FY23 Year End Town Hall

Tuesday, March 21, 2023
9:00 AM to Noon
Clough 144 / Zoom
Opening Remarks

James Fortner
Vice President for Finance & Planning
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Remarks</td>
<td>James Fortner</td>
</tr>
<tr>
<td>Closeout &amp; Financial Accounting</td>
<td>Amy Herron</td>
</tr>
<tr>
<td>GASB 96 – Subscription-Based IT Arrangements</td>
<td>Kelly MacArthur</td>
</tr>
<tr>
<td>Payroll</td>
<td>Rhonda Patton &amp; Kedrich Claiborne</td>
</tr>
<tr>
<td>Commitment Accounting</td>
<td>Terryl Barnes</td>
</tr>
<tr>
<td>Bursar</td>
<td>Gloria Kobus</td>
</tr>
<tr>
<td><strong>BREAK</strong></td>
<td><strong>15 minutes</strong></td>
</tr>
<tr>
<td>Procurement &amp; PCard</td>
<td>Erin Mitchell &amp; Whittney Haynes</td>
</tr>
<tr>
<td>Supplier Accounts &amp; Travel Update</td>
<td>Abbie Coker &amp; Laura Jamison</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>Jonathon Jeffries &amp; Glenn Campopiano</td>
</tr>
<tr>
<td>Budget</td>
<td>Jamie Fernandes &amp; Isabel Lynch</td>
</tr>
<tr>
<td>Year End Compliance Activities, Allowable Cost Matrix &amp; GTF Gifts</td>
<td>Amry Stanley</td>
</tr>
</tbody>
</table>
Closeout & Financial Accounting Update

Amy Herron
Controller
Closeout and Financial Reporting

• **Key Closeout Dates**
  - Closeout Memo/Schedule/Calendar
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End
  - Workday Financials Operating Ledger – Closed for FY2023 – Sunday, July 9

• **Year-End Closing Review Checklist**
  - Due Friday, July 7

• **Financial Reporting Deadlines**
  - Budgetary Compliance Report (BCR) due ~ August 15
  - Annual Financial Report (AFR) due ~ August 15
  - Annual Expenditure Report (AER) due ~ September 7
  - AFR with Component Units due ~ September 19
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TYPE OF MOVE</th>
<th>JOURNAL TO USE</th>
</tr>
</thead>
</table>
| Expense Report EXP-XXXXXXX | *Change Driver Worktag: Move entire dollar amt  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account  
*Change expense item cat. | Operational Journal Accounting Adjustment  
• Find Expense Reports by Organization → Related Action → Accounting → Adjust Accct  
If Paid → Accounting Journal  
• Create Journal  
If Not Paid → Edit transaction and re-submit |
| Payroll/Salary PAY_YYYYMMDD_01  
EDR_YYYYMMDD_01 | *Change Driver Worktag: Move entire dollar amt  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account  
*Change spend category | oneUSG Connect → Express Direct Retro |
| Procurement Card Verification PCV-XXXXXXX | *Change Driver Worktag: Move entire dollar amt  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account  
*Change spend category | Accounting Journal  
• Create Journal |
| Purchase Order (Bill Only and Catalog) PO-XXXXXXX | *Change Driver Worktag: Move entire dollar amt  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account  
*Change spend category | Adjust transaction after payment  
• See Supplier Invoice |
| Purchase Order (All Other) PO-XXXXXXX | *Change Driver Worktag: Move entire dollar amt  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account  
*Change spend category | Enter a Change Order Requisition |
| Supplier Invoice INV-XXXXXXX | *Change Driver Worktag: Move entire dollar amt  
*Change spend category  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account | Operational Journal Accounting Adjustment  
• Find Supplier Invoice for Campus - GTCR → Related Action → Accct → Adjust Accct  
If Paid → Accounting Journal →  
• Create Journal  
If Not Paid → Edit transaction and re-submit |
| Other Accounting Transaction JE-XXXXXXX  
BAN_YYYYMMDD_01  
COM_YYYYMMDD_02  
OTL_YYYYMMDD_03 | *Change Driver Worktag: Move entire dollar amt  
*Change Driver Worktag: Move partial dollar amt  
*Change ledger account  
*Change spend category | Accounting Journal  
• Create Journal |
Journal Entry Deadlines

- **Wednesday, June 28 at 5pm** –
  - Operating Journal Accounting Adjustments for Expense Reports & Supplier Invoices
  - Accounting Journals & Adjustments (Create Journals)

**JOURNAL DEADLINE DATES**
The dates listed below should be followed by campus users for submitting and approving ALL year-end journals. **Do not approve or take ANY action on inbox items after Wednesday, June 28, 2023. This will have major impacts on year-end reconciliations and may impact fiscal year-end close.**

<table>
<thead>
<tr>
<th>TYPE OF ENTRY</th>
<th>DEADLINE DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Prior Year Cost Transfer Requests for Grants</td>
<td>Friday, June 16, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>Written Cost Transfer Requests for Grants &lt; 90 days</td>
<td>Tuesday, June 20, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>PCard Verifications</td>
<td>Thursday, June 22, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>Accounting Journals and Adjustments (Create Journals)</td>
<td>Wednesday, June 28, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>EIB Upload Journals (other than GTPE)</td>
<td>Wednesday, June 28, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>Expense Report – Operational Journal Accounting Adjustment</td>
<td>Wednesday, June 28, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>Supplier Invoice - Operational Journal Accounting Adjustment</td>
<td>Wednesday, June 28, 2023</td>
<td>5pm</td>
</tr>
</tbody>
</table>

See page 11 of the Closeout Memo
Georgia Department of Audits and Accounts
Has Conferred Upon
GEORGIA INSTITUTE OF TECHNOLOGY
for the fiscal year ended June 30, 2021 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 Griffin
STATE AUDITOR

Georgia Tech
FY2022 Audit Update

• Severity Scale –
  • Audit Finding – Severe & Included in the Audit Report
  • Management Letter Comment – Less Severe than Finding
  • Misstatement – Normal
  • Exit Conference Comment – Least Severe

