



# Georgia Institute of Technology

Controller's Office

## MEMORANDUM

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

**FROM:** James G. Fortner, Vice President for Finance and Planning  
Office of Financial Services

Carol Gibson, Institute Controller and Chief Accounting Officer  
Office of the Controller

**DATE:** Monday, March 2, 2020

**SUBJECT: Fiscal Year 2020 Year-End Closing Schedule and Town Hall Meeting**

Included in this memo are closing deadlines that must be met by all operating units of Georgia Tech to facilitate an orderly and timely closeout process of the Institute's financial records for fiscal year (FY) 2020. The Fiscal Year 2020 Year End Town Hall Meeting will be held on Tuesday, March 17th from 8:30am – 12:30pm in Clough Commons Room 152 (auditorium). Additional details related to closeout processes, procedures and deadlines will be discussed at this meeting.

This will be the Institute's first year-end closeout in Workday Financials. Thus, many of the deadline dates for submitting data and completing processes have been moved up from prior years, but align closely with last year.

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

All current year expenses and revenues must be posted in the correct fiscal year. The DOAA will disallow requests for expenses, expense reimbursements, purchase order confirmations, revenue entries or journal entries that are processed on or after July 1, 2020 if the transactions are applicable to fiscal year 2020. Financial reports and ledgers should be reviewed for accuracy on an expedited schedule during this closeout period.

Please submit all documents by the dates and times indicated in this memorandum and in the corresponding chronological schedule (attached).

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Questions regarding closeout deadlines or processes should be sent to the appropriate support team via ServiceNow ([www.services.gatech.edu](http://www.services.gatech.edu)) per the grid below.

AREA	CONTACT	TASKS
Budgets	Budget Analyst	Original Budget, Budget Amendments
Business Assets	ServiceNow - Financials	Asset Management, Surplus, Logistics, Tagging Assets
Commitment Accounting	ServiceNow - HR	oneUSG Connect Salary Redistribution, Express Direct Retro (EDR)
Expenses	ServiceNow - Financials	Spend Authority, Expense Report
Financial Accounting	ServiceNow - Financials	Journals, PY POs, Custodial Funds, Allowable Cost Matrix, Ledger Entries, Financial Reports
Foundation Data Model (FDM)	ServiceNow - Financials	Custodial Entity, Gifts (Financial Accounting)
Foundation Data Model (FDM)	ServiceNow - Financials	Designated, Operating Projects (Budget Office)
Grants	Workday Request Framework	Request New Award Line, Change Grant Attributes
Grants - Effort Reporting	ServiceNow – HR	Annual Statement of Reasonableness (ASR)
Payroll	ServiceNow - HR	Payroll, Time and Absences, Position Management
Procurement	ServiceNow - Financials	PCards, PCard Verifications, Requisitions
Reports	ServiceNow - Financials	Requests, Changes, Updates
Workday Security	ServiceNow - Financials	Access, Reports, Integrations
Supplier Accounts	ServiceNow - Financials	Supplier Invoice Requests, Vendor Management, Payables
Treasury Services	ServiceNow - Financials	Banking & Settlement
Year-End Closing Review Checklist	Email	<a href="mailto:fy.review@gatech.edu">fy.review@gatech.edu</a>

## PURCHASING

The schedules for Purchasing allow for proper processing of requests, while accommodating other deadlines imposed from external sources. Please pay special attention to the time constraints involving the use of State funds subject to lapse, especially the requirement for requisitions and sole sources to be reviewed by State Purchasing.

Funds subject to lapse should be committed at year end with a purchase order, but only if the purchase is for valid goods or services. Funds should not be committed in order to hold funds for the next fiscal year. If a fiscal year 2020 PO charged to lapsing funds is carried forward into fiscal year 2021 and subsequently found to be invalid, the balance of the PO will be surplused to the state once the PO is closed. Also, if the invoice amount for a fiscal year 2020 carry forward PO is lower than the encumbrance amount when the PO is paid, the balance of the PO will be surplused to the state once the PO is closed. These funds will not be available for use by the department or the Institute in either scenario. As an FYI, the Institute's lapsing fund codes are identified below.

- **Resident Instruction** - State Appropriations (FD10000), Tuition and Fees (FD10500), State – Other General (FD10600), Unexpended Plant (FD50200, FD50300)
- **Georgia Tech Research Institute** – GTRI State (FD11021)
- **Enterprise Innovation Institute** – EI2 State (FD11015)

Your assistance in meeting these critical deadlines is greatly appreciated. Any requisitions received after the deadline dates will be cancelled and will not be processed. All backup documentation (such as approved campus technology requests, sole source justification, quote, specifications, etc.), should be attached to the requisition in Workday. If the contract officer receives the requisition but does not have all documentation attached, the requisition will be returned. To help us better serve you, please do not submit/approve a requisition if you do not have all the required backup documentation attached to the requisition in Workday. Please adhere to the purchasing deadlines below:

TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
<b>Processed by Contract Officers</b>			
Items requiring formal bidding	\$25,000 or greater	Wednesday, April 1, 2020	5pm
Items requiring informal bidding	\$10,000 or greater	Friday, April 17, 2020	5pm
Items requiring sole source justification approval from the State (\$500,000 or greater)	\$500,000 or greater	Friday, April 17, 2020	5pm
Items requiring sole source documentation (not subject to the deadline above)	\$10,000 or greater	Friday, May 1, 2020	5pm
Any Commodity/Service on a State or GT Contract	\$10,000 or greater	Friday, May 15, 2020	5pm
Items not requiring bids but require Purchasing Review	\$2,500 - \$9,999	Friday, May 22, 2020	5pm
<b>Not Processed by Contract Officers</b>			
Open Obligation (Encumbrance) Rpts due - <u>closures</u> only - PO's issued prior to March 1, 2020	Any Amount	Friday, May 15, 2020	Noon
Deadline – FY20 Change Order Requisitions	Any Amount	Friday, May 29, 2020	5pm
Open Obligation (Encumbrance) Rpts due - <u>closures</u> only – PO's issued March 1, 2020 to June 9, 2020	Any Amount	Monday, June 15, 2020	Noon
Last day to create & approve a small dollar catalog REQ's	\$2,499 or less	Friday, June 19, 2020	5pm
Mass close of FY19 PY PO's \$500 or Less (excluding PY OSP, construction, FF&E & R&M)	\$500 or less	Tuesday, June 23, 2020	5pm
Mass close of FY20 CY PO's \$10 or Less	\$10 or Less	Thursday, June 25, 2020	5pm

If any unit anticipates difficulty meeting the deadlines listed or if there is some question about which commodities belong in a particular category, please contact the purchasing helpdesk via “ServiceNow > Financials > Procurement” ([www.services.gatech.edu](http://www.services.gatech.edu)) or Ajay Patel, Director of Purchasing, via email at ([ajay.patel@business.gatech.edu](mailto:ajay.patel@business.gatech.edu)).

