FY2021
YEAR-END TOWN HALL MEETING

Tuesday, March 23, 2021
9am to 12:30pm
BlueJeans
## Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Remarks</td>
<td>Kelly Fox</td>
</tr>
<tr>
<td>Closeout &amp; Financial Accounting</td>
<td>Carol Gibson</td>
</tr>
<tr>
<td>Restricted Gifts</td>
<td>Carol Gibson</td>
</tr>
<tr>
<td>GASB 87 Lease Update</td>
<td>Amy Herron</td>
</tr>
<tr>
<td>Payroll</td>
<td>Angela Petty</td>
</tr>
<tr>
<td>AdminX</td>
<td>Jennifer Herazy</td>
</tr>
<tr>
<td>Commitment Accounting</td>
<td>Terryl Barnes</td>
</tr>
<tr>
<td><strong>Break – 10 minutes</strong></td>
<td></td>
</tr>
<tr>
<td>Procurement &amp; PCard</td>
<td>Ajay Patel</td>
</tr>
<tr>
<td>Supplier Accounts &amp; Travel</td>
<td>Abbie Coker</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>Josh Rosenberg</td>
</tr>
<tr>
<td>Budget</td>
<td>Jamie Fernandes and Isabel Lynch</td>
</tr>
<tr>
<td>Managing Institute Finances</td>
<td>Nate Watkins</td>
</tr>
<tr>
<td>Year End Compliance Activities</td>
<td>Amry Stanley</td>
</tr>
<tr>
<td>Questions &amp; Closing Remarks</td>
<td>Carol Gibson</td>
</tr>
</tbody>
</table>

Questions should be entered in the Q&A section of BlueJeans and will be addressed by Presenters
Opening Remarks

Kelly Fox
Executive Vice President for Administration & Finance
Closeout & Financial Accounting Update

Carol Gibson
Institute Controller and Chief Accounting Officer
Closeout and Financial Reporting

• **Key Closeout Dates**
  - Closeout Memo/Schedule/Calendar
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End

• **Year-End Closing Review Checklist**

• **Financial Reporting Deadlines**
  - Budgetary Compliance Report (BCR) due ~ Mid August
  - Annual Financial Report (AFR) due ~ Mid August
  - Annual Expenditure Report (AER) due ~ End of August
  - AFR with Component Units due ~ Mid September
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

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TYPE OF MOVE</th>
<th>JOURNAL TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>Operational Journal Accounting Adjustment</td>
</tr>
<tr>
<td>EXP-XXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td>• Find Expense Reports by Organization → Related Action → Accounting → Adjust Acctg</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td>If Paid → Accounting Journal</td>
</tr>
<tr>
<td></td>
<td>*Change expense item cat</td>
<td>• Create Journal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Not Paid → Edit transaction and re-submit</td>
</tr>
<tr>
<td>Payroll/Salary</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>oneUSG Connect → Express Direct Retro</td>
</tr>
<tr>
<td>PAY_YYYYYMMDD_01</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td></td>
</tr>
<tr>
<td>EDR_YYYYYMMDD_01</td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Procurement Card Verification</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>Accounting Journal</td>
</tr>
<tr>
<td>PCV-XXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td>• Create Journal</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Purchase Order (Bill Only and Catalog)</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>Adjust transaction after payment</td>
</tr>
<tr>
<td>PO-XXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td>• See Supplier Invoice</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Purchase Order (All Other)</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>Enter a Change Order Requisition</td>
</tr>
<tr>
<td>PO-XXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>Operational Journal Accounting Adjustment</td>
</tr>
<tr>
<td>INV-XXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td>• Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td>If Paid → Accounting Journal</td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td>• Create Journal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Not Paid → Edit transaction and re-submit</td>
</tr>
<tr>
<td>Other Accounting Transaction</td>
<td>*Change Driver Worktag: Move entire dollar amt</td>
<td>Accounting Journal</td>
</tr>
<tr>
<td>JE-XXXXXXXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar amt</td>
<td>• Create Journal</td>
</tr>
<tr>
<td>BAN_YYYYYMMDD_01</td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td>COM_YYYYYMMDD_02</td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>OIT_YYYYYMMDD_03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 required to submit June 30 recon for annual audit
- State Auditors review reconciliations each year
- Audit deficiencies are noted when accounts are not reconciled
- Controller’s Office maintains a list of all balance sheet ledger 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!!
Georgia Department of Audits and Accounts
Has Conferred Upon
GEORGIA INSTITUTE OF TECHNOLOGY
for the fiscal year ended June 30, 2019 the
Award of Distinction for Excellent Financial Reporting

An award of distinction is presented to organizations that submit quality financial statements and supporting documentation in a timely manner, whose annual financial report is given an unmodified audit opinion and is free of any significant deficiencies or material weaknesses, and comply with all Transparency in Government Act requirements.