• No Audit Findings or Management Letter Comments

• Two Presentation & Disclosure Misstatements
  • Identified by Auditors and Corrected by GIT

• Four Exit Conference Comments
  • GIT provided a management response on action taken to prevent the deficiency in the future.
### Revised Workday and Financial Training Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Review Status</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workday Overview and Basics</td>
<td>Complete and posted</td>
<td><strong>Required</strong> for Accountants \n<strong>Strongly recommended for all employees</strong></td>
</tr>
<tr>
<td>Workday Foundation Data Model (FDM)</td>
<td>Complete and posted</td>
<td><strong>Required</strong> for Accountants, Cost Center Managers and Driver Worktag Managers</td>
</tr>
<tr>
<td>Workday Grants</td>
<td>Complete and posted</td>
<td><strong>Strongly recommended for financial administrators working on sponsored research administration</strong></td>
</tr>
<tr>
<td>Workday Procurement</td>
<td>Complete and posted</td>
<td><strong>Required</strong> for Cost Center Managers and Requisition Reviewers</td>
</tr>
<tr>
<td>Procurement Policies/ Procedures</td>
<td>Complete and posted</td>
<td><strong>Required</strong> for Cost Center Managers and Requisition Reviewers</td>
</tr>
<tr>
<td>Fundamentals of Travel Policies and Procedures</td>
<td>Complete and posted</td>
<td><strong>Strongly recommended for all employees who anticipate traveling for work</strong></td>
</tr>
<tr>
<td>Workday Pcard Process and Approvals</td>
<td>Complete and posted</td>
<td><strong>Required</strong> for P-Card holders and Cost Center Managers (if Pcard on the Cost Center)</td>
</tr>
<tr>
<td>Workday Business Assets</td>
<td>Complete and posted</td>
<td><strong>Required</strong> for Property Coordinators</td>
</tr>
<tr>
<td>Workday Spend Authorizations and Expense Reports (includes for Preparers)</td>
<td>Complete and posted</td>
<td><strong>Strongly recommended for expense preparers</strong></td>
</tr>
<tr>
<td>Workday Journals</td>
<td>Revisions in process</td>
<td><strong>Required</strong> for Accountants</td>
</tr>
<tr>
<td>Workday Reporting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Key Overview Courses (now and coming soon)

<table>
<thead>
<tr>
<th>Audience</th>
<th>Course Name/Description</th>
<th>Course Availability</th>
</tr>
</thead>
</table>
| Individuals with budgetary responsibility                   | Videos on Budget site (Budget 101) and/or GT Mediaspace  
New Budget Model and Adaptive-related training are in development | Now                          |
|                                                              |                                                                                        | Late summer                  |
| Financial and Accounting staff                                | Accounting 101                                                                          | Shortly                      |
| All GT staff, faculty and working students                   | Overview of the Procure to Pay process at GT                                            | Summer                       |
| Individuals with financial research administration responsibilities | Introduction to the Research Enterprise at Georgia Tech                               | Much is available now; plan to re-package in shorter videos (3+ hours now) |

Training list and matrix available on [https://finance.gatech.edu/training-resources](https://finance.gatech.edu/training-resources)  
(transformation.gatech.edu is being sunset)

We also have a “Financial Administration” channel on GT’s mediaspace page:  
[https://mediaspace.gatech.edu/channel/channelid/278576462](https://mediaspace.gatech.edu/channel/channelid/278576462)
GTF Check Request

- On March 1, the paper form was replaced with an automated process using Fusion
- GTF Check Request Quick Guide on our website - https://controller.gatech.edu/forms

**Forms**

- Allowable Cost Matrix
- Custodial Fund Agreement Form
- Custodial Funds Agreement – DocuSign Instructions Manual
- GTF Gift Transmittal Form
- **GTF Check Request Quick Guide**
- Georgia Tech Off-Campus Alcohol Expenditure Form
- Petty Cash Fund Request/Maintenance Form
- Petty Cash Fund Replenishment/Reimbursement Request
- Petty Cash Count Form
- Departmental Sales And Services Form
- Summary of Labor and Expenses for Film Projects
GASB 96 - Subscription-Based IT Arrangements (SBITA’s)

Kelly MacArthur
Associate Controller
What is a SBITA?

- Subscription-Based Information Technology Arrangements
  
  - A **contract** that conveys **control of the right to use** another party’s IT software, alone or in combination with tangible capital assets (the underlying IT assets)
  
  - **Period of time** greater than 12 months
  
  - **Exchange or exchange-like transaction**
  
  - Threshold = $100,000
Accounting for SBITA’s under GASB 96

- Accounting Impact – SBITA’s that meet criteria are added to the Balance Sheet as an Asset & a Liability
- Effective for FY2023
- Implementation in process
  - Reaching out to departments on campus (OIT, GTRI, AUX, Library)
- Campus Impact – Fiscal Year-End Closing Review Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>XIV. SUBSCRIPTION-BASED IT ARRANGEMENTS (SBITA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Has your unit entered into a contract/agreement with an external entity for use of a software or cloud-based service for a period of time over one year (including renewal options) and at a total cost of $100,000 or greater?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Example – Contract/agreement allowing Georgia Tech to use a software or cloud-based service for 1 year with option for renew for 5 additional periods for a total cost of $1M</td>
<td></td>
</tr>
<tr>
<td>b. If yes to A, please provide information about the contract/agreement including the name of the external entity, driver worktag, description of the IT service, copy of the contract/agreement, PO number, etc.</td>
<td></td>
</tr>
</tbody>
</table>

- Future Goal – try to identify SBITA’s on the front end
- Reach out to Kelly MacArthur with questions! (kelly.macarthur@business.gatech.edu)
Payroll Updates

Rhonda Patton
Time & Labor Analyst

Kedrich L Claiborne
Asst. Director of Payroll
Time Approval Awareness

Employee Time Approval and concerns with T&L:

- Approval reminder communications for managers:
  - Friday before pay period ends
  - Monday morning, if hours still need approval

- T&L batch approves to ensure employees are paid.
  - T&L approves, not knowing if correct or not.
  - Batch approvals can cause processing delays.
  - Negative impacts to Institute budgets.
  - Inaccurate charges to sponsored projects.
  - Increased risk of audit findings.

