



# **FY2020 YEAR-END TOWN HALL MEETING**

**Tuesday, March 31, 2020  
9am to 11am  
BlueJeans**

# Agenda

Topic	Presenter(s)
Financial Accounting	Carol Gibson
Payroll	Zach Rogers
Commitment Accounting	Terryl Barnes
oneUSG HCM Connect	Greg Phillips
Procurement & PCard	Ajay Patel
Supplier Accounts & Travel	Abbie Coker
Grants and Contracts	Sandy Mason
Restricted Gifts	Lee Wates
Budget	Isabel Lynch
Fiscal Year-End Closing Review Checklist	Nate Watkins
<b>APPENDIX</b>	
Financial Accounting	Carol Gibson
Restricted Grants	Lee Wates
Grants & Contracts	Sandy Mason
Campus Guidance Policy Review	Amy Herron
Workday Financials Policy Review	Amy Herron

# **Financial Accounting Update**

**Carol Gibson**

**Institute Controller and Chief Accounting Officer**

# Closeout and Financial Reporting

- **Closeout Memo, Chron Schedule & Calendar**

- [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End

- **Year End Closing Review Checklist**

- Due Friday, July 10<sup>th</sup>

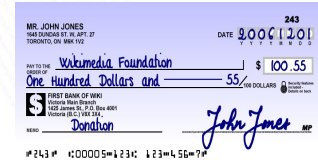
- **Financial Reporting Deadlines**

- Budgetary Compliance Report (BCR) due ~ August 14
- Annual Financial Report (AFR) due ~ August 14
- Annual Expenditure Report (AER) due ~ August 31
- AFR with Component Units due ~ September 18





# Banking Update



- **Institute policy 1.4.1 – Daily Cash Deposits**
  - Funds received should be deposited no later than the next business day
  - Funds less than \$100 may be held for no more than five business days
  - Units must have operating procedures to comply with daily or weekly deposit requirements
  - Units are responsible for submitting information related to funds received to the Bursar's Office for posting transactions to the Institute's ledger
- **Not Doing This?**
  - The Institute's accounting records are inaccurate
  - The Institute's bank and credit card recons are carrying old reconciling items
  - The Institute doesn't know if someone is stealing or misappropriating funds
  - The department is violating agreement with Institute on handling funds and deposits
- **Funds IN and OUT of the Bank Include:**
  - Cash, Checks and Credit Card transactions
  - Credit card chargebacks
  - Deposits in transit
  - Unbooked deposits
  - Fees to be booked



**Institute will begin centrally booking bank and credit card transactions that are not booked within 90 days**

# Custodial Funds Update

- **Overview**

- Funds do not belong to the Institute - Institute is acting as a fiscal agent
- Funds should be consistent with and supportive of Georgia Tech's mission
- Organization must have a relationship to the Institute

- **Clubs/Organizations - Ledger Account/Spend Category Restrictions**

- University System of Georgia (USG) only allows certain ledger accounts to be used with custodial funds for Clubs and Organizations
- Revenue
  - Revenue Category - RC496400 – Custodial Revenues - Clubs and Organizations
  - Ledger Account - 496400 – Clubs and Organizations
- Expense
  - Spend Category – SC796400 – Clubs and Organizations
  - Ledger Account - 796400 – Custodial Expenses - Clubs and Organizations

- **Travel**

- Travel should not be charged to custodial entity funds
- Funds should be transferred from the custodial entity to appropriate fund source to fund travel expenses

- **Controller's Office Corrections**

- Incorrect spend categories and ledger accounts on transactions
- Processed corrections via journal entry on Saturday, March 7<sup>th</sup>
  - Supplier Invoices, Expense Reports, PCard Verifications
- Custom validations have been added to prevent future issues

Questions... [www.services.gatech.edu](http://www.services.gatech.edu) > Financials > Financial Accounting > Request Help

# New Program Worktag

## PG00001 – Coronavirus (COVID-19) Expenses

- **Expenses to Tag**

- Travel/Conference cancellation costs
- Additional cleaning costs
  - Disinfectant, Sanitizing services
- Equipment
  - Facilities personal protection equipment, Equipment purchased to enable teleworking
- Supplies
  - Plastic gloves, Hand Sanitizer Stations
- Additional Technology Costs
  - Setup for additional online services for teaching/student services
- Additional Personnel Costs
  - Campus security overtime, Facilities additional or temporary staff
- Additional contractual services beyond the current scope
- Salaries for Graduate Research Assistants (GRAs), Faculty or Staff required to be moved off of a sponsored grant

- **Need a New Driver Worktag**

- Contact the Budget Office via ServiceNow



# FDM - Changing Related Worktags on Transactions



- **DO NOT CHANGE**

- Cost Center, Fund, Function, Class, Budget Ref, Balancing Unit, etc.
- Worktags must match setup in the FDM (source)

- **ISSUES**

- Campus and Regulatory Reporting

- **COMMENTS**

- This was not allowed in PeopleSoft
- This is not possible with OneUSG Connect HCM for salary charges
- Integrating systems only send driver worktag to Workday

- **QUESTION**

- Contact the Controller's Office via ServiceNow ([www.services.gatech.edu](http://www.services.gatech.edu)) > Financials > Financial Accounting > Request Help)



# New Financial Accounting Reports

# Purchase Order Obligation and Expense Summary - GTCR

- Used to manage PY PO's – Replaces Summary PY PO Report (718) in PeopleSoft
- Summary line per PO and FDM combination (i.e. cost center, driver worktags, related worktags, etc.)
- Posted every Monday by noon on Controller's Office website  
[www.controller.gatech.edu/monthyear-end](http://www.controller.gatech.edu/monthyear-end)

Purchase Order Obligation and Expense Ledger Summary - GTCR																
Company	CO503 Georgia Institute of															
Period	FY20 - Mar															
Budget Reference	Budget															
	No															
Fund	Class	Cost Center	Designated	Grant	Project	Code	Gift	Entity	Budget Reference	Supplier	Purchase Order	Carry Fwd Budget	YTD Obligations	YTD Expense	Lapsed Amount	Excpn
FD15000	CL11500	CC000311	DE00006836	(blank)	(blank)	(blank)	(blank)	(blank)	FY19	Staples Inc	PO-5009359	14.99	-	-	14.99	
FD15000	CL11500	CC000311	DE00006836	(blank)	(blank)	(blank)	(blank)	(blank)	FY19	Focus of Georgia Inc	PO-5009362	2,711.42	2,711.42	2,711.42	(2,711.42) X	

Questions - [www.services.gatech.edu](http://www.services.gatech.edu) > Financials > Financial Accounting > Request Help

# Expense Budgetary Balance Report (EBBR) – Transaction Detail

- Replaces 38 Report in PeopleSoft
- Released yesterday!! – [www.lite.gatech.edu](http://www.lite.gatech.edu)
- Job Aid in ServiceNow – [www.services.gatech.edu](http://www.services.gatech.edu)

The screenshot shows the Georgia Tech Enterprise Data Management (LITE) dashboard. The top navigation bar includes links for Georgia Tech Home, Campus Map, Directory, and Offices. The main header displays the Georgia Tech logo and the text "Enterprise Data Management" and "LITE - Leading Insight Through Empowerment". Below the header, there are tabs for Home, LITE Initiative and Documentation, and About Us. A search bar is located on the right. The dashboard features a grid of tiles for various financial and operational reports. The "Financials" tab is highlighted in the top navigation bar. The "Expense Budgetary Balance (EBBR)" report is highlighted with a yellow arrow in the bottom left corner of the dashboard grid. Other visible tiles include "Workday Roles", "Salary Accounting Distribution Details", "Supplier, Purchase Order & Invoice Inquiry", "FDM Crosswalk Tool", and "SPD - Man Hours".

# Expense Budgetary Balance Report (EBBR) – Transaction Detail

## Report Header Information

<b>EXPENSE BUDGETARY BALANCE REPORT (EBBR) TRANSACTION DETAIL - GT</b>	
<b>COMPANY:</b>	Georgia Institute of Technology
<b>COST CENTER:</b>	CC000311 CON - Office Of the Controller
<b>FUND:</b>	FD15000 - Ind Cost Recoveries (IDCR) - Education and General
<b>FUNCTION:</b>	FN16200 - Fiscal Operations
<b>CLASS:</b>	CL11500 - Indirect Cost Recovery
<b>BALANCING UNIT:</b>	
<b>FISCAL YEAR:</b>	FY20
<b>BUDGET REFERENCE:</b>	FY20
<b>ACCOUNTING DATE:</b>	Jul 1, 2019 - Mar 30, 2020
<b>REPORT RUN DATE:</b>	Mar 30, 2020 4:53:39 PM
<b>WORKTAGS:</b>	CON Office Of the Controller
<b>Driver Worktag: DE00006836</b>	

## Download report to Excel – One tab per Driver Worktag Combination

◀ ▶	<b>DE00006835</b>	DE00006836	DE00010596	GTF766000001,
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# EBBR – Transaction Detail – Snippet of Report

Date	Journal Sequence Number	Operational Transaction	Supplier	Payee	Ledger Acc	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance
Total Travel - BUDGET						25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00
2019-09-01		AUTH-1007309		George P Burdell	641110	0.00	0.00	0.00	60.00	0.00	0.00	-60.00
2019-09-01		AUTH-1007309		George P Burdell	641120	0.00	0.00	0.00	350.00	0.00	0.00	-350.00
2019-09-11		AUTH-1009110		George P Burdell		0.00	0.00	0.00	380.00	0.00	0.00	-380.00
Total for 641120 - Travel - Employee - Air Travel - ACTUALS						0.00	0.00	0.00	814.78	0.00	1,355.40	-2,170.18
2019-09-01		AUTH-1007309		George P Burdell	641130	0.00	0.00	0.00	244.00	0.00	0.00	-244.00
2019-09-11		AUTH-1009110		George P Burdell		0.00	0.00	0.00	244.00	0.00	0.00	-244.00
Total for 641130 - Travel - Employee - Meals - ACTUALS						0.00	0.00	0.00	161.40	0.00	835.60	-997.00
2019-09-01		AUTH-1007309		George P Burdell	641140	0.00	0.00	0.00	357.00	0.00	0.00	-357.00
2019-09-11		AUTH-1009110		George P Burdell		0.00	0.00	0.00	357.00	0.00	0.00	-357.00
Total for 641140 - Travel - Employee - Lodging - ACTUALS						0.00	0.00	0.00	756.00	0.00	3,728.52	-4,484.52
2019-10-01	CO503-2020-Oct-025840	INV-1048404	AirPlus International Inc	George P Burdell	641150	0.00	0.00	0.00	0.00	0.00	21.50	-21.50
2019-10-01	CO503-2020-Oct-025840	INV-1048404	AirPlus International Inc	George P Burdell		0.00	0.00	0.00	0.00	0.00	21.50	-21.50
Total for 641160 - Travel - Employee - Rental Car - ACTUALS						0.00	0.00	0.00	0.00	0.00	3.50	-3.50
2019-09-01		AUTH-1007309		George P Burdell	641510	0.00	0.00	0.00	13.92	0.00	0.00	-13.92
Total for 641510 - Travel - Employee Mileage - ACTUALS						0.00	0.00	0.00	0.00	0.00	539.14	-539.14
Total Travel - ACTUALS						0.00	0.00	0.00	1,930.84	0.00	6,996.20	-8,927.04
Total Travel						25,000.00	0.00	25,000.00	1,930.84	0.00	6,996.20	16,072.96

# Revenue Budgetary Balance Report (EBBR) – Transaction Detail

- 46 Report (Revenue Ledger) Replacement in EDW
- Job Aid will be in ServiceNow – [www.services.gatech.edu](http://www.services.gatech.edu)
- Release date – Mid-April – [www.lite.gatech.edu](http://www.lite.gatech.edu)

Date	Journal Number	Journal Sequence Number	Journal Source	Ledger Account	Original Budget	Amendments	Current Budget	Actuals	Balance
-	-	-		471100	-1,215,000.00	0.00	-1,215,000.00	0.00	-1,215,000.00
Total for 471100 - Quasi - Revenue from Distribution of Costs - BUDGET					-1,215,000.00	0.00	-1,215,000.00	0.00	-1,215,000.00
Total 471100 - BUDGET					-1,215,000.00	0.00	-1,215,000.00	0.00	-1,215,000.00
2019-11-06	PCS_20191106_01	CO503-2020-Nov-018692	PCS - OIT ??? Printing & Copy Center	471100	0.00	0.00	0.00	-46,421.58	46,421.58
2019-11-27	BAN_20191127_01	CO503-2020-Nov-040682	BAN - Banner		0.00	0.00	0.00	-14,278.72	14,278.72
Total for 471100 - Quasi - Revenue from Distribution of Costs - ACTUALS					0.00	0.00	0.00	-278,460.14	278,460.14
Total 471100 - ACTUALS					0.00	0.00	0.00	-278,460.14	278,460.14
-	-	-		452500	-285,000.00	0.00	-285,000.00	0.00	-285,000.00
Total for 452500 - Sales - Miscellaneous - BUDGET					-285,000.00	0.00	-285,000.00	0.00	-285,000.00
Total 452500 - BUDGET					-285,000.00	0.00	-285,000.00	0.00	-285,000.00
2019-07-15		CO503-2020-Jul-025400	Ad Hoc Bank Transaction	452500	0.00	0.00	0.00	-37.29	37.29
2019-07-19	JE-0000000047	CO503-2020-Jul-021151	Online Journal		0.00	0.00	0.00	-920.54	920.54
Total for 452500 - Sales - Miscellaneous - ACTUALS					0.00	0.00	0.00	-65,413.34	65,413.34
Total 452500 - ACTUALS					0.00	0.00	0.00	-65,413.34	65,413.34
Grand Total					-1,500,000.00	0.00	-1,500,000.00	-343,873.48	-1,156,126.52

UNAUTHORIZED SNIPPET

# Questions – Financial Accounting

- Is there a report on Workday similar to a 518 report that is considered our “report of record” that can be used to report to external agencies?