Jennifer Thomas
STATE OF GEORGIA
STATE AUDITOR
Restricted Gifts Update

Carol Gibson
Institute Controller and Chief Accounting Officer
Restricted Gifts Update

• **GTF Restricted Gifts**
  - GTF Number is now the Main Gift Number
  - A separate Gift must be set up for every Foundation gift

• **All Restricted Gifts (GTF, GTRC)**
  - Sub-Gifts are Designated (DE) or Grant (GR) Worktag
    - Main gift number is a related worktag to the DE or GR
    - DE Worktag cannot be set up without main gift being setup first
Controller’s Office is working to reconcile GTF Gifts to Foundation records
ServiceNow – Resolution for requests in progress

Key Reminders

<table>
<thead>
<tr>
<th>BUDGETS</th>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot transfer budgets from one GTF Gift to another GTF Gift</td>
<td>Can transfer CY or PY expenses from GTF Gift to another GTF gift or another Driver Worktag</td>
</tr>
<tr>
<td>Can transfer budgets from one GTF Gift to associated Designated Worktag</td>
<td>Can transfer PY expenses on sponsored funds (FD2xxxx) to GTF Gift</td>
</tr>
<tr>
<td>Cannot transfer PY expenses on non-sponsored funds (not like FD2xxxx) to GTF Gift</td>
<td>Cannot transfer PY expenses on non-sponsored funds (not like FD2xxxx) to GTF Gift</td>
</tr>
</tbody>
</table>
### KEY REPORTS FOR RESTRICTED GIFTS

1. Other Funding Sources – Funding by Gift and Designated – CR
2. EBBR - Expense Budgetary Balance Report – GTCR
3. Expense Budgetary Balance Report Transaction Detail - GTCR
4. Find Journal Lines – CR
5. Find Budget Lines – GTCR
6. Gift Budget Report - GTCR
7. View Budget
8. Current Budget

### NOTES FOR RUNNING GIFT REPORTS

1. Workday Reports - Always use “Gift Budget Structure”
2. Workday Reports – Always specify “Budget Name” (i.e. GF & GTF, GTRC)
3. Workday Reports – Do not specify a Budget Ref
4. EBBR on Lite – Select “All Budget Refs” (i.e. BR21, BR20, BR19)
GASB 87: New Accounting Standard for Leases

Amy Herron
Associate Controller
What is GASB?

- GASB is the acronym for Governmental Accounting Standards Board.
- This organization establishes authoritative accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).
- Georgia Tech is required to follow GASB standards for compliance with generally accepted accounting principles (GAAP).

Basis of Accounting and Financial Statement Presentation

The financial statements have been prepared in accordance with generally accepted accounting principles (GAAP) as prescribed by the GASB and are presented as required by these standards to provide a comprehensive, entity-wide perspective of the Institute’s assets, deferred outflows, liabilities, deferred inflows, net position, revenues, expenses, changes in net position and cash flows.
## Capital Leases vs. Operating Leases

<table>
<thead>
<tr>
<th>Capital Lease</th>
<th>Operating Lease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Tech will own the asset at the end of the lease.</td>
<td>Georgia Tech will not own the asset at the end of lease.</td>
</tr>
<tr>
<td>Georgia Tech has ~ 15 buildings that are capital leases.</td>
<td>Georgia Tech has ~ 60 operating leases for the use of space.</td>
</tr>
<tr>
<td>Current accounting - Buildings are recorded as assets and lease is recorded as a long-term liability.</td>
<td>Current accounting – Assets are not recorded and lease payments are recorded as rent expense.</td>
</tr>
<tr>
<td>No significant changes to capital leases with GASB 87.</td>
<td>Significant change to operating leases with GASB 87.</td>
</tr>
</tbody>
</table>
GASB 87 Change

- Operating leases will be recorded as **Right to Use Assets** and **Lease Liabilities** on the Statement of Net Position.

- GASB made this change so that readers of financial statements would be able to see the assets and the debt associated with these leases.
GASB 87 Implementation

• The effective date of this change is **July 1, 2021**.
• The impact of the change will be in FY2022.
• Steps to implementation:
  • For known leases:
    • Reviewing for impact.
    • Documenting review on GASB 87 determination form.
    • Calculating present value of lease payments.
  • For potential leases:
    • Reviewing General Ledger for payments to identify potential leases.
    • Reviewing Workday process for lease accounting.
    • Participating in recurring meetings with USG schools.
GASB 87 Future Impact on Campus Users

• Fiscal Year-End Closing Review Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**XIII. LEASES WITH EXTERNAL ENTITIES**

a. Has your unit entered into a lease or a contract with an external entity or use of an asset?
   i. Example – Rental/lease agreement allowing Georgia Tech to use a piece of equipment
   ii. Example - Rental/lease agreement allowing Georgia Tech to use office or research space

b. Has your unit entered into a lease or a contract that allows an external entity the right to use an Institute asset?
   i. Example - Rental/lease agreement allowing an external entity to use office or research space in an Institute building

c. If yes to either A or B, please provide information about the contract including the name of the external entity, driver worktag, description of the asset(s), copy of the contract, PO number, etc.

Explanation/Disclosure:

• The goal is to identify leases and review for GASB 87 impact on the front-end.
  • Reviewing procedures for leases at USG schools.
  • Discussing ways to identify leases on the front-end.
Payroll Update

Angela Petty
Manager, Payroll Operations
Payroll Update

Agenda

• OneUSG Connect Release 6.22
• Year End Processing Dates
Go Live Date for One USG Connect Release 6.22 – Fluid Time and Absence
April 11, 2021

• The Fluid Time and Absence design provides a more modern, responsive user interface.

