

## MEMORANDUM

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

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

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

**DATE:** Monday, March 15, 2021 (Updated)

**SUBJECT:** **Fiscal Year 2021 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) 2021. The Fiscal Year 2021 Year End Town Hall Meeting will be held on Tuesday, March 23, 2021 from 9am – 12:30pm via BlueJeans ([FY21 Year-End Town Hall Meeting](#)). Additional details related to closeout processes, procedures and deadlines will be discussed at this meeting.

Strict adherence to all dates is required for Georgia Tech to successfully close the fiscal year and prepare the Annual Financial Report (AFR) for timely submission to the University System of Georgia (USG) Board of Regents and the Georgia Department of Audits and Accounts (DOAA). These deadlines are valid for all Georgia Tech funding sources including Resident Instruction (RI), Georgia Tech Research Institute (GTRI), Georgia Tech Professional Education (GTPE), Enterprise Innovation Institute (EI<sup>2</sup>), 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, 2021 if the transactions are applicable to fiscal year 2021. Financial reports and ledgers should be reviewed for accuracy on an expedited schedule during this closeout period.

Questions regarding closeout deadlines or processes should be sent to the appropriate support team per the grid on the next page.

## HELP DESK SUPPORT GRID

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

### 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 2021 PO charged to lapsing funds is carried forward into fiscal year 2022 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 2021 carry forward PO is lower than the obligation amount when the PO is paid, the balance of the PO will be surplused to the state once the PO is closed. These funds will not be available for use by the department or the Institute in either scenario. As an FYI, the Institute's lapsing fund codes are identified in the table below.

### INSTITUTE LAPSING FUNDS

Fund Group	Fund Codes
Resident Instruction	<ul style="list-style-type: none"> <li>• FD10000 – State Appropriations – Education and General</li> <li>• FD10500 – Tuition – Education and General</li> <li>• FD10600 – Other General – Education and General</li> <li>• FD50000 – Unexpended Plant</li> <li>• FD50200 – Unexpended Plant – GSFIC Non-MRR</li> <li>• FD50300 – Unexpended Plant – MRR</li> </ul>
Enterprise Innovation Institute (EI <sup>2</sup> )	<ul style="list-style-type: none"> <li>• FD11015 – State Appropriations - EI<sup>2</sup></li> </ul>
Georgia Tech Research Institute (GTRI)	<ul style="list-style-type: none"> <li>• FD11021 – State Appropriations - GTRI</li> </ul>

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>			
PO's for items requiring formal bidding	\$25,000 or greater	Thursday, April 1, 2021	5pm
PO's for items requiring sole source justification approval from the State (\$500,000 or greater)	\$500,000 or greater	Friday, April 16, 2021	5pm
PO's for items requiring sole source justification approval from the State (\$25,000 - \$499,999)	\$25,000 - \$499,999	Friday, April 30, 2021	5pm
PO's for any Commodity/Service on a State or GT Contract	\$25,000 or greater	Friday, May 14, 2021	5pm
PO's for items not requiring bids but do require Purchasing Review (Contract or non-contract)	\$2,500 - \$24,999	Friday, May 21, 2021	5pm
<b>Not Processed by Contract Officers</b>			
Open Obligation Reports due - <u>closures only</u> for PO's issued prior to March 1, 2021	Any Amount	Friday, May 14, 2021	Noon
Deadline – All Change Order Requisitions (i.e. BR21/BR20/BR19)	Any Amount	Friday, May 28, 2021	5pm
Open Obligation Reports due - <u>closures only</u> for PO's issued March 1, 2021 to June 8, 2021	Any Amount	Monday, June 14, 2021	Noon
Last day to create and approve a small dollar catalog Requisitions	\$2,499 or less	Friday, June 18, 2021	5pm
Mass close - BR20/BR19 Prior Year PO's \$500 or Less (excludes OSP subcontracts, construction, FF&E, and R&M PO's)	\$500 or less	Tuesday, June 22, 2021	5pm
Mass close - BR21 Current Year PO's \$10 or Less	\$10 or Less	Thursday, June 24, 2021	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 - Procurement](#) 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. This includes changes to BR21, BR20 and BR19 Purchase Orders. Change Order Requisitions must be submitted and approved by Friday, May 28, 2021. Please contact the purchasing helpdesk via [ServiceNow - Procurement](#) with any questions. Contract Orders can only be closed or cancelled. They cannot be changed.

