



# **FY2021 YEAR-END TOWN HALL MEETING**

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

# Agenda

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

**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



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	If Paid → Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>
	*Change ledger account *Change expense item cat.	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	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 spend category	
	*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>

See  
page 10  
of the  
Closeout  
Memo



# 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*

DEPUTY DIRECTOR



*Greg S. Giff*

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



# Restricted Gifts Update



- Controller's Office is working to reconcile GTF Gifts to Foundation records
- ServiceNow – Resolution for requests in progress
- Key Reminders

BUDGETS	EXPENSES
<u>Cannot</u> transfer budgets from one GTF Gift to another GTF Gift	<u>Can</u> transfer CY or PY expenses from GTF Gift to another GTF gift or another Driver Worktag
<u>Can</u> transfer budgets from one GTF Gift to associated Designated Worktag	<u>Can</u> transfer PY expenses on sponsored funds (FD2xxxx) to GTF Gift
	<u>Cannot</u> transfer PY expenses on non-sponsored funds (not like FD2xxxx) to GTF Gift

## 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

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

# 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

Yes	No	<b><i>XIII. LEASES WITH EXTERNAL ENTITIES</i></b>
		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. <b><u>If yes to either A or B,</u></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





# Payroll Update - OneUSG Connect Release 6.22

## **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

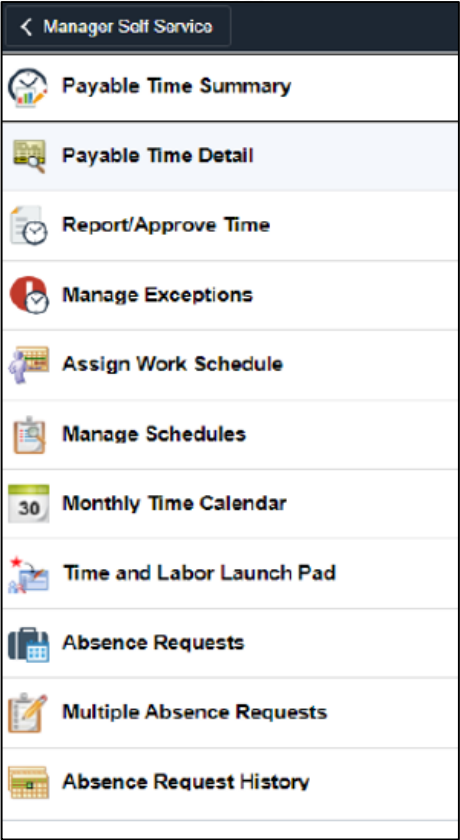
	Weekly Timesheet
	Exceptions
	Payable Time Summary
	Payable Time Detail
	Time and Labor Launch Pad
	Request Absence
	Absence Balances
	Absence Request History
	Extended Absence Request
	Extended Absence History

## After Release 6.22

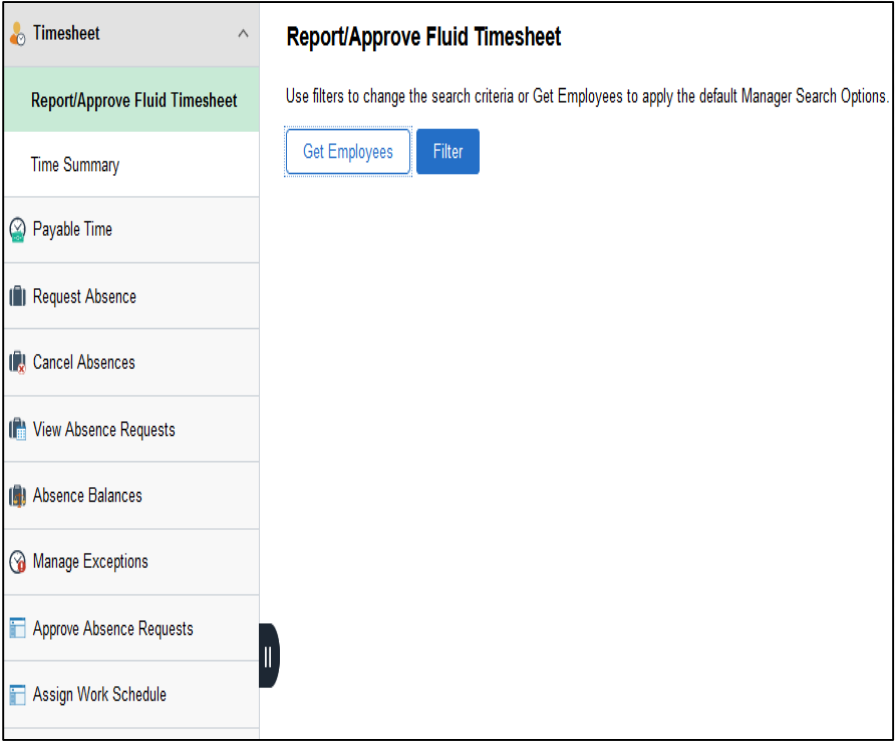
<p>Time Summary 03/07/21 - 03/20/21</p> <p>Code Not Specified 10.50</p> <p>8.00 Hours</p>	<p>Weekly Timesheet 03/07/21 - 03/20/21</p> <p>Reported 18.50</p> <p>Scheduled 80.00</p>	<p>Payable Time</p> <p>Last Time Period 02/21/21 - 03/06/21</p> <p>Total Hours 82.45 Hours</p> <p>Estimated Gross 2533.475 USD</p>	
<p>Exceptions</p> <p>0</p>	<p>Request Absence</p> 	<p>View Absence Requests</p> 	<p>Cancel Absences</p> 
<p>Absence Balances</p> 	<p>Extended Absence Request</p> 		