• This Fluid Time and Absence update will impact:
  • All employees (With the exception of GTRI)
  • Web Clock Users
  • Multiple Jobs on Campus
  • Leave Benefits Eligible
  • Reports to Manager/Time and Absence Approver

• Implementation Date – April 11, 2021

• OneUSG Connect will be unavailable at 11:15 p.m., Friday April 9, 2021 until 7 a.m. Sunday April 11, 2021
  • W-2 and pay statements will be unavailable for viewing and printing
Payroll Update - OneUSG Connect Release 6.22

Release 6.22 Time and Absence Interface Changes:

- Fluid Interface
- Updated Homepages and Tiles
- New Dashboard
- Updated Layouts
- Added Absence Attachment Functionality
- Updated Tile and Absence Icon
Employees - New Time and Absence Dashboard

Prior to Release 6.22

- Weekly Timesheet
- Exceptions
- Payable Time Summary
- Payable Time Detail
- Time and Labor Launch Pad
- Request Absence
- Absence Balances
- Absence Request History
- Extended Absence Request
- Extended Absence History

After Release 6.22

- Time Summary
  - 03/07/21 - 03/20/21
  - Code Not Specified
  - 10.50
  - 8.00 Hours
- Weekly Timesheet
  - 03/07/21 - 03/20/21
  - Reported 10.50
  - Scheduled 80.00
- Payable Time
  - Last Time Period 02/21/21 - 03/06/21
  - Total Hours 82.45 Hours
  - Estimated Gross 2533.470 USD
- Exceptions
  - 0
- Request Absence
- View Absence Requests
- Cancel Absences
- Absence Balances
- Extended Absence Request
Managers/Approvers – Updated Team Time Tile

Prior to Release 6.22

After Release 6.22
Online Timesheet

Prior to 6.22 Release

After 6.22 Release
Payroll Update – Training Dates

Release 6.22 Training Dates

• 3/25/2021 - OneUSG Connect Release 6.22 Info Session
• 3/30/2021 - OneUSG Connect Release 6.22 Info Session
• 4/06/2021 - How To Enter a Leave Request
• 4/06/2021 - How To Enter Time with Web Clock
• 4/07/2021 - How To Enter Time with Online Timesheet
• 4/08/2021 - Manager Self Service (MSS): What’s New in Time and Absence
• 4/12/2021 - How To Enter Time with Web Clock
• 4/13/2021 - How To Enter Time with Online Timesheet
• 4/14/2021 - Manager Self Service (MSS): What’s New in Time and Absence

For more information visit:
https://transformation.gatech.edu/Release622
## Payroll Update

### Bi-Weekly (Non-exempt) Payroll

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Level 1 &amp; 2</th>
<th>Level 3 &amp; 4</th>
<th>Supplemental Pay Level 4</th>
<th>Supplemental Pay Transactions Due to GTHR Level 5</th>
<th>MGR Absence/Time Approval by 10am</th>
<th>Payroll Processed</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/30/21</td>
<td>06/12/21</td>
<td>05/14/21</td>
<td>05/21/21</td>
<td>05/31/21</td>
<td>06/07/21</td>
<td>06/14/21</td>
<td>06/14/21</td>
<td>06/18/21</td>
</tr>
<tr>
<td>06/13/21</td>
<td>06/26/21</td>
<td>05/28/21</td>
<td>06/04/21</td>
<td>06/14/21</td>
<td>06/21/21</td>
<td>06/28/21</td>
<td>06/28/21</td>
<td>07/02/21</td>
</tr>
<tr>
<td>06/27/21</td>
<td>07/10/21</td>
<td>06/11/21</td>
<td>06/18/21</td>
<td>06/29/21</td>
<td>07/06/21</td>
<td>07/12/21</td>
<td>07/12/21</td>
<td>07/16/21</td>
</tr>
</tbody>
</table>

### Monthly (Exempt) Payroll

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Level 1 &amp; 2</th>
<th>Level 3 &amp; 4</th>
<th>Supplemental Pay Level 4</th>
<th>Supplemental Pay Transactions Due to GTHR Level 5</th>
<th>Payroll Processed</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/21</td>
<td>06/30/21</td>
<td>05/24/21</td>
<td>06/09/21</td>
<td>06/11/21</td>
<td>06/16/21</td>
<td>06/23/21</td>
<td>06/30/21</td>
</tr>
</tbody>
</table>

### Final FY 21 Off-Cycle Requests – Due in ServiceNow by June 17th
Administrative Excellence (AdminX)

Jennifer Herazy
Chief Administrative Officer – Academics & Research

The information delivered within this presentation is accurate as of 03/23/21.
Administrative Services at Georgia Tech: Current State

**Technology**
- New administrative, finance, and HR systems implemented
- Automated workflows and electronic signatures supported
- Self-Service (ServiceNow) tools available
- Improved reporting and metrics

**Process**
- Significantly increased volume of transactions
- Anticipated efficiencies not yet realized
- Greater service orientation desired
- Some standardization of processes across the Institute
- Strong need for process optimization across the board

**People**
- Increased administrative workload
  - Limits ability to focus on strategic initiatives and mission-critical tasks
  - Has led to units adding positions or setting higher expectations for fewer administrative staff
  - Creates stress and frustration
What is Administrative Excellence?

A multi-year, Institute-wide initiative focused on creating positive experiences for our faculty, staff, and student employees in completing routine administrative activities through more effective and efficient administrative structures, processes, and systems.

The Vision

Effective and efficient administrative services will enable our students, faculty, and staff to maintain a focus on our core Institute mission: *to develop leaders who advance technology and improve the human condition*. 
What We Strive to Achieve

Efficient & Effective Processes

Achieve administrative process improvements while maximizing the value of Georgia Tech’s new financial, human resources and service support systems.

Continuous Assessment & Improvement

Create a sense of community and collaborative culture that is focused on constantly evaluating the efficacy of our efforts and improving through engagement of community input and involvement.

Enhanced Customer Service

Improve the delivery of common, routine, and high-volume administrative services by delivering these activities through an administrative services center that is developed with the customer in mind.

System Support and Integration

Administrative Services Delivery

Process Improvement and Policy Alignment
Step One: Improve Processes

Current Improvement Efforts

- Academic & Research Priorities (led by ERP)
- Student Hiring Improvement Project (led by GTHR)
- Faculty Hiring Improvement (led by Faculty Affairs)
Georgia Tech Administrative Service Center (ASC)

New department designed to serve campus users by:

- Handling requests to fulfill routine, high-volume administrative transactions
  - HR
  - Finance
  - Research Administration
  - IT
- Allowing central and local units to shift focus from transactional to transformational activities
- Reducing process cycle times (e.g., procurement, payments, sourcing, billing)
Phased Approach To Implementation

HR and Enterprise Service Desk tasks will be the first onboarded into the ASC in Spring 2022.