32,107 hours were batch approved by T&L this past bi-weekly payroll. (168,000 hours were approved by managers).
Salary Overpayment Process Awareness

Reason for overpayments:

- Retro Terminations, Leave of Absences, Pay Rate Changes, and Job Updates (monthly to bi-weekly)
- Incorrect information entered by departments
- Hiring the wrong employee or submitting time for the wrong employee
- Administrative Errors
Processing Salary Overpayments

- Salary Overpayments are determined by running a query to identify retro-terminations and by notification from the Departments and/or employees.
- After confirmation of a salary overpayment, the salary overpayment is calculated.
- The Department and Employee are notified of the salary overpayment, repayment amount, and repayment instructions.
- EDR is processed to credit the Department and set up the Accounts Receivable.
- Every 30 days, the affected employee is mailed four notifications concerning the salary overpayment until paid in full (4th notice is mailed certified).
- If the debt is not paid 30 days after the 4th notice, the debt and corresponding due diligence is compiled and remitted to the Bursars Office to be sent to collections and to clear the Accounts Receivable account.
- Once the employee repays the funds, a manual check is processed to correct the payroll record.
- Once payroll processed for the manual checks, a journal entry is processed to correct the salary overpayment clearing account and the A/R Account.
Processing Salary Overpayments

- If the salary overpayment is for a prior calendar year, we will have to process a W-2c to correct the affected employee’s FICA Wages and Taxes (if prior year salary overpayment, the employee will have to repay the Federal and State taxes associated with the overpaid wages)

Statistics of Salary Overpayments for FY23 as of March 16, 2023

382 salary overpayments worked up totaling $1,380,674.81

287 salary overpayments collected/repaid totaling $1,161,148.18

23 salary overpayments sent to collections totaling $43,726.79

10 salary overpayments reversed totaling $22,523.11

62 Outstanding salary overpayments totaling $153,276.73

152 Faculty/Staff/Temps totaling $867,538.01

230 Students total $513,136.80
# YE Processing Dates

## MSS Transaction for Payroll Actions

<table>
<thead>
<tr>
<th>Pay Period End</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/23</td>
<td>06/05/23</td>
</tr>
<tr>
<td>06/24/23</td>
<td>06/16/23</td>
</tr>
<tr>
<td>07/08/23</td>
<td>07/03/23</td>
</tr>
<tr>
<td>Monthly</td>
<td>06/14/23</td>
</tr>
</tbody>
</table>

## Timesheet Approval (including late time)

<table>
<thead>
<tr>
<th>Pay Period End</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/23</td>
<td>06/12/23</td>
</tr>
<tr>
<td>06/24/23</td>
<td>06/26/23</td>
</tr>
<tr>
<td>07/08/23</td>
<td>07/10/23</td>
</tr>
</tbody>
</table>

Final FY23 Off-Cycle Requests – Due in ServiceNow by June 15
Commitment Accounting Update

Terryl Barnes II
Commitment Accounting Manager
List of Ad Hoc Approvers

- Found on Budget Office website
  - [www.budgets.gatech.edu](http://www.budgets.gatech.edu)

- Required when moving salary on/off worktag from another department.

- Contact ad hoc approver before inserting them into the transaction

- ASC team listed as level 1 approvers for all departments. Don’t insert them as an ad hoc approver
Navigation OneUSG Approvers List

http://www.budgets.gatech.edu/rCmtAcctg/CAApproverList
Funding Supplemental Pay

To fund supplemental pay with a Change Position Funding transaction:

• Select an earnings code for the type of payment - If an earnings code isn’t specified for supplemental payment, the payment will be disbursed according to the regular pay of the position funding distribution.

• Select the distribution percentage - The funding distribution must equal 100% per earnings code.

• Select the correct worktag
Transferring Supplemental Pay

Specific ledger accounts can be selected for EDR transactions. For example, if you need to move supplemental pay only:

- Search by employee ID > select ledger account and pay period end date

Or

- Click the Combo Code Details tab on the EDR search page, confirm you have selected the correct ledger account for the transaction and click ‘next’.
Commitment Accounting Update

Review Salaries Posted to Undesignated Worktags

- All charges must be cleared by 6/30/2023
- Includes credits / negative amounts
- Charges remaining after the 6/16/2023 will be moved to cost overrun

EDR Year-end Approval Deadline

- 6/30/2023 4:45 pm NO EXCEPTIONS
- Coordinate with members in the approval workflow
- Make sure someone is available to approve transaction before adding them to approve (financial approver)
### Commitment Accounting Update

#### Year End Close Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 16, 2023</td>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects (includes cost share)</td>
</tr>
<tr>
<td>June 26, 2023</td>
<td>Liquidate encumbrances post biweekly accrual</td>
</tr>
<tr>
<td>June 30, 2023</td>
<td>Last Day for Campus Online EDR Redistributions</td>
</tr>
<tr>
<td>July 10, 2023</td>
<td>Commitment Accounting Open for FY2024</td>
</tr>
</tbody>
</table>
Additional Resources

• Helpful queries: Enter Query name in Query viewer
  o BOR_CA_POSITION_FUNDING – view position funding
  o BOR_CA_EDR_STATUS – view status of EDR transactions
  o BOR_CA_EDR_LOCKS – Locked EDR transactions
  o BOR_HR_VACANT_POSITIONS - Vacant Positions
  o BOR_CA_CHG_FUND_LOCK - Change Position Funding Locks

• On-demand training videos:
  o Media Space:  
    https://mediaspace.gatech.edu/playlist/details/1_8lgt469g
  o HR Geniussis Training Site:  
    https://gatech.geniussis.com/FERegistration.aspx
Bursar Update

Gloria J. Kobus
Bursar
### Process of Claiming / Booking Wires

- **Payment booking process** (not student payment). When a payment is received and can be identified what is needed to book the wire?
  