### WORKDAY AVAILABILITY – PROCUREMENT

Friday, June 18<sup>th</sup> is the last day to create and approve fiscal year 2021 catalog orders (5pm). Campus access to Workday Procurement will be removed at 5pm on this day.

### OPEN PURCHASE ORDER OBLIGATIONS

Campus users should run the “Open Obligation Campus – CR (Formerly Open Encumbrance Campus - CR)” report **now** and throughout the month of June 2021 to review and evaluate current year (BR2021) and prior year (BR2020 and BR2019) 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, 2021 to Procurement and Business Services by NOON on Friday, May 14, 2021. Any reports received after this deadline for PO's issued prior to March 1, 2021 may not be processed. Campus users should submit this report for closures only for purchase orders issued between March 1, 2021 to June 8, 2021 to Procurement and Business Services by NOON on Monday, June 14, 2021. Any reports received after this deadline will not be processed. Open Obligation questions should be forwarded to [ServiceNow - Procurement](#).

### **PRIOR YEAR PURCHASE ORDERS**

Prior Year PO's can best be managed by reviewing the PO status and balance via the "Open Obligation Campus – CR" report. Prior Year PO's on non-sponsored funds can also be managed using the POOELS Report (**P**urchase **O**bligation and **E**xpense **L**edger **S**ummary– GTCR). This report is run in Workday and then downloaded and posted on the Controller's Office website on a monthly basis ([POOELS Report](#)). Beginning Monday, May 3<sup>rd</sup>, the report will be posted by close of business each Monday through June 30<sup>th</sup>. If expenses that belong to a prior year (i.e. FY21/BR20 or FY21/BR19) were inadvertently paid in the current year (FY21/BR21) by PCard or Supplier Invoice, correction journal should be processed to fix the transaction. See Page 10 of the memo for a grid on Accounting Transaction Adjustments.

The prior year PO must be paid in full and the obligation should be closed/liquidated by Procurement and Business Services prior to processing a Journal. Questions related to this process should be logged in [ServiceNow - Financial Accounting](#). The deadline for submitting all journals is Monday, June 28, 2021.

### **FISCAL YEAR 2022 REQUISITIONS**

Fiscal year 2022 requisitions cannot be entered in Workday Financials until Tuesday, July 6, 2021. While no fiscal year 2022 orders can be placed prior to July 6, 2021, 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 ([Contract Officer Commodity Grid](#)).

### **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 2021. 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 2021 activity.

PCard Transactions will be included in fiscal year 2021 if they hit the bank by Thursday, June 17, 2021. The final day for loading transactions in Workday from Bank of America for fiscal year 2021 is Friday, June 18, 2021. Campus users will have until Wednesday, June 23, 2021 to verify these transactions.

PCard Transactions that hit the bank from Friday, June 18, 2021 through Wednesday, June 30, 2021 will be loaded into Workday by Tuesday, July 6, 2021. These transactions need to be accrued for the fiscal year 2021 AFR and must be verified by Friday, July 9, 2021. These transactions will be charged to FY22/BR22.

PCard Transactions that hit the bank from Thursday, July 1, 2021 through Sunday, July 11, 2021 will be loaded into Workday on Monday, July 12, 2021. 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 2021 requisitions and supplier invoices is Friday, May 14, 2021 at 5pm. Additional information regarding the supplier registration process is available in [ServiceNow - Supplier Portal](#).

## **SUPPLIER ACCOUNTS**

The deadline to submit invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers is Friday, June 11, 2021 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 11, 2021 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 11, 2021 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 the final payment run. Most match exceptions require that a receipt be entered in Workday. Users can continue to approve match exceptions but there is no guarantee of payment if entered after Friday, June 11<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 2022. The final payment run for fiscal year 2021 is Thursday, June 24, 2021 at 4pm. Please note that 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 via [ServiceNow - Supplier Accounts](#) 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 2022 will resume on Tuesday, July 6, 2021.