# Managers/Approvers – Updated Team Time Tile

## Prior to Release 6.22



## After Release 6.22



# Online Timesheet

## Prior to 6.22 Release

**Timesheet**

Employee ID: [Empty]  
Emp Record: [Empty]  
Earliest Change Date: 01/24/2021

Actions:

Select Another Timesheet

View By: [Week]  
Date: 01/24/2021  
Total Reported Hours: 41.75  
Reported Hours: 41.75  
Previous Week Next Week  
Print Timesheet Elapsed Timesheet

From 01/24/2021 to 01/30/2021

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sun	1/24	Approved	4:00:00PM			4:20:00PM	0:33	00TWH - Teleworking Non-Exempt		1/24
	Mon	1/25	Approved	8:00:00AM	1:15:00PM	2:00:00PM	5:00:00PM	8:25	00TWH - Teleworking Non-Exempt		1/25
	Tue	1/26	Needs Approval	7:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	9:00			1/26
	Wed	1/27	Needs Approval	8:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	8:00			1/27
	Thu	1/28	Approved	8:00:00AM	1:06:00PM	2:06:00PM	5:10:00PM	8:16	00TWH - Teleworking Non-Exempt		1/28
	Fri	1/29	Approved	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	8:00	00TWH - Teleworking Non-Exempt		1/29
	Sat	1/30	New								1/30

Submit Clear

Summary Absence Exceptions Payable Time

Reported Time Summary

Category	Total	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30
Hours Worked	24.75	0.33	8.25			8.16	8.00	
Total Reported Hours	41.75	0.33	8.25	9.00	8.00	8.16	8.00	
Time with no Category	17.00			9.00	8.00			

## After 6.22 Release

**Enter Time**

24 January - 6 February 2021  
BiWeekly Period-PS Delivered  
Scheduled 80.00 | Reported 41.75 Hours | Combined Hours 41.75 Hours

View Legend Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
<b>24 Sunday</b> Jan Reported 0.33 / Scheduled OFF	4:00:00PM			4:20:00PM	00TWH - Telework		
<b>25 Monday</b> Jan Reported 8.25 / Scheduled 8.00	8:00:00AM	1:15:00PM	2:00:00PM	5:00:00PM	00TWH - Telework		
<b>26 Tuesday</b> Jan Reported 9.00 / Scheduled 8.00	7:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM			
<b>27 Wednesday</b> Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM			
<b>28 Thursday</b> Jan Reported 8.16 / Scheduled 8.00	8:00:00AM	1:06:00PM	2:06:00PM	5:10:00PM	00TWH - Telework		
<b>29 Friday</b> Jan Reported 8.00 / Scheduled 8.00	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	00TWH - Telework		

# 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

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

## Monthly (Exempt) Payroll

Begin Date	End Date	Level 1 & 2	Level 3 & 4	Supplemental Pay Level 4	Supplemental Pay Transactions Due to GTHR Level 5	Payroll Processed	Pay Date
06/01/21	06/30/21	05/24/21	06/09/21	06/11/21	06/16/21	06/23/21	06/30/21