  Worktag/Ledger information needed to book wire

- **Campus notification process**
  1) Team Hub created with distribution list. Hub includes instructions. (look for the sneaker)

---

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>YE</td>
<td>Year-End Close Out List</td>
</tr>
<tr>
<td>BR</td>
<td>Banner Records Renewal Project</td>
</tr>
<tr>
<td>OT</td>
<td>Banner and Treasury</td>
</tr>
<tr>
<td>IC</td>
<td>Banner Compliance and Security Improvements</td>
</tr>
<tr>
<td>RR</td>
<td>Division Reuse for Undergraduates</td>
</tr>
<tr>
<td>W</td>
<td>MRAKES</td>
</tr>
<tr>
<td>PC</td>
<td>Production Calendar</td>
</tr>
<tr>
<td>ES</td>
<td>Enroll &amp;/or OARS Team</td>
</tr>
<tr>
<td>RS</td>
<td>Financial Aid &amp; Production Calendar</td>
</tr>
<tr>
<td>LA</td>
<td>PT Audit</td>
</tr>
<tr>
<td>IA</td>
<td>ASP Er Wages</td>
</tr>
<tr>
<td>PT</td>
<td>Process Improvements</td>
</tr>
<tr>
<td>PH</td>
<td>Lunch and Learn</td>
</tr>
<tr>
<td>ES2</td>
<td>Microsoft 365 Training</td>
</tr>
<tr>
<td>MG</td>
<td>Marketing</td>
</tr>
<tr>
<td>LE</td>
<td>E&amp;O Leaders</td>
</tr>
<tr>
<td>GF</td>
<td>NSF Graduate Fellowships</td>
</tr>
<tr>
<td>LL</td>
<td>Lifeline Learning Implementation</td>
</tr>
<tr>
<td>TT</td>
<td>Georgia Tech Unemployment Wires Hub</td>
</tr>
<tr>
<td>RS</td>
<td>Retained Status Spreadsheet</td>
</tr>
<tr>
<td>HS</td>
<td>Internet wire and Scholarship Status</td>
</tr>
<tr>
<td>LAV</td>
<td>Uncovered Wires</td>
</tr>
<tr>
<td>SG</td>
<td>Spring 2023 Cancellation List</td>
</tr>
<tr>
<td>LS</td>
<td>In-Office Schedule</td>
</tr>
<tr>
<td>FE</td>
<td>FOE/ES Claims Group</td>
</tr>
</tbody>
</table>

---

*Georgia Tech*
Process of Claiming / Booking Wires/ACH

2) Departments are contacted, when possible if we can identify enough information to determine a department.

3) Unidentified payments are sent out to campus by email (mass distribution list)

4) Departments review and respond back to claim payments

5) Payments are applied by the department or the Bursar’s Office
Unclaimed Wires & Claiming Payments From General Revenue

After 90 days, unclaimed payments are automatically moved to a central Institute revenue account.

Once funds are booked into Institute revenue, you will need to contact Maurena Maynor, Associate Controller, to see if the funds can still be claimed.

- Availability of funds may be affected by:
  • Funding Source (state, sponsored, etc.)
  • Whether the fiscal year the funds were received in has closed
  • Whether the funds have been used centrally
Campus Notification Process

Expecting a payment? Let us know:
nicole.shepherd@business.gatech.edu
quasaan.manuel@business.gatech.edu

Need to be added to the Teams unposted wires group? Let Quay know:
quasaan.manuel@business.gatech.edu

Need to be on the payment notification list? Let Nicci know:
nicole.shepherd@business.gatech.edu
Procurement Update

Erin Mitchell
Director of Procurement

Whittney Haynes
PCard Manager
## Procurement Update

### FY2023 Closeout Memo Dates

<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>POs for items requiring formal bidding</td>
<td>$25,000 or greater</td>
<td>Friday, March 10, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>POs for items requiring sole source justification approval from the State ($500,000 or greater)</td>
<td>$500,000 or greater</td>
<td>Friday, April 14, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>POs for items requiring sole source justification approval from the State ($25,000 - $499,999)</td>
<td>$25,000 - $499,999</td>
<td>Friday, April 28, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>POs for any Commodity/Service on a State or GT Contract</td>
<td>$25,000 or greater</td>
<td>Friday, May 12, 2023</td>
<td>5pm</td>
</tr>
<tr>
<td>POs for items not requiring bids but do require Purchasing Review (Active Contract not selected on requisition or non-contract)</td>
<td>$2,500 - $24,999</td>
<td>Friday, May 19, 2023</td>
<td>5pm</td>
</tr>
</tbody>
</table>
Procurement Update

• Highlights from Close Out Memo

  • In general, the dates are similar to last year.
  • Formal bidding deadline moved up.
  • Procurement will still work to process as many requisitions as possible.
  • Campus access to Workday Procurement will be removed at 5pm on Friday June 16th.
Procurement Update

• Process Improvement Initiatives
• Mass Closures
• Amazon Update – Books
Procurement Update

• RPA updates for receipt bot
## Procurement Update - RPA

<table>
<thead>
<tr>
<th>Automation</th>
<th>Bot Description</th>
<th>Benefit for PBS</th>
<th>Benefit for Campus/Research</th>
<th>3rd Party Benefit</th>
</tr>
</thead>
</table>
| Contract Amount | An alert will be sent to a Contracting Officer when a contract that they are responsible for is close to being exhausted | 1. Increased staff visibility to contracts nearing max amounts  
2. Reduced number of requisitions that are pending contract value amendments | 1. Reduced number of requisitions that are pending contract value amendments | |
## Procurement Update - RPA

<table>
<thead>
<tr>
<th>Automation</th>
<th>Bot Description</th>
<th>Benefit for PBS</th>
<th>Benefit for Campus/Research</th>
<th>3rd Party Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Creation</td>
<td>If an invoice is in match exception due to a missing receipt (i.e. the invoice matches the PO but is just waiting for Campus to enter a receipt), the bot will create a receipt and route to the end user for approval.</td>
<td>1. Reduction in time spent researching match exception due to missing receipt</td>
<td>1. Reduced administrative burden on campus for completing the details of a receipt.</td>
<td>1. Benefit for suppliers for improved payment cycle time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Improved timeliness in paying suppliers for invoices</td>
<td>2. Reduced risk of data entry errors in completing the receipt</td>
<td></td>
</tr>
</tbody>
</table>
Procurement Update – Data Security

• Updates made to BPM 3.4.4 Process

• As a clarification, certain categories of services are not required to follow the BPM review.