# Payroll Update

**Zach Rogers**  
Director, Payroll Operations

# Payroll Update

## Agenda

- Go Live Action Items
- Workflow and Time Reporting
- Year End Processing Dates



# Payroll Update

## Go Live Date for OneUSGConnect– March 22

### Items of Note to Prepare for Go Live Week

- Current Employee Self Service (ESS) is Read Only Until March 23<sup>d</sup>
- Monthly employees will need to resubmit all Timeout absences after March 21<sup>st</sup> into OneUSGConnect\*
- Biweekly employees will need to submit future absence requests after March 21<sup>st</sup>\*
- All employees should check their address, direct deposit information, compensation, and tax withholdings the week of March 22.
- Pay.ask and Time.ask will no longer exist after March 21<sup>st</sup>. Managers and practitioners should utilize the HR Instance of ServiceNow for all requests or issues or call 404 -385-5555 for time sensitive matters.
- Take Training! ([transformation.gatech.edu](http://transformation.gatech.edu))



\* Excludes GTRI Employees

# Payroll Update

## Workflow and Time Reporting

- All biweekly employees will submit time electronically starting March 22<sup>nd</sup> either by Kaba Clock, Web Clock, or Online Timesheet (GTRI will use an enhanced version of their E Time).

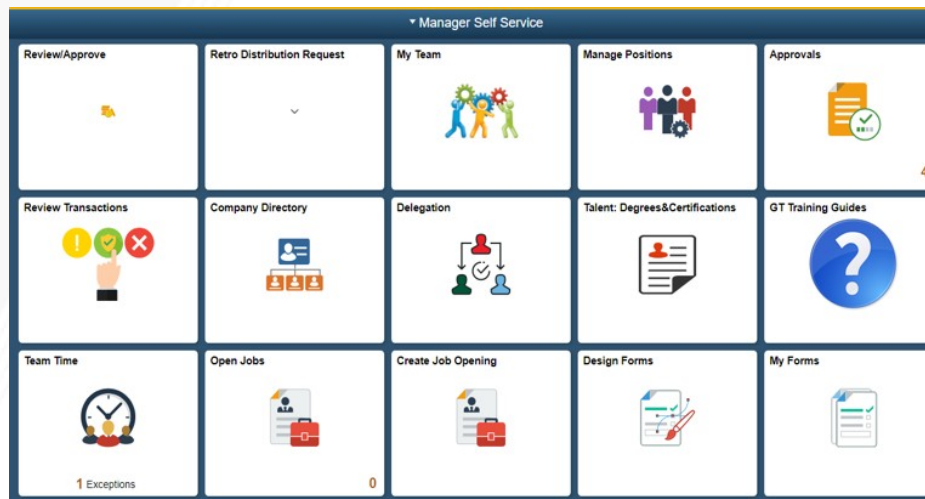
GT System Prior to 3/22/2020	OneUSG Connect
Kronos Time Clock Users	Kaba Time Clock
Tech Time Users (Access timesheet through TechWorks > Time Reporting)	<ul style="list-style-type: none"><li>Student Workers = Web Clock</li><li>Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</li></ul>
Paper Timesheet (Hours keyed manually via a departmental administrator)	<ul style="list-style-type: none"><li>Student Workers = Web Clock</li><li>Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</li></ul>
Departmental Home-Grown System (Hours keyed manually via a departmental administrator)	<ul style="list-style-type: none"><li>Student Workers = Web Clock</li><li>Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</li></ul>

Managers can approve time at any time – strongly encouraged to approve time more frequently than once a pay period

# Payroll Update

## Workflow and Time Reporting

- All employees will submit absence requests in ESS– routed to manager for approval (MSS). **Be Aware of Biweekly Employee Impact**
- Managers can assign delegates if they are out of the office
- All leave is tracked within the OneUSGPlatform, including comp time
- Late time up to 28 days can be updated by manager directly on timesheet (ticket must be submitted for all others)
- Off-cycle checks are now direct deposit and paid every two weeks
- Take Training! ([transformation.gatech.edu](http://transformation.gatech.edu))



# Payroll Update

## Year End Processing Dates (see Closeout Memo)

### MSS Transactions for Payroll Actions

<u>Pay Period End</u>	<u>Due Date</u>
6/13/2020	6/8/2020 5 p.m.
6/27/2020	6/22/2020 5 p.m.
7/11/2020	7/6/2020 5 p.m.
June Monthly	6/16/2020 5 p.m.

### Timesheet Approval (including late time)

<u>Pay Period End</u>	<u>Due Date</u>
6/13/2020	6/15/2020 10 a.m.
6/27/2020	6/29/2020 10 a.m.
7/11/2020	7/13/2020 10 a.m.

Final FY 20 Off-Cycle Requests – Due in ServiceNow by June 18<sup>th</sup>

# Contact Information

[zachary.rogers@ohr.gatech.edu](mailto:zachary.rogers@ohr.gatech.edu)

[kedrich.claiborne@ohr.gatech.edu](mailto:kedrich.claiborne@ohr.gatech.edu) (Payroll Accounting)

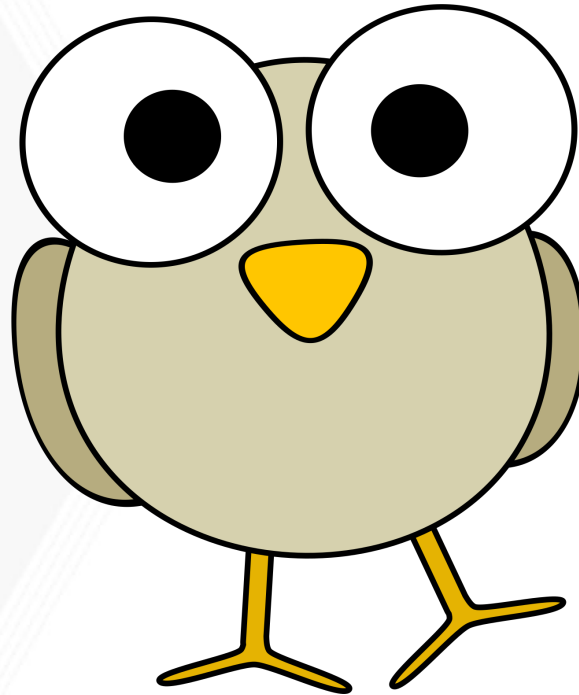
[angela.petty@ohr.gatech.edu](mailto:angela.petty@ohr.gatech.edu) (Payroll)

[rhonda.patton@ohr.gatech.edu](mailto:rhonda.patton@ohr.gatech.edu) (Time & Labor)

[www.services.gatech.edu](http://www.services.gatech.edu) (After March 21<sup>st</sup>)



# QUESTIONS



??

# **Commitment Accounting Update**

**Terryl Barnes**

**Associate Director – SPD Center**

# Commitment Accounting Update

## SPD becomes Commitment Accounting

- Commitment Accounting reports to Budget Office
- Funding at position level instead of employee level
- USG requires 03 prefix on all driver worktags
- New employee IDs
- Suspense default driver worktag for employees funded with expired

## Manager Self Service allows...

- “Express Direct Retros” replace SPD Past Pay Period Changes
- Change Positions Funding by Effective Date
- Workflow Approval on all Funding Changes

# Commitment Accounting Update

## OneUSG Conversion Dates

March 23,2020	OneUSG System live for biweekly employees *Biweekly employees should only submit hours on time sheet *No worktag is available for them to select
March 27, 2020	2pm - Last day to enter past pay period changes in GT SPD system
April 1, 2020	OneUSG System live for all employees

# Commitment Accounting Update

## Commitment Accounting Training Schedule

Course Name	Date	Time	Location
Manager Self-Service: Commitment Accounting	3/18/2020	1-5pm	ERP
Manager Self-Service: Commitment Accounting	3/19/2020	1-3 pm	Webex
Manager Self-Service: Commitment Accounting	3/25/2020	1-5 pm	ERP
Manager Self-Service: Commitment Accounting	3/20/2020	9-1 pm	811 Marietta
Manager Self-Service: Commitment Accounting	3/26/2020	1-3 pm	Webex

# Commitment Accounting Update

## Year End Close Dates

June 12, 2020	Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects
June 26, 2020	Last Day for Campus Online EDR Redistributions
July 13, 2020	Commitment Accounting Open for FY2021

# Questions – Commitment Accounting

- Will there be virtual options for labs while we are working remotely?
- What is a Suspense Worktag
  - How do I find the suspense worktag report?
  - How do I proceed with cleaning up this report?
  - What additional information can you provide about the importance of suspense worktags?



# OneUSG Connect

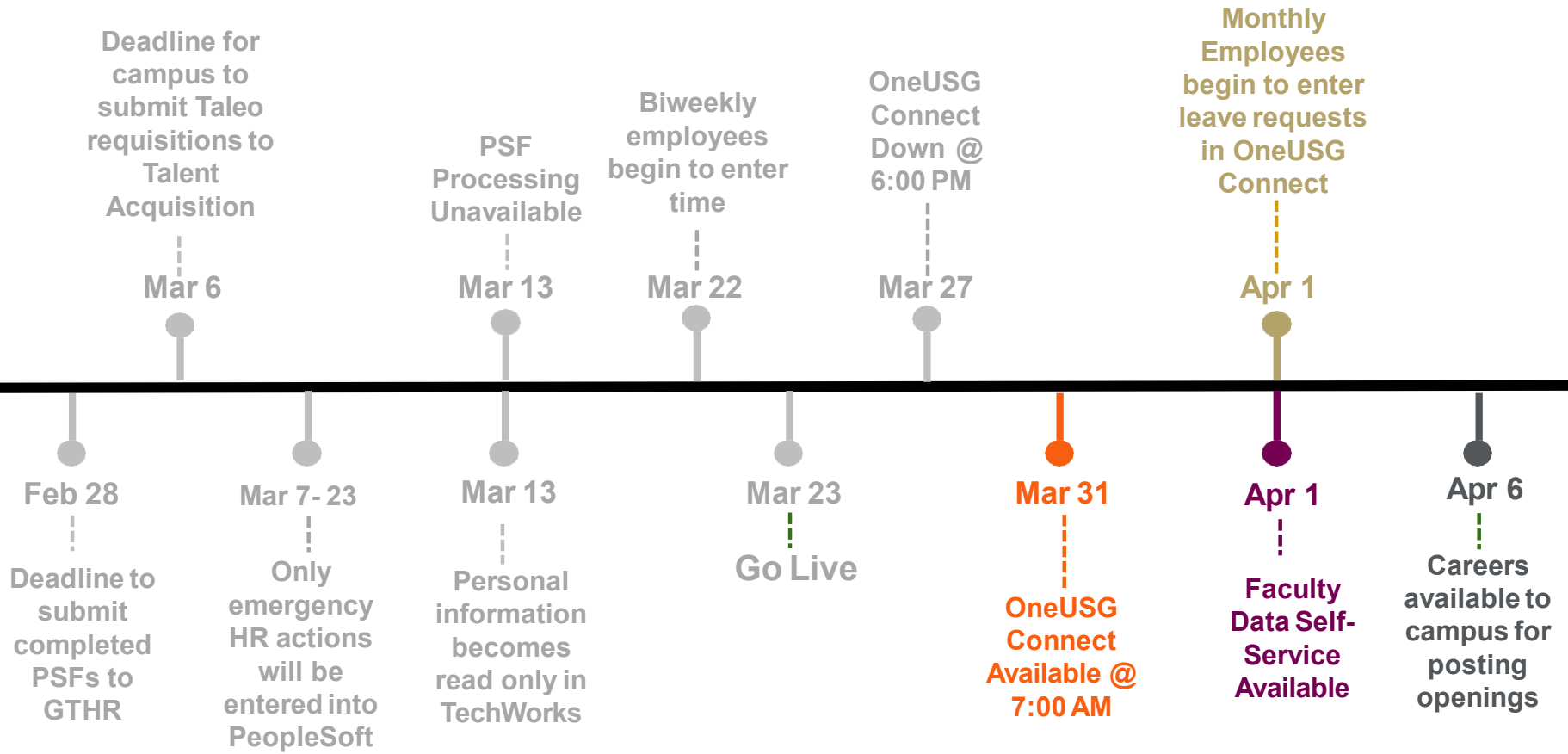
**Greg Phillips**

**Director, Enterprise Resource Planning**

# Agenda

- Key Dates
- Upcoming Changes
- Stabilization
- Service Now Support and Assistance
- Training Updates
- Post Go-Live Readiness

# Key Cutover Dates



# Upcoming Changes

Beginning in August of 2020, academic pay will be evenly distributed from the August through May time period.