## PURCHASING CHANGE ORDER REQUISITIONS

Please use the Change Order Requisition process in Workday to request changes to a Purchase Order. Change Order Requisitions must be submitted and approved by Friday, May 29, 2020. Please contact the purchasing helpdesk via “ServiceNow > Financials > Procurement” ([www.services.gatech.edu](http://www.services.gatech.edu)) with any questions. Contract Orders can only be closed or cancelled. They cannot be changed.

## WORKDAY AVAILABILITY – PROCUREMENT

Friday, June 19<sup>th</sup> is the last day to create and approve fiscal year 2020 catalog orders (5pm). Campus access to Workday Procurement will be removed at 5pm on this day.

## OPEN PURCHASE ORDER OBLIGATIONS (ENCUMBRANCES)

Campus users should run the “Open Obligation Campus – CR” (Formerly Open Encumbrance Campus - CR) report **now** and throughout the month of June 2020 to review and evaluate current year (FY2020) and prior year (FY2019) open obligations. If goods or services have been received and no additional

invoices are anticipated, PO's should be closed promptly. This will help to ensure invalid PO's will not be carried forward into in fiscal year 2021.

Campus users should submit the "Open Obligation Campus – CR" report for closures only for purchase orders issued prior to March 1, 2020 to Procurement and Business Services by NOON on Friday, May 15, 2020. Any reports received after this deadline for PO's issued prior to March 1, 2020 may not be processed. Campus users should submit this report for closures only for purchase orders issued between March 1, 2020 to June 9, 2020 to Procurement and Business Services by NOON on Monday, June 15, 2020. Any reports received after this deadline will not be processed. Open Obligation questions should be forwarded to "ServiceNow > Financials > Procurement" ([www.services.gatech.edu](http://www.services.gatech.edu)).

### **PRIOR YEAR (FY2019) PURCHASE ORDERS**

Prior Year PO's can best be managed by reviewing the PO status and balance via the "Open Obligation Campus – CR" (Formerly Open Encumbrance Campus - CR) report. They can also be managed using the "Purchase Order Obligation and Expense Summary Ledger – GTCR". For fiscal year 2020, this report will be downloaded and posted on the Controller's Office monthly through May month end close and weekly in June under "Month/Fiscal Year End" beginning in March 6<sup>th</sup>. If expenses were inadvertently paid in the current year (FY2020) via PCard or Supplier Invoice or inadvertently charged to the prior year via Journal, a correction journal should be processed to fix the transaction. See Page 9 of the memo for a grid on Accounting Transaction Adjustments.

The prior year PO must be paid in full and the obligation should be closed/liquidated by Procurement and Business Services prior to processing a Journal. Questions related to this process should be logged in "ServiceNow > Financials > Financial Accounting" ([www.services.gatech.edu](http://www.services.gatech.edu)). The deadline for submitting all journals Friday, June 26, 2020.

### **FISCAL YEAR 2020 REQUISITIONS**

Fiscal year 2021 requisitions cannot be entered in Workday Financials until Monday, July 6, 2020. While no fiscal year 2021 orders can be placed prior to July 6, 2020, bids may be secured and held over for processing. Departments requiring bids should contact the Contract Officer responsible for the commodity they wish to purchase. A list of Contract Officers by commodity is available on the Procurement and Business Services website (<http://www.procurement.gatech.edu/purchasing>).

### **PROCUREMENT CARD TRANSACTIONS**

PCard transactions in Workday should be verified as quickly as possible in order for the charges to be included in fiscal year 2020. Transactions that hit the system in June after the final day for PCard Verifications must be accrued by the Controller's Office for the Annual Financial Report (AFR) as this is fiscal year 2020 activity.

PCard Transactions will be included in fiscal year 2020 if they hit the bank by Thursday, June 18, 2020. The final day for loading transactions in Workday from Bank of America for fiscal year 2020 is Friday, June 19, 2020. Campus users will have until Wednesday, June 24, 2020 to verify these transactions.

PCard Transactions that hit the bank from Friday, June 19, 2020 through Tuesday, June 30, 2020 will be loaded into Workday by Monday, July 6, 2020. These transactions need to be accrued for the fiscal year 2020 AFR and must be verified by Friday, July 10, 2020.

PCard Transactions that hit the bank from Wednesday, July 1, 2020 through Sunday, July 12, 2020 will be loaded into Workday on Monday July 13, 2020. At this point, daily transaction loads will resume.

## SUPPLIER REGISTRATION

The deadline for payees to submit a new supplier registration through the Supplier Portal for fiscal year 2020 requisitions and supplier invoices is Friday, May 15, 2020 at 5pm. Additional information regarding the supplier registration process is available on ServiceNow ([www.services.gatech.edu](http://www.services.gatech.edu)).

## SUPPLIER ACCOUNTS

The deadline to submit invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers is Friday, June 12, 2020 at 5pm. If a Purchase Order is referenced, it must have sufficient funds to cover the payment. Any change orders required must have been completed and receipts entered prior to Friday, June 12, 2020 at 5pm in order for invoice to be processed for payment. Accounts Payable cannot guarantee payment for invoices or SIRs submitted after this deadline. Accounts Payable also cannot guarantee payment for invoices with purchase orders that require receipts and/or change orders, even if submitted by the deadline.

Friday, June 12, 2020 is the last day to approve all Invoice Match Exceptions in Workday and enter appropriate receipts for goods and services in order to ensure payment by Wednesday, June 24<sup>th</sup>. Most match exceptions require that a receipt be entered in Workday or via the Legacy PO Receipts Form. Users can continue to approve match exceptions but there is no guarantee of payment if entered after Friday, June 12<sup>th</sup>.

Departments may continue to submit requests after the deadline, but they will likely not be processed until the system is open for fiscal year 2021. The final payment run for fiscal year 2020 is Wednesday, June 24, 2020 at 4pm. As an FYI, wire transfer payments and student refund payments from the Bursars Office must also adhere to this deadline.

If any unit anticipates difficulty meeting the deadline or needs assistance with fiscal year-end processes, they should contact the payables help desk at “ServiceNow > Financials > Supplier Accounts” ([www.services.gatech.edu](http://www.services.gatech.edu)) or contact Abbie Coker, Director of Accounts Payable and Travel, at [abbie.coker@business.gatech.edu](mailto:abbie.coker@business.gatech.edu). Urgent payment and correction requests submitted after the deadline require approval from Abbie Coker, Director of Accounts Payable and Travel, to ensure expedited processing. Payments for fiscal year 2021 will resume on Monday, July 6, 2020.

## ACCOUNTS PAYABLE LIABILITY ACCRUAL

All unpaid invoices dated June 30, 2020 and prior must be accrued for inclusion in the fiscal year 2020 AFR. **Invoices dated after June 30, 2020 with activity applicable to fiscal year 2020 (normally construction projects) must also be accrued for the AFR.**

### Invoices in Image/WebNow

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

### Paper Invoices

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



## **PRE-PAID EXPENSES**

Expenses for fiscal year 2021 that must be paid prior to Friday, June 12, 2020 will be processed as pre-paid expenses by Accounts Payable in fiscal year 2020 and will be posted as an expense in fiscal year 2021 after July 1, 2020. Please provide a valid fiscal year 2021 driver worktag at the time of payment request and note 'PRE-PAID EXPENSE' on the SIR (Supplier Invoice Request) or invoice. Examples include registration and airfare that must be paid in June for travel on or after July 1, 2020.