• Improvements have been made to the Supplier Contract Intake Form in ServiceNow address usability, clarity, and efficiency concerns.

• The signed Contract Routing Checklist Form has been phased out to streamline the process.
Procurement Update – Data Security

• Examples of Improvements to BPM Intake:

  • Intake Forms bypass review by Cyber security if **No Data** is being shared with the supplier

  • Increased frequency of end user notifications of task status changes (Example: waiting for more information, processing, Cyber has fulfilled their task, Procurement has fulfilled their task, etc.)

  • Implemented a “requested by” and “requested for” feature when submitting an Intake Form on behalf of someone else.
Procurement Update – Data Security

• Resources:

• The Campus Guidance FAQ for BPM 3.4.4 is located on the Georgia Tech procurement site: https://procurement.gatech.edu/purchasing/dept-resources

• The Supplier Contracts Assessment Intake Form is located in ServiceNow: https://gatech.service-now.com/home/BPM344
Procurement Update

• Virtual Office Hours

• Procurement hosts office hours two times per week.
  • These sessions are designed to be interactive
  • We encourage all stakeholders to attend any of these sessions for support of their purchasing needs.

• Current Office Hours:
  Wednesday 9-10 AM and Thursday 1-2 PM

• Updated Office Hours can be found at: https://procurement.gatech.edu/purchasing/article/office-hours
PCard Update

Deadlines for fully verified transactions:

- Transactions on or before 6/15/2023 must be fully verified by 5 pm 6/22/2023

- All transactions posted between 6/16/2023 - 6/30/2023 must be fully verified by 7/07/2022

- Escalation emails will be sent starting May 1st

- Failure to meet these deadlines will result in the suspension of your PCard

Annual Training Due April 7, 2023

Cards that don’t complete will be suspended and closed after 60 days
PCard Update

Improvements:

- Violations and Policy updates
- BPM # needs to be on all PCV#’s when reconciling
- Pcard transition to Service Now
- Pcard Coordinator Mandatory meeting
Change Orders

Change Order deadline: Friday May 26, 2023, at 5pm

- Change orders submitted and approved after this date may not be completed in time for fiscal year end close
- Punch-out / Bill Only PO’s can only be closed

Purchase Order: PO-5309562
Company: CO503 Georgia Institute of Technology
Purchase Order Type: Bill Only
Accounts Payable & Travel

Abbie Coker
Director of Accounts Payable & Travel

Laura Jamison
Accounts Payable Manager
Submission of Invoices Check List

✓ All invoices to be delivered to apinvoices@gatech.edu

✓ Invoices must -
  ✓ Be billed to Georgia Tech (similar variations – GT, GA Tech etc.)
  ✓ Be in PDF format
  ✓ One invoice per attachment
  ✓ A valid Georgia Tech PO Number
  ✓ PO Number ONLY in the email subject line

✓ Accounts Payable is unable to pay quotes, estimates, proformas, order forms, or a PO number.

✓ All Supporting documents to be included

✓ First submission only. Do not send duplicate invoices to apinvoices@gatech.edu
  ✓ This will slow down the process
Submission of Invoices Check List

✓ Invoices to be processed by Athletics should be sent to ap@athletics.gatech.edu

✓ Invoices to be processed by OSP (OFFICE OF SPONSORED PROGRAMS) should be sent to: ospinvoices@osp.gatech.edu

✓ Invoices to be processed by GT Foundation should be sent to: gtfap@gtf.gatech.edu
Payment Method for Suppliers

- When suppliers register, they are initially set up for payment via check until they enroll with Paymode-X. This process can take up to 6 weeks.
- ACH Electronic payments are the preferred method of payment.
- Suppliers can receive payments electronically once they have enrolled and have been activated in Paymode-X.
- Paymode-X does not share any banking information with Accounts Payable.
- [https://www.paymode.com/gatech](https://www.paymode.com/gatech)
Process Improvements

- Robotic Process Automation
- Several bots were recently implemented to automate manual repetitive steps
- The bot, the bot, the bot, bot, bot....
  - AP Invoice without PO
  - Receipt Creation (Purchasing/AP)
  - Supplier Connections
  - Supplier Payments via ACH(pending)
- Continue to explore other opportunities for Process Improvements
  - Optical Character Recognition
  - Vendor Portal
<table>
<thead>
<tr>
<th>Automation</th>
<th>Bot Description</th>
<th>Benefit for PBS</th>
<th>Benefit for Campus/Research</th>
<th>3rd Party Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Invoice without PO</td>
<td>When an invoice is sent to GT without a PO, the bot will send an email to the supplier and the internal dept contacts (if known) informing them that there is no PO number indicated to pay the invoice. The email will provide instructions on next steps and ask for the supplier to respond with the PO number.</td>
<td>1. Reduced burden of sending out emails to try and get a PO issued 2. Improved timeliness in paying suppliers for invoices</td>
<td>1. Improved timeliness in paying suppliers for invoices</td>
<td>1. Benefit for suppliers for improved payment cycle time</td>
</tr>
</tbody>
</table>
## Robotic Process Automation

<table>
<thead>
<tr>
<th>Automation</th>
<th>Bot Description</th>
<th>Benefit for PBS</th>
<th>Benefit for Campus/Research</th>
<th>3rd Party Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Creation</td>
<td>If a invoice is in match exception due to a missing receipt (i.e. the invoice matches the PO but is just waiting for Campus to enter a receipt), the bot will create a receipt and route to the end user for approval.</td>
<td>1. Reduction in time spent researching match exception due to missing receipt</td>
<td>1. Reduced administrative burden on campus for completing the details of a receipt.</td>
<td>1. Benefit for suppliers for improved payment cycle time.</td>
</tr>
</tbody>
</table>
Why is my invoice not paid?