Final FY 21 Off-Cycle Requests – Due in ServiceNow by June 17<sup>th</sup>

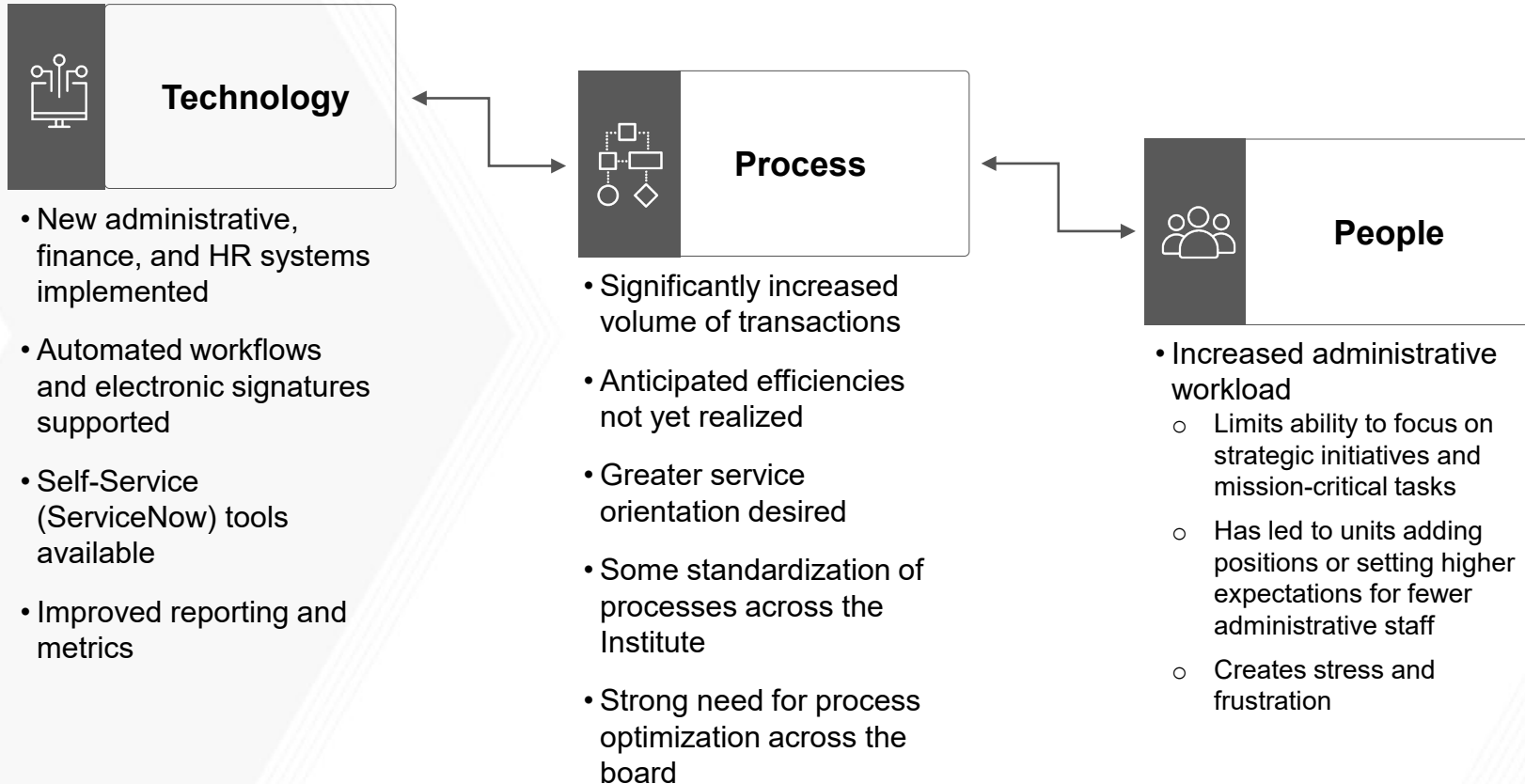


# **Administrative Excellence (AdminX)**

**Jennifer Herazy**

**Chief Administrative Officer – Academics & Research**

# Administrative Services at Georgia Tech: Current State



# 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

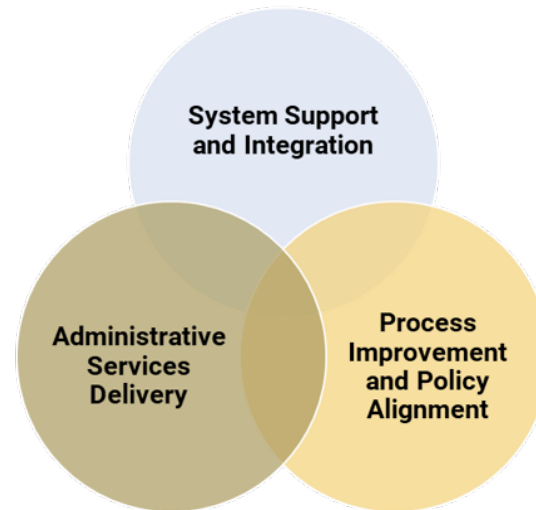
Achieve administrative **process improvements** while maximizing the value of Georgia Tech's new financial, human resources and service support systems

