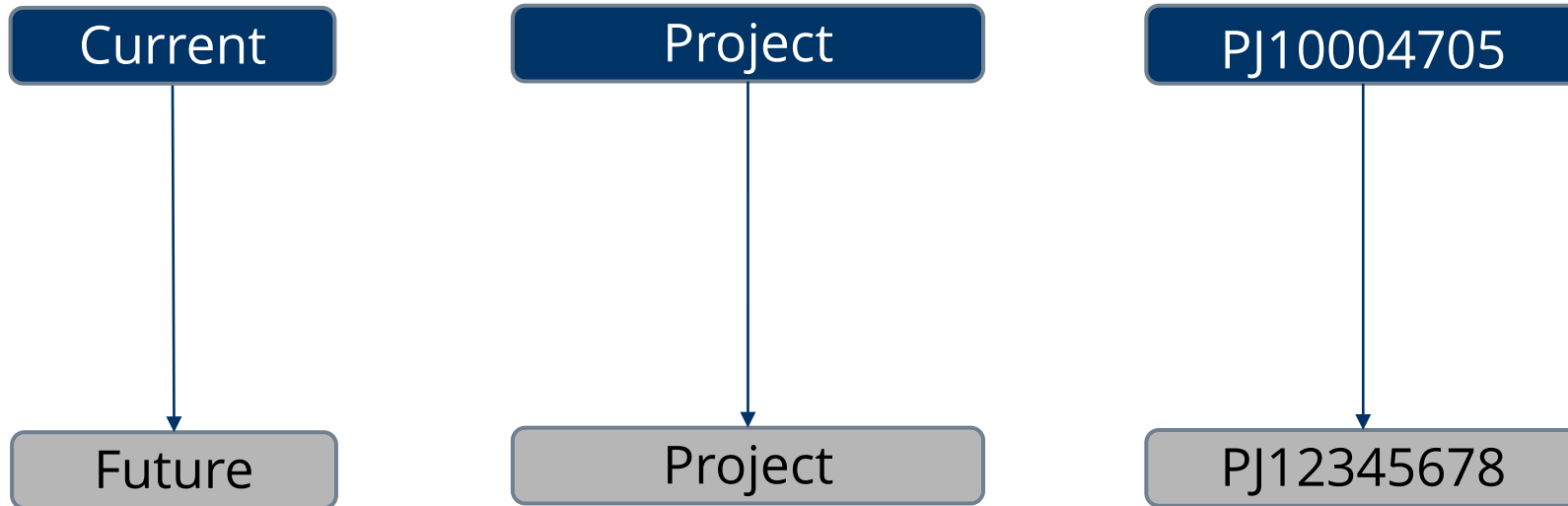
Impact:

- Grant Prefix (GR) will remain the same
- Grant Number will change



GIT FDM Mapping – Current to Future

Driver Worktag - Project



Current Use:

- Construction Projects
- GTPE Short Courses

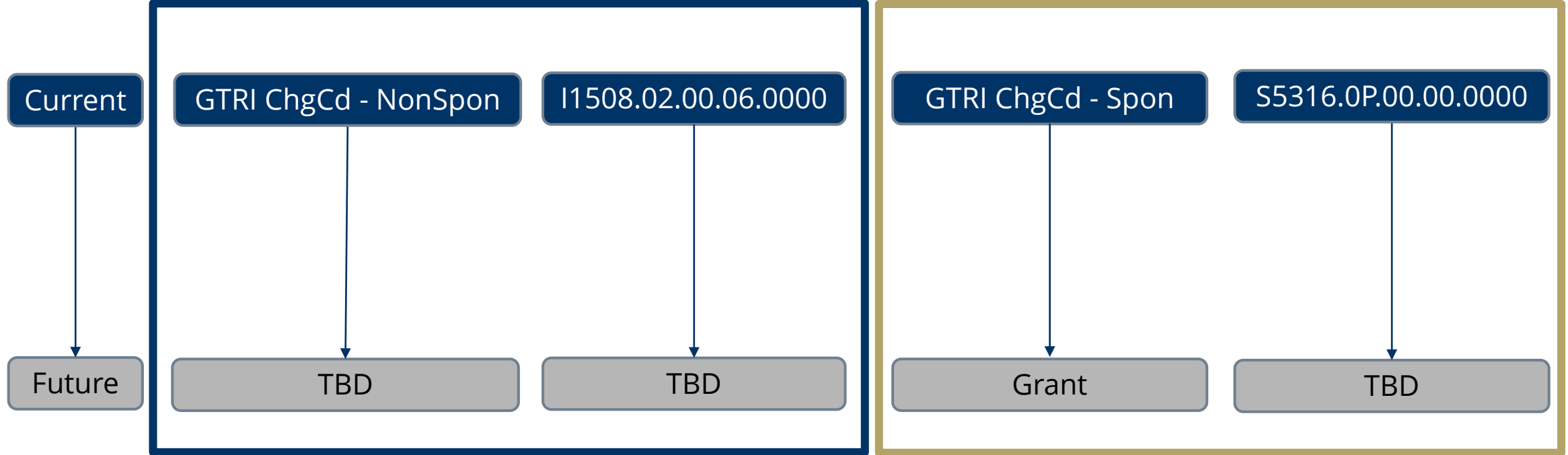
Impact:

- Project Prefix (PJ) will remain the same
- Project Number will change
- Construction project driver/related worktag setup



GIT FDM Mapping – Current to Future

Driver Worktag – GTRI Charge Code



Current Use:

- GTRI Sponsored and Non-Sponsored Operations

Impact:

- Configuration Discussions and Decisions Happening



GIT FDM Mapping – Current to Future

Fund and Class

- Fund and Class worktags are being reviewed together to:
 - Eliminate potential duplication between fund and class
 - Reduce the number of funds
 - Encourage use of Delivered worktags (Class - custom worktag)
- **Impact:**
 - Fund Prefix (FD) remains the same
 - Fund Number may change for some areas
 - Expected impacts for Sponsored Funds, GTRI, EI2, etc.
- Additional Working Sessions over the next few weeks to finalize



GIT FDM Mapping – Current to Future

Fund and Class

- **Auxiliary Services** will potentially have only one Fund - **FD12000**
 - Business Unit worktag used to identify operations and Plant/R&R
 - **BU12355** – Housing Operations, **BU12356** – Housing Plant/R&R
 - **BU12357** – Parking Operations, **BU12358** – Parking Plant/R&R
- **State Appropriations** will potentially have only one Fund - **FD10000**
 - Business Unit worktag used to identify E&G and B-Units
 - **BU12345** – E&G - Educational & General
 - **BU12346** – GTRI – Georgia Tech Research Institute
 - **BU12347** – EI2 – Enterprise Innovation Institute



GIT FDM Mapping – Current to Future

Fund and Class

- **B-Unit Restricted Funds** will potentially have one Fund for: Federal G&C, State of GA G&C, Local G&C, Private G&C, etc.
 - Business Unit worktag will be used to identify B-Units
 - **FD21xxx** – Restricted – Federal – Other Org Activities (B-Units)
 - **BU12346** – GTRI, **BU12347** – EI2
 - **FD21xxy** – Restricted – State of GA – Other Org Activities (B-Units)
 - **BU12346** – GTRI, **BU12347** – EI2
- **DSS - Departmental Sales & Services** will potentially have one fund for DSS – Other - **FD14100**
 - Business Unit worktag will be used to identify B-Units and DSS Areas
 - **BU12346** – GTRI, **BU12347** – EI2, **BU12349** – Study Abroad SE Asia, etc.

