



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) 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	fy.review@gatech.edu

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 surplus 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 surplus 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
Processed by Contract Officers			
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
Not Processed by Contract Officers			
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) or Ajay Patel, Director of Purchasing, via email at (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) with any questions. Contract Orders can only be closed or cancelled. They cannot be changed.

WORKDAY AVAILABILITY – PROCUREMENT

Friday, June 19th 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).

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 6th. 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). 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).

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 24th. 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 12th.

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) or contact Abbie Coker, Director of Accounts Payable and Travel, at 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 (one invoice per email). Indicate the Workday PO number on the face of the invoice or in the subject line of the email. If these invoices cannot be immediately approved, please scan and email them to apinvoices@gatech.edu as well. Indicate your department name and department number and they will be routed to the appropriate ImageNow work queue to be approved at a later date.

PRE-PAID EXPENSES

Expenses for fiscal year 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) 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) 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) 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) 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) 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 13th 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) if they have questions before Sunday, March 22, 2020. Afterwards, questions should be submitted via “ServiceNow > Human Resources” (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.

DEPARTMENT	DEADLINE DATE	TIME
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 17th. Those questions will also be posted on the Controller's Office website (www.controller.gatech.edu/monthyear-end). Questions regarding the checklist should be submitted via email to 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 > 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
Expense Report EXP-XXXXXXX	*Change Driver Worktag: Move entire dollar amt	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> Find Expense Reports by Organization → Related Action → Accounting → Adjust Acctg
	*Change Driver Worktag: Move partial dollar amt *Change ledger account *Change expense item cat.	If Paid → Accounting Journal <ul style="list-style-type: none"> Create Journal If Not Paid → Edit transaction and re-submit
Payroll/Salary PAY_YYYYMMDD_01 EDR_YYYYMMDD_01	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account (Commitment Acctg Office Only)	oneUSG Connect → Express Direct Retro
Procurement Card Verification PCV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> Create Journal
Purchase Order (Bill Only and Catalog) PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Adjust transaction after payment <ul style="list-style-type: none"> See Supplier Invoice
Purchase Order (All Other) PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Enter a Change Order Requisition
Supplier Invoice INV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change spend category	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg
	*Change Driver Worktag: Move partial dollar amt *Change ledger account	If Paid → Accounting Journal → <ul style="list-style-type: none"> Create Journal If Not Paid → Edit transaction and re-submit
Other Accounting Transaction JE-XXXXXXXXXX BAN_YYYYMMDD_01 COM_YYYYMMDD_02 OIT_YYYYMMDD_03	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> Create Journal

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