## 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

## Continuous Assessment & Improvement

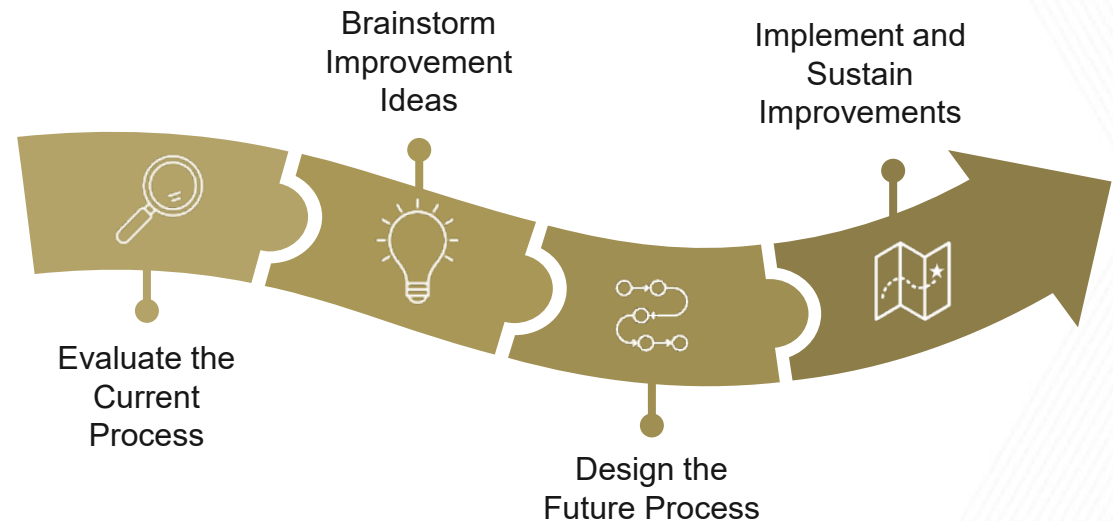
Create a sense of community and collaborative culture that is focused on constantly evaluating the efficacy of our efforts and **improving through engagement of community input and involvement**



# 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)

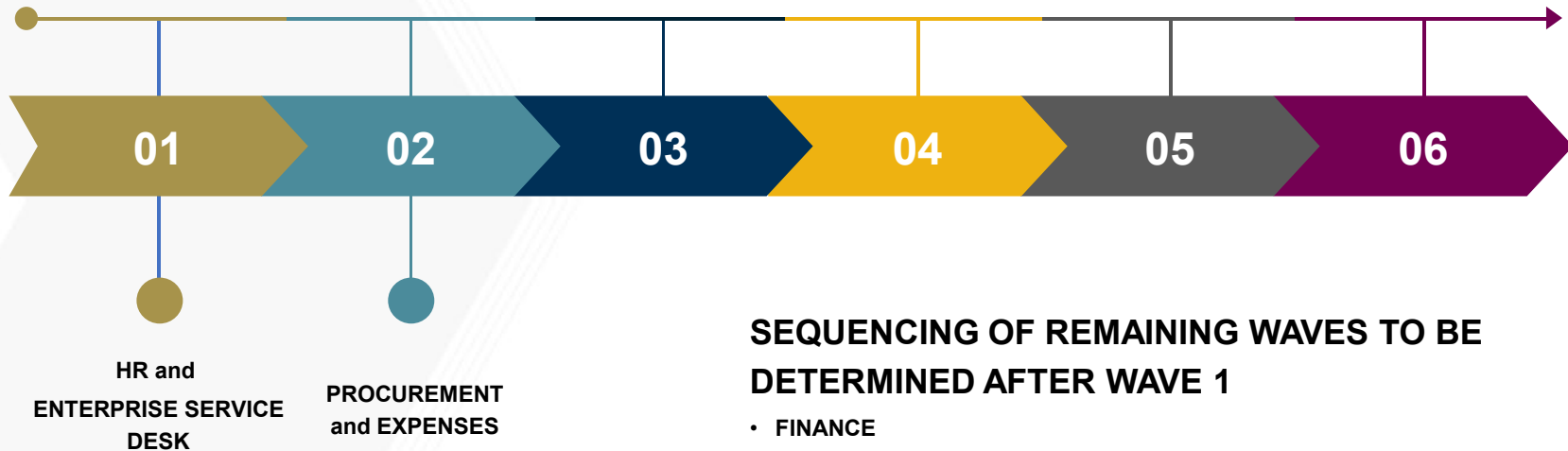
New department designed to serve campus users by:

- 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



# Let's stay connected!

## Questions or Feedback?

- **Email:**

[adminx@gatech.edu](mailto:adminx@gatech.edu)

- **Website:**

[adminx.gatech.edu](http://adminx.gatech.edu)



# **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

## Year End Close Dates

June 11, 2021	Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects (includes cost share)
June 28, 2021	Liquidate encumbrances post biweekly accrual
June 30, 2021	Last Day for Campus Online EDR Redistributions
July 12, 2021	Commitment Accounting Open for FY2022

# Commitment Accounting Update

## Commitment Accounting Training Schedule

Course Name	Date	Time	Location
Manager Self-Service: Commitment Accounting	3/31/2021	10am-12pm	Webex

**Break – 10 minutes**

# Procurement and PCard Update

**Ajay Patel**  
Director, Purchasing

# Procurement Update

- Updates to Close Out Memo

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



# 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 18<sup>th</sup>.

# 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 to a new W-9 form in order 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](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
- 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:

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



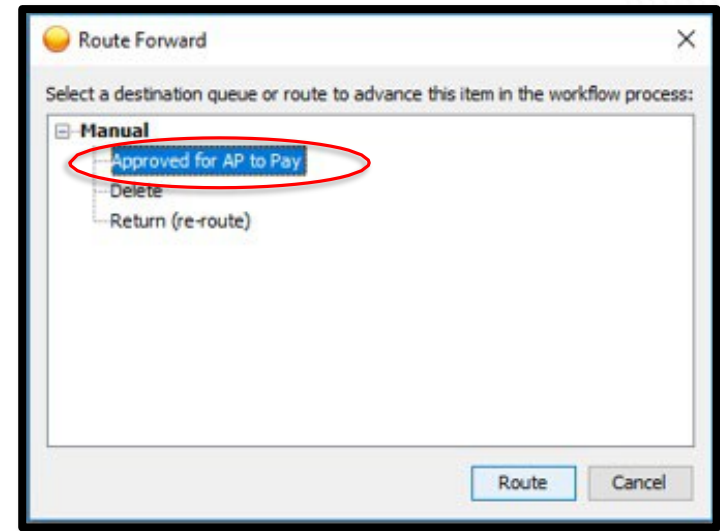
**Please take immediate action in WebNow so invoices can be processed!**



# 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.

Georgia Tech

match ex

### Supplier Invoices in Match Exception - CR [Actions](#)

Company

Cost Center

Supplier

Supplier Category

Supplier Groups

Worktags

Match Exception Reasons

Invoice Due Date On or After MM / DD / YYYY

Invoice Due Date On or Before MM / DD / YYYY

chemistry

Search Results (2)

- ☒ CC000054 CHEM - Chemistry and Biochemistry
- ☐ CC000098 EBB/CHEM - Engineered Biosystems Building - Chemistry & Biochemistry

# Where are we with the match exceptions?

Match Exception Reason	Count of Invoices
<b>NEED RECIEPT</b>	<b>270</b>
TOLERANCE	83
BOTH	7
Grand Total	360



**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 24<sup>th</sup> 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  
**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

# Spend Authorizations

**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<sup>th</sup>** 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 15<sup>th</sup> AirPlus bill will be paid against FY2021 funds
- 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 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



So...

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](http://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](mailto:easr.ask@business.gatech.edu)

## Effort Reporting Due Dates

July 19, 2021	FY20 ASR's available electronically
August 31, 2021	Certified and Approved ASR Deadline

# 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

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

- ❑ 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

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



*Developing leaders  
who advance  
technology and  
improve the  
human condition*

and requires a budget model that...



Reflects and executes Georgia Tech's mission and priorities



Is understandable, easy to manage, logical and transparent



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.

Myth	Reality
There exists a single ideal budget model for my institution	There is no optimal or ideal model for an institution, <b>every model has strengths and weaknesses, and many institutions have hybrid models</b> to align with an institution's mission, vision, and goals.
The budget's only purpose is to manage money	The budget serves many purposes including: <b>a contract, motivator, a plan, policy-making process, and communication mechanism.</b>
Once we select a budget model, the institute no longer needs to be involved in enforcing the model	A budget model is a management tool where <b>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.</b>
The budget model is only successful if the institute meets or beats budget	The fundamental criteria for measuring the success of any budget model should be the <b>degree to which it assists the institute's leadership in accomplishing its goals.</b>