## **ACCOUNTS PAYABLE LIABILITY ACCRUAL**

All unpaid invoices dated June 30, 2021 and prior must be accrued for inclusion in the fiscal year 2021 AFR. Invoices dated after June 30, 2021 with activity applicable to fiscal year 2021 (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 2022 that must be paid in fiscal year 2021 will be processed as pre-paid expenses by Accounts Payable in fiscal year 2021. These payments will subsequently be posted as an expense in

fiscal year 2022 after July 6, 2021. These transactions must be submitted by 5pm on Friday, June 11, 2021. Please provide a valid fiscal year 2022 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, 2021.

## **TRAVEL**

The deadline for all expense reports to be submitted to the Expense Partners (Travel Team) for payment is June 11, 2021 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 2021. Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline.

The deadline for spend authorizations to be submitted and approved is Thursday, June 24, 2021 at 5pm. Airline transactions included in the Tuesday, June 15, 2021 Travel Inc./AirPlus invoice will be paid against fiscal year 2021 funds by Thursday, June 17, 2021. Airline transactions included in the Travel Inc./AirPlus invoice after this date will be paid against fiscal year 2022 funds. Airfare for fiscal year 2022 travel dates can be booked in fiscal year 2021, but will be posted to a pre-paid expense account and transferred as a fiscal year 2022 expense after July 1, 2021.

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 2021.

Travel reimbursements will be processed through Thursday, June 24, 2021 at 4pm. Having an approved expense report in the system by 4pm does not guarantee fiscal year 2021 reimbursement. All required receipts and documentation must be submitted. Expense reports that are not approved for payment by the Expense Partners on June 24, 2021, will be denied by the Expense Partners. These expense reports will need to be re-entered in FY22.

The department must log a request that includes the expense report number in [ServiceNow - Expenses](#) prior to the final processing date/time for any special travel circumstances or special travel processing requests. Every effort will be made to process these special requests for fiscal year 2021, but volume and timing constraints limit the number of expedited expense reports that can be processed.

There will be a mass close of ALL spend authorizations on Friday, June 25, 2021 at 8:00 am. All spend authorizations with **travel end dates of April 30, 2021** and after, which are fully approved and do not have an expense report associated, will be reloaded into fiscal year 2022 in an approved status. Funds for these spend authorizations will be re-committed in fiscal year 2022. 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**

Manager Self-Service (MSS) Transactions for employee payroll actions for the pay period ending Saturday, June 12, 2021 are due by Monday, May 31, 2021 at 5pm. Timesheets (including late pay periods after May 15, 2021) must be submitted and approved in OneUSG Connect by Monday, June 14, 2021 at 10am. Any late timesheets for pay periods ending prior to May 15, 2021 must be submitted via a service ticket in [ServiceNow - Payroll](#) by Wednesday, June 9, 2021 at 5pm, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, June 16, 2020. The biweekly staff and student pay date is Friday, June 18, 2021.

MSS Transactions for employee payroll actions for the pay period ending Saturday, June 26, 2021 are due by Monday, June 14, 2021 at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by 10am on Monday, June 28, 2021. Any late timesheets for pay periods ending prior to May 29, 2021 must be submitted via a service ticket in [ServiceNow - Payroll](#) by 5pm on Wednesday, June 23, 2021, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, June 30, 2021. The biweekly staff and student pay date is Friday, July 2, 2021.

MSS Transactions for employee payroll actions for the pay period ending Saturday, July 10, 2021 are due by Tuesday, June 29, 2021 at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by Monday, July 12, 2021 at 10am. Any late timesheets for pay periods ending prior to June 12, 2021 must be submitted via a service ticket in [ServiceNow - Payroll](#) by 5pm on Wednesday, July 7, 2021, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, July 14, 2021. The biweekly staff and student pay date is Friday, July 16, 2021.