FDM FEEDBACK

- nate.watkins@oit.gatech.edu
- cgibson@gatech.edu
- amy.herron@business.gatech.edu



Please send feedback to all three team members

Grants & Contracts Accounting – Updates

Josh Rosenberg, Executive Director

Deadlines

Item	Deadline
Written Prior Year Cost Transfer Requests for Grants	June 12, 2026 (Friday)
Written Cost Transfer Requests for Grants < 90 Days	June 12, 2026 (Friday)
Budget Amendment by Organization Requests for Grants	June 22, 2026 (Monday)
Last day for OSP integration to Workday Grants for new awards and modifications	June 22, 2026 (Monday)
Accounting Journals and Adjustments for Grants	June 25, 2026 (Thursday)
Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)	June 30, 2026 (Tuesday)
FY26 ASRs available electronically	July 17, 2026 (Friday)
ASRs should be certified	Aug. 28, 2026 (Friday)

Effort Reporting

- Required for all employees charging effort/dollars to Sponsored Awards. Unconfirmed ASRs (Annual Statements of Reasonableness) are an audit risk.
- Certified by the employee or an employee with firsthand knowledge (supervisor, PI, or other organizational unit head) of the effort and verified by the Unit Level Financial Representative. (2 levels of review/approvals)
- ASR with an incorrect salary allocation to Grants need to be corrected immediately – work with the assigned Grants Analyst.



Effort Reporting (cont.) – Terminating Employees

- When an employee terminates or graduates during the fiscal year, it is recommended that Unit Financial Managers complete the “ASR (Effort Reports) for Off-boarding Employees and Prior Year Cost Transfers” report in LITE before the employee leaves GT.
- To certify the ASR, the unit must:
 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 Terminating Employee ASR report using DocuSign
- Contact: easr.ask@office365.gatech.edu



Faculty Summer Pay

- Academic-year faculty are eligible to earn up to 33.33% of their academic-year salary, effective for work performed between May 15 and August 15.
- 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.
- Guidelines for Summer Pay (<https://faculty.gatech.edu/resources-faculty-affairs-administrators/compensation>)



The Cost Transfer No-Nos



- 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.

Note that a cost transfer over 90 days must meet at least one of the exceptions to the Policy 3.6 for Cost Transfers. Exceptions are listed here:

https://grants.gatech.edu/sites/default/files/images/cost_transfer_exception_form_8-1-23.pdf

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.
 - 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 FY26 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!

Travel & Effort – Audit

- The FY25 Single Audit for the Institution reflected an audit finding related to misalignments between travel costs incurred on sponsored awards and effort for the individuals traveling.
- Actions: for grant managers and PIs with awards on our report:
 - Either (1) move a reasonable percentage of the individual’s salary (that aligns with the effort expended on the award by that individual during the fiscal year) over to the award, or move the travel costs off of the award (onto non-sponsored, unit/school funds) OR (2) prepare documentation to support why it is acceptable for there to be travel costs on an award with no salary/effort reflected.
 - For # 1 above, please let Grants & Contracts know via email when this has been done for your respective award(s) by emailing our Compliance Team at grantscompliance@business.gatech.edu. For # 2 above, please email the Compliance team the documentation for support at grantscompliance@business.gatech.edu. This documentation must also be stored in the unit and available upon request from auditors or other compliance staff.

Cost Sharing

A commitment to use resources other than the sponsored award itself that are necessary and reasonable to complete the objectives of the award.

- Once committed in the proposal and awarded, we **MUST** meet our commitments.
- These commitments are auditable and must meet the same criteria as a direct charge to a grant.
- These must be **VERIFIABLE** in the institute's accounting records (cost share grant lines under an award)
- Utilize the "GT RPT Cost Share Fund in Progress Report" and the Cost Share Exception Report to help you manage cost share and to see where you may be falling behind.
- Many sponsors are **NOT** accepting and paying invoices if we are not caught up on cost share.

Exception Reports

- Award Exception (BOT 2x/month)
- Grant Exception (BOT 2x/month)
- Cost Share Exception (BOT 2x/month)
- Awards and Grants Missing PI
- Open Obligation on Grant Lines in Close Out Status
- Charges Past Award End Date
- No Activity Awards – 90 Days Post Activation



Business Assets

Jerome Wright, Director of Insurance, Claims, and Property Control

Annual Equipment Inventory

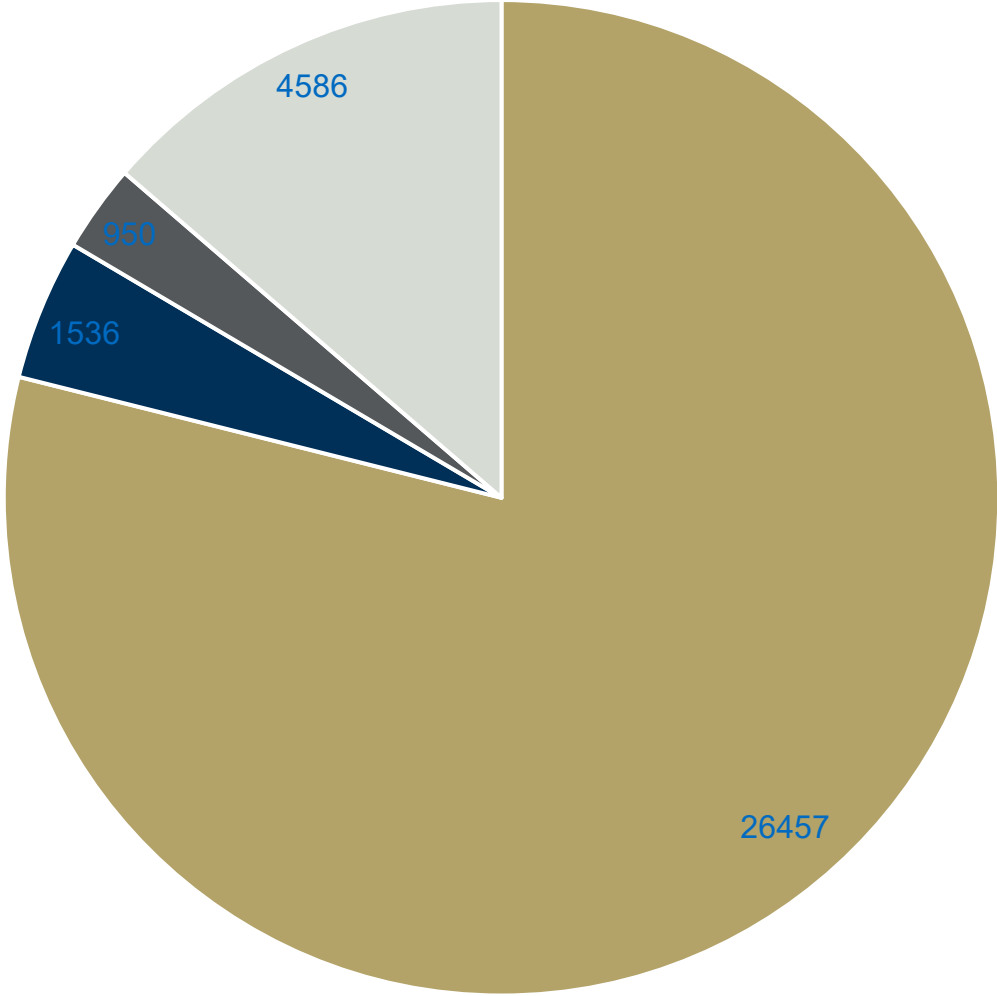
FY26 GT Annual Physical Inventory – October 2025 thru March 2026

Inventory Deadlines

Class	Assets Count	Due Date
D	750 +	12/19/2025
C	400-750	1/30/2026
B	100-399	2/13/2026
A	1-99	3/6/2026