- Was the invoice sent to apinvoices@gatech.edu?
- Was the invoice submitted in PDF format?
- Is a valid PO listed on your invoice?
- Does the PO have sufficient funds
- Is your invoice in match exception?
- Was a receipt entered?
- Still have questions? Submit a ticket via ServiceNow
Past Due Invoices – In WebNow

 ✓ WebNow Report sent weekly
 ✓ Review Invoices in your Department WebNow queues
 ✓ Review Sticky Note
 ✓ Once task is complete, update the sticky note and route forward to “Approved for AP to Pay”

 ✓ Reasons AP would route back
   1. Insufficient Funds on PO - PO change request
   2. PO is closed – New PO required
   3. Missing/Incomplete Documentation
   4. Funding Source Issues
Outstanding Invoices – In WebNow

Please review invoices in your Dept. WebNow queues and take immediate action so invoices may be processed!

<table>
<thead>
<tr>
<th>Reason</th>
<th>Count of Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO PO</td>
<td>289</td>
</tr>
<tr>
<td>PO FULLY PAID</td>
<td>86</td>
</tr>
<tr>
<td>PO LINE MISISNG</td>
<td>64</td>
</tr>
<tr>
<td>PO CLOSED</td>
<td>55</td>
</tr>
<tr>
<td>PO HAS INSUFFICIENT FUNDS</td>
<td>31</td>
</tr>
<tr>
<td>WRONG SUPPLIER</td>
<td>23</td>
</tr>
<tr>
<td>GOODS LINE ISSUE</td>
<td>9</td>
</tr>
<tr>
<td>NEED REVISED INVOICE</td>
<td>9</td>
</tr>
<tr>
<td>INSUFFICIENT FUNDS</td>
<td>3</td>
</tr>
<tr>
<td>NOT BILLED TO GT</td>
<td>3</td>
</tr>
<tr>
<td>PO CANCELLED</td>
<td>2</td>
</tr>
<tr>
<td>NOT AN INVOICE</td>
<td>1</td>
</tr>
<tr>
<td>PO STATUS-IN PROGRESS</td>
<td>1</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>576</strong></td>
</tr>
</tbody>
</table>
Outstanding Invoices – In Match Exception (Workday)

<table>
<thead>
<tr>
<th>Match Exception</th>
<th>Supplier Invoices</th>
<th>Invoice Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both</td>
<td>1</td>
<td>$62,142</td>
</tr>
<tr>
<td>Receipt</td>
<td>412</td>
<td>$5,909,370</td>
</tr>
<tr>
<td>Tolerance</td>
<td>59</td>
<td>$583,555</td>
</tr>
<tr>
<td>Grand Total</td>
<td>472</td>
<td>$6,555,067</td>
</tr>
</tbody>
</table>

Match Exceptions as of 03/13/2023 = 472 total

- Both: 0%
- Receipt: 67%
- Tolerance: 13%
Outstanding Invoices – In Match Exception (Workday)

- Review all invoices in match exception report.
- Run “Supplier Invoices in Match Exception – CR” report weekly.
- Helps research by Cost Center
- Helps with researching PO’s with multiple invoices keyed on the PO lines
  - Search by PO# to view the status of all invoices associated with the PO
  - If one of the invoices is in match exception due to a receipt or change order, it will show all other invoices affected
  - Create change order to increase funds
- Enter receipts
- Comments from the activity area appear as a comment on the report
Invoices In Match Exception – Receipt Bot

✓ The Bot is not intended to replace the existing Receipt process, but supplement it.
✓ The Bot will help reduce the number of supplier invoices unpaid due to missing receipts.
✓ The Bot will create a receipt automatically. This process is run daily.
✓ End-users can still create Receipts manually.
✓ The Bot will only create a Receipt for the specific PO Lines in Match-Exception.
✓ The Bot excludes ANY PO Lines, where a Receipt has already been created.
✓ The Bot will create ONE Receipt per PO.
What payments are to be submitted via a SIR?

SIR’s (Supplier Invoice Requests) in Workday are required for the type of payments listed below:

- Student Payments
- Postage, Shipping and Mailing Services
- Telecom Services Paid to Provider/Utilities
- Homeland Security
- Honorarium
- Legal
- Non-GT Student Training Stipends, Non-Employee Awards
- Registration (Conference, Workshop)
- Pre-Payment: Subscription, Institutional Membership, Certification, Deposits
Travel & Expense – Spend Authorizations

- Spend Authorizations must be submitted **and** fully approved prior to first day of travel.
- Must be linked to an expense report.
- Monthly Close of Spend Authorizations
- Spend Authorizations are closed 60 days after travel end date
- Expense report should be marked for final if no further expenses are expected
Status of Spend Authorizations and Expense Reports

Run the following reports periodically for the status of spend authorizations and expense reports

✔ Run the “Find Spend Authorizations by Organization – CR” report for spend authorizations in “draft” and “in progress” status

✔ Run the “Find Expense Reports by Organization – CR” report for expense reports in “draft” and “in progress” status

REMINDER: There is mass close of spend authorizations and cancellation of expense reports for year end close out.
“Know Before You Go” About Travel & Expenses

✓ Travel authorization to be fully approved prior to the first day of travel for out of state trips.

✓ Lodging options over $500 per night require pre-approval by Travel & Expense Leadership prior to the submission of a spend authorization.

✓ Overnight stay within a 50-mile radius requires pre-approval by Travel & Expense Leadership.

✓ Proof of payment must be sufficient for reimbursement.

✓ An agenda is required for attendance of conference and meetings.