## **TRAVEL**

The deadline for all expense reports to be submitted to the Expense Partners (Travel Team) for payment is June 12, 2020 at 5 pm. All approvals must have been completed and the expense report must be awaiting action in the Expense Partners' queue in order to be processed for fiscal year 2020. Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline.

The deadline for spend authorizations to be submitted and approved is Wednesday, June 24, 2020 at 5pm. Airline transactions included in the Monday, June 15, 2020 Travel Inc./AirPlus invoice will be paid against fiscal year 2020 funds by Wednesday, June 17, 2020. Airline transactions included in the Travel Inc./AirPlus invoice after this date will be paid against fiscal year 2021 funds. Airfare for fiscal year 2021 travel dates can be booked in fiscal year 2020, but will be posted to a pre-paid expense account and transferred as a fiscal year 2021 expense after July 1, 2020.

Closeout is a peak processing time and volume will be heavy; however, the employee reimbursements will be processed in the order submitted (first in, first out) continually through the closeout period. Department administrators should log into Workday and view any expense reports in a "pending" status, by running the "Find Expense Reports by Organization - CR" report and selecting the Expense Report Status of "Draft" or "In Progress". Any reports in "Draft" or "In Progress" (not in AP queue) will not be processed for fiscal year 2020.

Travel reimbursements will be processed through Wednesday, June 24, 2020 at 4pm. Having an approved expense report in the system by 4pm does not guarantee fiscal year 2020 reimbursement. All required receipts and documentation must be submitted. Expense reports that are not approved for payment by the Expense Partners on June 24, 2020, will be denied by the Expense Partners. These expense reports will need to be re-entered in FY21.

The department must log a request that includes the expense report number in "ServiceNow > Financials > Expenses" ([www.services.gatech.edu](http://www.services.gatech.edu)) prior to the final processing date/time for any special travel circumstances or special travel processing requests. Every effort will be made to process these special requests for fiscal year 2020, but volume and timing constraints limit the number of expedited expense reports that can be processed.

There will be a mass close of ALL spend authorizations on June 25, 2020 at 8:00 am. All spend authorizations with **travel end dates of April 30, 2020** and after, which are fully approved and do not have an expense report associated, will be reloaded into fiscal year 2021 in an approved status. Funds for these spend authorizations will be re-committed in fiscal year 2021. The reloaded spend authorizations will have a new spend authorization (AUTH-xxxxxxx) number and the old spend authorization (AUTH-xxxxxxx) number will be referenced in the memo field.

## **BIWEEKLY PAYROLL**

The University System of Georgia recently launched the OneUSG initiative - bringing all of its institutions into OneUSG Connect; the single technology solution for managing human resources activities, benefits, and compensation. Georgia Tech will go live on this solution March 23, 2020.

Manager Self-Service (MSS) Transactions for employee payroll actions for the pay period ending Saturday, June 13, 2020 are due by Monday, June 8, 2020 at 5pm. Timesheets (including late pay periods after March 21, 2020) must be submitted and approved by Monday, June 15, 2020 at 10am. Any late timesheets for pay periods ending prior to March 21, 2020 must be submitted via “ServiceNow > Human Resources” ([www.services.gatech.edu](http://www.services.gatech.edu)) by Wednesday, June 10, 2020 at 5pm. These payroll transactions will be posted to the ledger on Wednesday, June 17, 2020. The biweekly staff and student pay date is Friday, June 19, 2020.

MSS Transactions for employee payroll actions for the pay period ending Saturday, June 27, 2020 are due by June 22, 2020 at 5pm. Timesheets (including late pay periods) must be submitted and approved by 10am on Monday, June 29, 2020. Any late timesheets for pay periods ending prior to May 30, 2020 must be submitted via “ServiceNow > Human Resources” ([www.services.gatech.edu](http://www.services.gatech.edu)) by 5pm on Wednesday, June 24, 2020. These payroll transactions will be posted to the ledger on Wednesday, July 1, 2020. The biweekly staff and student pay date is Friday, July 3, 2020.

MSS Transactions for employee payroll actions for the pay period ending Saturday, July 11, 2020 are due by Monday, July 6, 2020 at 5pm. Timesheets (including late pay periods) must be submitted and approved by Monday, July 13, 2020 at 10am. Any late timesheets for pay periods ending prior to June 13, 2020 must be submitted via “ServiceNow > Human Resources” ([www.services.gatech.edu](http://www.services.gatech.edu)) by 5pm on Wednesday, July 8, 2020. These payroll transactions will be posted to the ledger on Wednesday, July 15, 2020. The biweekly staff and student pay date is Friday, July 17, 2020.

Final off-cycle check requests for fiscal year 2020 should be submitted via “ServiceNow > Human Resources” ([www.services.gatech.edu](http://www.services.gatech.edu)) by Thursday, June 18, 2020 at 5pm. These payroll transactions will be posted to the ledger by Thursday, June 25, 2020. The pay date for these requests is Friday, June 26, 2020. Requests after this date will be processed for payment from fiscal year 2021 funds.

The biweekly pay period ending Saturday, June 27, 2020 contains 10 working days for June that are chargeable to fiscal year 2020 even though the payments to employees will not occur until fiscal year 2021. The biweekly pay period ending Wednesday, July 11, 2020 contains 2 working days for June that are chargeable to fiscal year 2020 even though the payments to employees will not occur until fiscal year 2021. Based on estimates in the oneUSG HCM system, the Institute will accrue and expense 12 working days of salaries and fringe benefits for regular biweekly employees in fiscal year 2020. **Campus users will see these expenses posted to the ledger by Thursday, June 25, 2020.**

Biweekly wages for student and temporary staff, which are immaterial to the Institute as a whole, will be posted entirely in FY2020.

## **MONTHLY PAYROLL**

MSS Transactions for employee payroll actions for the pay period ending Tuesday, June 30, 2020 are due by Tuesday, June 16, 2020 at 5pm. These payroll transactions will be posted to the ledger on Thursday, June 25, 2020. The monthly pay date is Tuesday, June 30, 2020.

## **SUMMER SCHOOL APPOINTMENTS**

The summer pay panels in the HR system opened on Thursday, January 3, 2020 to capture salary information for regular faculty working summer semester. The deadline to enter summer pay information for the May pay date in the current system is Friday, March 13, 2020. Any information entered by March 13<sup>th</sup> will be transferred to the new OneUSG Connect platform once we go-live. The panels will open back up in OneUSG Connect for May pay dates on Monday, March 23, 2020 and close Friday, May 15, 2020. Instructions for panel use and generating the report are available in the Summer Pay Tutorial. Instructions for panel use in OneUSG Connect will be sent out to users in late March 2020.