This is the 5th year with the above-defined schedule. This process ensures inventory accountability is completed before year-end financial reporting for FY26

Assets by Inventory Status



■ Found ■ Not Found ■ Not Inventoried ■ Extra

Current Inventory Status

- Inventoried (equipment located) – 26,457
- Not Inventoried – 950
 - Location (room) has not been inventoried
- Not Found – 1536
 - Location (room) inventoried: equipment not located/identified

Extended FY26 Inventory Period

- Cost Centers provide assistance to your Property Coordinator
- Review Inventory update status.
- If the equipment Custodian is not the Property Coordinator, then send an email and inquire where the equipment is.
- Check Equipment Loan Agreements, as equipment may be in a remote location.
- Double-check as equipment may be assigned to out-of-state GT employees.
- 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

Submit any Business Assets requests via **ServiceNow**



Break

Payroll

Kedrich L Claiborne, Associate Director of Payroll Accounting

Jerri Phillips, Director of Payroll

Angela Petty, Associate Director of Payroll

Content

- Salary Overpayment Process Awareness
- Year-End Processing Dates

Salary Overpayment Process Awareness

Reason for overpayments:

- Retroactive Job Updates (terminations, leave of absences, transfers from monthly to bi-weekly, pay rate changes, etc.)
- Not approving time (bi-weekly)
- Incorrect information entered by departments
- Administrative Errors

Processing Salary Overpayments

- Salary Overpayments are identified by running a query for retro-terminations and leave of absences and department notices
- Notifications are disbursed to the HR Reps and employees with the repayment amount and repayment instructions
- Processes are in place to track overpayments and payments made
- Follow-up notices are sent to employees to include final notice to pay

Statistics of Salary Overpayments

As of February 2026(FY26) we have 239 salary overpayments totaling \$806,083.42 (not including SOP that were recovered from current wages). Of that \$806,083.42, there is \$113,617.89 still outstanding (not paid/sent to collections).

Year-End Deadlines

Summer Pay Panels opened on January 5, 2026

Summer Pay Entry Deadline:

- May 18
- June 15

Manager Self Service Transactions (MSS)

Pay Period End	Due Date
06/06/26	06/01/26
06/20/26	06/15/26
07/04/26	06/29/26
06/30/26 (monthly)	06/09/26

Year-End Deadlines

Timesheet Approval (including retro time)

Pay Period End	Due Date
06/06/26	06/08/26
06/20/26	06/22/26
07/04/26	07/06/26

Final FY26 Off-Cycle Requests – Due in ServiceNow by June 11 (Payable June 18)

Commitment Accounting Updates

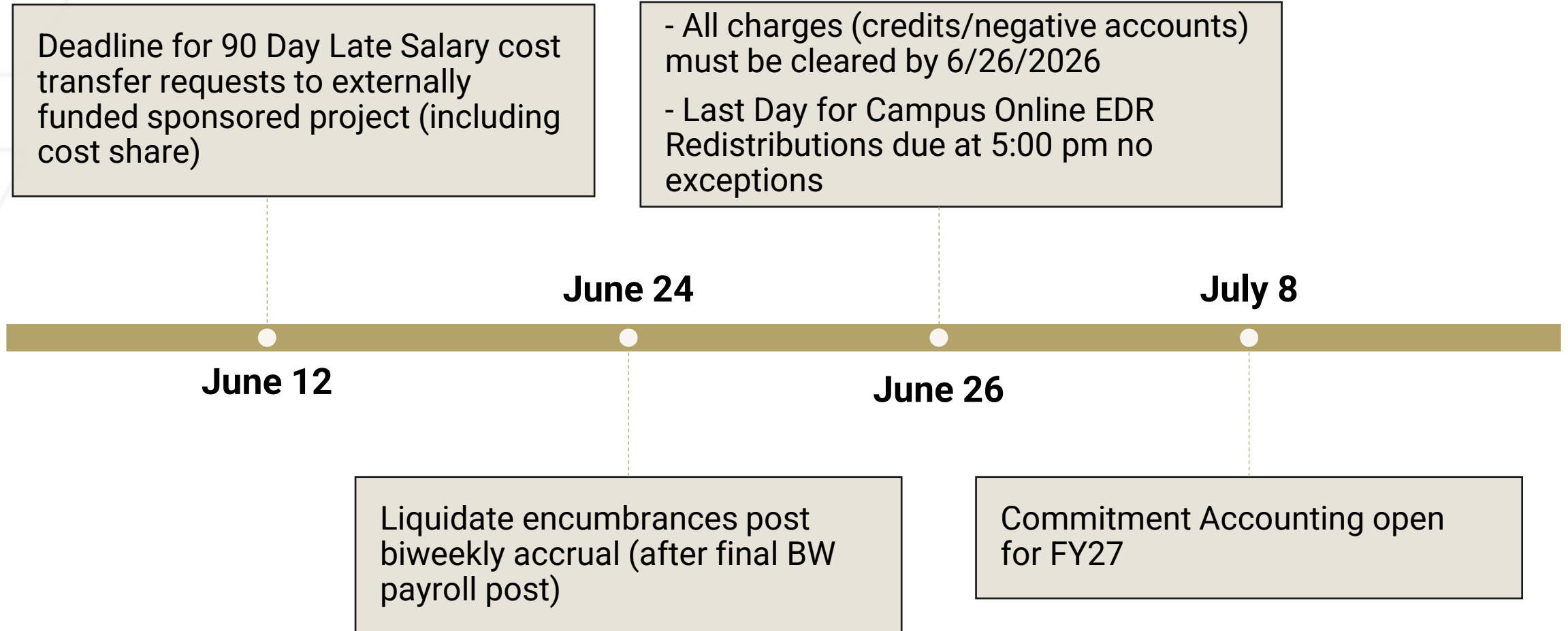
Jason M. Cole, Commitment Accounting Director, Budget Office

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 FY26 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.
- [Change Position Funding - University System of Georgia](#)

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. 03GR00000000).**
- 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 (must sign-in).
 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 share)			Date:	Dept ID
Approved By: (if share)			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>				
1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.				
2. Correction of clerical error or data input identified by authorized unit financial personnel.				
3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.				
4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.				
5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.				
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 any ad hoc approvers in the approval workflow.

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 a cost transfer. It is divided into three main sections: Current Distribution, New Distribution, and Cost Transfer Justification.