CURRENT STATE – GEORGIA TECH		
	Academic Pay	TOTAL
AUG	\$ 5,000	\$ 5,000
SEP	\$ 10,000	\$ 10,000
OCT	\$ 10,000	\$ 10,000
NOV	\$ 10,000	\$ 10,000
DEC	\$ 10,000	\$ 10,000
JAN	\$ 10,000	\$ 10,000
FEB	\$ 10,000	\$ 10,000
MAR	\$ 10,000	\$ 10,000
APR	\$ 10,000	\$ 10,000
MAY	\$ 5,000	\$ 5,000
	\$ 90,000	\$ 90,000

FUTURE STATE – ONEUSG CONNECT		
	Academic Pay	TOTAL
AUG	\$ 9,000	\$ 9,000
SEP	\$ 9,000	\$ 9,000
OCT	\$ 9,000	\$ 9,000
NOV	\$ 9,000	\$ 9,000
DEC	\$ 9,000	\$ 9,000
JAN	\$ 9,000	\$ 9,000
FEB	\$ 9,000	\$ 9,000
MAR	\$ 9,000	\$ 9,000
APR	\$ 9,000	\$ 9,000
MAY	\$ 9,000	\$ 9,000
	\$ 90,000	\$ 90,000

# Upcoming Changes

Summer pay will not change from the current process, and is expected to be aligned with when the work will be performed.

CURRENT STATE – GEORGIA TECH			
	Academic Pay	Summer Pay	TOTAL
AUG	\$ 5,000	\$ 5,000	\$ 10,000
SEP	\$ 10,000		\$ 10,000
OCT	\$ 10,000		\$ 10,000
NOV	\$ 10,000		\$ 10,000
DEC	\$ 10,000		\$ 10,000
JAN	\$ 10,000		\$ 10,000
FEB	\$ 10,000		\$ 10,000
MAR	\$ 10,000		\$ 10,000
APR	\$ 10,000		\$ 10,000
MAY	\$ 5,000	\$ 5,000	\$ 10,000
JUN		\$ 10,000	\$ 10,000
JUL		\$ 10,000	\$ 10,000
	\$ 90,000	\$ 30,000	\$ 120,000

FUTURE STATE – ONEUSG CONNECT			
	Academic Pay	Summer Pay	TOTAL
AUG	\$ 9,000	\$ 5,000	\$ 14,000
SEP	\$ 9,000		\$ 9,000
OCT	\$ 9,000		\$ 9,000
NOV	\$ 9,000		\$ 9,000
DEC	\$ 9,000		\$ 9,000
JAN	\$ 9,000		\$ 9,000
FEB	\$ 9,000		\$ 9,000
MAR	\$ 9,000		\$ 9,000
APR	\$ 9,000		\$ 9,000
MAY	\$ 9,000	\$ 5,000	\$ 14,000
JUN		\$ 10,000	\$ 10,000
JUL		\$ 10,000	\$ 10,000
	\$ 90,000	\$ 30,000	\$ 120,000

# Shared Services Center – Trending Issues

- Security/Account Administration
- Single Sign-On/TechWorks
- Web Clock/Kaba Clock
- Reports To/TL Approvers
- Direct Hires
- W2 Requests
- Direct Hires
- W2 Requests
- Timesheet Navigation
- Leave Request Education
- Rounding Rules
- MSS Navigation (New)
- Late Time Submission (New)

# ServiceNow Support & Assistance

## How to get help?

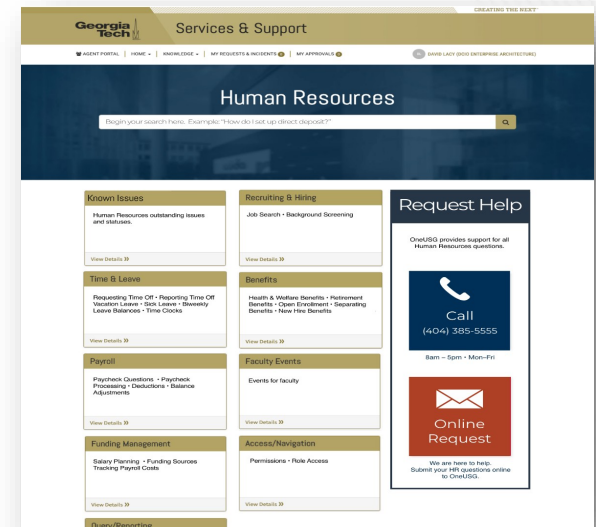
- Access job aids, FAQs, known issues, etc.
- Request Help

## What can you expect once an inquiry is submitted?

- Visibility into incidents and requests
- Updates via services.gatech.edu portal and email

## Contact Shared Services

- Email: [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu)
- Call: 1-855-214-2644
- Visit: [www.usg.edu/oneusg\\_connect/need\\_assistance](http://www.usg.edu/oneusg_connect/need_assistance)





# Reminders

## Within OneUSGConnect:

- ✓ Verify your personal information
- ✓ Verify your monthly schedule
  - Managers can change for employees if any corrections are needed
- ✓ Verify your direct deposit information
- ✓ Review your converted leave balances (leave eligible employees)

**How-to guides are available :**  
[transformation.gatech.edu/ campus-readiness](https://transformation.gatech.edu/campus-readiness)

# OneUSG Connect Open Labs – Starting 3/31

## Who is This For

- Individuals who perform transactions, or other functions like reporting, on behalf of another person in OneUSG Connect. If you need assistance performing a transaction for yourself, please contact ServiceNow - [www.services.gatech.edu](http://www.services.gatech.edu).
- Each appointment is designated to cover a certain topic:

HR Related Transactions	Compensation Related Transactions	Time and Absence
Position Management	Workforce Administration (WFA)	Commitment Accounting
Summer Pay	Approving Transactions	Recruiting and Hiring
Other: If none of these topics are appropriate		

## How Does It Work?

- Use Moodle to complete the Intake Questionnaire via the ERP Training Website ([www.training.erp.gatech.edu](http://www.training.erp.gatech.edu)). Select OneUSG Connect Open Lab under My Courses.
- Training team will review your questionnaire to determine proper routing
- If request is escalated to area lead, you will receive an email to book an appointment

## Housekeeping

- Only use Open Labs if your issue concerns a transaction on behalf of another individual
- Please do not book more than one session at a time
- You will have a one-on-one session with an area lead for 30 minutes
- You will need to use WebEx/Zoom for the sessions

# Procurement & Business Services



.....We can do this

# Procurement and PCard Update

**Ajay Patel**  
Director, Purchasing

# Procurement Update

**Sorry.** Yesterday  
was the deadline  
for all complaints.

# Procurement Update

- Deadlines are listed in the Closeout memo
  - In general dates are similar to last year.
- Make sure to close obligations (open encumbrances) early!
  - Run the “Open Obligation Campus - CR” Report in Workday
  - Submit a Service Now ticket for the Items to be Closed
  - Open Obligations Closed within 3 Business Days
- Campus access to Workday Procurement will be removed at 5pm on Friday, June 19<sup>th</sup>.

# Procurement Update

- Legacy PO's
  - Change orders to legacy PO's will only be done to pay a current invoice.
  - Procurement is closing all legacy PO's with a remaining balance of less than \$500 for year end. You will need to submit a ServiceNow ticket if you need to keep any of these PO's open (with a justification).

# Procurement Update

- PO Liquidation Issues
  - Procurement is working to resolve FY19 obligations that have not liquidated.
  - Priority is being given to Lapsable FY19 PO's.
    - These should be completed at the end of March.
  - If there are obligations left after March that need to be liquidated, including FY20 obligations, please log a ServiceNow ticket.



# Procurement Update

- Training

- Procurement will begin mandatory training for any new RQ reviewers in September.
- These training sessions will be in person similar to the policies and procedures training in the past.
- We recommend all RQ reviewers take the training as a refresher.

# Procurement Update

- ServiceNow is live for purchasing communication!
- The **purchasing.ask** email has been decommissioned and all communication should now be routed through ServiceNow.
- Questions regarding PCard should continue to go to the **pcard.ask** email – Transition date TBD.

# Procurement Update

- Workday 2020 R1 Release
  - Requisitions now have a different look and there are some fields that have been moved to different screens.
  - Specific details on the changes can be found in the updated Job Aides in ServiceNow.
  - This has been deemed the “Year of Procurement” for Workday so new enhancements are also expected in the fall release.

# PCard

Please run the **Find PCard Transactions - CR** Report

Report can be run by **Cardholder** and **Departments**

Enter Transaction Status as “New” and/or “Pending”

## Deadlines for fully verified transactions

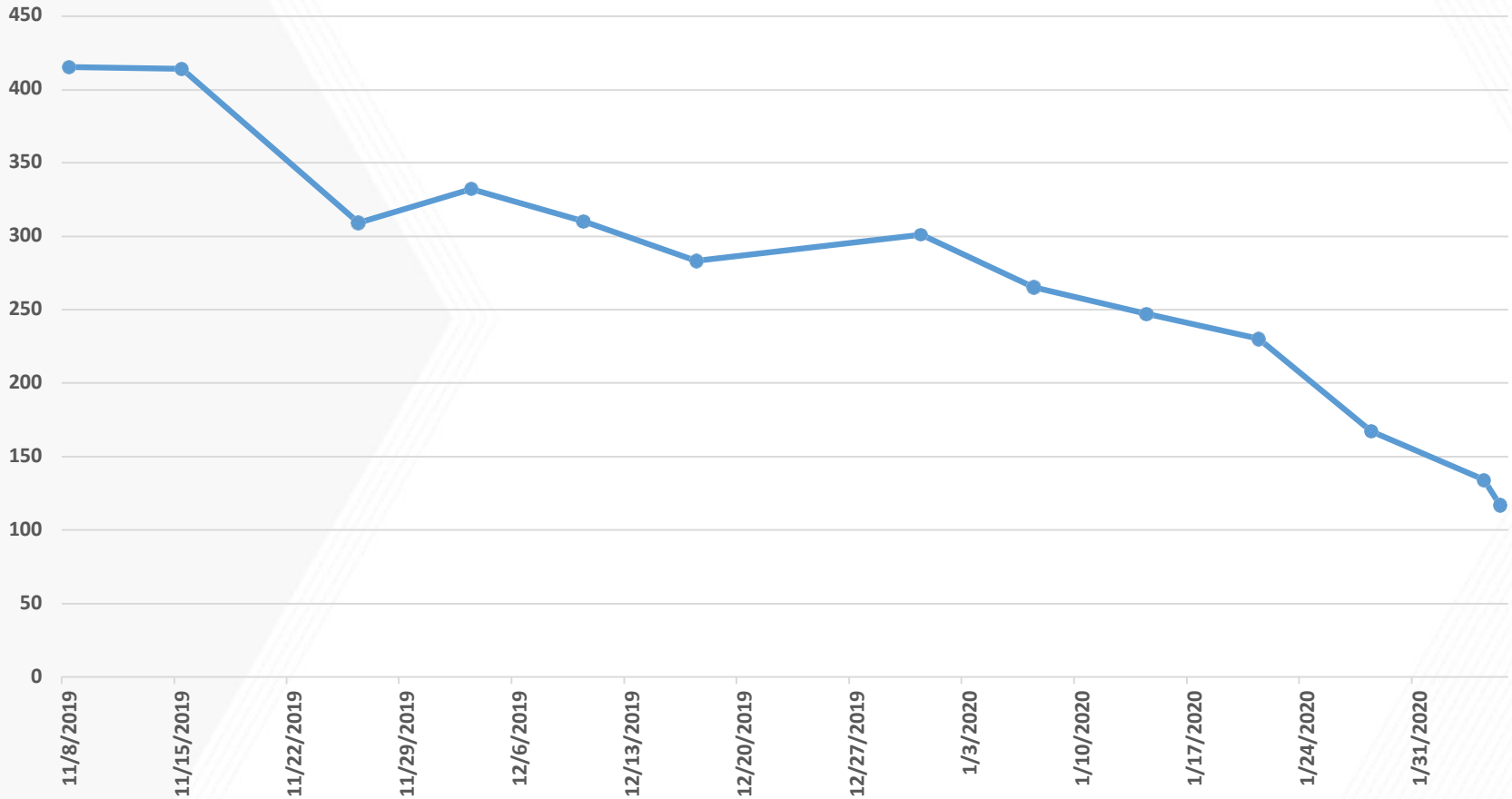
Transactions on or before **6/18/2020** must be fully verified by **6/24/2020**