Users can also contact Payroll at 404.894.4614 or they can submit a request in “ServiceNow > Human Resources” ([www.services.gatech.edu](http://www.services.gatech.edu)) if they have questions before Sunday, March 22, 2020. Afterwards, questions should be submitted via “ServiceNow > Human Resources” ([www.services.gatech.edu](http://www.services.gatech.edu)). MSS transactions for non-faculty (Graduate Students, Post Docs, etc.) summer semester appointments are due by Thursday, May 14, 2020 at 5pm. June summer semester pay entries for regular faculty is due by Friday, June 19, 2020 at 5pm.

### **BUDGET OFFICE DEADLINES**

The oneBudget system will be open for the final fiscal year 2020 Budget Amendment on Monday, June 8, 2020. Final budget amendments must be received in the Budget Office via oneBudget by 5pm on Friday, June 12, 2020. These dates are tentative and any changes will be communicated to campus users by the Budget Office.

Carry forward requests for General Operations (Gen Ops) funds must be submitted to the Budget Office by 5pm on Wednesday, April 15, 2020. Units must submit revisions to Gen Ops carry forward requests to the Budget Office by 5pm on Friday, May 29, 2020.

The deadline to submit a carry forward request for Departmental Sales and Services (DSS) funds is 5pm on Friday, June 26, 2020.

### **DEPARTMENTAL SALES AND SERVICES (DSS)/SERVICE CENTER CHARGES**

The dates listed below should be followed by Institute service centers for posting year-end transactions.

<b>DEPARTMENT</b>	<b>DEADLINE DATE</b>	<b>TIME</b>
CoS Small Jobs Machine Shop	Friday, June 5, 2020	5pm
Focused Ion Beam (FIB) Center	Friday, June 5, 2020	5pm
Mass Spec Facility	Friday, June 5, 2020	5pm
Nuclear Magnetic Resonance (NMR) Facility	Friday, June 5, 2020	5pm
Facilities	Friday, June 12, 2020	5pm
OHR Training	Friday, June 12, 2020	5pm
Parking Office	Friday, June 12, 2020	5pm
Glass Shop	Friday, June 19, 2020	5pm
Printing and Copying Services (PCS)	Friday, June 19, 2020	5pm
Telecommunications	Wednesday, June 24, 2020	5pm
BuzzCard Center	Thursday, June 25, 2020	5pm
Engineered Biosystems Building (EBB) and IBB Core	Thursday, June 25, 2020	5pm
Post Office	Thursday, June 25, 2020	5pm
Georgia Tech Research Institute (GTRI) Machine Shop	Friday, June 26, 2020	5pm
Georgia Tech Research Institute (GTRI) Services to RI units	Friday, June 26, 2020	5pm

### **BURSAR AND TREASURY SERVICES DEADLINES**

Petty Cash replenishment requests for fiscal year 2020 are due to the Office of Bursar and Treasury Services (Bursar’s Office) by Friday, June 12, 2020. Cash receipts for fiscal year 2020 are due by Monday, June 29, 2020 at 4pm.

### **SPONSORED GRANTS**

Last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 26, 2020.



All Request Framework submissions (Request New Award Line/Grant and Change Grant Attributes) must be entered in Workday by Tuesday, June 30, 2020 at 5pm.

All budget amendments by organization requests must be submitted in Workday by Monday, July 6, 2020 at 5pm.

### **COMMITMENT ACCOUNTING/SALARY REDISTRIBUTIONS**

Requests for Over 90 Day salary redistributions to externally funded sponsored projects must be received by the Office of Grants and Contracts Accounting by Friday, June 12, 2020. The paper transmittal form must be completed. If the over 90 day request is approved by the Senior Director of Grants and Contracts Accounting and the Vice President of Research, the Commitment Accounting team will initiate the Express Direct Retro (EDR) transaction in OneUSG connect. Once the transaction is initiated and submitted it must be approved at all levels of the manager self-service approval workflow.

Online users may process salary distribution changes through Friday, June 26, 2020 at 5pm. All transactions must be approved at all levels in the approval workflow. Commitment Accounting will then be closed for fiscal year 2020 and will reopen for fiscal year 2021 on Monday, July 13, 2020 at 9am.

### **ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES**

Annual Statements of Reasonableness (ASR) of Salary Charges will be prepared based on the June 30, 2020 salary distribution information and will be available electronically by Noon on Friday, July 17, 2020. All ASR's (either electronic or manual) must be certified online or completed and returned to Grants and Contracts Accounting by 5pm on Monday, August 31, 2020.

Early ASR's for fiscal year 2020 employees terminating Spring Semester can be completed and returned to Grants and Contracts by Monday, April 20, 2020. In order to certify early, the unit must do the following: (1) Provide a list of employees terminating in May; (2) Process the termination in OneUSG One Connect HCM; and (3) Ensure the final salary distribution is correct. This action must be confirmed by the employee as no first-hand knowledge confirmations will be accepted.

### **FISCAL YEAR-END CLOSING REVIEW CHECKLIST**

The Fiscal Year-End Closing Review Checklist was implemented to help ensure the integrity of the Institute's year-end close process and resulting financial statements. The checklist helps to confirm year-end tasks and communicate situations that could result in a financial weakness or an audit issue. The FY2020 Fiscal Year-End Closing Review Checklist form will be distributed first to College-level and other primary unit Finance Officers. Completed and signed forms are due to GT Financial and Business Services by Friday, July 10, 2020 at 5pm. A list of reports that can be reviewed to assist campus users with answering the questions on the checklist will be available at the Year-End Town Hall Meeting on March 17<sup>th</sup>. Those questions will also be posted on the Controller's Office website ([www.controller.gatech.edu/monthyear-end](http://www.controller.gatech.edu/monthyear-end)). Questions regarding the checklist should be submitted via email to [fy.review@gatech.edu](mailto:fy.review@gatech.edu).

### **FOUNDATION DATA MODEL (FDM) – RELATED WORKTAG CHANGES**

Changes to Related Worktags like Fund, Function, Class and Budget Reference are generally not allowed. The values that populate from the Driver Worktag on financial transactions such as Requisitions, PO's, Spend Authorizations, Expense Reports, Supplier Invoices, Journals, etc. match the setup in the Workday system and should not be changed. The Budget Reference may be changed when processing journals to move transactions off prior year funds due to posting errors or overspending of the PY PO.

If you have a situation where related worktags have been changed and need to be corrected, please contact the Financial Accounting team via ServiceNow ([www.services.gatech.edu](http://www.services.gatech.edu) > Financials > Financial Accounting) for guidance. If you find that the Related Worktags populated by the Driver Worktag are not

correct, new Driver Worktag will need to be set up in the FDM and the transaction will need to be moved. Please contact the appropriate office for assistance (i.e. Budget Office, Controller's Office, Grants & Contracts, etc.) as indicated on page 2 of the memo.