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	Chartfield Details

Attached File

File Attachment

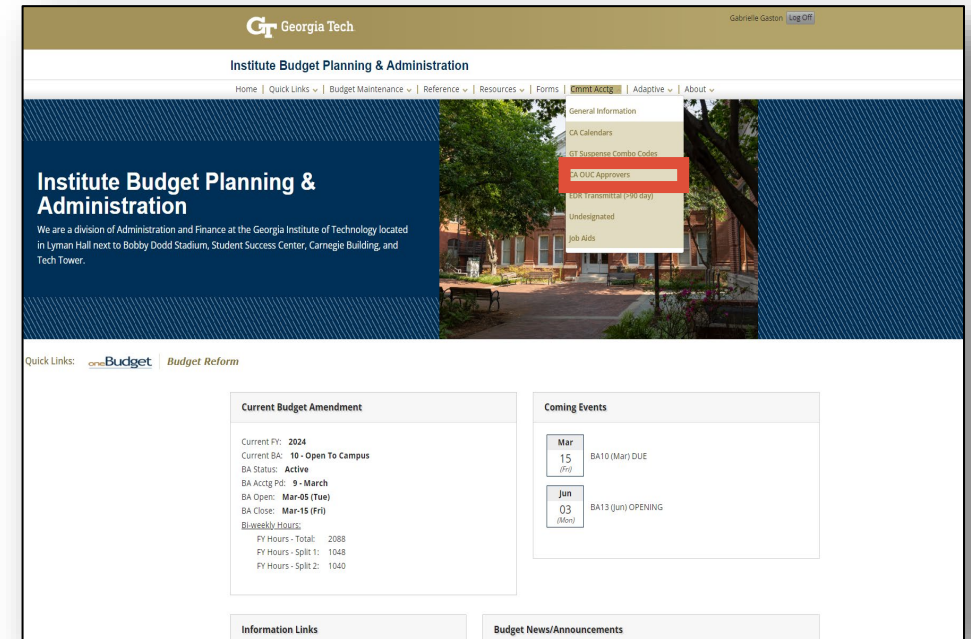
Attached File

Cost Transfer Justification

Clerical

Your Roadmap to Success

- 1 Double-check your worktags (suspense undesignated).
- 2 Any over 90-day EDR transfer must meet one of the allowable exceptions.
- 3 Contact the ad hoc approver *before* inserting them into the transaction.
- 4 Account for the accrual in your budget. We will send a communication soon to the Commitment Accounting email list regarding the biweekly accrual.



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

Year-End Deadlines & Budget Updates

Jamie S. Fernandes, Associate Vice President, Finance & Planning
Isabel (Yiny) Lynch, Budget Manager, Budget Office

Topics

- Year-end Deadlines
 - Carry Forward
 - Budget Clean-up
 - Deadlines
- Budget Updates
 - FY26 Update
 - FY27 Budget Development Outlook



Year-End Deadlines



Carry Forward | Reminder

- The FY26 General Operations Carry Forward forms are due **Friday, April 17 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/BudMaint/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					
Total Personal Services	700,000	1,000,000	25,000	950,000	25,000
Non-Personal Services					
Travel	10,000	5,000		4,500	500
Operating Expense	315,000	20,000	2,500	15,000	2,500
Equipment					
Total Non-Personal Services	\$325,000	\$25,000	\$2,500	\$19,500	\$3,000
Total Department	\$1,025,000	\$1,025,000	\$27,500	\$969,500	\$28,000



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

Departmental Budget Clean-Up



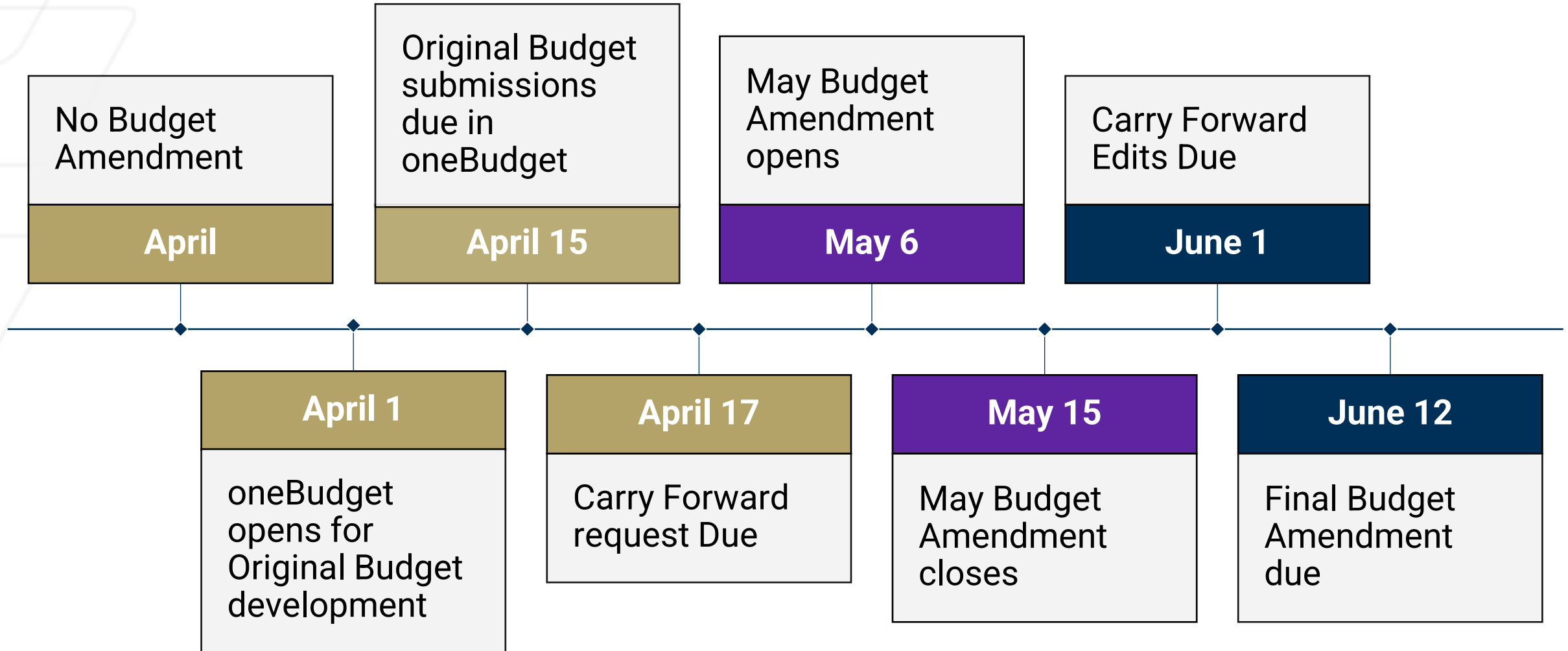
	Do	Do Not
Revenue	<p>Ensure that your revenue budget exceeds the actual receipts you expect to receive through the end of the Fiscal Year.</p> <p>Make your best estimate based on prior year experience.</p>	<p>Leave a deficit in Gen Ops (State App, Tuition, ICR, Other General) and a balance in Department Sales and Services (DSS).</p> <p>These <u>cannot</u> be used to offset one another.</p>
Sponsored Adjustments	<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>	
All Funds (Revenue & Expense)	<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
 - **Open: June 3**
 - **Close: June 12 at 5:00 pm**
- ✓ Questions? Reach out to your analyst or the following Budget Office Team Members via Teams:
 - Parker Freeman
 - Lisa Godfrey
 - H'Laya Hill
 - Isabel Lynch
 - Ebony Thompson



Deadlines



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

Your Roadmap to Success

1

Work with division level finance officer to submit Carry Forward form.

2

Align Personal Services and Non-Personal Services by category budgets with actual expenses.

3

Be mindful of upcoming deadlines.

4

Budget your revenue.