Final regular off-cycle check requests for fiscal year 2021 should be submitted via [ServiceNow - Payroll](#) by Thursday, June 17, 2021 at 5pm, following the off-cycle [job aid](#). These payroll transactions will be posted to the ledger by Thursday, June 24, 2021. The pay date for these requests is Friday, June 25, 2021. Requests after this date will be processed for payment from fiscal year 2022 funds.

The biweekly pay period ending Saturday, June 26, 2021 contains 10 working days for June that are chargeable to fiscal year 2021 even though the payments to employees will not occur until fiscal year 2022. The biweekly pay period ending Saturday, July 10, 2021 contains 3 working days for June that are chargeable to fiscal year 2021 even though the payments to employees will not occur until fiscal year 2022. Based on estimates in the OneUSG Connect system, the Institute will accrue and expense 13 working days of salaries and fringe benefits for regular biweekly employees in fiscal year 2021. **Campus users will see these expenses posted to the ledger by Thursday, June 24, 2021.**

Biweekly wages for student and temporary staff, which are immaterial to the Institute as a whole, will be posted entirely in FY2022.

### **MONTHLY PAYROLL**

MSS Transactions for employee payroll actions for the pay period ending Wednesday, June 30, 2021 are due by Tuesday, June 15, 2021 at 5pm. These payroll transactions will be posted to the ledger on Monday, June 28, 2021. The monthly pay date is Wednesday, June 30, 2021.

### **SUMMER SCHOOL APPOINTMENTS**

The summer pay panels in the OneUSG Connect system opened on Monday, January 4, 2021 to capture salary information for regular faculty working summer semester. The summer panel for the May pay period will close Monday, May 17, 2021 at 5pm. The summer pay panel for the June pay period will close Friday, June 18, 2021 at 5pm.

### **BUDGET OFFICE DEADLINES**

The oneBudget system will be open for the final fiscal year 2021 Budget Amendment on Monday, June 7, 2021. Final budget amendments must be received in the Budget Office via oneBudget by 5pm on Friday, June 11, 2021. 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 via request form to the Budget Office by 5pm on Wednesday, April 15, 2021. Units must submit revisions to Gen Ops carry forward requests via request form to the Budget Office by 5pm on Monday, May 31, 2021.

**Carry forward requests for DSS funds are no longer required.**

## 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
Mass Spectrometry Laboratory	Friday, June 4, 2021	5pm
Nuclear Magnetic Resonance (NMR) Center	Friday, June 4, 2021	5pm
Facilities	Friday, June 11, 2021	5pm
OHR Training	Friday, June 11, 2021	5pm
Parking Office	Friday, June 11, 2021	5pm
Chemistry Glass Shop	Friday, June 18, 2021	5pm
Printing and Copying Services (PCS)	Friday, June 18, 2021	5pm
Telecommunications	Wednesday, June 23, 2021	5pm
BuzzCard Center	Thursday, June 24, 2021	5pm
IBB Core Facilities and Service Centers	Thursday, June 24, 2021	5pm
Post Office	Thursday, June 24, 2021	5pm
All Remaining Service Center Transactions	Thursday, June 24, 2021	5pm
Georgia Tech Research Institute (GTRI) Machine Shop	Friday, June 25, 2021	5pm
Georgia Tech Research Institute (GTRI) Services to RI units	Friday, June 25, 2021	5pm

## BURSAR AND TREASURY SERVICES DEADLINES

Petty Cash replenishment requests for fiscal year 2021 are due to the Office of Bursar and Treasury Services (Bursar's Office) by Friday, June 11, 2021. Cash receipts for fiscal year 2021 are due by Tuesday, June 29, 2021 at 4pm.

## SPONSORED GRANTS

Last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 25, 2021.

All Request Framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday by Wednesday, June 30, 2021 at 5pm.

All Budget Amendment for Organization requests for grants must be submitted in Workday by Tuesday, July 6, 2021 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 11, 2021. The paper transmittal form must be completed. If the over 90 day request is approved by the Senior Director of Grants and Contracts Accounting, the Commitment Accounting team will initiate the Express Direct Retro (EDR) transaction in OneUSG Connect. Once the transaction is initiated and submitted it must be approved at all levels of the manager self-service approval workflow.