All transactions posted between **6/18/2020 - 6/30/2020** must be fully verified by **7/15/2020**

# PCard Trends

## Workday PCard Verifications

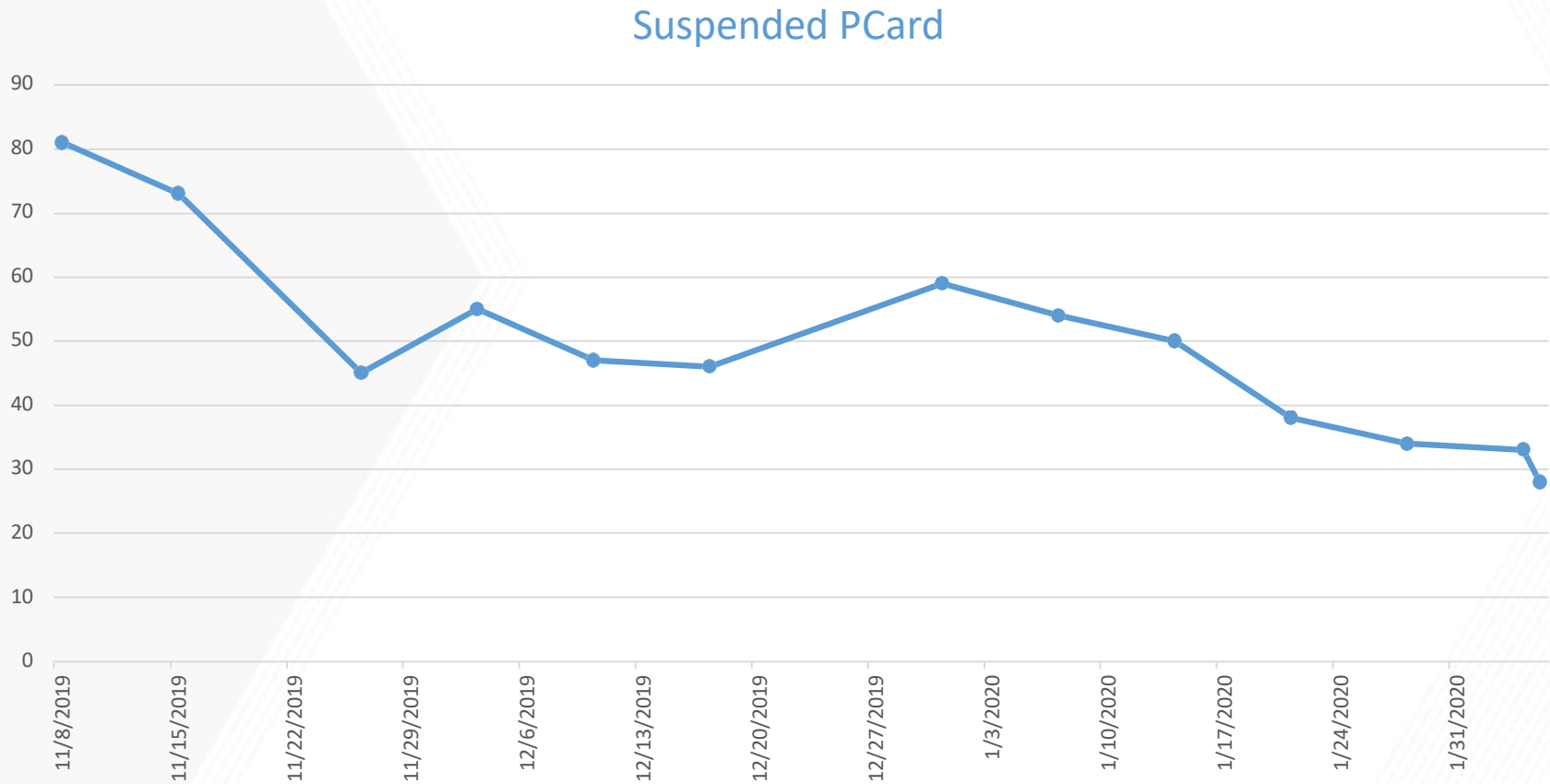
Past Due PCard Transactions



# PCard Trends

## Workday PCard Verifications

PCards are suspended when the cardholder have transactions greater than 45 days past due



# Questions



Questions  
are  
guaranteed in  
life;  
Answers  
aren't.

# **Supplier Accounts and Travel**

**Abbie Coker**

**Director, Accounts Payable and Travel**



# Supplier Accounts



- Please remind suppliers to save their log in information. Their log in information is required for checking registration status -- No email notification and/or reminder will be sent.
- It is imperative that you reach out to the vendor for information on their registration status – which can only be obtained via their log in.
- EIN (Tax ID) and/or Social Security that matches the registration name is required for set up.
- Please indicate to all Foreign Suppliers that a W8BEN for (individuals) or W8BEN-E for (entities) must be uploaded with their submission – in order to eliminate a delay in processing.
- Please remind students when they registered for an award – their personal information (name and social) is required – NOT the award name and etc.
- Current suppliers are required to submit a new W-9 form in order make any updates to their records

# Supplier Accounts Deadlines

- Deadline to submit new supplier registration through the Supplier Portal is May 15, 2020 at 5pm
- Deadline to submit invoices and SIR's for payment is June 12, 2020 at 5pm

This includes:

- Supplier Invoices (must have a valid PO#)
- Supplier Invoice Requests (SIR's)
  - AP Payment Requests
  - Honorarium Requests
  - Student Payment Requests
  - Recurring Payments
  - Wire Requests
  - **Utility bills!!**

Don't Miss the  
**DEADLINE!**

# “BACKLOG” of Outstanding Invoices

An Invoice is outstanding if it is not paid within 30 days, per GT’s payment terms.

- What causes a “backlog” of invoices?
  - Invoices sent to units and not forwarded to AP
  - Invoices with no PO#
  - Invoices in match exception



# How can you help us clear out the backlog?

- Send all invoices in the dept to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) immediately
- Do not order goods or services if you do not have a PO#
  - Contact Purchasing for any exceptions)
- Do not send duplicate invoices to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)
  - This will slow down the process
- Clear out match exceptions
  - Enter receipts
  - Create Change orders

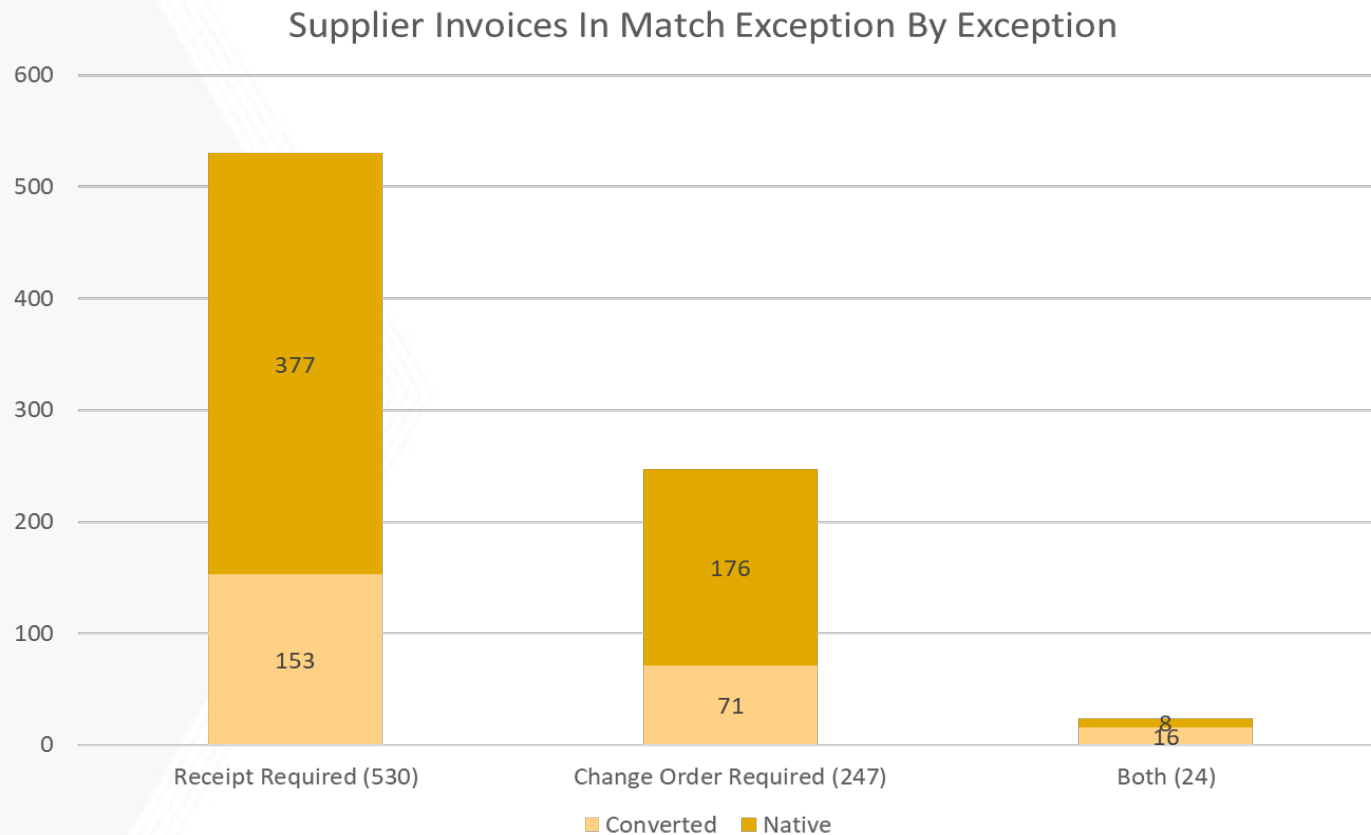
# How can you help us clear out the backlog?

- Review all invoices in match exception report.
- Run “**Supplier Invoices in Match Exception – CR**” report in Workday weekly.
- Take necessary action in order for invoice to be processed
  - Create change order to increase funds
  - Enter receipts
- Invoice status would reflect “Matched” once match exception has been cleared.