Budget Updates

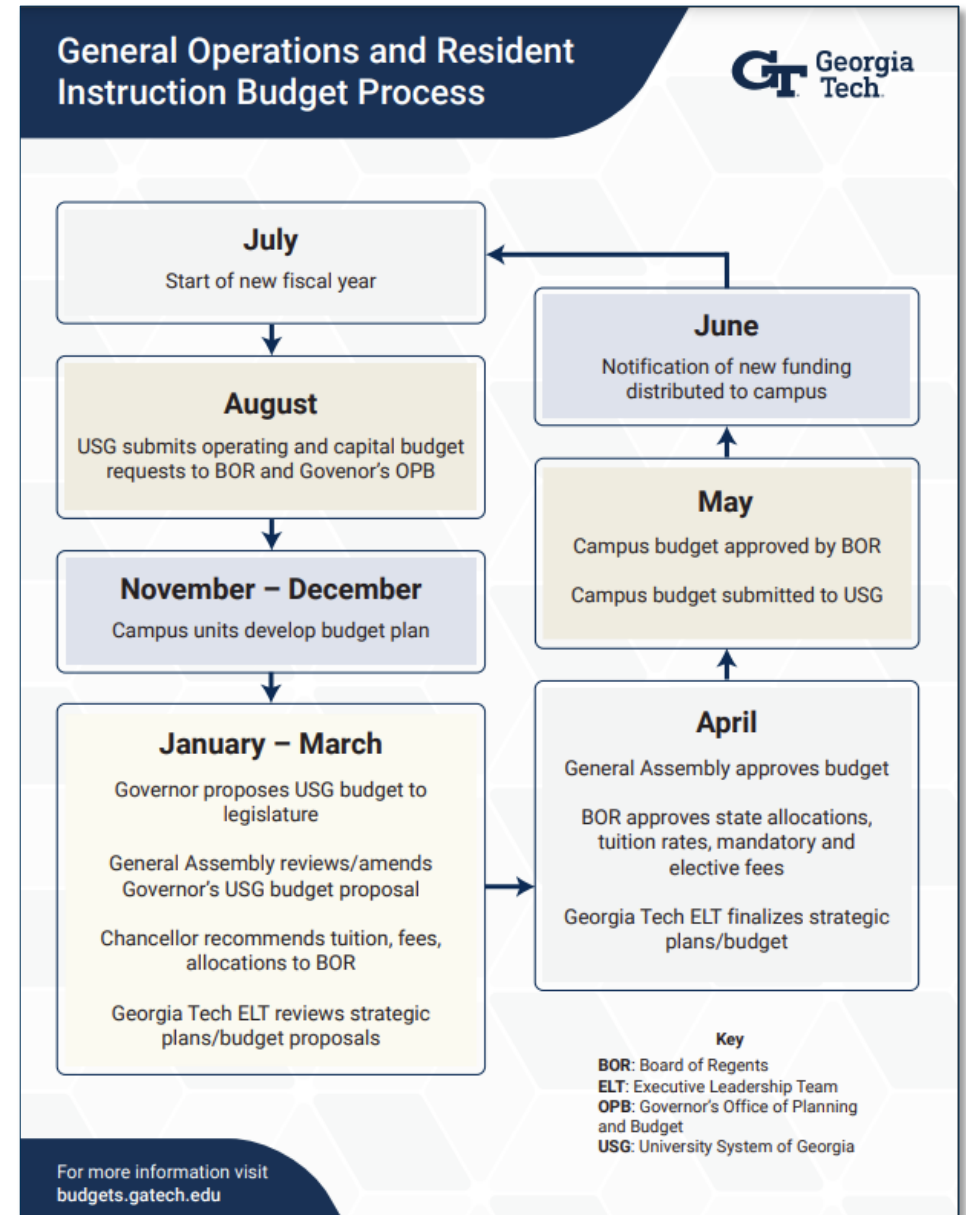


Budget Process | Overview

This infographic provides a high-level overview of how Georgia Tech's budget process interacts with the State Legislature, Governor's Office, and the University System of Georgia (USG).

Key Takeaways:

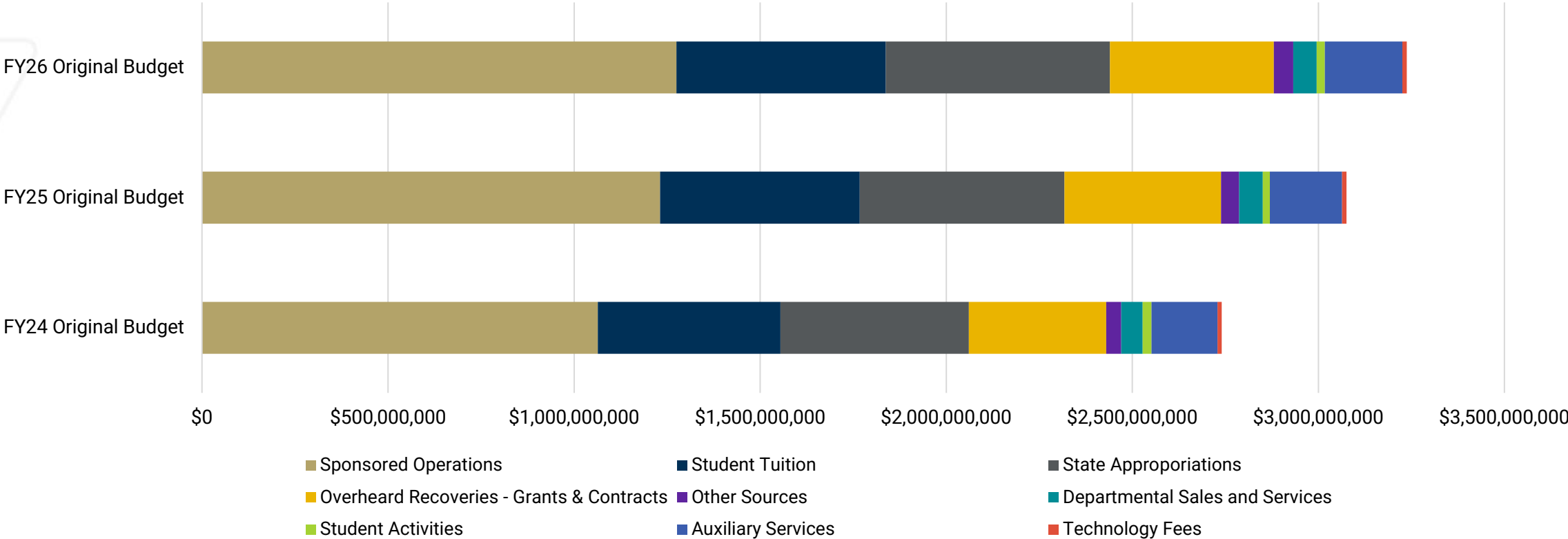
- Georgia Tech's budget and budget cycle is heavily influenced by decisions made at the state level, including the Governor's Office, State Legislature, and USG.
- The Georgia General Assembly has the final say on budget allocations, tuition policies, and funding for capital projects.
- The Board of Regents (BOR) and USG determine how state funds are distributed and set tuition and fee structures.