**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**

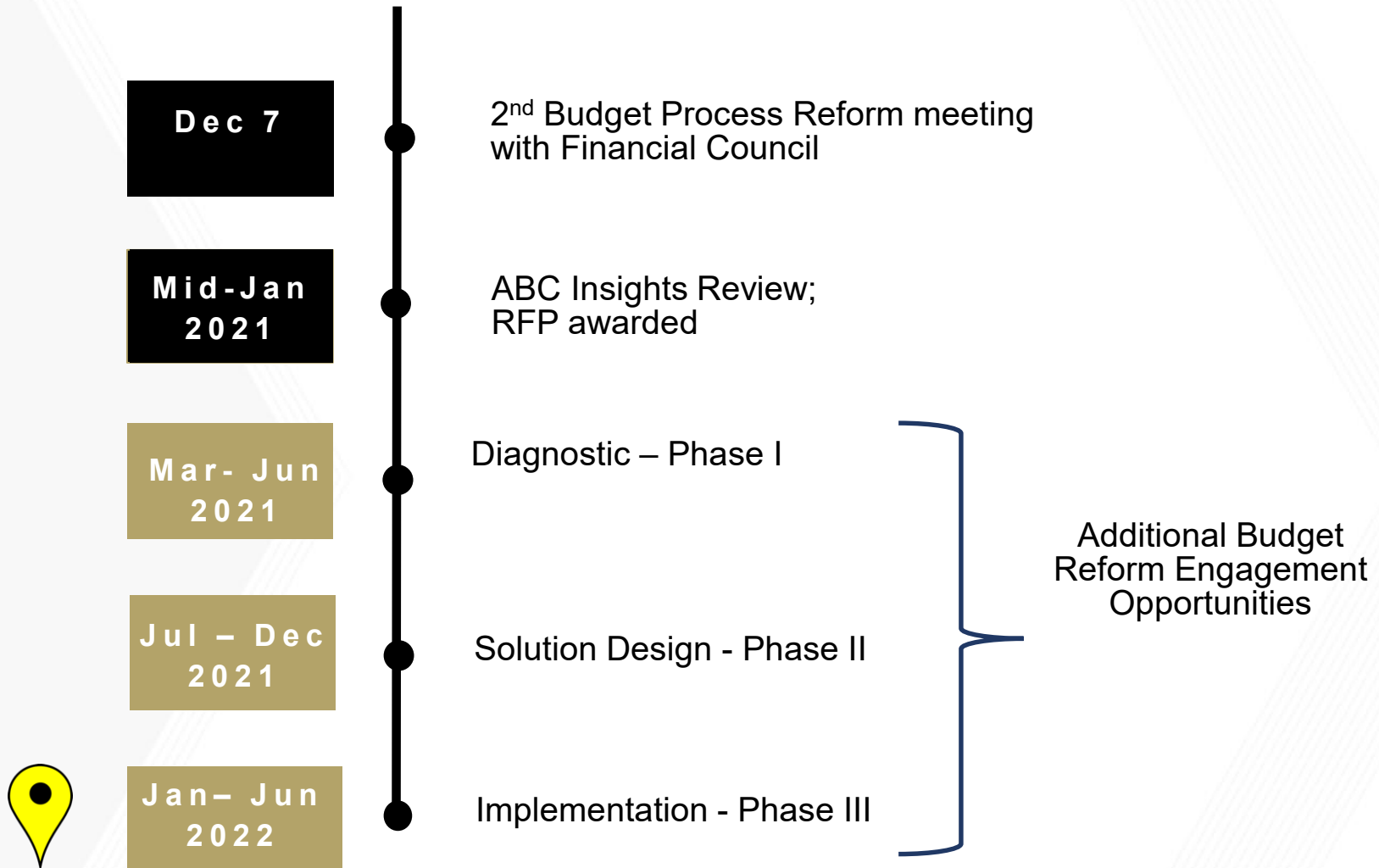
2<sup>nd</sup> Budget Reform meeting with  
Executive Leadership and Deans –  
Update on FY21, Summer 2020,  
and EAB Budget Models

**Nov 12**

Budget Town Hall – FY2021 Update

**Nov 20**

Budget Model Consulting RFP  
Launched



# 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:
  - If you have excess budget you may return it to the institute for year-end spending.
  - 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

	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 you 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 7<sup>th</sup> - Friday June 11<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

# Managing Institute Finances

**Nate Watkins**

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



# Campus Reporting Dashboard

## What is it?

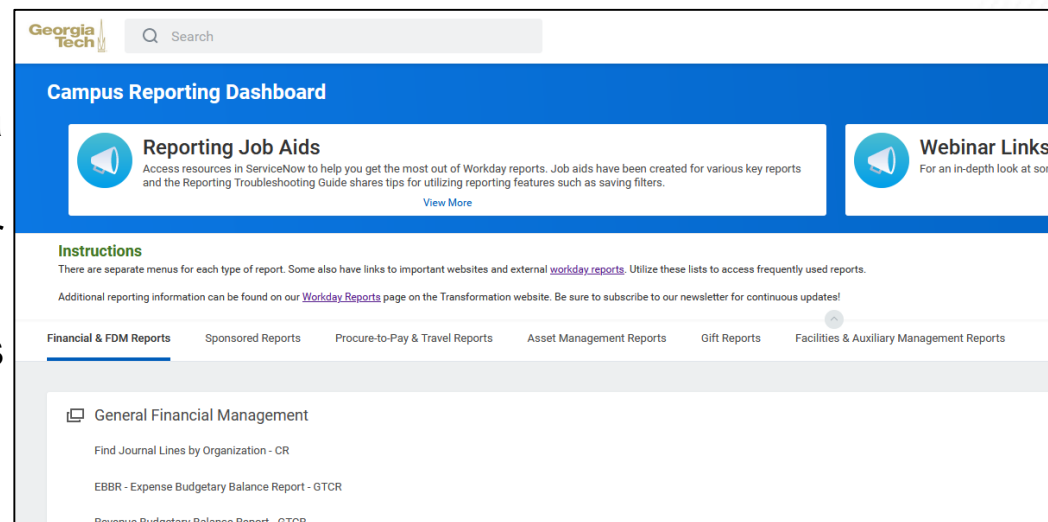
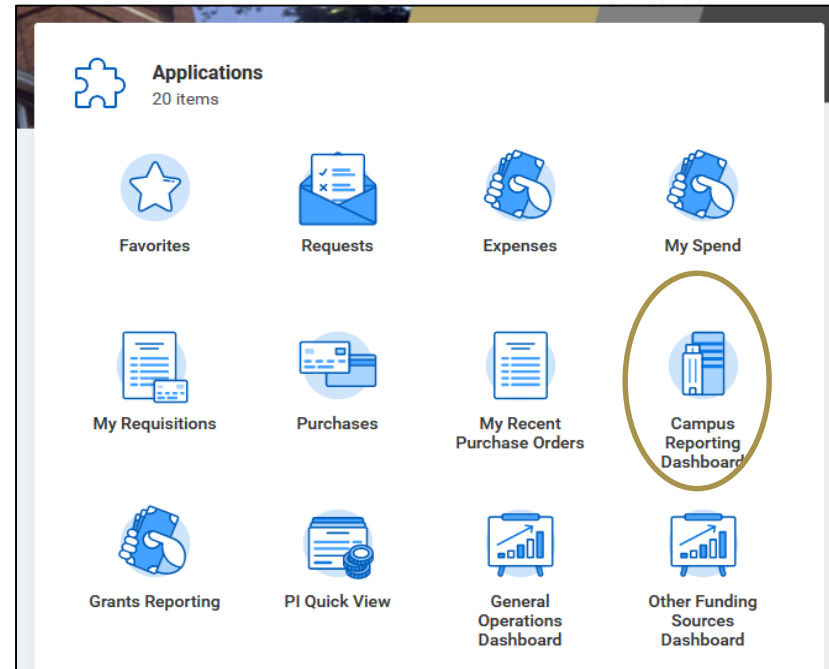
- Easy-to-use list of frequent reports
- Links to other reporting tools
- Living tool that will be frequently updated