SEQUENCING OF REMAINING WAVES TO BE DETERMINED AFTER WAVE 1
- FINANCE
- RESEARCH ADMINISTRATION (POST-AWARD)
- RESEARCH ADMINISTRATION (PRE-AWARD)
- DESKTOP SUPPORT
- CLASSROOM TECHNOLOGY & A/V SUPPORT
Commitment Accounting Update

Terryl Barnes
Commitment Accounting Manager
Commitment Accounting Update

Review Salaries Posted to Undesignated Worktags

- All charges must be cleared by 6/30/2021
- Includes credits / negative amounts
- Charges remaining after the deadline will be moved to cost overrun

EDR Year-end Approval Deadline

- 6/30/2021 4:45 pm NO EXCEPTIONS
- Coordinate with members in the workflow
- Make sure someone is available to approve before adding them into a transaction
# Commitment Accounting Update

<table>
<thead>
<tr>
<th>Year End Close Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 11, 2021</td>
</tr>
<tr>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects (includes cost share)</td>
</tr>
<tr>
<td>June 28, 2021</td>
</tr>
<tr>
<td>Liquidate encumbrances post biweekly accrual</td>
</tr>
<tr>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Last Day for Campus Online EDR Redistributions</td>
</tr>
<tr>
<td>July 12, 2021</td>
</tr>
<tr>
<td>Commitment Accounting Open for FY2022</td>
</tr>
</tbody>
</table>
## Commitment Accounting Update

### Commitment Accounting Training Schedule

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Self-Service: Commitment Accounting</td>
<td>3/31/2021</td>
<td>10am-12pm</td>
<td>Webex</td>
</tr>
</tbody>
</table>
Break – 10 minutes
Procurement and PCard Update

Ajay Patel
Director, Purchasing
## Procurement Update

- Updates to Close Out Memo

<table>
<thead>
<tr>
<th>TYPE OF PURCHASE</th>
<th>AMOUNT</th>
<th>DEADLINE DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed by Contract Officers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO’s for items requiring formal bidding</td>
<td>$25,000 or greater</td>
<td>Thursday, April 1, 2021</td>
<td>5pm</td>
</tr>
<tr>
<td>PO’s for items requiring sole source justification approval from the State</td>
<td>$500,000 or greater</td>
<td>Friday, April 16, 2021</td>
<td>5pm</td>
</tr>
<tr>
<td>($500,000 or greater)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO’s for items requiring sole source justification approval from the State</td>
<td>$25,000 - $499,999</td>
<td>Friday, April 30, 2021</td>
<td>5pm</td>
</tr>
<tr>
<td>($25,000 - $499,999)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO’s for any Commodity/Service on a State or GT Contract</td>
<td>$25,000 or greater</td>
<td>Friday, May 14, 2021</td>
<td>5pm</td>
</tr>
<tr>
<td>PO’s for items not requiring bids but do require Purchasing Review</td>
<td>$2,500 - $24,999</td>
<td>Friday, May 21, 2021</td>
<td>5pm</td>
</tr>
<tr>
<td>(Contract or non-contract)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 18th.
Procurement Update

• PO Closures
  (*excludes Construction and OSP PO’s)
  • Completed

  All purchases orders with a Budget Reference of **BR19** and an open obligation of less than $1000. PLEASE NOTE: This will include those BR19 purchase orders that **ALSO** have BR20 or BR21 lines.

  All purchases orders with a Budget Reference of **BR20** and a total open obligation of less than $250 PLEASE NOTE: this applies to purchase orders that **ONLY** have BR20 lines on them.

  All purchases orders issued prior to October 1 2020, with a Budget Reference of **BR21** and an open obligation of less than $100 (and at least one invoice already paid).

• PO’s will be closed per the closeout memo for BR19/20 and 21
Procurement Update

• No Bid Limit increased to $24,999
  • Order of precedence still applies
  • Please do not split orders
  • PO’s close to the no bid limit will be reviewed closely to ensure PO’s will not be change ordered to exceed $24,999
Procurement Update

• Procurement Website has been updated

• Training
  
  • Training being developed for system and policy training with a target rollout after the new year

  • Once rolled out, training will be mandatory for any RQ reviewers.

  • We recommend all RQ reviewers take the training as a refresher.
Procurement Update

- See procurement website for more information
- Office Hours (Campus)
- Monday -
  - Campus Team 9-11am
    - Departments: HR, Communications, PE
    - Commodities: Professional Services, Hotels/Catering
- Tuesday
  - Scientific Team 9 am - 11 am
  - IT Team 2 - 4 pm.
- Friday -
  - Campus Team 9-11am
    - Departments: Facilities, Housing, GTPD, Parking
    - Commodities: MRO, Office Machines, Misc
Procurement Update

- Office hours (GTRI)
- Monday
  - GTRI: 1-3pm
    - Departments: CIPHER, CMSO, CTO, ELSYS, ESD, ICSD, PMSO, RS, TMD, S2CD
- Tuesday
  - GTRI: 2-4 pm
    - Departments: ACCT, ASL, COMM, OESD, EOSL, ICL, ISD, SISD, SPS
- Wednesday
  - GTRI: 11am-1pm
    - Departments: ACL, ATAS, DDOPS, ECO, FRA, MSD, SEAL SSD, VPDIR, SURPLUS
PCard