FY26 Total Institute Budget | Comparison

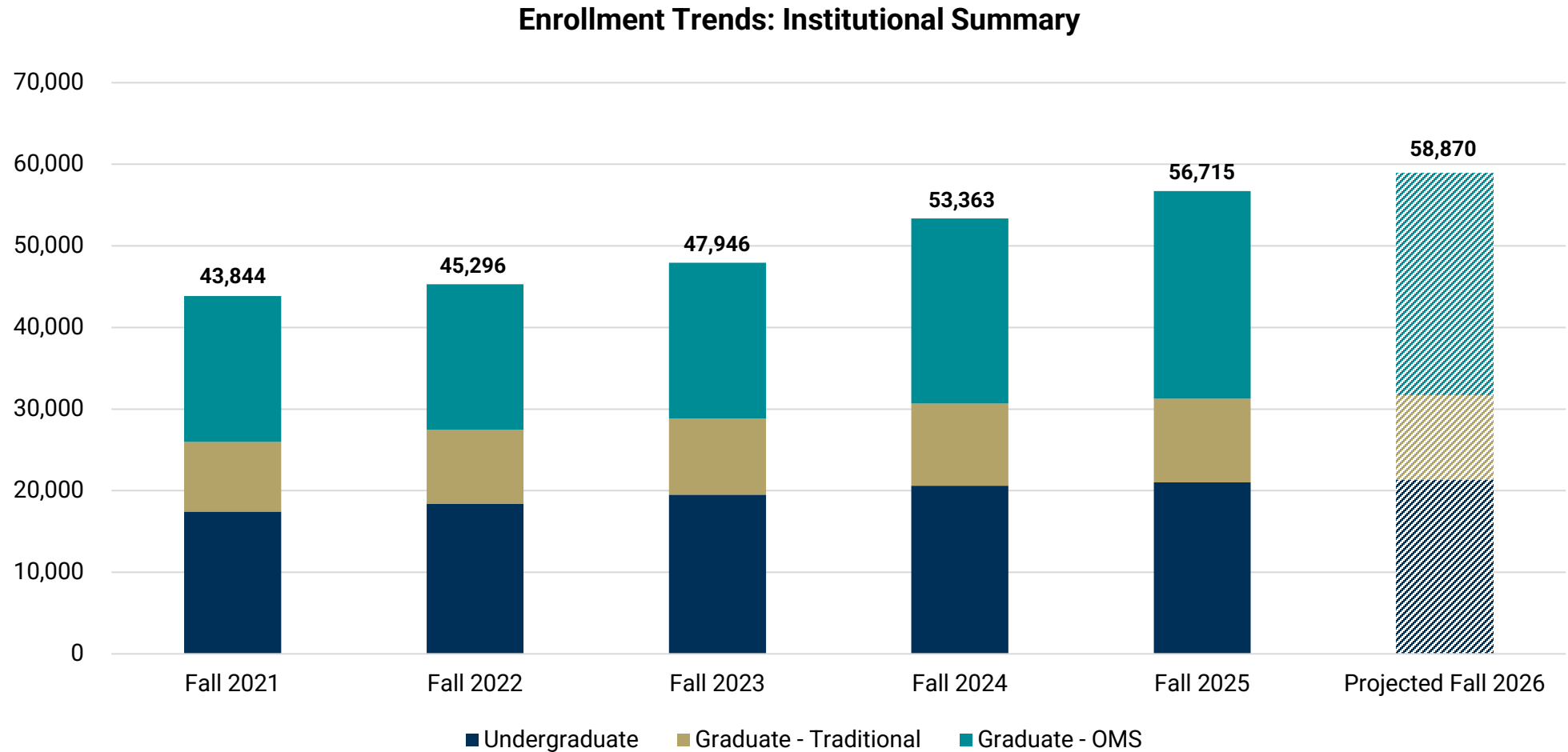
Georgia Tech's Original Budget is \$3.2 billion in FY26, an increase of \$162 million or 5.28% from FY25. The growth was largely driven by sponsored operations (\$44.3M, or 3.6%), indirect cost recoveries (\$19.9M, or 4.7%), and state appropriations (\$51.9M, or 9.4%).

Revenue Comparison



Total Institute includes Resident Instruction, GTRI, and EII.

Enrollment Trends | Institutional Summary



Enrollment increased 29.4% from Fall 2021 to Fall 2025, driven by a 20.5% rise in undergraduate enrollment and a 35.2% increase in graduate enrollment. GA resident undergraduate enrollment grew 24.1% over the same period.

FY26 New Resident Instruction Revenue | Final

Below are the allocable FY26 revenues from all sources:

Sources	Amount
Resident Instruction State Appropriations*	\$46,771,432
Tuition (Enrollment Growth)	6,000,000
Tuition (Rate Increase)	5,000,000
GTRI Exchange of Services/Auxiliary Rate Study	(569,450)
Total	\$57,201,982
Indirect Cost Recoveries (1.75% increase)	0
Grand Total	★ \$57,201,982

*Includes allocable amounts only; excludes pass-throughs such as health insurance.

FY26 Allocations | Round One

The FY26 budget reflects a cautious and measured strategy. New allocable revenue—driven by state appropriations, estimated undergraduate enrollment increases, and tuition rate increases—we are proceeding cautiously due to potential changes at the federal level that may impact revenue, most significantly our research enterprise.



**New Funds Held
Centrally for
Flexibility and
Responsiveness**



**Limited Funds to
Support Areas of
Strategic Growth**



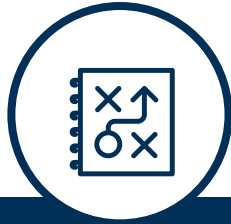
**Colleges and Non-
colleges Received
Limited Funding**



**A Modest Pool of
USG Merit Program
for Faculty and
Staff**

\$41.4M of the \$57M was held centrally pending release based on scenario planning for the federal funding pause.

FY26 Allocations | Round Two and Three



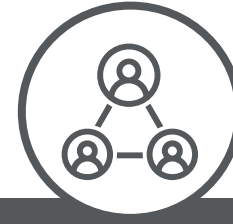
\$5.0M Colleges

Funds to support Graduate student stipends, faculty retention, and max effort project



\$8.5M Non-Colleges

Funds to support library collections, Savannah campus utilities, Research compliance, I&S and OIT maintenance increases, Network upgrade, and Unified ERP



\$6.1M Total Institute

Tech Square 3 operations, Environmental Health and Safety needs, background checks, and gas monitoring

A total of \$19.7M was released in Round 2 (September) and Round 3 (December).

FY26 Revenue Update

Below are the allocable FY26 revenues from all sources:

	Original Budget	Projection for Fiscal Year (FY)	Variance	Notes
Tuition - Core	\$452,010,000	\$440,010,000	(\$12,000,000)	Covered in Round 3 Allocations
Graduate Student Tuition Remission Program (GSTRP)	36,500,000	34,000,000	(2,500,000)	
Indirect Cost Recoveries (ICR)	86,000,000	86,330,774	330,774	
Total	\$574,510,000	\$560,340,774	(\$14,169,226)	



FY27 State of Georgia and USG Update

University System of Georgia Budget | FY27 General Budget

Budget Item	Governor's Recommendation	House Recommendation	Senate Recommendation	Conference Committee
Increase funds to reflect a 4.95% increase in enrollment (\$216,513,365) and a 0.56% increase in square footage (\$2,096,877). Georgia Tech's portion is estimated to be \$49.6M for the formula and \$1.2M for square footage mostly related to TS3.	\$218,610,242	\$218,610,242		
Increase funds for the Teachers Retirement System to reflect and increase in the actuarially determined employer contribution from 21.91% to 22.32%.	4,063,949	4,063,949		
Reflect and adjustment to agency premiums for Department of Administrative Services administered insurance programs and telecommunications for GTA.	1,072,735	1,072,735		
Increase funds for the employer share of health benefits.	34,964,011	34,964,011		
Eliminate startup for Augusta & Georgia Southern, advance fund UGA medical school hours, eliminate Georgia Capitol history publication.	(4,730,338)	(4,730,338)		
Total FY27 Program Net	\$263,441,275	\$263,441,275		

The Governor did not include Merit or a Cost-of-Living Adjustment in the FY27 budget. The final FY26 amended budget contains a one-time salary supplement of \$2,000 and additional \$33.5M of MRR.

FY27 Phased Allocation Approach

This approach reduces the risk of overcommitting resources early while preserving flexibility to allocate funds as conditions evolve. New Expense Request Forms (NERFs) will open in phases to align with this approach:

Phase 1: Original Budget Guardrails

NERFs open for: Inflationary adjustments, revenue pass-throughs, and Georgia Tech Foundation (GTF).