The screenshot shows the 'Supplier Invoices in Match Exception - CR' report in Workday. The interface includes a search bar with 'match ex' entered. The 'Cost Center' field is highlighted with a red circle. The search results are displayed in a list with two entries:

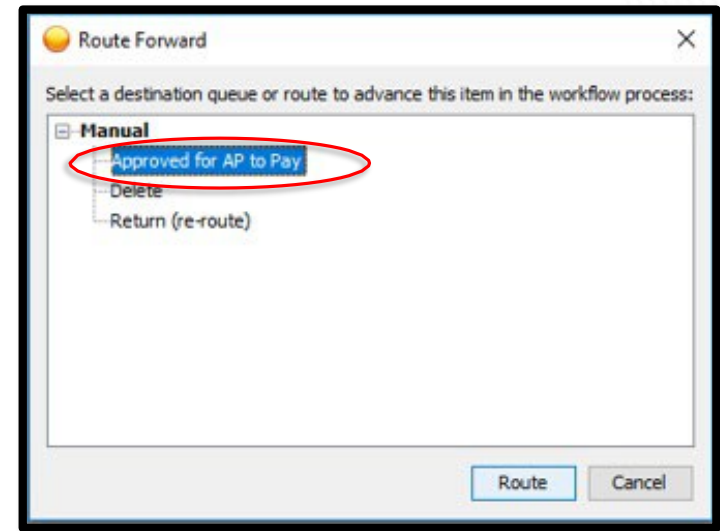
Search Results	(2)
<input checked="" type="checkbox"/> CC000054 CHEM - Chemistry and Biochemistry	
<input type="checkbox"/> CC000098 EBB/CHEM - Engineered Biosystems Building - Chemistry & Biochemistry	

# Where are we with the match exceptions?



# How can you help us clear out the backlog?

- Review all invoices in your department WebNow Queue
  - Review the sticky note with action needed
  - Take necessary action in order for invoice to be processed
  - Route the invoice forward by selecting “**Approved for AP to Pay**”



# How can you find payment status?

- Run the “**Find Supplier Invoice for Campus – GTCR**” report in Workday.
- No need to contact ServiceNow
- It also provides what is in match exception

The screenshot shows the 'Find Supplier Invoice for Campus - GTCR' report interface. At the top, there is a search bar with the text 'find supplier invoice for campus'. Below this is a blue header bar with the title 'Find Supplier Invoice for Campus - GTCR' and an 'Actions' button. The main area contains a list of fields for filtering the report results. The fields are: Companies (with a dropdown menu showing 'CO503 Georgia Institute of Technology'), Organization (with a dropdown menu showing 'Cost Center Hierarchy: Georgia Institute of Technology - All Cost Centers'), Supplier, Supplier Invoice, Supplier's Invoice Number, Supplier Invoice Status, Match Status, Match Exception, Payment Status, Invoice Date On or After (with a date picker), Invoice Date On or Before (with a date picker), Purchase Order, Purchase Order Type, and Supplier Contract. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Field	Value
Companies	CO503 Georgia Institute of Technology
Organization	Cost Center Hierarchy: Georgia Institute of Technology - All Cost Centers
Supplier	
Supplier Invoice	
Supplier's Invoice Number	
Supplier Invoice Status	
Match Status	
Match Exception	
Payment Status	
Invoice Date On or After	MM / DD / YYYY
Invoice Date On or Before	MM / DD / YYYY
Purchase Order	
Purchase Order Type	
Supplier Contract	



# Questions – Supplier Accounts

- What is the current turn-around time for processing invoices that are past the due date?

# Expenses Deadlines

- Deadline to submit expense reports to Expense Partners (Travel Team) to guarantee FY2020 payment is June 12, 2020 at 5pm
  - Approvals must be complete and documentation must be attached.
  - 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.
  - Expense reports need to be submitted within 10 days and no later than 45 calendar days
- Expense reports not paid on June 24<sup>th</sup> will be denied by the Expense Partners, and will need to be re-entered in FY21. Impacted employees or expense preparers for External Committee Members (ECMs) will be notified.

# Spend Authorizations

- Deadline for spend authorizations to be submitted and approved is Wednesday, June 24, 2020 at 5pm
- **On March 31<sup>st</sup>**
  - There will be a mass close of “**Approved**” spend authorizations with a travel end date of December 31, 2019 or earlier. This will release committed/reserved funds.
  - All spend authorizations with a status of “**Draft**” or “**In Progress**” with a travel end date of December 31, 2019 or earlier, will be cancelled.

# Spend Authorizations

## On June 25<sup>th</sup>


- There will be a mass close of ALL “**Approved**” spend authorizations
- There will be a cancellation of ALL spend authorizations with a status of “**Draft**” or “**In Progress**”
- Spend Authorizations with a travel end date of **April 30<sup>th</sup>** and after that do not have an expense report associated, will be reloaded into fiscal year 2021 in an approved status.
  - Please note that approval of spend authorizations entered in FY20 for travel that will occur in FY21 is in essence approving commitment of FY21 funds
- These documents will have a new spend authorization (AUTH-xxxxxxx) number, and the old spend authorization (AUTHxxxxxxx) number will be referenced in the memo field.

# Prepaid Airfare

- Airfare transactions included in the Monday, June 15, 2020 AirPlus bill will be paid against fiscal year 2020 funds by Wednesday, June 17, 2020.
- Airfare with a travel date of July 1<sup>st</sup> or later will be posted to a pre-paid expense account and transferred as a FY2021 expense after July 1, 2020.

# Expense Reports

## Travelers and Approvers should:

- Review expense reports in “**draft**” or in “**progress**” status and either cancel or approve
- You may check the status of an expense report by running the “**Find Expense Reports by Organization - CR**” Report  
**OR**
- Enter the expense report number in the search field & click enter:  

  - Check Business Process
  - Expense Reports that have an approved status have been paid
- As we approach year-end, expense reports in “**Draft**” or “**In Progress**” status will be cancelled if no further action is taken

# Reimbursement Process for COVID-19 Cancellations

- The normal cancellation process as outlined in travel policy 6.9 applies to the COVID-19.
- Exceptions should be handled on a case by case basis
- To be reimbursed, submit the following information with the expense report:
  - Official documentation from the event sponsor stating that the event was cancelled
  - Approval from head of department/Chair/Dean or similar authority is required in order to be reimbursed for cancellations
  - Proof of Payment

# What CAN be reimbursed for COVID-19?

- Cancellation Fees, Registration Fees and Hotel Deposits can be reimbursed
- **Funding source to use**
  - Typically should be the same funding source as the original payment
  - Funding source for the reimbursement must be within GT policy for the type of expense reimbursed



# What CANNOT be reimbursed for COVID-19?

- Airfare cannot be reimbursed
  - When non-refundable airfare is cancelled, the airline issues a credit to the traveler that is valid for 12 months
  - The traveler can use the credit globally for business related travel within 12 months
  - A change/cancellation fee is also assessed
    - Due to COVID-19, most airlines are providing waivers for change fees and cancellation fee penalties
  - To cancel a reservation booked via Concur/Travel Inc., contact Travel Inc.
  - To cancel a reservation booked via other air carriers contact the airline directly

# Supplier Accounts and Travel

**And now....**

**I need a  
day off.  
Just 365  
of them.**

You know that feeling  
you get when all your  
work is done and you  
can sit back and relax  
and do nothing at  
all...?

Yeah, me neither.



# Questions – Expenses

- What is the current turn-around time for employee expense reimbursements that are past the due date? and processing of invoices that are at, or past, the due date?

# Grants and Contracts Update

**Sandy Mason**  
Senior Director

# Effort Reporting Update



- Effort Reporting will remain in the Office of Grants & Contracts Acctg
- Monthly Workload Assignments & Annual Certification forms will not change
- Some biweekly employees charged to Grants may be included beginning in April

## Effort Reporting Due Dates

July 17, 2020	FY20 ASR's available electronically
August 31, 2020	Certified and Approved ASR Deadline

# Sponsored Compliance Update

- NSF conducting virtual audit week of May 11, 2020
  - Recall 9/23/19 NSF letter referencing “strengthening expenditure review/processing, cost transfers, accounting, and other associated policies and procedures to ensure” timely closeout.
- NCURA Webinar: Cost Transfers: Minimizing the Need, Monitoring the Process and Managing the Risk available via Compliance Channel on GT Research Administrators Network Microsoft Teams
  - Email [training@osp.gatech.edu](mailto:training@osp.gatech.edu) for access
- Enhancement to adjustment and journal approval workflow involving Grant Driver Worktags coming
  - Business process modifications to require G&C and/or Compliance approval consistent with training material (similar to legacy “Type B” ECT validations)
- Reminder to attach a cost transfer form to all accounting adjustments and journal transactions involving Grant Driver Worktags
- Reviews for unallowable expenditures & cost transfer compliance initiated!
  - We’re on the look out for...
    - Adequacy of attachments
    - Missing cost transfer forms
    - Erroneous budget dates
    - Unallowable costs
    - High risk transactions



# Grants and Contracts Accounting

Type of Request	Deadline
Written Prior Year Cost Transfer Requests for Grants	Friday, June 19 <sup>th</sup>
Written Cost Transfer Requests for Grants < 90 Days	Monday, June 22 <sup>nd</sup>
Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)	Tuesday, June 30 <sup>th</sup>
Budget Amendment by Organization Requests for Grants	Monday, July 6 <sup>th</sup>
Accounting Journals and Adjustments for Grants	Friday, June 26 <sup>th</sup>

- ❑ Last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 26, 2020
- ❑ ICOL notices should be received by appropriate parties once new awards and mods are completed in Workday.



# Workday Grants Reminders

## Grants Reports

- ❑ Sponsored Award Budget Expense Report (SABER)
- ❑ SABER by Object Class - Similar to the SABER but displays award real-time budgets, commitments, obligations, spend, remaining balance at the object class level. Drill down into transactions originated in Workday including supplier invoices, expense reports, purchase orders, requisitions, and accounting journals.
- ❑ **NOTE: Always prompt by Award (AWD-xxxxxx) to review the scope of the overall budget balance before initiating actions on an individual Grant (GRxxxxxxxxx). All contractual matters with Sponsors are at the Award level, regardless of the number of Grants internally assigned.**

# **Restricted Gifts Update**

**Lee Wates**  
**Associate Controller**

# Restricted Gifts Update

- **GTF Restricted Gifts**

- GTF Number is now the Main Gift Number
- A separate Gift must be set up for every gift at the Foundation

- **All Restricted Gifts (GTF, GTRC)**

- Sub Gifts are either a Designated or Grant Worktag
  - Main gift number is a related worktag
  - Cannot request a Designated without a main gift
- GTF Gifts set-up in Controller's Office
- GTRC Gifts set-up in Grants & Contracts Accounting
- GTARC Gifts set-up in GTRI

# Restricted Gifts Update

## GTF Other Memo and Daily Budget Journals

- The Georgia Tech Foundation (GTF) is working to create automated daily journal loads for “Other Memo” and “Budget” transactions
- GT is currently receiving and loading manual files as received with this information
- GT has requested daily files going forward until the automated process is complete

# Restricted Gifts Update

## GTRC Restricted Gifts

- **GTRC/OSP/Industry Engagement – Gifts in Support of Research**
  - Interim process – submit eRouting request to capture required information and determine if funds are appropriate as a restricted Gift to GTRC or should be a Grant\*\*
  - Expectation to communicate to G&C Accounting to establish a GTRC Restricted Gift when appropriate to reduce duplication of effort in request process
- ❖ For the time being, all awards logged into the Contracting Information System (CIS) are still being reviewed by the Executive Vice President for Research (EVPR). These are currently being administered as Grants with waived overhead (F&A), regardless of whether the determination is a Gift or a Grant. Logging as a Grant rather than as a Research Gift routes the award to the EVPR for review and approval.

# Key Reports for Restricted Gifts

- Other Funding Sources – Funding by Gift and Designated – CR
- Expense Budgetary Balance Report – GTCR (EBBR)
- Find Budget Lines – GTCR
- View Budget or Current Budget
- Find Journal Lines – CR
- Composite Trial Balance Report
- Ledger Detail

**Always use the “Gift Budget Structure” anytime the budget structure is listed as a prompt**

# Other Funding Sources – Funding by Gift and Designated - CR

The report only breaks out designated worktags. Grants are included in the Gift line with blank.

Company

CO503 Georgia Institute of Technology

Organization

Cost Center: CC000086 CoS - College of Science Dean's Office

Period

FY20 - Mar

Time Period

Current Period YTD

Budget Structure

Gift Budget Structure

Budget Name

Book

Common

Worktags

Additional Options

Report by Accounting Date using Plan Structure

Exclude Pro Forma Journals

This report shows gift funds for selected organization(s). Balance is broken down by both Gift and Designated to view any breakdown of a Gift. Any Designated field with a blank represents the "main" Gift. This can be run for individual gifts or cost centers or by multiple gifts or cost centers.