✓ Credit card payments
  ✓ Approvers to add a comment confirming payment is not with the Departments P-Card.
  ✓ Travel team is relying on the approvers and cost center managers to have done their due diligence prior to approving an expense report.
Travel & Expense – Expense Reports

✓ Final draft of Allowable Cost Matrix is posted.
✓ Please take a moment to review the cost matrix prior to the submission of an expense report for reimbursement.
✓ Food group meal form is required for all funding sources with the exception of custodial funds.
✓ Form not required if processed directly through the GT Foundation or GTRC.
✓ Please use the current food group meal form located on the PBS website.

Food/Group Meal Documentation Form (Purchases on or after 02/01/2022)
Travel & Expense – Training

- Travel & Expense Online Training is now available!
- Encouraged for all new employees
- A refresher for current employees
- Please visit [https://gatech.geniussis.com/FERegistration.aspx](https://gatech.geniussis.com/FERegistration.aspx)
- Login via GT Login
- Go to LMS

- Published courses should pop up
Accounts Payable Deadlines

✓ All invoices, SIR’s, travel expense reports are to be submitted by June 9th, 2023, at 5:00pm to be processed in FY 2023

✓ Last payment and settlement run for FY 2023 - Thursday June 22nd, 2023, at 4:00 pm

✓ Black out period in the Month of June - June 23rd – July 2nd, 2023
  ✓ No invoices or expense reports will be processed
  ✓ No payments or check runs
  ✓ Payments and check runs resume on July 3rd, 2023
How do I contact the Accounts Payable Department?

✓ Best way to have your questions answered is to submit a ticket via ServiceNow
  ✓ Provide detailed information regarding your question such as PO number, invoice number, expense report number, check number etc.
✓ Visit the Procurement & Business Services website
✓ Wellness check sessions specific to each department
Thank you for your time!!

Thank You for your attention.

Any questions?

(this is the part where you run)
Grants and Contracts Update

Jonathon Jeffries
Director - Cost Accounting

Glenn Campopiano
Director - Project Accounting
Effort Report Update

Required for all employees charging effort/dollars to Sponsored Awards

- Certified by employee or an employee with 1st hand knowledge of effort
- Verified by Unit Level Financial Representative

- Employees working on sponsored awards that plan to leave GIT should complete ASR as part of the exit process
- Terminating ASR report available on Lite
- Employee must have a termination in OneUSG Connect and final payroll posted
- Changes to salary distribution will void early ASR
- Return early ASRs 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 17, 2023</td>
<td>FY23 ASR’s available electronically</td>
</tr>
<tr>
<td>August 31, 2023</td>
<td>Certified and Approved ASR Deadline</td>
</tr>
</tbody>
</table>
NIH Salary Cap

• Effective January 1, 2023, Executive Level II increased to $212,100
  ✓ Applied based on level of effort
  ✓ Applied to all subaward and subcontracts

• Grants and Contracts will provide list of employees over the cap
  ✓ An EDR to a linked Cost Share Grant is required to fix issues
  ✓ Must be corrected by year-end close
  ✓ Changes to salary distribution will void early ASR

Questions: please reach out to Jonathon Jeffries
Sponsored Compliance Update

• **Awards with Sandia National Lab**
  ✓ Must be monitored closely for variances among budget object classes
  ✓ All Foreign Travel and Equipment requires prior approval and budget revision from Sandia Buyer to avoid questioned costs in future audits.
  ✓ Request approval from sponsor for all rebudgeting

• **Participant Support**
  ✓ Charges to Participant Support Lines will be reviewed by Compliance Staff
  ✓ This budget category refers to direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with NSF-sponsored conferences or training projects.
  ✓ Other Direct Costs is correct budget line for payments to human subjects
Sponsored Compliance Update

• Supplemental Pay
  ✓ Charges to Grants will be reviewed by Compliance Staff
  ✓ Supplemental Pay should be directly related to work on sponsored award not departmental commitments
  ✓ Can be funded or transferred via EDR by earning code in Commitment Accounting during the fiscal year
  ✓ Relocation Assistance charged to grants must be allowable and allocable based on employee level of effort for the initial 12 month period.

• Non-Personal Services Cost Transfers
  ✓ The request will require adequate supporting statements that clearly indicate that the costs being moved to a project are directly related to the project scope, allowable by the project budget, and incurred in a timely manner such that they benefit project activities.
  ✓ Ensure you are Include clarifying language for the cost transfer on questionnaire
  ✓ State clear proactive measure taken to prevent further late transfer occurrence
## 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 16&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Written Cost Transfer Requests for Grants &lt; 90 Days</td>
<td>Tuesday, June 20&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Accounting Journals and Adjustments for Grants</td>
<td>Wednesday, June 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)</td>
<td>Friday, June 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Budget Amendment by Organization Requests for Grants</td>
<td>Monday, July 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

- Last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 23, 2023

- ICOL notices should be received by appropriate parties once new awards and mods are completed in Workday.
New Policy on Prior Year Salary Cost Transfers

- Allowability of Prior Year Salary Cost Transfers
- **Effective July 1, 2023 FY24**
- Prior Year Salary Cost Transfers that will be accepted for review and processing:
  - Sponsored Grant line to Sponsored Grant line in the same Award
  - Sponsored Grant line to Designated or GTRC or GTF funds
  - Errors caused by incorrect Award set-up (by OSP or G&C)
  - GTF or GTRC to Sponsored Grant line for mods or initiations completed in June.
- Requests must be complete with all required documentation or will be returned for correction. Requires G&C Cost Transfer Form—include Salary, fringe & tuition. Employee cost detail and signed revised ASR
- All requests must go through Service Now.
- If the requests does not meet the above conditions it will not be processed. If you identify a salary on an award that does not meet the above criteria it will be moved to a discretionary worktag. Once you inform us it is wrong it must be fixed — no “neverminds”
- Be Sure to put June pay on GTF or GTRC worktags so they can transfer in FY24 to sponsored worktags. Don’t leave the salaries on state funds!
- Get Advanced Project (grant) numbers!
A few reminders going into year end:

- Review Cost Share commitments and ensure effort is posted by end of FY23.
- Close open obligations on awards that are ending on or before June 30th.
- Ensure graduating or leaving GRAs are removed from grants to avoid salary overpayments.
Grant Reports

- SABER suite of reports in Workday
  - Sponsored Award Budget Expense Report (SABER)
  - SABER by Object Class
  - SABER by PEB

- GT RPT Cost Share Fund in Progress Report
- Grants & Contracts Award & Grant Exception Report - available in Lite and via the G&C Dashboard.