- Begins February 2
- Focused on inflationary adjustments only
- Unit caps (0.5% of adjusted base)
- Preserves institutional contingency

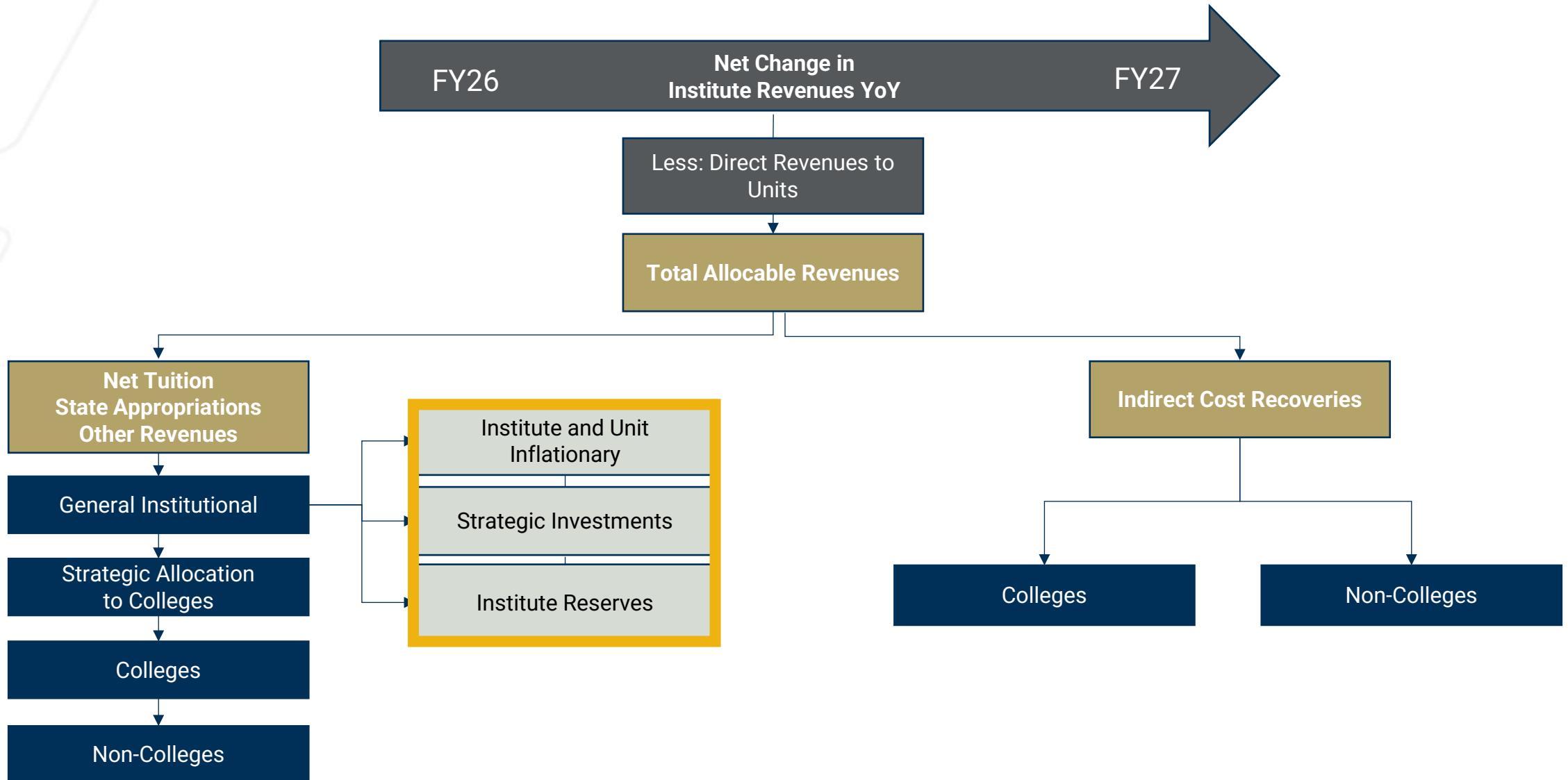


Phase 2: HAM Allocation

NERFs open for: Hybrid Allocation Model allocations if new revenue is available.

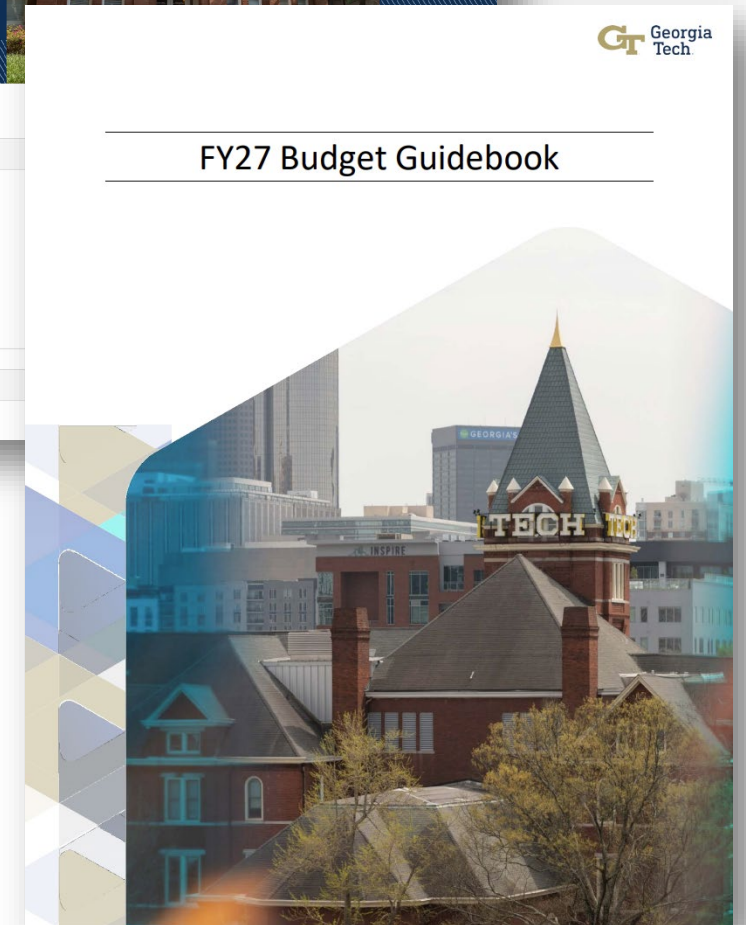
- Begins May 1, if new revenue is available
- Uses the HAM to calculate distributions
- Allocations occur only as funds become available
- Timing depends on funding conditions

Hybrid Allocation Model



Budget Resources

- [Georgia Tech Budget Process Calendar](#)
- [Georgia Tech Budget Model](#)
- [Budget Office ServiceNow](#)
- [Budget Office MediaSpace](#)





Questions?

Financial Compliance

Amry Leroux, Director of Financial Audit and Compliance

Open Obligation Review

- Aging Obligation Review
 - Special Initiative to Clean Up BR24 and earlier purchase orders on all fund types
 - Sending out email to cost center managers by budget reference
 - We need to hear from you or PO may be closed
 - BR22 and earlier: April 15
 - BR23 and BR24: April 30
 - Working closely with Facilities / Construction & OSP as multi-year scenarios are more common in those areas
- Open Obligation Campus - CR
 - Filter by other Worktags: Cost Center, Budget Reference, Driver Worktags