## JOURNALS - ACCOUNTING TRANSACTION ADJUSTMENTS

When processing adjustments to accounting transactions for fiscal year 2020, campus users should use the grid below to determine which type of journal to use.

SOURCE	TYPE OF MOVE	JOURNAL TO USE
<b>Expense Report</b> EXP-XXXXXXX	*Change Driver Worktag: Move entire dollar amt	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>Find Expense Reports by Organization → Related Action → Accounting → Adjust Acctg</li> </ul>
	*Change Driver Worktag: Move partial dollar amt *Change ledger account *Change expense item cat.	If Paid → Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul> If Not Paid → Edit transaction and re-submit
<b>Payroll/Salary</b> PAY_YYYYMMDD_01 EDR_YYYYMMDD_01	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account (Commitment Acctg Office Only)	oneUSG Connect → Express Direct Retro
<b>Procurement Card Verification</b> PCV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>
<b>Purchase Order (Bill Only and Catalog)</b> PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Adjust transaction after payment <ul style="list-style-type: none"> <li>See Supplier Invoice</li> </ul>
<b>Purchase Order (All Other)</b> PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Enter a Change Order Requisition
<b>Supplier Invoice</b> INV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change spend category	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg</li> </ul>
	*Change Driver Worktag: Move partial dollar amt *Change ledger account	If Paid → Accounting Journal → <ul style="list-style-type: none"> <li>Create Journal</li> </ul> If Not Paid → Edit transaction and re-submit
<b>Other Accounting Transaction</b> JE-XXXXXXXXXX BAN_YYYYMMDD_01 COM_YYYYMMDD_02 OIT_YYYYMMDD_03	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>

## JOURNAL DEADLINE DATES

The dates listed below should be followed by campus users for submitting ALL year-end journals.

TYPE OF ENTRY	DEADLINE DATE	TIME
Written Prior Year Cost Transfer Requests for Grants	Friday, June 19, 2020	5pm
Written Cost Transfer Requests for Grants < 90 days	Monday, June 22, 2020	5pm
PCard Verifications	Wednesday, June 24, 2020	5pm
Accounting Journals and Adjustments (Create Journals)	Friday, June 26, 2020	5pm
EIB Upload Journals (other than GTPE)	Friday, June 26, 2020	5pm
Expense Report – Operational Journal Accounting Adjustment	Friday, June 26, 2020	5pm
Supplier Invoice - Operational Journal Accounting Adjustment	Friday, June 26, 2020	5pm

## FISCAL YEAR CLOSE/OPEN SCHEDULE

The dates listed below have been established for final fiscal year 2020 year-close and fiscal year 2021 year-open processing in Workday Financials.

FY2020 YEAR CLOSE/FY2021 YEAR OPEN	DATE	TIME
Workday Financials Open for FY2021 **Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. **Transactions will post to the ledger	Monday, July 6, 2020	9am
Georgia Tech Professional Education (GTPE) Close	Monday, July 6, 2020	6pm
Georgia Tech Research Institute (GTRI) Close	Tuesday, July 7, 2020	6pm
Grants and Contracts Accounting Close	Wednesday, July 8, 2020	6pm
Georgia Tech Foundation (GTF) Gifts Close	Wednesday, July 8, 2020	6pm
Georgia Tech Applied Research Corp (GTARC) Gifts Close	Wednesday, July 8, 2020	6pm
Georgia Tech Research Corporation (GTRC) Gifts Close	Wednesday, July 8, 2020	6pm
Budget Office Close	Thursday, July 9, 2020	6pm
Controller's Office Close	Thursday, July 9, 2020	6pm
Final Closing Processes	Friday, July 10, 2020	6pm
Final Closing Processes	Saturday, July 11, 2020	6pm
Express Direct Retro Open for FY2021	Monday, July 13, 2020	9am
Capital Assets (Business Assets) Close	Friday, July 24, 2020	6pm
Workday Business Assets Open for FY2021	Monday, August 3, 2020	9am

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

cc: Ángel Cabrera, President  
Kelly Fox, Executive Vice President for Administration and Finance  
Kasey Helton, Associate Vice President for Campus Services  
Jennifer Hubert, Interim Associate Vice President for IPRM  
JulieAnne Williamson, Assistant Vice President for Administration and Finance  
Financial Council  
Administrative Network  
Campus Financial Managers and Administrators

**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2020**

DATE	DAY	TIME	DESCRIPTION
<b>January 3, 2020</b>	THURS	8am	Summer Semester Pay Panels opened in HR System
<b>March 6, 2020</b>	FRI	5pm	Purchase Order Obligation and Expense Summary Report – GTCR posted to Controller’s Office website. Posted monthly through May month end close and Weekly in June.
<b>March 13, 2020</b>	FRI	5pm	Deadline to enter Summer Pay for May pay date. Information entered after this date will be transferred to oneUSG Connect after go-live.
<b>March 17, 2020</b>	TUES	8:30am-12:30pm	Year End Town Hall Meeting, Clough Commons Auditorium (152)
<b>March 23, 2020</b>	MON	9am	Georgia Tech Live on OneUSG Connect Summer Pay Panels open in OneUSG Connect
<b>April 1, 2020</b>	WED	5pm	Deadline – PO items requiring formal bidding (\$25,000 or greater)
<b>April 15, 2020</b>	WED	5pm	Deadline – Carry forward requests for Gen Ops submitted to Budget Office
<b>April 17, 2020</b>	FRI	5pm 5pm	Deadline – PO items requiring informal bidding (\$10,000 or greater) Deadline – PO items requiring sole source justification approval from the State (\$500,000 or greater)
<b>April 20, 2020</b>	MON	5pm	Early ASR’s for employees terminating Spring Semester can be completed
<b>May 1, 2020</b>	FRI	5pm	Deadline – PO items requiring sole source documentation (not subject to the deadline above) – (\$10,000 or greater)
<b>May 14, 2020</b>	THURS	5pm	Manager Self-Service transactions due for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments
<b>May 15, 2020</b>	FRI	Noon 5pm 5pm 5pm	Open Obligation (Encumbrance) Reports due - <u>closures</u> only - PO’s issued prior to March 1, 2020 Deadline – PO items for any Commodity/Service on State/GT Contract – (\$10,000 or greater) Deadline to submit new supplier registration through the Supplier Portal Summer pay panels in OneUSG Connect closed
<b>May 22, 2020</b>	FRI	5pm	Deadline – PO items not requiring bids but require Purchasing Review (\$2,500 - \$9,999)
<b>May 29, 2020</b>	FRI	5pm 5pm	Deadline for FY2020 Change Order Requisitions (submitted & approved) Revisions to Gen Ops carry forward requests due to Budget Office
<b>June 5, 2020</b>	FRI	5pm 5pm 5pm 5pm	Deadline CoS Small Jobs Machine year-end transactions Deadline Focused Ion Beam Center year-end transactions Deadline Mass Spec Facility year-end transaction Deadline Nuclear Magnetic Resonance year-end transactions
<b>June 8, 2020</b>	MON	5pm 9am	Manager Self-Service (MSS) transactions due for BW pay period ending 6/13 oneBudget system open for final FY20 budget amendments