- Whittney Haynes is new PCard Manager.
- Process will be similar to last year
- 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 **6/17/2021** must be fully verified by **6/23/2021**
  - All transactions posted between **6/18/2021 - 6/30/2021** must be fully verified by **7/09/2021**
Procurement Update

• Process Improvement
  • AI and RPA Technologies considered

• Goal - Automate sole source decisions

• Extensive IFB conducted for: Evolutionary Intelligent Gathering Hierarchy Tool incorporating Business Algorithms, Logic and Lead times
  • Incorporate AI
  • Deliver quick results
  • Cost effective
Procurement Update

• Awarded to the low cost vendor:
  • Evolutionary
  • Intelligent
  • Gathering
  • Hierarchy
  • Tool – incorporating

• Business
• Algorithms
• Logic and
• Lead times
Questions
Supplier Accounts and Travel

Abbie Coker
Director, Accounts Payable and Travel
Supplier Registration & Supplier Changes

• Deadline to submit new supplier registration through the Supplier Portal is May 14, 2021 at 5pm
• Reminder:
  • Changes to a Supplier Name and Tax ID requires a new registration
  • Supplier Name change but same Tax ID requires a W-9 form
  • All other changes require a new W-9 form in order to make any updates to their records
  • W8BEN for (individuals) or W8BEN-E for (entities)
  • Forms are to be submitted via ServiceNow
Accounts Payable Deadlines

• Deadline to submit invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers is June 11, 2021 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!!
Accounts Payable Deadlines

• The final payment run for fiscal year 2021 is Thursday, June 24, 2021 at 4pm

• Student refund payments from the Bursars Office are to also adhere to this deadline.

• Payments for fiscal year 2022 will resume on Tuesday, July 6, 2021.
How can you help meet the deadline?

- **Send all invoices** in the dept to **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**
  - This will slow down the process

- **Review all invoices** in your department’s WebNow queue

- **Clear** out match exceptions
  - Enter receipts
  - Create change orders
Where are we with outstanding invoices in department WebNow queues:

<table>
<thead>
<tr>
<th>Reason for Past Due</th>
<th>Count of Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO PO</td>
<td>251</td>
</tr>
<tr>
<td>PO CLOSED</td>
<td>33</td>
</tr>
<tr>
<td>PO LINE MISSING</td>
<td>21</td>
</tr>
<tr>
<td>SUBMIT SUPPLIER INVOICE REQUEST</td>
<td>13</td>
</tr>
<tr>
<td>WRONG SUPPLIER</td>
<td>13</td>
</tr>
<tr>
<td>SECOND INVOICE</td>
<td>11</td>
</tr>
<tr>
<td>INACTIVE SUPPLIER</td>
<td>7</td>
</tr>
<tr>
<td>BILL ONLY PO</td>
<td>6</td>
</tr>
<tr>
<td>FNA BR20</td>
<td>5</td>
</tr>
<tr>
<td>INVOICE IN FRENCH</td>
<td>2</td>
</tr>
<tr>
<td>ERROR AWARD PERIOD ENDED</td>
<td>1</td>
</tr>
<tr>
<td>SUBAWARD CREDIT</td>
<td>1</td>
</tr>
<tr>
<td>SUPPLIER NEEDS TO REGISTER</td>
<td>1</td>
</tr>
<tr>
<td>THIRD INVOICE</td>
<td>1</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>366</strong></td>
</tr>
</tbody>
</table>

Please take immediate action in WebNow so invoices can be processed!
How can you help us clear out invoices in WebNow?

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 help clear out invoices in match exception?

- **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.
Where are we with the match exceptions?

<table>
<thead>
<tr>
<th>Match Exception Reason</th>
<th>Count of Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEED RECEIPT</td>
<td>270</td>
</tr>
<tr>
<td>TOLERANCE</td>
<td>83</td>
</tr>
<tr>
<td>BOTH</td>
<td>7</td>
</tr>
<tr>
<td>Grand Total</td>
<td>360</td>
</tr>
</tbody>
</table>

Please take immediate action in so invoices can be processed!
- Enter receipts
- Complete a change order
Travel & Expenses Deadlines

• Deadline to submit expense reports to Expense Partners (Travel Team) to guarantee payment in FY21 is June 11, 2021 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 FY21
  • Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline.

• Expense reports not paid on June 24th will be denied by the Expense Partners, and will need to be re-entered in FY22. Impacted employees or expense preparers for External Committee Members (ECMs) will be notified.

• These expense reports will be paid against FY22 funds
Expense Reports

Reminder: 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

- 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
On Friday June 25, 2021 at 8:00am

- 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** and after that **do not have an expense report associated**, will be reloaded into FY2022 in an approved status.
  - Please note that approval of spend authorizations entered in FY2021 for travel that will occur in FY2022 is in essence approving commitment of FY2022 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 Expenses

- Airfare transactions included on the June 15th AirPlus bill will be paid against FY2021 funds.
- Airfare with a travel date of July 1st or later will be posted to a pre-paid expense account and transferred as a FY2022 expense after July 6, 2021.
- Invoices received with expenses for FY2022 will be paid in FY2021 as prepaid. The expenses will be posted to FY2022 funds after July 6, 2021.
- Invoices with expenses that cross between fiscal years FY2021 and FY2022 will be paid as normal and expensed in FY2021.
- Invoices for license renewals, maintenance agreements, subscriptions, etc. that cross fiscal years should be expensed in the current FY. Journals will be recorded by the Controller’s Office to recognize these expenses in the correct FY for the AFR.
Travel & Expense Internal Audit Review