Open Obligation Campus - CR

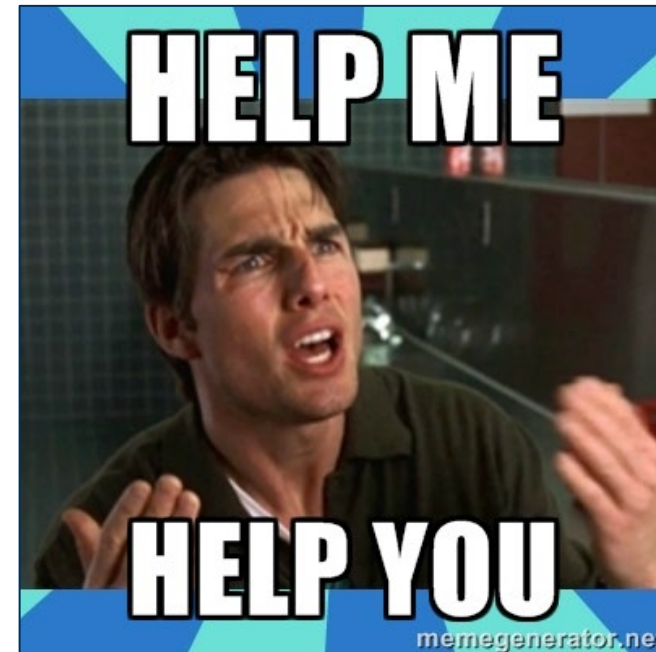
[View Report Definition](#)

Companies	<input type="text" value="x CO503 Georgia Institute of Technology"/>
Cost Center	<input type="text"/>
Worktags	<input type="text"/>
Supplier	<input type="text"/>
Purchase Order	<input type="text"/>
PO Reference	<input type="text"/>
Purchase Order Type	<input type="text"/>
Award	<input type="text"/>
RQ Initiator	<input type="text"/>
Document Date On or After	<input type="text" value="MM/DD/YYYY"/>
Document Date On or Before	<input type="text" value="MM/DD/YYYY"/>

Manage Filters
1 Saved Filters

Open Obligation Review

- 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!**
 - BR26 POs with obligations remaining become prior-year purchase orders in FY27



Prior Year Purchase Orders Compliance Review

➤ Compliance Review

- PY PO's with funds lapsing to the state \$1,000 or greater require an explanation
 - "I closed the PO" is not sufficient explanation
 - We are doing our best to make a note when it is items closed due to the Aging Obligation Review
- **Report Available to Manage PY POs on Non-Sponsored Funds**
 - <https://controller.gatech.edu/purchase-order-obligation> – "POOELS Report" (Purchase Order Obligation and Expense Ledger Summary Report)

Fiscal Year-End Review Checklist

- Completing the checklist is not required, but does provide high level guidance for what should be included in a fiscal year-end review and disclosure of significant items
- Significant items include lack of adherence to policies, misclassified or unapproved financial transactions, and similar items.
- When in doubt, return the completed checklist to the Controller's Office for review and assessment.
- Please submit any [checklists](#) with significant items to fy.review@gatech.edu by Wednesday, July 8, 2026, at 5pm.

Georgia Institute of Technology		
Fiscal Year-End Closing Review Checklist – June 30, 2026		
Preparer:	<input type="text"/>	Unit Name(s): <input type="text"/>
<p>The Institute's Fiscal Year-End Closing Review Checklist (Checklist) supports and emphasizes the shared responsibility for managing the Institute's financial resources. To facilitate an orderly and timely closeout process of the Institute's financial records, please use this Checklist in conjunction with the Year-End Closeout Memorandum and Chronological Schedule. All year-end documents are available on the Controller's Office website via this link - FY2026 Year-End Closeout Documents.</p> <p>Please review the following Checklist items with employees who are assigned responsibility in these areas and confirm each item <u>to the best of your current knowledge</u>. Please use the space below each section for explanations and attach a continuation sheet(s) for additional explanations and disclosures if necessary.</p> <p>There is no requirement to submit the Checklist to the Controller's Office in fiscal year 2026. However, if you believe there are significant items that require management review, please send an email to fy.review@gatech.edu. Please include pertinent details and documentation describing the item(s). The Controller's Office will review the information and respond accordingly.</p> <p>It is important that campus users closely follow the dates listed on the Closeout Documents. For specific questions, contact the applicable support team per Page 2 of the Closeout Memo.</p>		
<i>Yes</i>	<i>No</i>	<i>I. PAYMENTS AND SUPPLIER INVOICES</i>
<input type="checkbox"/>	<input type="checkbox"/>	a. Supplier Invoices have been reviewed for validity and invoices found to be duplicates or invalid have been cancelled.
<input type="checkbox"/>	<input type="checkbox"/>	b. Match Exceptions for supplier invoices have been cleared and invoices have been successfully processed.
<input type="checkbox"/>	<input type="checkbox"/>	c. Disbursements for goods and services acquired and received prior to June 30 were approved in the system posted to the ledger in the current fiscal year.
<input type="checkbox"/>	<input type="checkbox"/>	d. Expenses are assigned the proper fiscal year and budget reference on the Ledger based on acquisition and receipt or invoice dates.
<input type="checkbox"/>	<input type="checkbox"/>	e. All supplier invoices received for goods and services provided in the current fiscal year have been scanned and sent to Accounts Payable via the apinvoices@gatech.edu email address.
Explanation/Disclosure:		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		

Real World: What Goes Wrong at Year-End

- Lost Process Knowledge / Documentation
- Unwanted Effect from System Configuration Changes
- Incorrect Obligation Rollforward
- Missing Inventory
- Approvals after Deadlines in Workday
- End of Year Budget Management



FY2025 Financial 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
- Four Exit Conference Comments
 - Two IT-Related Comments – Logical Access
 - Two Financial Statement Comments
 - ❑ P-Card – One instance of exceeding transaction limit and instances of missing PCard Requisition Form
 - ❑ Payroll – Unsupported Wages in Employee Sample
 - Maintenance of documentation to support wages





Any Questions?

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

Appendix

Revenue Categories for Departmental Sales & Services

Revenue Type	Revenue Category	Ledger Account
Revenue from Internal Sources	RC471101 - Quasi/Internal Revenue - DSS	Account 471100: Quasi – Revenue from Interdepartmental Sales and Services
Revenue from External Sources	RC471111 - Quasi/Internal Rev - Sponsored Grant/Award	Account 471100: Quasi – Revenue from Interdepartmental Sales and Services
Revenue from Entities to GT & GT Affiliates ***	RC452590 - DSS - External to GT/GT Affiliate	Account 452500: Sales-Miscellaneous

*** Examples are Sponsorships and Marketplace credit card transactions.

Knowledge Article: [Departmental Sales and Services Funds \(KB0040233\)](#)

Balance Sheet Ledger Account Reconciliations

- Year-to-date Balance Sheet Reconciliations are due to the Controller's Office quarterly. Due dates are listed below:
 - 1st quarter – Friday, October 31, 2025 (July - Sep)
 - 2nd quarter – Friday, January 30, 2026 (July - Dec)
 - 3rd quarter – Thursday, April 30, 2026 (July - March)
 - 4th quarter (YE) – Friday, July 31, 2026 (July - June)
- Please send reconciliations and questions to auditrequest@gatech.edu.



Reconciling Balance Sheet Ledger Accounts

- The ending balance circled should tie to the balance sheet reconciliation for the ledger account number.

Trial Balance 5 items



Ledger Account	Fund	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
214005:Deposits - Summer Conferences	FD12210 Auxiliary Enterprises - Housing	(58,597.09)	84,437.09	75,515.00	(49,675.00)
214005:Deposits - Summer Conferences	FD14100 Dept Sales and Services (DSS) - Other	1,926.16	0.00	1,000.00	926.16
214005:Deposits - Summer Conferences	FD20000 Restricted - Education and General	(1,902.00)	0.00	0.00	(1,902.00)
214005:Deposits - Summer Conferences	FD20200 Restricted - Foundation	(551.41)	0.00	0.00	(551.41)
Total		(59,124.34)	84,437.09	76,515.00	(51,202.25)

- If there are ending balances that do not belong to your area, please submit a ServiceNow request to the Controller's Office for review. Please highlight the balances that do not belong to your area.