**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2020**

DATE	DAY	TIME	DESCRIPTION
June 10, 2020	WED	5pm	Deadline for late timesheets for pay periods prior to March 21
June 12, 2020	FRI	5pm	Final budget amendments due to Budget Office
		5pm	Deadline Facilities year-end transactions
		5pm	Deadline OHR training year-end transactions
		5pm	Deadline Parking Office year-end transactions
		5pm	Petty Cash replenishment requests for FY20 due
		5pm	Invoices in match exception must be reviewed & action taken prior to this date
		5pm	Deadline to submit supplier invoice requests (SIRs), adhoc payments, and wire transfers. PO must have sufficient funds to cover payment. Change Orders must be complete. Receipts must be entered prior to this date. * "Pre-paid expense" must be noted on the Supplier Invoice Request (SIR) or invoice for FY21 expenses required to be paid prior to June 12, 2020
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY20 payment. Approvals must be complete and documentation must be attached.
		5pm	Over 90 day salary redistributions to externally funded sponsored projects due to Grants and Contracts
June 13, 2020	SAT	Midnight	Biweekly Pay Period End Date
June, 15, 2020	MON	10am	Timesheets for 6/13 BW Pay Period submitted & approved (including late pay periods after March 21)
		Noon	Open Obligation (Encumbrance) Reports due - closures only – PO's issued March 1, 2020 to June 9, 2020
		Noon	Airline travel included in 6/15 Travel Inc/AirPlus bill will be posted to FY20
June 16, 2020	TUE	5pm	MSS transactions for Monthly Pay Period Ending June 30 due
June 17, 2020	WED	Evening	BW payroll transactions from Pay Period Ending 6/13 posted to ledger
		5pm	Travel Inc/AirPlus bill from 6/15 posted to the ledger for FY20; travel after this date will be paid in FY21
June 18, 2020	THUR	5pm	Deadline for Final Off-Cycle Payroll check requests for FY2020
		5pm	Procurement Card (PCard) transactions that hit the bank by 6/18 will be posted in FY20



**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2020**

DATE	DAY	TIME	DESCRIPTION
<b>June 19, 2020</b>	FRI	5pm	Last day to create & approve a small dollar catalog REQ's
		5pm	Workday Procurement closed from 5pm on 6/19 until 9am on 7/6
		5pm	PCard final load for fiscal year 2020 (transactions through 6/18/2020)
		5pm	Biweekly staff & student pay day – Period Ending 6/13
		5pm	Deadline Glass Shop year-end transactions
		5pm	Deadline Printing & Copying services year-end transactions
		5pm	Written Prior Year Cost Transfer Requests for Grants
		5pm	Manager Self-Service (MSS) transactions due for June summer semester appointment for regular faculty
<b>June 22, 2020</b>	MON	5pm	Manager Self-Service (MSS) transactions due for BW pay period ending 6/27
		5pm	Deadline for Written Cost Transfer Requests for Grants < 90 days
<b>June 23, 2020</b>	TUES	5pm	Mass close of FY19 PY PO's \$500 or Less (excluding PY OSP, construction, FF&E and R&M)
<b>June 24, 2020</b>	WED	4pm	Final FY 2020 Payment Run (Invoices, Payment Requests, Wire Transfers, Student Payments from Bursar's Office, etc.)
		4pm	Travel reimbursements for Expense Reports will be processed through 4pm. Report must be approved and have all receipts and documentation. Expense reports that are not approved for payment in FY20 will be denied.
		5pm	PCard Verifications (PCV) due for transactions through 6/18/20
		5pm	Deadline for FY2020 Spend Authorizations to be submitted and approved
		5pm	Deadline for late timesheets for pay periods prior to May 30
		5pm	Deadline Telecommunications year-end transactions
<b>June 25, 2020</b>	THUR	8am	Mass close of FY20 spend authorizations. Fully approved Spend Authorizations with travel dates of 4/30 or later will be loaded & committed in FY21 by 7/6.
		5pm	Mass close of FY20 current year PO's \$10 or Less
		5pm	Deadline BuzzCard Center year-end transactions
		5pm	Deadline EBB and IBB Core year-end transactions
		5pm	Deadline Post Office year-end transactions
		5pm	Biweekly payroll accrual posted to the ledger
		Evening	Final Off-Cycle Payroll transactions post to ledger
		Evening	Monthly payroll posted to the ledger – Period Ending 6/30

**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2020**

DATE	DAY	TIME	DESCRIPTION
<b>June 26, 2020</b>	FRI	5pm	Pay date for Final Off-Cycle Pay Check Requests
		5pm	Deadline to submit carry forward request for DSS funds
		5pm	Deadline to process Express Direct Retro (EDR) salary distribution changes
		5pm	EDR/Comm Acctg closed for fiscal year 2020. Reopens 7/13 at 9am.
		5pm	Deadline GTRI machine shop year-end transactions
		5pm	Deadline GTRI machine services to RI units year-end transactions
		5pm	Last day for OSP integration to Workday Grants for new awards/modifications
		5pm	Deadline for Accounting Journals and Adjustments (Create Journals)
		5pm	Deadline for EIB Upload Journals (other than GTPE)
		5pm	Deadline for Expense Report – Operational Journal Accounting Adjustments
		5pm	Deadline for Supplier Invoice – Operational Journal Accounting Adjustments
<b>June 27, 2020</b>	SAT	Midnight	Biweekly Pay Period End Date
<b>June 29, 2020</b>	MON	10 am	Timesheets for 6/27 BW Pay Period submitted & approved (including late pay periods)
		4pm	Deadline for fiscal year 2020 Cash receipts
<b>June 30, 2020</b>	TUES	5pm	Monthly Staff Pay Date – Period Ending 6/30
		5pm	Deadline to enter requests for new award lines/grants/change grant attributes
<b>July 1, 2020</b>	WED	5pm	BW payroll transactions from Pay Period Ending 6/27 posted to ledger
		5pm	Pre-paid expenses entered in FY20 for FY21 expenses will be transferred to expense after July 1
<b>July 3, 2020</b>	FRI	5pm	Biweekly staff & student pay day – Pay Period Ending 6/27
<b>July 6, 2020</b>	MON	9am	Workday Financials Open for FY2021 – Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. Transactions will post the ledger in FY21.
		9am	FY2021 requisitions can be entered into Workday
		4pm	First day for FY21 Payments for Invoices and Travel
		Noon	PCard transactions posted to bank btw 6/19/20 - 6/30/20 loaded in Workday
		5pm	Spend Authorizations for travel 4/30 and later loaded & committed in Workday
		5pm	Manager Self-Service (MSS) transactions due for BW pay period ending 7/11
		5pm	Deadline to submit Grant Budget Amendments by Org in Workday
<b>July 7, 2020</b>	TUES	6pm	Georgia Tech Professional Education (GTPE) Close
			Georgia Tech Research Institute (GTRI) Close