7 of 92 items

Gifts Designated

Report is expense related only

This show you have a deficit

		Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance
GTF133000007 SEI- General	DE00002884 GTF133000007 - CoS - GTF133000007 Summer Proposal	0.00	0.00	0.00	0.00	0.00	1,172.60	(\$1,172.60)
GTF310000012 COS Nelson Abell Fund	(Blank)	500.00	0.00	500.00	0.00	0.00	0.00	\$500.00
GTF310000019 Gretzinger, Ralph & Jewel	(Blank)	14,201.10	1,725.00	15,926.10	0.00	0.00	0.00	\$15,926.10
GTF310000021 Blanchard, Elwood Doc Early Career Prof Endow	(Blank)	73,206.40	55,576.00	128,782.40	0.00	0.00	0.00	\$128,782.40
GTF310200122 CoS - College of Science Dean's Office - MSN CoS FY20	DE00013344 CoS MSNUndergrad FY20	0.00	0.00	0.00	0.00	12,212.15	1,539.55	(\$13,751.70)
GTF310200122 CoS - College of Science Dean's Office - MSN CoS FY20	(Blank)	0.00	128,000.00	128,000.00	0.00	3,022.27	37,141.73	\$87,836.00
GTRC00000315 GTRC FUNDS-DIRECT FROM GTRC TO COLLEGE OF SCIENCES	(Blank)	961.83	0.00	961.83	0.00	0.00	0.00	\$961.83

# Expense Budgetary Balance Report (EBBR)

## Expense Budgetary Balance Report - GTCR Actions

**Instructions**

COMPANY - Defaults to GT. DO NOT CHANGE.  
PERIOD - Defaults to CURRENT ACCTG PERIOD. Change if running for a different period.  
TIME PERIOD - Defaults to CURRENT PERIOD YTD. Change if running for different period.  
BUDGET STRUCTURE - Defaults to ONEBUDGET. Change if running for different budget structure.  
\* ONEBUDGET - For CY State, DSS, Auxiliary and Student Activities transactions. USE CURRENT BUD REF.  
\* CARRYFORWARD - For PY State, DSS, Auxiliary and Student Activities transactions. USE PRIOR YEAR BUD REF(S).  
\* CARRYFORWARD/ONEBUDGET - Combines CY & PY transactions for State, DSS, Auxiliary and Student Activities in one report. DO NOT SPECIFY BUDGET REF.  
\* GIFT - For GIFT transactions. DO NOT SPECIFY BUDGET REF.  
\* SPONSORED BUDGET AUTHORITY - DO NOT USE. Budget Office only.  
\* ONEBUDGET/SPONSORED BUDGET AUTHORITY - DO NOT USE. Budget Office only.  
\* FACILITIES CAPITAL PROJECTS BUDGET - DO NOT USE. Projects Use Only.  
BOOK - Defaults to COMMON. Central Offices can change if needed.  
WORKTAGS - Defaults to CURRENT BUD REF. Change if running for prior years.  
ADDITIONAL OPTIONS - Defaults to RPT BY ACCTG DATE USING PLAN STRUCTURE. DO NOT CHANGE.  
RESERVED JOURNALS - To include in report, choose INCLUDE RESERVED JOURNALS in the ADDITIONAL OPTIONS field.

Company \*

Organization \*

Period \*

Time Period \*

Budget Structure \*

Budget Name

Book

Worktags

Additional Options

**Gift: GTF310200122 CoS - College of Science Dean's Office - MSN CoSFY20**

**Always use Gift Budget Structure**

Budgets are expense only for Gifts. You will see GTF amendments & any amendments you enter in the amendment column. The Original Budget is the amount brought forward from the prior year.

25 Items		Ledger Account Group	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance	Percent Remaining
		Other Operating Expenses	0.00	0.00	0.00	0.00	476.75	3,349.36	(\$3,826.11)	0.00%
		Rents- Non-Real Estate	0.00	0.00	0.00	0.00	0.00	984.92	(\$984.92)	0.00%
		Scholarships/Fellowships	0.00	0.00	0.00	0.00	0.00	270.00	(\$270.00)	0.00%
		Services	0.00	0.00	0.00	0.00	5,175.69	28,513.90	(\$33,689.59)	0.00%
		Supplies & Materials	0.00	0.00	0.00	0.00	0.00	131.28	(\$131.28)	0.00%
		Total Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		Total Other Memo	0.00	128,000.00	128,000.00	0.00	0.00	11,758.86	\$116,241.14	90.81%
		Memo	0.00	128,000.00	128,000.00	0.00	0.00	11,758.86	\$116,241.14	90.81%
		95240 Other Operating Expenses	0.00	128,000.00	128,000.00	0.00	0.00	11,758.86	\$116,241.14	90.81%
		Grand Total	0.00	128,000.00	128,000.00	1,318.00	5,949.94	61,077.15	\$59,654.91	46.61%
		Drillable Grand Total	0.00	128,000.00	128,000.00	1,318.00	5,949.94	49,318.29		



# Find Budget Lines Report – GTCR

**CC000086 –College of Sciences Deans Office**

**Always use Gift Budget Structure**

**Find Budget Lines - GTCR** Actions

Company \*

Organization \*

Budget Structure \*

Period \*

Time Period \*

Worktags

Book for Budget

Budget	Company	Budget Entry Document Status	Budget Period	Amendment Date	Budget Period Start Date	Budget Period End Date	Plan Type	Entry Type	Ledger Account	Ledger Account Type	Ledger/Budget Debit Amount	Ledger/Budget Credit Amount	Line Memo	Cost Center	Gift
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)		07/01/2019	06/30/2020	Financial	Amendment	952400:GTRC / GTF Direct Expenditures	Memo	73,206.40	0.00	Gift Balance Conversion	CC000086 CoS - College of Science Dean's Office	GTF3100000: Elwood Doc E Endow
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GTRC)		07/01/2019	06/30/2020	Financial	Amendment	952400:GTRC / GTF Direct Expenditures	Memo	0.62	0.00	Gift Balance Conversion	CC000086 CoS - College of Science Dean's Office	GTRC000001: EVPR for Rob
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)	09/01/2019	07/01/2019	06/30/2020	Financial	Amendment	952400:GTRC / GTF Direct Expenditures	Memo	90,576.00	0.00	FY20 Income Allocation	CC000086 CoS - College of Science Dean's Office	GTF3100000: Elwood Doc E Endow
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)	09/01/2019	07/01/2019	06/30/2020	Financial	Amendment	952400:GTRC / GTF Direct Expenditures	Memo	165,000.00	0.00	FY20 Allocation	CC000086 CoS - College of Science Dean's Office	GTF3102001: of Science De MSN CoS FY2
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)	09/20/2019	07/01/2019	06/30/2020	Financial	Amendment	485000:Gifts (Budget Only)	Revenue	0.00	68,000.00	To transfer CoS from Prime to our Schools designated	CC000086 CoS - College of Science Dean's Office	GTF3102001: of Science De MSN CoS FY2
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)	09/20/2019	07/01/2019	06/30/2020	Financial	Amendment	485000:Gifts (Budget Only)	Revenue	29,000.00	0.00		CC000086 CoS - College of Science Dean's Office	GTF3102001: of Science De MSN CoS FY2
Q	C0503 Georgia Institute of Technology	Denied	FY20 Year (FY20 GF & GTF)	10/31/2019	07/01/2019	06/30/2020	Financial	Amendment			0.00	35,000.00	Yr 2 funding for Pete La Pierre Blanchard Jr. Faculty	CC000086 CoS - College of Science Dean's Office	GTF3100000: Elwood Doc E Endow
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)	12/12/2019	07/01/2019	06/30/2020	Financial	Amendment			0.00	7,000.00	Trn to 320-20-0194	CC000086 CoS - College of Science Dean's Office	GTF3102001: of Science De MSN CoS FY2
Q	C0503 Georgia Institute of Technology	Available	FY20 Year (FY20 GF & GTF)	12/12/2019	07/01/2019	06/30/2020	Financial	Amendment	952400:GTRC / GTF Direct Expenditures	Memo	0.00	4,000.00	Trn to 420-20-0059	CC000086 CoS - College of Science Dean's Office	GTF3102001: of Science De MSN CoS FY2

**GTF Description**

**Do not use revenue ledger accounts when doing a budget amendment**

# Gift Budget – Create Amendment

**Gift: GTF310200122 CoS - College of Science Dean's Office - MSN CoS FY20**

The description in the Memo field will be in the Memo field on the “**Find Budget Lines Report**”. Be as descriptive as you need. This will also include GTF Budget description for GTF budget amendments

← Create Budget Amendment for Organization

Budget Amendment Total: 0.00 USD    Budget Total: 206,582,209.95 USD

Company: C0509 Georgia Institute of Technology  
Budget Structure: Gift Budget Structure  
Budget Name: FY20 GF & GTF  
Years: FY20 - Fiscal Year  
Currency: USD  
Budget Start Date: 07/01/2019  
Budget: FY20 GF & GTF  
Organizing Dimension Type: Gift  
Amendment Date: 03/18/2020  
Description: correct budget  
Amendment Type: X Transfer Budget  
Entry Type: Amendment  
Balanced Amendment: ☒  
Enter changes to original Budget data.

Budget Amendment Lines    Attachments

Budget Amendment Lines: 2 Items

Summary	Cost Center	Fund	Designated Hierarchy	Grant	GTRI Charge Code	Project Hierarchy	*Additional Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Total Budget	Proposed Remaining Budget	Memo
RC / ... es	X C0000086 CoS - College of Science Dean's Office	X F020200 Restricted - Foundation	X DE00013344 CoS MSN Undergrad FY20				X Gift: GTF310200122 CoS - College of Science Dean's Office - MSN CoS FY20	\$0.00	\$0.00	\$0.00	0	10.00	10.00	\$10.00	move to DE00013344 from main gift
RC / ... es	X C0000086 CoS - College of Science Dean's Office	X F020200 Restricted - Foundation					X Gift: GTF310200122 CoS - College of Science Dean's Office - MSN CoS	\$128,000.00	\$11,758.86	\$116,241.14	-0.007819	-10.00	127,990.00	\$116,221.14	move to DE00013344 from main gift 3/18/2020

# Budget Update

**Isabel Lynch**

**Budget Manager, Institute Budget Planning and Administration**

# Carry Forward Requests

- **General Operations Carry Forward Requests**
  - Must be requested online by Division financial administrators by **April 15<sup>th</sup>**
  - Requestors are able to edit [previously submitted request](#) until May 29<sup>th</sup>
- **Departmental Sales and Services (DSS) Carry Forward Requests**
  - Fund 14xxx
  - Must be requested online to determine carry forward eligibility by **June 26<sup>th</sup>**.
  - Final carry-forward amount will be determined after year end close
  - All Service Center requests will be reviewed by Grants and Contracts
- Link to [Budget Policies](#) in the Policy Library

# Departmental Budget Clean-Up



- **It's never too early to start (March, May & June BA's)**
  - Align Personal Services and Non-Personal Services (by category: Travel, OSE & Equip) budgets to actuals expenses

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

# More Departmental Budget Clean-Up

- **More Departmental Budget Clean up....**
  - **Revenue** - please ensure that your revenue budget exceeds the actual receipts you expect to receive through the end of the FY. Make your best estimate based on prior year experience
  - Clean up all funds – General Operations, Department Sales and Services (DSS) and Technology Fee balances
  - **DO NOT** leave a deficit in Gen Ops ( State App, Tuition, ICR, Other General) and a balance in DSS - **They will not offset one another**
- **Sponsored Adjustments**
  - Complete sponsored adjustments as early as possible, especially any personal services adjustments
  - Personal Services adjustments impact
    - General Operations (Gen Ops) balances
    - Centrally-budgeted fringe benefits the Institute pays

# Final Budget Amendment

- **Final Budget Amendment of FY19** tentatively scheduled for Monday June 8<sup>th</sup> - Friday June 12<sup>th</sup>
- Any questions please contact your [assigned analyst](#) or Lisa Godfrey:
  - Ebony Thompson (4-4338)
  - Isabel Lynch (4-5557)
  - Kevin McConnell (5-5646)
  - Scott Mussak (4-5560)



# Questions - Budgets

- Will training be provided for those who are new to this process?



# **Fiscal Year-End Closing Review Checklist**

**Nate Watkins**

**ERP System Analyst Lead, Academic and Research**

# How to Confirm Items on Checklist?

- Fiscal Year-End Closeout User Guide
- Report tools and definitions
  - Understanding report concepts
  - Terminology
- List of common reports and useful prompts
  - Set of instructions on using various reports
- Specific reports to run by checklist section
- Primary goal: Clean up outstanding transactions and balance books

# Fiscal Year-End Closeout User Guide



## Fiscal Year-End Closeout User Guide

### Fiscal Year-End Closeout User Guide



#### Table of Contents

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#### Financial Transaction Reports in Workday

Report Name	Expense Budgetary Balance Report – GTCR (EBBR)
Description	This report displays budget-to-actuals basis report displaying activity by ledger account and ledger account grouping.
How to Use	The report displays data in a summarized format to give a mid-level overview of balances for the selected worktags. To see additional details, use the drilling features, which can also be used to export data. If worktags for the report are across several organizations, such as a gift with multiple allocations (designated worktags), select all relevant organizations in the Organization prompt.
Prompts	<ul style="list-style-type: none"><li>Company – Defaults to Georgia Institute of Technology (C0503)</li><li>Organization – Select the organization(s) to report on. If results are not as expected, choose All Cost Centers.</li><li>Period – Defaults to current Accounting Period</li><li>Time Period – Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date.</li><li>Budget Structure – Defaults to oneBudget Structure. Users can select other budget structures for which they may want to run the report. Note – The Award Budget Structure is not available for this report.</li><li>Book – Defaults to Common. Do not change.</li><li>Worktags – Input specific driver worktags or related worktags.</li><li>Budget Reference – Defaults to current budget reference. Change this prompt if you want to run the report for prior year transactions.</li><li>Additional Options – Defaults to "Report by Accounting Date using Plan Structure". Do not change this. The user can choose "Include Reserved Journals" if they want to see transactions "in progress" on the report.</li></ul>
Results	Results are displayed on the screen in outline format. Click on the arrows prompts next to Ledger Account Group to see more specific ledger account balances. The amounts for Budgets, Commitments, Obligations, Actuals and Balance are drillable. Use the "View-By" criteria to change how the data is displayed.