Audit issues identified:
- Lack of adequate review of travel expenses
- Failure to submit Spend Authorizations and Expense Reports in a timely manner

Corrective Measures:
- Sufficient documentation and justification required for:
  - First class or business class airfare
  - Upgraded rental cars
  - Luxurious ground transportation e.g., Limousine service
- Spend Authorizations must be approved prior to first day of trip
- Expense Reports must be submitted with 10 calendar days of a trip and no longer than 45 calendar days
Unused Airfare Tickets

- Flight cancellations due to COVID-19
- Travel team can request open ticket report from Travel Inc. at any time
- List of unused tickets for each department sent to impacted departments
- Majority have an expiration date of December 31, 2022
- Delta is waiving name changes. Tickets can be changed to any employee
- Southwest unused tickets have been transferred into a voucher
It's fiscal year end, everyone's freaking out and I'm just sitting here like:

I ❤️ Year End 😄😄😄😄 Don’t you???
Grants and Contracts Update

Josh Rosenberg
Senior Director, Grants and Contracts Accounting
Effort Reporting Update

• Terminating Employee ASR available on lite.gatech.edu
  • Employee must have a term date in OneUSG Connect
  • Must be Signed by employee and Financial Manager
  • Return Completed form to easr.ask@business.gatech.edu

Effort Reporting Due Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19, 2021</td>
<td>FY20 ASR’s available electronically</td>
</tr>
<tr>
<td>August 31, 2021</td>
<td>Certified and Approved ASR Deadline</td>
</tr>
</tbody>
</table>
Sponsored Compliance Update

• 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 ongoing
  • We’re on the look out for…
    • Adequacy of attachments
    • Missing cost transfer forms
    • Erroneous budget dates
      • Should equal original budget date or document date
      • Do NOT use accounting date (date of adjustment/ journal entry)
    • Unallowable costs
    • Supplemental pay charged to grants
    • High risk transactions
### Grants and Contracts Accounting

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Prior Year Cost Transfer Requests for Grants</td>
<td>Friday, June 18(^{th})</td>
</tr>
<tr>
<td>Written Cost Transfer Requests for Grants &lt; 90 Days</td>
<td>Monday, June 21(^{st})</td>
</tr>
<tr>
<td>Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)</td>
<td>Wednesday, June 30(^{th})</td>
</tr>
<tr>
<td>Budget Amendment by Organization Requests for Grants</td>
<td>Tuesday, July 6(^{th})</td>
</tr>
<tr>
<td>Accounting Journals and Adjustments for Grants</td>
<td>Friday, June 25(^{th})</td>
</tr>
</tbody>
</table>

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

- 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.

- Review FY21 Cost Share Commitments

- NOTE: Always prompt by Award (AWD-xxxxxx) to review the scope of the overall budget balance before initiating actions on an individual Grant (GRxxxxxxxx). All contractual matters with Sponsors are at the Award level, regardless of the number of Grants internally assigned.
Budget Update

Jamie Fernandes
Executive Director

Isabel Lynch
Budget Manager
Institute Budget Planning and Administration
Budget Process Reform
Budget Process Reform

Georgia Tech is a leading research university and requires a budget model that...

- Enrollment of 39K+ undergraduates and graduate students and 8K faculty and staff
- Students represent 50 states and 149 countries
- Annual budget of over $2.1 billion
- Awarded $1 billion annually in research awards
- Campuses in Atlanta, France, China, and online

- Reflects and executes Georgia Tech’s mission and priorities
- Is understandable, easy to manage, logical and transparent
- Developing leaders who advance technology and improve the human condition
- Promotes and rewards performance, success, and innovation
- Fosters trust and responsibility around decision making
- Provides predictable funding to support Georgia Tech’s ability to be strategic in planning
Budget Model Considerations

The budget model can serve many purposes to assist in achieving the Institute's mission and should be aligned with the culture and history of the institution.

<table>
<thead>
<tr>
<th>Myth</th>
<th>Reality</th>
</tr>
</thead>
<tbody>
<tr>
<td>There exists a single ideal budget model for my institution</td>
<td>There is no optimal or ideal model for an institution, every model has strengths and weaknesses, and many institutions have hybrid models to align with an institution’s mission, vision, and goals.</td>
</tr>
<tr>
<td>The budget’s only purpose is to manage money</td>
<td>The budget serves many purposes including: a contract, motivator, a plan, policy-making process, and communication mechanism.</td>
</tr>
<tr>
<td>Once we select a budget model, the institute no longer needs to be</td>
<td>A budget model is a management tool where leaders must understand the model, operate within its parameters, and be willing to have difficult discussions with academic and administrative leadership to enforce principles put forward by the model.</td>
</tr>
<tr>
<td>involved in enforcing the model</td>
<td></td>
</tr>
<tr>
<td>The budget model is only successful if the institute meets or beats</td>
<td>The fundamental criteria for measuring the success of any budget model should be the degree to which it assists the institute's leadership in accomplishing its goals.</td>
</tr>
<tr>
<td>budget</td>
<td></td>
</tr>
</tbody>
</table>

The design of an effective budget model for Georgia Tech will have significant strategic implications for the future of the Institute. All budget models must be fully and fairly evaluated to select the model that works best for Georgia Tech.
Overview of Budget Process Reform Timeline

Actions by Date

Oct 8
Budget Reform Kick-off with Executive Leadership and Deans – Budget and ABC Insights Overview
Nov 5

Budget Reform meeting with Financial Council

Nov 12

2nd Budget Reform meeting with Executive Leadership and Deans – Update on FY21, Summer 2020, and EAB Budget Models

Nov 12

Budget Town Hall – FY2021 Update

Nov 20

Budget Model Consulting RFP Launched
2nd Budget Process Reform meeting with Financial Council