**Georgia Institute of Technology**  
**CHRONOLOGICAL CLOSEOUT SCHEDULE**  
**Fiscal Year 2020**

DATE	DAY	TIME	DESCRIPTION
<b>July 8, 2020</b>	WED	5pm	Deadline for late timesheets for pay periods prior to June 13
		6pm	Grants and Contracts Accounting Close
		6pm	Georgia Tech Foundation (GTF) Gifts Close
		6pm	Georgia Tech Applied Research Corp (GTARC) Gifts Close
		6pm	Georgia Tech Research Corporation (GTRC) Gifts Close
<b>July 9, 2020</b>	THUR	5pm	Budget Office Close
		5pm	Controller's Office Close
<b>July 10, 2020</b>	FRI	5pm	PCard verifications due for transactions posted to bank btw 6/19/20 - 6/30/20
		5pm	Year-end closing review checklist due
		6pm	Final Fiscal Year 2020 Closing Processes
<b>July 11, 2020</b>	SAT	6pm	Final Fiscal Year 2020 Closing Processes
		Midnight	Biweekly Pay Period End Date
<b>July 13, 2020</b>	MON	9am	Express Direct Retro Open for fiscal year 2021
		10am	Timesheets for 7/11 BW Pay Period submitted & approved (including late pay periods)
		Noon	PCard transactions that hit bank btw 7/1/20 - 7/12/20 loaded into Workday. Normal daily transaction loads resume.
<b>July 15, 2020</b>	WED	5pm	BW payroll transactions from Pay Period Ending 7/11 posted to ledger
<b>July 17, 2020</b>	FRI	Noon	ASRs available electronically
		5pm	Biweekly staff & student pay day – Pay Period Ending 7/11
<b>July 24, 2020</b>	FRI	5pm	Capital Assets (Business Assets) Close
<b>August 3, 2020</b>	MON	9am	Workday Business Assets Open for fiscal year 2021
<b>August 31, 2020</b>	MON	5pm	Certified ASRs due to Grants and Contracts

# April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ▪ Deadline – PO items requiring formal bidding (\$25,000 or greater) – 5pm	2	3	4
5	6	7	8	9	10	11
12	13	14	15 ▪ Deadline - carry forward requests for general operations submitted to Budget Office-5pm	16	17 ▪ Deadline – PO items requiring informal bidding (\$10,000 or greater) – 5pm  ▪ Deadline – PO items requiring sole source justification approval from the State (\$500,000 or greater) – 5pm	18
19 ▪ Early ASR's for FY20 employees terminating Spring Semester can be completed	20	21	22	23	24	25
26	27	28	29	30		

# May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ▪ Deadline - PO items requiring sole source documentation (not subject to the deadline above) - (\$10,000 or greater) - 5pm	2
3	4	5	6	7	8	9
10	11	12	13	14 ▪ Manager Self-Service transactions for <u>non-faculty</u> (Graduate Students, Post Docs, etc.) summer semester appointments -5pm	15 ▪ Open Obligation (Encumbrance) Rpts due -closures only - PO's issued prior to March 1, 2020– Noon ▪ Deadline – PO items for any Commodity/Service on a State or GT Contract (\$10,000 or greater) – 5pm ▪ Deadline to submit new supplier registration through the Supplier Portal – 5pm ▪ Summer pay panels in OneUSG closed	16
17	18	19	20	21	22 ▪ Deadline- PO items not requiring bids but require Purchasing Review (\$2,500 - \$9,999) -5pm	23
24	25	26	27	28	29 ▪ Deadline for FY20 Change Order Requisitions (submitted & approved)– 5pm ▪ Revisions to Gen Ops carry forward requests due to Budget Office-5pm	30
31						