#### Purchase Orders and Obligations

Purpose: Purchase orders are a contractual obligation between Georgia Tech and the supplier. All open POs are part of our carryforward obligation and represent a liability to the Institute. It's important to close all open POs that are not needed for the next fiscal year.

##### Tasks:

- Any/all prior year and current year open purchase order (PO) obligations have been reviewed for validity via the "Open Obligation Campus – CR" report.
  - Run Open Obligation Campus
  - Review purchase orders and determine which can be closed
  - Extract report, note closures, send to Procurement via ServiceNow
- Did your department/unit have any PO changes (i.e. additional lines, increase/decrease amount, account/driver worktag changes, etc.) or PO obligation closures at year end? If yes, please answer the question below.
  - Have all PO changes been submitted to Procurement and Business Services for year-end PO obligation adjustments?
    - Review department records for needed PO changes
    - Run Find Requisitions by Organization
    - Determine whether all necessary requisitions have been submitted

##### Reports:

Activity	Reports	Report Description
Open POs resolved	Open Obligation Campus - CR	View open POs and amounts remaining
Open POs resolved	Find Purchase Order by Organization - CR	Track purchase orders
Open POs resolved	Find Purchase Order Lines and Line Splits by Organization - CR	See more detail on purchase orders
Requisitions submitted & resolved	Find Requisitions by Organization - CR	Track requisitions
Open PO balances resolved	Purchase Order Line Obligation Report for Campus - CR	Find PO liquidation errors for resolution
Open Requisition balances resolved	Requisition Line Commitment Report for Campus - CR	Find requisition liquidation errors for resolution

# Year End Webinars!

- **Reconciliation Troubleshooting**
  - Wednesday, April 8<sup>th</sup> from 1-3pm
  - Answer FAQs
  - Walk through reports to align balances
- Detailed Year-End webinars in mid-late April

# **Appendix**

## **Financial Accounting**

## **Grants and Contracts**

## **Campus Guidance Policy Review**

## **Workday Policy Review**

# **Financial Accounting Update**

**Carol Gibson**

**Institute Controller and Chief Accounting Officer**

# Journal Entry Compliance



- All journal entries are **required** to have at least one approval
- Journals that charge balance sheet or salary/fringe ledger accounts require additional review and approval from the Controllers' Office
- Adequate documentation must be uploaded to support the entry
  - Invoice
  - Receipt
  - Email requesting change
- Documentation must be able to pass an audit
- Control total must match up to backup documentation

# Journal Entry Matrix

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>



# Add Program for COVID-19 (PG00001) to Transactions

SOURCE	TYPE OF MOVE	JOURNAL TO USE
<b>Spend Authorization</b> AUTH-XXXXXXX	*Change Driver Worktag: -Move entire dollar amount -Move partial dollar amount *Add Program to expense	Find Spend Authorizations → Related Action → Spend Authorization → Change
<b>Expense Report</b> EXP-XXXXXXX	*Change Driver Worktag: -Move entire dollar amount *Add Program to expense	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 amount	If Paid → Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul> If Not Paid → Edit transaction, re-submit
<b>Payroll/Salary</b> PAY_YYYYMMDD_01 EDR_YYYYMMDD_01	*Change Driver Worktag: -Move entire dollar amount -Move partial dollar amount *No option to add Program to salary expense in Workday	oneUSG Connect → Express Direct Retro
<b>Procurement Card Verification</b> PCV-XXXXXXX	*Change Driver Worktag: -Move entire dollar amount -Move partial dollar amount *Add Program to PCD expense	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 amount -Move partial dollar amount *Add Program to purchase	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 amount -Move partial dollar amount *Add Program to purchase	Enter a Change Order Requisition
<b>Supplier Invoice</b> INV-XXXXXXX	*Change Driver Worktag: -Move entire dollar amount *Add Program to expense	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg</li> </ul>
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<b>Other Accounting Transaction</b> JE-XXXXXXXXXX BAN_YYYYMMDD_01 COM_YYYYMMDD_02 OIT_YYYYMMDD_03	*Change Driver Worktag: -Move entire dollar amount -Move partial dollar amount *Add Program to expense	Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>

# Add Program for COVID-19 (PG00001) to Transactions

## Document Information

Company C0503 Georgia Institute of Technology

Document Date 10/19/2019

Transaction Currency USD

Total Transaction Amount 833.40

Lines Accounting Adjustment Attachments

Lines 9 items

Proposed Adjustment Worktags							Billab
	Gift	Designated	GTRI Charge Code	Custodial Entity	Program	*Additional Worktags	
		X DE00006836 CON - Office Of the Controller				X Assignee: Lee Wates - lw150 X Budget Reference: FY20 X Class: CL11500 Indirect Cost Recovery X Cost Center: CC000311 CON - Office Of the Controller X Function: FN16200 Fiscal Operations <a href="#">MORE (2)</a>	

# Balance Sheet Reconciliations

- ☐ GT is required to reconcile all balance sheet accounts regularly
  - Asset Accounts – Cash in Bank, Petty Cash, A/R, Capital Assets, etc.
  - Liability Accounts – Payables, Deferred Revenue, Deposits, etc.
  - Fund Balance Accounts – Reserves, Fund Balance
- ☐ Units are required to submit June 30<sup>th</sup> recon for the annual audit
- ☐ State Auditors review reconciliations each year
- ☐ Audit deficiencies are noted when accounts are not reconciled
- ☐ Controller's Office has list of all balance sheet accounts and the responsible custodian



# Ethics Point Hotline

- Report issues of non-compliance, fraud, waste, abuse, etc. to EthicsPoint Hotline
- Phone: 866-294-5565
- Web:  
<https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>

**When one of us is not compliant,  
Georgia Tech is not compliant!!**



# Grants and Contracts Update

**Sandy Mason**  
Senior Director

# Workday Grants Reminders

## Spend Restrictions and Custom Validations

- Leverage Workday to manage large/varied portfolios more timely and accurately
- Prevent certain unallowable expenditures (past term, foreign travel, etc)
  - No new spend authorizations or requisitions after award end date
  - All existing authorizations must post within 75 days of award end date
  - Utilize no cost extensions 90 days before award end date
- Alert administrators of high risk transactions (late term transactions)
  - 30 days before award end date
  - 75 days after award end date
- NOTE: Past term transactions continue to be problematic in submitting final invoices to sponsors within deadlines
- Shift from audit support and reactive review to training and proactive review



# Workday Grants Reminders

## Spend Restrictions and Custom Validations

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- NOTE: Past term transactions continue to be problematic in submitting final invoices to sponsors within deadlines
- Shift from audit support and reactive review to training and proactive review



# Workday Grants Reminders

## Incremental Funding Procedure

- Sponsor/PTE initiates a multi-year grant in increments
- Funding gap occurs
  - For example, year 1 POP ends 6/30 and year 2 funding Mod not received until 8/15
- Workday Financials controls automatically restrict initiation of new procurement actions after the award end date
  - In our example, from 6/30 until the Mod is processed by OSP and GCA, new spending to the award/grant cannot be initiated

**PTE** = Pass-Through Entity

**POP** = Period of Performance

**MOD** = Modification

**OSP** = Office of Sponsored Programs

**GCA** = Office of Grants & Contracts Accounting



# Workday Grants Reminders


## Incremental Funding Procedure

- Use Workday Create Request function (Change Grant Attributes) should be used to request a status change from Closeout to “Central Administrative Review”
  - Unit financial administrative staff submits request in Workday
  - Requires documentation that modification is pending, for example:
    - Email from PTE’s OSP stating it is in process
    - Email from Sponsor or PTE’s PI declaring intent to fund
  - Once approved, allows spending to continue
  - Charges during this period are:
    - Unbillable, but subject to audit
    - At risk and the responsibility of the PI and Unit if additional funding is not awarded

# SABER Tips and Tricks

**Question:** How do I view just the Sponsored portion of myAward, not the cost share (or vice versa)?

**Answer:** Use the Grant Hierarchy field to filter.



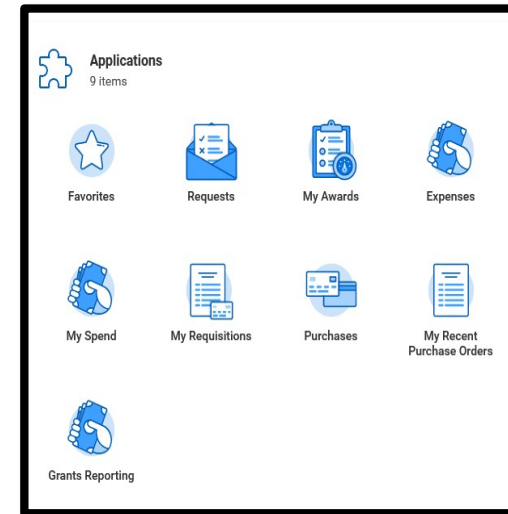
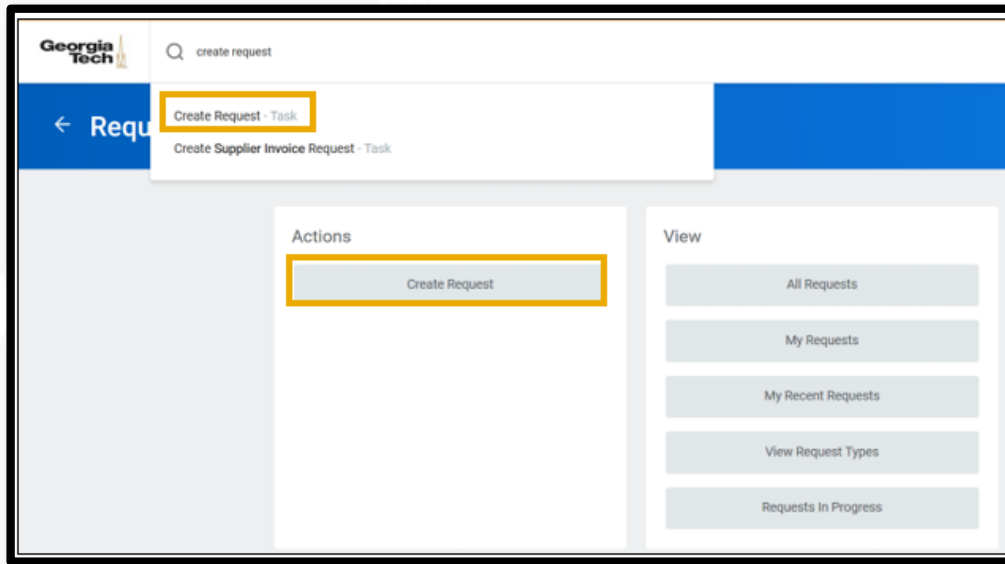
Grant Hierarchy × Federal Grants ⋮

Grant Hierarchy × Cost Share Resident Instruction ⋮

# Workday Grants Reminders

## Requesting New Award Lines/Grants

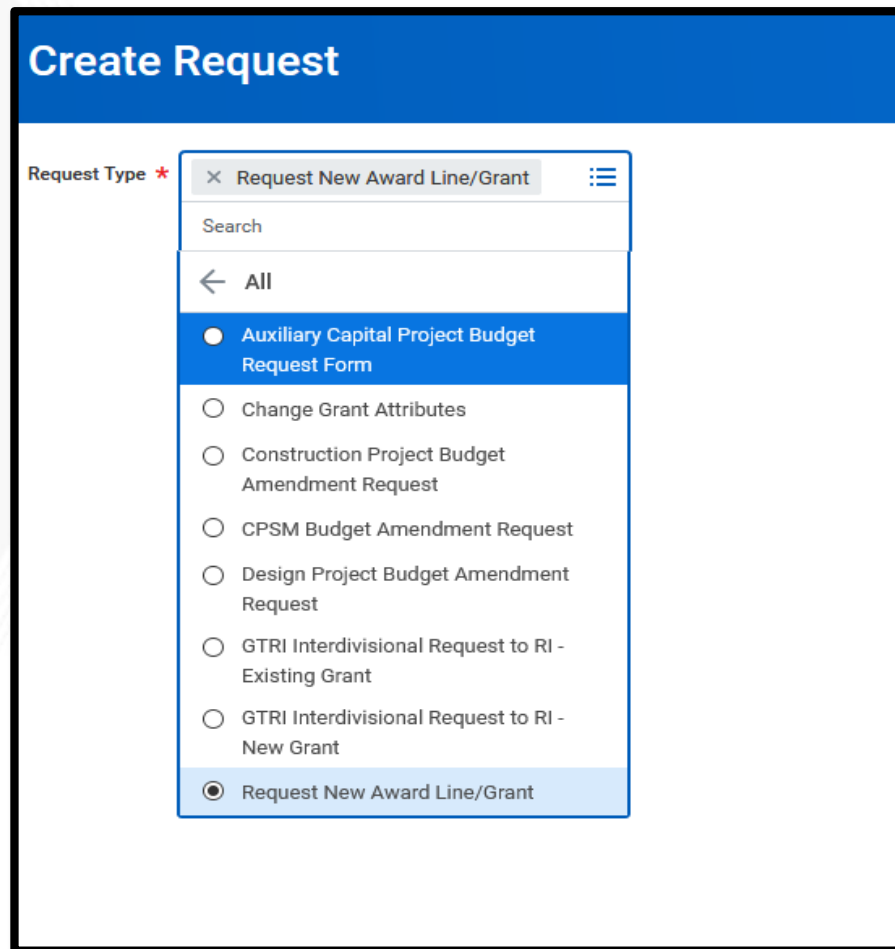
❑ Select **Create Request** from the search bar or select the **Requests** worklet on the homepage.