Online users may process salary distribution changes through Thursday, June 30, 2021 at 5pm. All transactions must be approved at all levels in the approval workflow. Commitment Accounting will then be closed for fiscal year 2021 and will reopen for fiscal year 2022 on Monday, July 12, 2021 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, 2021 salary distribution information and will be available electronically by Noon on Monday, July 19,



2021. All ASR's (either electronic or manual) must be certified online or completed and returned to Grants and Contracts Accounting by 5pm on Tuesday, August 31, 2021.

Early ASR's for fiscal year 2021 employees terminating Spring Semester can be requested via [casr.ask-request@lists.gatech.edu](mailto:casr.ask-request@lists.gatech.edu) by Monday, April 19, 2021. 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 Connect; 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 to identify potential audit issues that should be communicated to the Controller's Office for resolution. The FY2021 Fiscal Year-End Closing Review Checklist form will be available to Unit Finance Officers for their use during the year-end closing period. 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 23<sup>rd</sup>. Frequently asked questions (FAQs) will also be posted on the Controller's Office website ([Year-End Checklist FAQs](#)). Additional questions regarding the checklist should be submitted via email to [fy.review@gatech.edu](mailto:fy.review@gatech.edu). The Checklist is only required to be submitted to the Controller's Office if significant items that require management review are disclosed.

#### **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 of prior year funds due to posting errors or overspending of the Prior Year PO.

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

## JOURNALS - ACCOUNTING TRANSACTION ADJUSTMENTS

When processing adjustments to accounting transactions for fiscal year 2021, 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 18, 2021	5pm
Written Cost Transfer Requests for Grants < 90 days	Monday, June 21, 2021	5pm
PCard Verifications	Wednesday, June 23, 2021	5pm
Accounting Journals and Adjustments (Create Journals)	Monday, June 28, 2021	5pm
EIB Upload Journals (other than GTPE)	Monday, June 28, 2021	5pm
Expense Report – Operational Journal Accounting Adjustment	Monday, June 28, 2021	5pm
Supplier Invoice - Operational Journal Accounting Adjustment	Monday, June 28, 2021	5pm

## FISCAL YEAR CLOSE/OPEN SCHEDULE

The dates listed below have been established for final fiscal year 2021 year-close and fiscal year 2022 year-open processing in Workday Financials.

FY2021 YEAR CLOSE/FY2022 YEAR OPEN	DATE	TIME
Workday Financials Open for FY2022 **Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. **Transactions will post to the ledger	Tuesday, July 6, 2021	9am
Georgia Tech Professional Education (GTPE) Close	Tuesday, July 6, 2021	6pm
Georgia Tech Research Institute (GTRI) Close	Wednesday, July 7, 2021	6pm
Georgia Tech Applied Research Corp (GTARC) Gifts Close	Wednesday, July 7, 2021	6pm
Grants and Contracts Accounting Close	Thursday, July 8, 2021	6pm
Georgia Tech Foundation (GTF) Gifts Close	Thursday, July 8, 2021	6pm
Georgia Tech Research Corporation (GTRC) Gifts Close	Thursday, July 8, 2021	6pm
Budget Office Close	Friday, July 9 to Saturday, July 10, 2021	6pm
Controller's Office Close	Friday, July 9 to Saturday, July 10, 2021	6pm
Final FY21 Closing Processes for Workday Operating Ledger	Sunday, July 11, 2021	9am
Workday Financials Operating Ledger Closed for FY2021	Sunday, July 11, 2021	6pm
Commitment Accounting & Express Direct Retro (EDR) Open for FY2022	Monday, July 12, 2021	9am
Workday Business Assets Ledger Closed for FY2021	Friday, July 23, 2021	6pm
Workday Business Assets Open for FY2022	Monday, August 2, 2021	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, Associate Vice President for Planning and Support Services  
Financial Council  
Administrative Network  
Campus Accountants, Cost Center Managers, Financial Managers and Financial Administrators