## 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.

[HOME](#) > [FINANCIALS SELF-SERVICE \(KNOWLEDGE BASE\)](#) > [WORKDAY NAVIGATION AND GENERAL](#)

KB0027217 - [Latest Version](#) (Draft) ...

## Managing Institute Finances Guide (Overview)

Revised by Casey Piquette (Enterprise Resource Planning) • 2d ago • 26 Views • ☆☆☆☆☆

This guide provides users with pertinent information for managing Institute finances in your unit throughout the year. This guide can help administrative and financial staff to better understand the Workday system, configurations, and helpful reports for the various functional work.

This guide contains four main sections:

- **Common Financial Concepts:** An overview of common terms and concepts that are used throughout the Workday Financial system that are essential for understanding reports and output.
- **Financial Reports User Guide:** A general guide on using reports in Workday. The overview highlights key features and functionality of reports and how to use them. These include common options, prompts, and other features. Many of these features are common across the reporting landscape and aren't specific to any one report.
- **Tips on Financial Topics:** A breakdown of tasks and activities that should be conducted to analyze and report on transactions by process area.

### How to Use This Guide

The components of this guide are all linked below. Use this overview to navigate to the relevant topics for your work.

Common Financial Concepts

Financial Reports User Guide

### Tips on Financial Topics

Use the buttons below to navigate to a specific process area.

# **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> – “POOELS Report” (Purchase Order Obligation and Expense Ledger Summary Report)