# June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
					<ul style="list-style-type: none"> <li>▪ Deadline CoS Small Jobs Machine year-end transactions -5pm</li> <li>▪ Deadline Focused Ion Beam Center year-end transaction -5pm</li> <li>▪ Deadline Mass Spec Facility year-end transactions – 5pm</li> <li>▪ Deadline Nuclear Magnetic Resonance year-end transactions-5pm</li> </ul>	
7	8 <ul style="list-style-type: none"> <li>▪ oneBudget system open for final FY20 budget amendments – 9am</li> <li>▪ Manager Self-Service (MSS) transactions due for BW pay period ending June 13th -5pm</li> </ul>	9	10 <ul style="list-style-type: none"> <li>▪ Deadline for late timesheets for pay periods prior to March 21 to be submitted to ServiceNow – 5pm</li> </ul>	11	12 <ul style="list-style-type: none"> <li>▪ Final budget amendments due to Budget Office-5pm</li> <li>▪ Deadline Facilities year-end transactions -5pm</li> <li>▪ Deadline OHR training year-end transactions -5pm</li> <li>▪ Deadline Parking Office year-end transactions -5pm</li> <li>▪ Petty Cash replenishment requests for FY20 due</li> <li>▪ Last day to approve all invoice match exceptions &amp; enter appropriate receipts for goods &amp; services – 5pm</li> <li>▪ Deadline to submit supplier invoice requests, adhoc payments, and wire transfers -5pm</li> <li>▪ Expense reports due to Expense Partners (Travel Team) – 5pm</li> <li>▪ Over 90 day salary redistributions to externally funded sponsored projects due to Grants and Contracts</li> </ul>	13 <ul style="list-style-type: none"> <li>▪ Biweekly Pay Period End Date - Midnight</li> </ul>
14	15 <ul style="list-style-type: none"> <li>▪ Timesheets for 6/13 BW pay period submitted &amp; approved (including late pay periods after March 21) -10am</li> <li>▪ Open Obligation (Encumbrance) Rpts due - <u>closures</u> only –PO's issued March 1, 2020 to June 9, 2020 – Noon</li> <li>▪ Airline travel included in 6/15 Travel Inc/AirPlus bill will be posted to FY20- Noon</li> </ul>	16 <ul style="list-style-type: none"> <li>▪ MSS transactions for Monthly pay period ending June 30<sup>th</sup> due –5pm</li> </ul>	17 <ul style="list-style-type: none"> <li>▪ BW payroll transaction from pay period 6/13 posts to ledger - Evening</li> <li>▪ Travel Inc/AirPlus bill from 6/15 posted to the ledger for FY20; travel after this date paid in FY21 -5pm</li> </ul>	18 <ul style="list-style-type: none"> <li>▪ Deadline - Final off-cycle payroll check requests for FY2020 submitted to ServiceNow -5pm</li> <li>▪ Procurement Card (PCard) transactions that hit the bank by 6/18 will be posted in FY20 – 5pm</li> </ul>	19 <ul style="list-style-type: none"> <li>▪ Last day to create &amp; approve a small dollar catalog REQ's– 5pm</li> <li>▪ Workday Procurement closed from 5pm on 6/19 to 9am on 7/6</li> <li>▪ PCard final load for FY20 (transactions through 6/18/20)-5pm</li> <li>▪ Biweekly staff &amp; student pay day- Period Ending 6/13 – 5pm</li> <li>▪ Deadline Glass Shop year-end transactions -5pm</li> <li>▪ Deadline Printing &amp; copying services year-end transactions -5pm</li> <li>▪ Written prior year cost transfer requests for Grants due-5pm</li> <li>▪ MSS transactions for regular faculty June summer semester appointment-5pm</li> </ul>	20
21	22 <ul style="list-style-type: none"> <li>▪ MSS transactions for BW pay period ending June 27<sup>th</sup> due – 5pm</li> <li>▪ Deadline for Written Cost Transfer Requests for Grant&lt;90 days – 5pm</li> </ul>	23 <ul style="list-style-type: none"> <li>▪ Mass close of FY19 PY PO's \$500 or Less (excluding PY OSP, construction, FF&amp;E &amp; R&amp;M) – 5pm</li> </ul>	24 <ul style="list-style-type: none"> <li>▪ Final FY20 payment run-4pm</li> <li>▪ Travel reimb processed -4pm</li> <li>▪ PCard verifications (PCV) due for transactions through 6/18</li> <li>▪ Deadline-FY20 spend authorizations submitted &amp; approved-5pm</li> <li>▪ Deadline - late timesheets for pay periods prior to May 30<sup>th</sup> –5pm</li> <li>▪ Deadline Telecommunications year-end transactions-5pm</li> </ul>	25 <ul style="list-style-type: none"> <li>▪ Mass close of ALL spend auth's-8am</li> <li>▪ Mass close of FY20 current year PO's \$10 or Less – 5pm</li> <li>▪ Deadline BuzzCard Center year-end transactions -5pm</li> <li>▪ Deadline EBB and IBB Core year-end transactions -5pm</li> <li>▪ Deadline Post Office year-end transactions -5pm</li> <li>▪ Biweekly payroll accrual posted to ledger – 5pm</li> <li>▪ Final off-cycle payroll transactions post to ledger - Evening</li> <li>▪ Monthly payroll posted in ledger- Period ending 6/30 -Evening</li> </ul>	26 <ul style="list-style-type: none"> <li>▪ Pay date for Final off-cycle pay check requests – 5pm</li> <li>▪ Deadline to submit carry forward request for DSS funds-5pm</li> <li>▪ Deadline to process Express Direct Retro (EDR) salary distribution changes – 5pm</li> <li>▪ EDR/Comm Acctg closed for fiscal year 2020. Reopens 7/13 at 9am.</li> <li>▪ Deadline GTRI machine shop year-end transactions -5pm</li> <li>▪ Deadline GTRI machine services to RI units YE transactions -5pm</li> <li>▪ Last day for OSP integration to Workday Grants for new awards and modifications – 5pm</li> <li>▪ Deadline for Accounting Journals and Adjustments (Create Journals)</li> <li>▪ Deadline for EIB upload journals (other than GTPE) – 5pm</li> <li>▪ Deadline for Expense report - Operational Journals Accounting Adjustments -5pm</li> <li>▪ Deadline for Supplier invoice - Operational Journals Accounting Adjustments -5pm</li> </ul>	27 <ul style="list-style-type: none"> <li>▪ Biweekly Pay Period End Date - Midnight</li> </ul>
28	29 <ul style="list-style-type: none"> <li>▪ Timesheets for 6/27 BW pay period (including late pay periods) submitted &amp; approved – 10am</li> <li>▪ Deadline for FY20 Cash receipts - 4pm</li> </ul>	30 <ul style="list-style-type: none"> <li>▪ Monthly Staff Pay Date – Period Ending 6/30</li> <li>▪ Deadline to enter request for new award lines/grant/change grant attributes</li> </ul>				

# July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <ul style="list-style-type: none"> <li>BW payroll transaction from pay period ending 6/27 posted to ledger</li> <li>Pre-paid expenses entered in FY20 for FY21 expenses will be transferred to expense after July 1st</li> </ul>	2	3 <ul style="list-style-type: none"> <li>Biweekly staff &amp; student pay day – pay period ending 6/27</li> </ul>	4
5	6 <ul style="list-style-type: none"> <li>Workday Financials Open for FY2021 – Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. transactions will post in FY21-9am</li> <li>FY2021 requisitions can be entered into workday- 9am</li> <li>First day for FY21 payments for invoices and travel- 4pm</li> <li>PCard transactions posted to bank btw (6/19/20 – 6/30/20) loaded in Workday - Noon</li> <li>Spend authorizations for travel 4/30 and later loaded &amp; committed in Workday – 5pm</li> <li>MSS transactions due for BW pay period ending 7/11 -5pm</li> <li>Deadline to submit Grant Budget Amendments by Org into workday- 5pm</li> <li>Georgia Tech Professional Education (GTPE) Close – 6pm</li> </ul>	7 <ul style="list-style-type: none"> <li>Georgia Tech Research Institute (GTRI) Close – 6pm</li> </ul>	8 <ul style="list-style-type: none"> <li>Deadline for late timesheets prior to June 13<sup>th</sup> submitted to ServiceNow –5pm</li> <li>Grants and Contracts Accounting Close – 6pm</li> <li>Georgia Tech Foundation (GTF) Gifts Close - 6pm</li> <li>Georgia Tech Applied Research Corp (GTARC) Gifts Close- 6pm</li> <li>Georgia Tech Research Corporation (GTRC) Gifts Close -6pm</li> </ul>	9 <ul style="list-style-type: none"> <li>Budget Office Close -5pm</li> <li>Controller's Office Close - 5pm</li> </ul>	10 <ul style="list-style-type: none"> <li>PCard verifications due for transactions posted to the bank between 6/19/20 - 6/30/20</li> <li>Year-end closing review checklist due</li> <li>Final fiscal year 2020 Closing Processes – 6pm</li> </ul>	11 <ul style="list-style-type: none"> <li>Final fiscal year 2020 Closing Processes - 5pm</li> <li>Biweekly pay period ending date - Midnight</li> </ul>
12	13 <ul style="list-style-type: none"> <li>Express Direct Retro Open for FY2021- 9am</li> <li>Timesheets for BVV pay period ending 7/11 (including late pay periods) submitted &amp; approved – 10am</li> <li>PCard transactions that hit the bank between 07/01/20 - 7/12/20 loaded into Workday. Normal daily transaction loads resume. - Noon</li> </ul>	14	15 <ul style="list-style-type: none"> <li>BW payroll transaction from pay period ending 7/11 posted to ledger – 5p,</li> </ul>	16	17 <ul style="list-style-type: none"> <li>ASR salary changes available electronically - Noon</li> <li>Biweekly staff &amp; student pay day- pay period ending 7/11 – 5pm</li> </ul>	18
19	20	21	22	23	24 <ul style="list-style-type: none"> <li>Capital Assets (Business Assets) Close -5pm</li> </ul>	25
26	27	28	29	30	31	

# August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 ▪ Workday Business Assets Open for FY2021 – 9am	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 ▪ Certified ASR due to Grants and Contracts-5pm					