Mid-Jan 2021

ABC Insights Review; RFP awarded

Mar-Jun 2021

Diagnostic – Phase I

Jul-Dec 2021

Solution Design - Phase II

Jan-Jun 2022

Implementation - Phase III

Additional Budget Reform Engagement Opportunities
Year-End Update
FY2021 Carry Forward

• New process in FY2021 and FY2022 due to additional Board of Regents (BOR) and Office of Planning and Budget (OPB) oversight and scrutiny

• Goals of new process:
  • Reduce contingency carry forward balances
  • Carry forward balances that can be spent in the next fiscal year
  • Carry forward funds for a specific use that is tied to the strategic plan
  • Increase transparency of funds
  • Increase transparency on the timing of use and expenditures

• Important Dates:
  • March 18 – Carry Forward Memo issued by Budget Office with updates to process
  • April 15 - Request to Carry Forward Gen Ops
  • May 15 - Approval of Carry Forward request
  • May 31 - Final day to revise Carry Forward request

• Link to Budget Policies in the Policy Library
Tips to Reduce Carry Forward

• Only carry forward funds that can be encumbered or expended in the next fiscal year. Ensure they are for a specific purpose and tied to the strategic plan.

• Do not carry forward all remaining year-end funds:
  o If you have excess budget you may return it to the institute for year-end spending.
  o The return of funds will NOT impact future budget allocations and will only be considered one-time.

• If you have expenditures on foundation (GTF) or GTRC funds that are gen ops eligible, you may move the expenses to gen ops and free up the GTF or GTRC funds to carry forward.

• Deferred Revenue - Record revenue received in FY2021 as deferred revenue and recognize the revenue in FY2022.
**Departmental Sales and Services**

**FY2021**

- Individual Balancing Units are being created for:
  - Events and Conferences - EVNT
  - International Campus - INTL
  - Study Abroad Programs - STAB
  - Service Centers – with approved rates from Grants & Contracts – SVCT
  - Scheller College of Business Premium Programs – as approved by BOR

- Budget Office is working with the cost centers to set up the appropriate BUs and driver worktags for FY2022 original budget

- Budget Office will provide mapping of current worktags to the new BU’s and worktags

- No changes to FY21 DSS except, new GTRI – IRAD commitments. Previously internal DSS. Now quasi-internal Other General revenue – Fund 10600

- No DSS carry forward request necessary in FY2021 and future

- Working with Controller’s Office for fund balances (FY19 and FY20) to be moved to the appropriate Balancing Unit (BU) and driver worktag
Departmental Sales and Services

**FY2022**
- Individual Balancing Units (BU) will be required for each new:
  - Events and Conferences - EVNT
  - International Campus - INTL
  - Study Abroad Programs - STAB
  - Service Centers – with approved rates from G&C – SVCT
  - Scheller College of Business Premium Programs – as approved by BOR
- New BU should be requested via ServiceNow
- All internal revenue only will post to FD10600 Other General and will no longer be DSS
- No DSS carry forward request will be required going forward
- Each Cost Center must track DSS during the year and report at year-end:
  - Positive fund balance with spend plan
  - Negative (deficit) fund balance with coverage plan
- Study Abroad and International must report annually to OIE on balances and spend plan
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

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Amended Budget</th>
<th>Encumbs</th>
<th>Expenses</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages &amp; Salaries</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>25,000</td>
<td>950,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Dept. Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>25,000</td>
<td>950,000</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Non-Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>10,000</td>
<td>5,000</td>
<td></td>
<td>4,500</td>
<td>500</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>15,000</td>
<td>20,000</td>
<td>2,500</td>
<td>15,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Personal Services</strong></td>
<td>25,000</td>
<td>25,000</td>
<td>2,500</td>
<td>19,500</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total Department</strong></td>
<td>1,025,000</td>
<td>1,025,000</td>
<td>27,500</td>
<td>969,500</td>
<td>28,000</td>
</tr>
</tbody>
</table>
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 FY21** tentatively scheduled for Monday June 7th - Friday June 11th

- 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
Managing Institute Finances

Nate Watkins
ERP System Analyst Lead, Academic and Research
Campus Reporting Dashboard

What is it?
• Easy-to-use list of frequent reports
• Links to other reporting tools
• Living tool that will be frequently updated

What are the next updates?
• Add new sponsored reports
• Update Supplier Accounts reports under P2P
• Links to Managing Institute Finances

Other notes:
• This is NOT a replacement for other reporting dashboards, just a complement
• This is just a list of reports – other dashboards display data directly
• There are other bells and whistles we plan on adding like embedded videos!
Managing Institute Finances

- Managing Institute Finances Guide is a continuation of the Fiscal Year-End Closeout User Guide
- MIF Guide contains four main sections:
  - Financial Reports User Guide
  - Common Financial Concepts
  - Reporting Overview
  - Tips on Financial Topics including supplier invoicing, procurement, travel and expenses, etc
Managing Institute Finances

• MIF Guide will be hosted on ServiceNow for easier and searchable access to the financial community and to allow the user to more easily access related job aids right from the content.