# Managing Prior Year Purchase Orders – Test Your Knowledge!

## **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.

# Managing Prior Year Purchase Orders – Test Your Knowledge!

## **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.



# Managing Prior Year Purchase Orders – Test Your Knowledge!

## **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.

# Managing Prior Year Purchase Orders – Test Your Knowledge!

## **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.

# Managing Prior Year Purchase Orders – Test Your Knowledge!

## **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



# 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 my Award, not the cost share (or vice versa)?

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



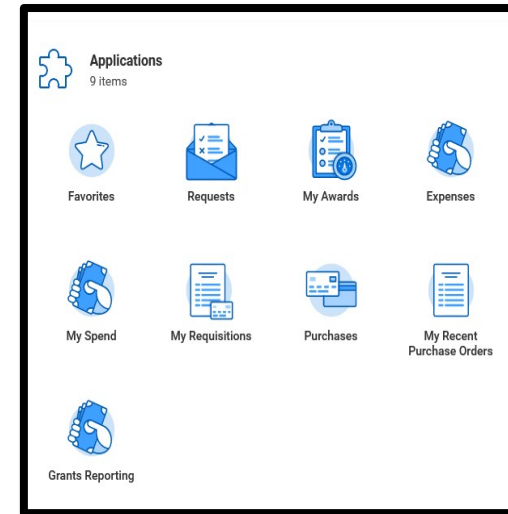
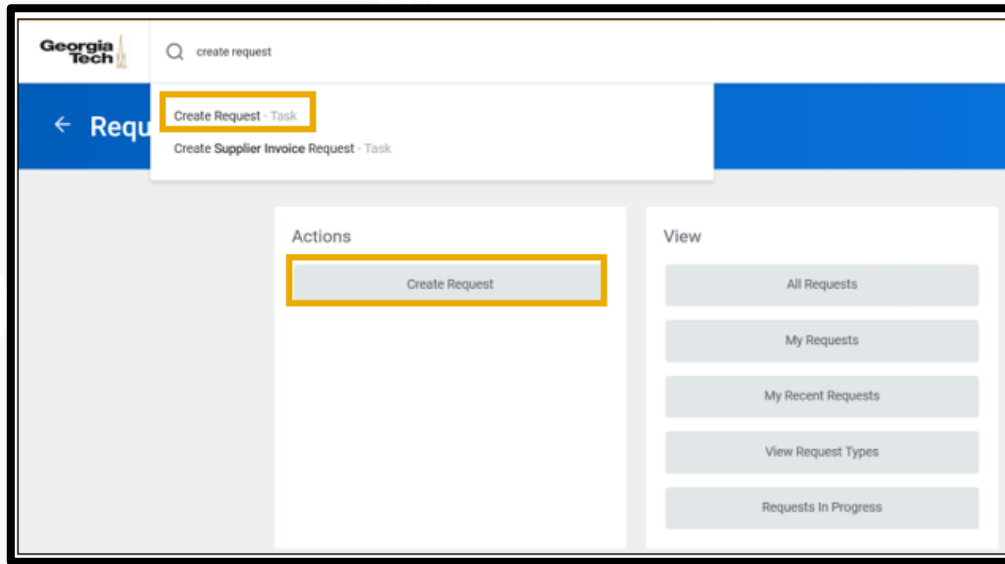
Grant Hierarchy × Federal Grants ⋮

Grant Hierarchy × Cost Share Resident Instruction ⋮

# Workday Grants Reminders

## Requesting New Award Lines/Grants

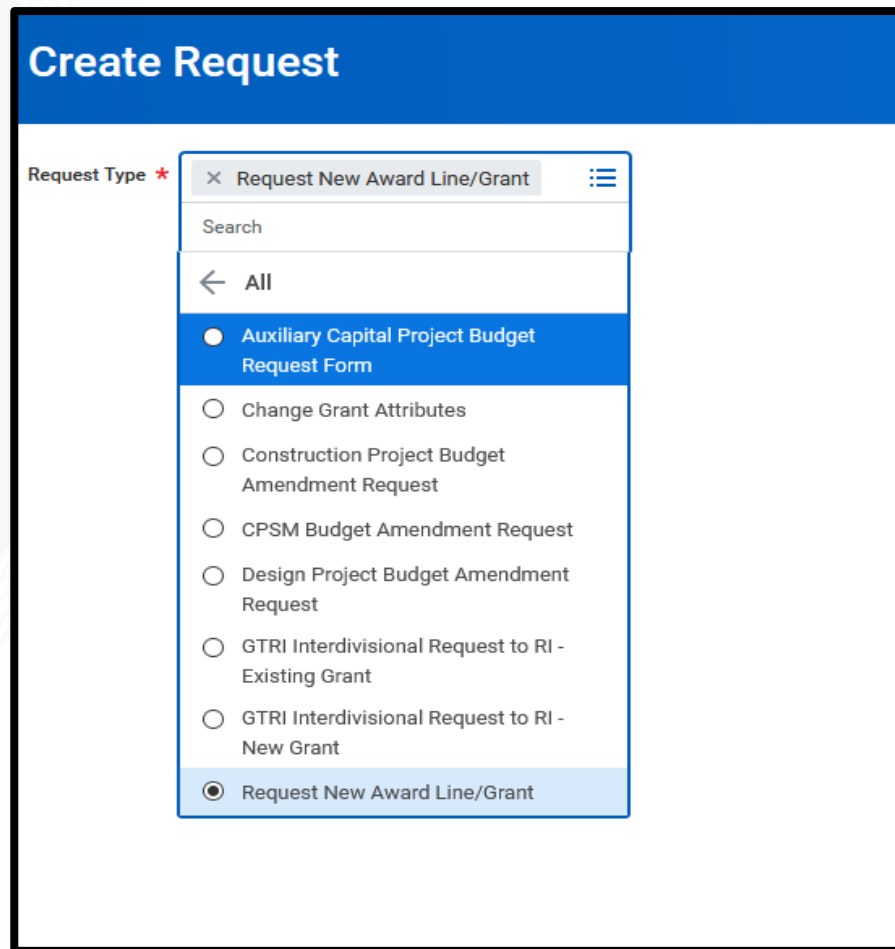
❑ Select **Create Request** from the search bar or select the **Requests** worklet on the homepage.



# 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 search bar and a list of request types. The 'Request New Award Line/Grant' option is selected, indicated by a blue highlight and a radio button.

**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: 03/12/2020 09:56 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

C0503 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)