# Workday Grants Reminders

## Requesting New Award Lines/Grants (continued)

- ❑ Select Request New Award Line/Grant from the Request Type field.



The screenshot shows the 'Create Request' form in Workday. The 'Request Type' field is highlighted with a red asterisk, indicating it is required. The dropdown menu is open, showing a list of request types. The 'Request New Award Line/Grant' option is selected, indicated by a blue highlight and a radio button. Other options include 'Auxiliary Capital Project Budget Request Form', 'Change Grant Attributes', 'Construction Project Budget Amendment Request', 'CPSM Budget Amendment Request', 'Design Project Budget Amendment Request', 'GTRI Interdivisional Request to RI - Existing Grant', and 'GTRI Interdivisional Request to RI - New Grant'.

**Create Request**

Request Type \*

Search

← All

- ☒ Auxiliary Capital Project Budget Request Form
- ☐ Change Grant Attributes
- ☐ Construction Project Budget Amendment Request
- ☐ CPSM Budget Amendment Request
- ☐ Design Project Budget Amendment Request
- ☐ GTRI Interdivisional Request to RI - Existing Grant
- ☐ GTRI Interdivisional Request to RI - New Grant
- ☒ Request New Award Line/Grant

# Workday Grants Reminders

## Requesting New Award Lines/Grants (continued)

- ☐ Select **OK**.
- ☐ Complete the **questionnaire** and select **Submit**.

← Request New Award Line/Grant

Request a new award line and grant on an existing award that is not related to an official amendment.

Describe the Request \*

Please fill out the questionnaire to complete your request. In general we will apply award parameters to this new award line unless otherwise specified below. Contact grants and contracts if you have any questions.

What existing Workday Award Number does this relate to? (Required)

What is the purpose/type of this award line request? The answer you select will be used as the prefix of the grant name. (Required)

☐ Internal Collaboration

☐ Budget Year

☐ Task Order

☐ Cost Share

☐ Subaward

Submit

Save for Later

Cancel

# Workday Grants Reminders

## Requesting New Award Lines/Grants (continued)

- ☐ Grants & Contracts Accounting will receive the request at which time they can **Save for Later**, **Send Back** to the requestor or **Complete** set-up of changes to the existing grant and Submit.
- ☐ Once Grants & Contracts submits, the requestor will receive a notification that the request is complete. You may also view the status by navigating to My Requests from the Requests worklet on the home page.

# Workday Grants Reminders

## Finding Award/Award Line/Grant Information not in SABER

- ☐ Grants are not reflected in SABER until a transaction posts (budget, commitment, obligation, or expense)
  - ☐ This is more common for Cost Share or Subaward Grants
- ☐ When looking to see if a Grant has been set up, search for the Award number in the Workday search bar

# Workday Grants Reminders

## ❑ Example – AWD-000636

Q awd-000636

### Results

Search Results 1 items

Grants

AWD-000636: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA 09/01/2019 (version 0) Award

**\*\*Search for the award**

2 items

Award	Grant	Award Sponsor	Award PI	Award Lifecycle Status	Award End Date	Months Left for Award	Grant PI	Grant Manager	Grant Lifecycle Status	Grant End Date	Months Left for Grant	F&A Rate	Original Budget	Amendments	Current Budget	Actuals
AWD-000636: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA 09/01/2019 (version 0)	GR00002887 PRIME: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA	THE U.S. RUSSIA FOUNDATION/WASHINGTON, DC		Active	08/31/2021	17			Active	08/31/2021	17	15.00%	\$149,935.00		\$149,935.00	\$9,832.58
Total		THE U.S. RUSSIA FOUNDATION/WASHINGTON, DC		Active	08/31/2021				Active	08/31/2021			\$149,935.00		\$149,935.00	\$9,832.58

<

Report Run on: 02/12/2020 09:55 AM

**\*\*Notice there is no cost share grant listed in SABER**



# Workday Grants Reminders

## AWD-000636: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA 09/01/2019 (version

Sponsor Award Reference Number 19-MAY-17-GIT

Sponsor Direct Cost / Sponsor Facilities And Administration 130,378.00 / 19,557.00

Sponsor THE U.S. RUSSIA FOUNDATION/WASHINGTON, DC

Cost Share Total 32,986.00

Overview **Award Lines** Budget Award Tasks Billing & Receivables Additional Data Additional Reports Set Up & History

**Award Lines Overview** Award Line Summary Award Lines GT Award Lines Custom Objects

2 items

Contract Line	Line Number	Status	Award Line Lifecycle Status	Company	From Date	To Date	Current Amount	Billed Amount	Grant	Billing Schedule
	1	Active	Active	C0503 Georgia Institute of Technology	09/01/2019	08/31/2021	\$149,935.00	\$20,000.00	GR00002887 PRIME: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA	BILLING_SCHEDULE-3-4823
	2	Active	Active	C0503 Georgia Institute of Technology	09/01/2019	08/31/2021	\$0.00	\$0.00	GR00002888 COST SHARE: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA	

<

# Workday Grants Reminders

**AWD-000636: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA 09/01/2019 (version 0)** Actions

Sponsor Award Reference Number

19-MAY-17-GIT

Sponsor Direct Cost / Sponsor Facilities And Administration

130,378.00 / 19,557.00

Award Contract Dates

09/01/2019 - 08/31/2021

Sponsor

THE U.S. RUSSIA FOUNDATION/WASHINGTON, DC

Cost Share Total

32,986.00

CFDA Number

NA -

Overview

Award Lines

Budget

Award Tasks

Billing & Receivables

Additional Data

Additional Reports

Set Up & History

Award Lines Overview

Award Line Summary

Award Lines

GT Award Lines Custom Objects

Authorized Amount

149,935.00

Entered Line Amount

149,935.00

Viewing:

Click here to sort

GR00002887

149,935.00

PRIME:  
TECHNOLOGY &  
STATECRAFT:  
UNITED STATES &  
RUSSIA

08/31/2021

GR00002888 COST

0.00

SHARE: TECHNOLOGY &  
STATECRAFT: UNITED  
STATES & RUSSIA

08/31/2021

**Award Lines**

Award Line

AWD-000636 RC953100 - Cost Share - F&A Indirect Offset (Line 2)

Line Number

2

Billed Amount

0.00

Line Status

Active

**Line Item Details**

Company

CO503 Georgia Institute of Technology

Line Type

Cost Reimbursable

Primary

Grant

GR00002888 COST SHARE: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA

Line Amount

0.00

Revenue Category

RC953100 - Cost Share - F&A Indirect Offset

Award Line Lifecycle Status

Active

Spend Restriction

(empty)

Line Item Description

(empty)

Deferred Revenue

No

Line CFDA Number

NA -

Line CFDA Description

(empty)

**Facilities And Administration**

Current Rate

15.00%

Rate Agreement

Common Exceptions (07/01/2017)

Basis Type

MTDC

Object Class Set

Georgia Tech

Cost Rate Type

On Campus Private 15%

Exception

(empty)

Revenue Allocation Profile

Generate F&A on Cost Share

Basis Limit

(empty)

**Additional Information**

From Date

09/01/2019

To Date

08/31/2021

Memo

(empty)

\*Fund

FD10000 State Appropriations - Education General

\*Cost Center

CC000289 INTAFF - IAC/INTAFF - Ivan Allen College - School of International Affairs of International Affairs

\*Function

FN12120 Cost Sharing - Indiv or Project Research

\*Class

CL11200 State Appropriations

\*Budget Reference

FY20

Additional Worktags

(empty)

Subrecipient

(empty)

Line Federal Award Id Number

(empty)

CREATING THE NEXT

# **Campus Guidance Project & Workday Policy Review**

**Amy Herron**  
Associate Controller

# APPENDIX

## Campus Guidance Project – Policy Review

**With Institute Policy Manager for review**

Travel Authorization	Meals
Travel Reimbursement	Lodging
Ground Transportation	Non-Employee Travel
Rental Vehicles	Retreats & Campus Workshops
Trips which include Annual Leave or Personal Leave	Purchase of Gifts for Employees & Students
Air Travel	Vendor Gifts & Gratuities

**Feedback received from USG**

GTRI Policy 7005.4 – PhD Support

**Awaiting feedback from USG\*\*\***

Payment or Reimbursement for Professional Licenses & Certifications

Payment or Reimbursement for Professional Memberships

**\*\*\*GT operating per previous guidance received from USG**

# **APPENDIX**

## **Workday Financials - Policy Review**

### **With Institute Policy Manager for Review**

<b>Accounts Payable</b>
<b>Budgets</b>
<b>Grants &amp; Contracts (1/2 submitted)</b>
<b>Procurement</b>
<b>Travel</b>

### **Review in Progress by GT Functional Area**

<b>Controller's Office</b>
<b>Grants &amp; Contracts (1/2 remaining)</b>



# APPENDIX

## Allowable Cost Matrix

- Where are we?
  - Under review by Institute Controller & Associate Controller
- Publication
  - Target – No later than June 30

GEORGIA INSTITUTE OF TECHNOLOGY Allowable Cost Matrix																
TYPE OF EXPENSE	GEN OPS STATE APPROP  FUND CODES 10010, 11025 and 11041	GEN OPS IND COST RECOVERY  FUND CODES 10015, 11021 and 11035	GEN OPS TECHNOLOGY FEE  FUND CODE 10016	GEN OPS TUITION  FUND CODE 10500	GEN OPS OTHER GENERAL  FUND CODES 10600 and 11045	AUX SVCS OPERATING  FUND CODES 12xxx	STUDENT ACTIVITIES  FUND CODES 13xxx	GT PROF ED  FUND CODES 14000, 14217, 14220	DEPT SALES & SERVICES  DSS  FUND CODES 14xxx	UNEXP. PLANT  FUND CODE 50080	AUX SVCS RENEWAL & REPLCMNT  FUND CODES 51xxx	AGENCY  FUND CODES 6xxxx	SPONSORED  FUND CODES Axxxx - Zxxxx	COST SHARE  Program Code ends in '20'	FOUNDATION  GTF  Non-GTRI projects have '5' or '6' in 4th digit & 'GTF' in project desc	RSCH CORP  GTRC  Project ID has class code between 64050 and 64069
Travel of Employees - Reimbursable Expenses (baggage fees & handling, linen, laundry, copy services, etc) -Travel Policy 6.9 - <a href="http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses">http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses</a>	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO Travel is only allowed on agency funds for approved student related trips	Only if allowed by Grant/Prgm	Only if allowed by Grant/Prgm	Only if allowed by GTF Fund  Pay via GT AP	Only if allowed by GTRC Fund  Pay via GT AP
Travel of Employees - Airfare - Business Class -Travel Policy 6.6 - <a href="http://www.policylibrary.gatech.edu/business-finance/air-transportation">http://www.policylibrary.gatech.edu/business-finance/air-transportation</a>	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	NO	NO	NO	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	Only if allowed by GTF Fund  Pay via GT AP	NO
Travel of Employees - Airfare - First Class -Travel Policy 6.6 - <a href="http://www.policylibrary.gatech.edu/business-finance/air-transportation">http://www.policylibrary.gatech.edu/business-finance/air-transportation</a>	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	YES Must meet exception guidelines listed in Air Transportation policy	NO	NO	NO	NO	YES Must meet exception guidelines listed in Air Transportation policy	Only if allowed by Grant/Prgm Must follow restrictions in Air Transportation policy	Only if allowed by GTF Fund  Pay via GT AP	NO
Travel of Employees - Airline Memberships -Travel Policy 6.9 - <a href="http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses">http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses</a>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	Only if allowed by GTF Fund  Pay via GTF	Only if allowed by GTRC Fund  Pay via GTRC