• MIF Guide will have one core article that is the landing page for the guide - we recommending bookmarking or making a mental note for users to start there. Users will be able to see the table of contents from the landing page and navigate to the content they want to see.
Year-End Compliance Activities

Amry Stanley
Financial Compliance Program Manager
Managing Prior Year Purchase Orders

- **Rule**
  - YTD Obligation + YTD Expense cannot exceed Carry Forward Budget

- **Non-Sponsored Funds**
  - If YTD Obligation + YTD Expense exceeds Carry Forward Budget, expense will be moved to BR21 by Controller’s Office

- **Lapsable Funds**
  - If YTD Obligation + YTD Expense is less than Carry Forward Budget, balance lapses to State

- **Supplier Invoice or PCard Payment in CY related to PY PO**
  - Process Accounting Adjustment or Accounting Journal to recover funds
  - Reach out to the Controller’s Office via ServiceNow for assistance

- **PY PO Closed in Error**
  - Create Procurement Requisition using BR19 or BR20 to recover funds

- **Issue with Vendor or Goods/Services**
  - Create Procurement Requisition using BR19 or BR20 with like vendor or like goods/services
Managing Prior Year Purchase Orders

- **Compliance Review**
  - Cost Center Managers will be contacted about PY PO’s with lapsed funds $5,000 or greater for an explanation

- **Reports Available to Manage PY PO’s**
  - Workday – “EBBR - Expense Budgetary Balance Report - GTCR”
  - [www.lite.gatech.edu](http://www.lite.gatech.edu) – “Expense Budgetary Balance Report (EBBR) Transaction Detail”
  - [https://controller.gatech.edu/purchase-order-obligation](https://controller.gatech.edu/purchase-order-obligation) – “POOELS Report” (Purchase Order Obligation and Expense Ledger Summary Report)
QUESTION
The College of Engineering carried forward a $5,000 obligation on state funds for PY PO #1 for three laptop computers. When the invoice was received, the amount was $5,500. Can this entire amount be paid against the PY PO?

ANSWER
NO. $5,000 of the invoice can be paid against the PY PO. The remaining $500 must be paid from current year funds.
QUESTION
OIT carried forward a $10,000 obligation on state funds for PY PO #2 for a new copier. The invoice amount was $8,000 - $2,000 less than the obligation. Can the department use the remaining funds to buy office furniture for the Chief Technology Officer?

ANSWER
NO. The $2,000 can be used to purchase a “like item”. It cannot be repurposed for something else.
QUESTION
College of Design carried forward a $10,000 obligation on state funds for PY PO #3 for paint and carpet in their offices. The vendor went out of business and cannot deliver the goods/services. Can the department still use these funds?

ANSWER
YES. The department can create a Change Order Requisition to cancel the PY PO and enter a new Procurement Requisition using the prior budget ref to use a “like vendor” to deliver the goods/services. Both requisitions will route to the Controller’s Office for approval.
Managing Prior Year Purchase Orders – Test Your Knowledge!

**QUESTION**
ERP carried forward a $20,000 obligation on state funds for PY PO #4 for salaries for consultants. When the invoice was received, the payment was made against current year funds (BR21) instead of the prior year (BR20). Can the prior year funds still be used somehow?

**ANSWER**
**YES.** Reach out to the Controller’s Office via ServiceNow if you need assistance processing an Operational Journal Accounting Adjustment or Accounting Journal to correct the Budget Reference.
QUESTION
The Controller’s Office created a $7,500 obligation on state funds for PO #5 for consulting services in FY21. On June 15, 2021, they requested the PO be closed as it was no longer needed. On August 15, 2021 (FY22), they received an invoice related to this PY PO. There was a miscommunication in the office and this PO should not have been closed. Can this PO be reinstated so they can use the funds?

ANSWER
NO. Once we cross into the new fiscal year (FY22), the funds have lapsed to the state and are no longer available. Current year funds will need to be used to pay for this invoice.
SCENARIO
The Budget Office created a $100,000 obligation on state funds for PO #6 for consulting services in FY21. On April 15, 2021 (FY21), an invoice for $25,000 was processed for payment. On July 15, 2021 (FY22), the final $75,000 invoice was received for this PO but no funds were obligated and available to pay the invoice. What happened to the PO obligation?

ANSWER
The PO for Services was incorrectly set up for Goods in FY21. When Workday saw a quantity of 1 fulfilled with the first invoice payment of $25,000 in FY21, the entire PO obligation ($100,000) was fully liquidated. Thus, there was no remaining obligation at June 30, 2021 to carry forward into FY22. Current year funds are needed pay the $75,000 invoice.
Year-End Closing Review Checklist

- FY2021 checklist will be updated to include DSS Funds (FD14xxx)
Questions & Closing Remarks

Carol Gibson
Institute Controller and Chief Accounting Officer
Appendix

Grants and Contracts
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
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 my Award, not the cost share (or vice versa)?

**Answer:** Use the Grant Hierarchy field to filter.
Workday Grants Reminders

Requesting New Award Lines/Grants

- Select **Create Request** from the search bar or select the **Requests** worklet on the homepage.
Requesting New Award Lines/Grants (continued)

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

Complete the questionnaire and select Submit.
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.
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

Search Results 1 items

<table>
<thead>
<tr>
<th>Award</th>
<th>Grant</th>
<th>Award Sponsor</th>
<th>Award PI</th>
<th>Award Lifecycle Status</th>
<th>Award End Date</th>
<th>Months Left for Award</th>
<th>Grant PI</th>
<th>Grant Manager</th>
<th>Grant Lifecycle Status</th>
<th>Grant End Date</th>
<th>Months Left for Grant</th>
<th>F&amp;A Rate</th>
<th>Original Budget</th>
<th>Amendments</th>
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<th>Actuals</th>
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**Notice there is no cost share grant listed in SABER**
## AWD-000636: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA 09/01/2019 (version)

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<thead>
<tr>
<th>Sponsor Award Reference Number</th>
<th>Sponsor Direct Cost / Sponsor Facilities And Administration</th>
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### Award Lines Overview

| Award Line Summary | Award Lines | GT Award Lines Custom Objects |

#### Award Lines Overview

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<tr>
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<th>To Date</th>
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