Reports in development – will be made available in Lite when completed.
- Sponsored Expenditures Report by Sponsor
- Cost Share Exception Report

Workday Grants Reports page (https://grants.gatech.edu/workday-grants-reports). It has current information on the reports that are available and detailed descriptions of their use.
Budget Updates: FY 2024 and Budget Reform

Jamie Fernandes
Executive Director

Isabel Lynch
Budget Manager
Agenda

• Budget Updates
  • FY 2024 Update
  • Budget Reform
• Year-end Deadlines
Enrollment By The Numbers

Overall Enrollment
- Online Graduate
- Graduate
- Undergraduate

Total Enrolled:
- Fall 2013: 21,471
- Fall 2022: 45,296
Chancellor’s Presentation

• Joint House and Senate Appropriations Committee met on January 18, 2023

• Begins around 0:48 and runs to 1:30

https://www.youtube.com/watch?v=ZCRtquFb4Ys&t=805s
FY23 Amended Budget Update

- FY23 Amended Budget was passed by House and Senate conference committee on March 6.
  - State had $6B surplus at the end of FY22
- One-Time Expenses:
  - $1B in property tax cuts
  - $1.1B GDOT
  - $1B income tax rebate (not final)

FY24 Outlook: State revenue collections are expected to be down this year.
## University System of Georgia Budget

### Net Change to FY24 Operating Budget – Teaching Program

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Governor’s Recommendation</th>
<th>House Version As Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Living Adjustments ($2,000)</td>
<td>$82,655,144</td>
<td>$82,654,405</td>
</tr>
<tr>
<td>Enrollment (Net of $2.78M Correction)</td>
<td>7,576,201</td>
<td>7,568,313</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>2,313,043</td>
<td>2,313,040</td>
</tr>
<tr>
<td>Health Insurance and Retiree Health &amp; Life Benefits</td>
<td>17,106,681</td>
<td>17,106,681</td>
</tr>
<tr>
<td>Net Change to FY2024 Operating Budget</td>
<td>$109,651,069</td>
<td>$109,642,439</td>
</tr>
</tbody>
</table>

FY24 passed the House last week. The Senate version is expected this week.
<table>
<thead>
<tr>
<th>Month</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>6: Student credit hour census on February 22. Final census credit hour data available for modeling scenarios with estimates.</td>
</tr>
<tr>
<td>March</td>
<td>13 &amp; 14: Finalize percentage allocation methodology with BAC and Executives.</td>
</tr>
<tr>
<td>April</td>
<td>14: Prioritized Form 2 due from Executives and Deans.</td>
</tr>
<tr>
<td>April</td>
<td>18: Board of Regents meeting - State appropriations and tuition rates communicated.</td>
</tr>
<tr>
<td>April</td>
<td>19: Net new revenue allocations determined for colleges and non-college portfolios (President, Provost, A&amp;F, and EVPR).</td>
</tr>
<tr>
<td>April</td>
<td>21: Executive leadership finalizes net new revenue allocations.</td>
</tr>
<tr>
<td>May</td>
<td>2: Original budget due to Board of Regents.</td>
</tr>
<tr>
<td>June</td>
<td>Net new budget allocations prepared for colleges based on Form 2 information. Allocation sheets prepared.</td>
</tr>
</tbody>
</table>

Visit [www.budgets.gatech.edu/mCalendars/CalPropBudComplete](http://www.budgets.gatech.edu/mCalendars/CalPropBudComplete) to learn more.
Net New Revenue Model | Institute-Level Revenue Allocations

Distribution of Growth

- College Growth 50%
- Non-College Growth 50%
- General Institutional xx%
- Institute Strategic Plan 3%

Distribution to Colleges Based on Credit Hour Data
- 60% College of Instruction
- 40% College of Enrollment
- Census data due March 6 from IRP

Distribution based on % of Base Budget
- Provost
- Office of the President
- Executive Vice President for Research
- Administration and Finance

3% to Support the Institute Strategic Plan
- Breakdown by initiative provided by OOP/GTSC

Mandatory Must-Pays and Pre-Approved
- Current value $21.9M
- Examples include: COLA, Retention, Indirect Cost Recovery 70/30 Split, and funds to support previous growth in student experiences
Budget Reform
Budget Reform | Roadmap

**FY22**
- Laying the Foundation

**FY23**
- We are here
- Incremental Model
- Workday Adaptive

**FY24**
- Introducing Planning Tools
- Incremental + Net New Revenue Allocation Model

**FY25**
- Creating a Sustainable Model

**FY26**
- Hybrid Activity-Driver Model

**Key**
- Active Model
- Future-State Model Under Review in Parallel

Georgia Tech
Budget Reform | Workday Adaptive Planning

Workday Adaptive is a cloud solution for budgeting, forecasting, reporting, financial consolidation, dashboards, modeling, analysis, and collaboration.

Benefits:

• Provides a complete planning suite – Planning, Consolidation, Discovery, Reporting, OfficeConnect, and Planning in Excel.

• Discovery reporting and reports functionality are designed to be intuitive and user-friendly.

• Adaptive integration provides a holistic data integration solution to the Adaptive Suite and has predefined data connectors to Workday.

Implementation is underway. Workday Adaptive will be live for FY2025 Budget Development.
Implement and automate the new budget model leveraging Workday

Facilitate multi-year planning within Workday Adaptive

Simplify process of financial data analysis leveraging core financial system

Unify user experience of budget planning process leveraging Workday
Year-end Dates
Budget Reform | Carry Forward Updates

Additions to the FY23 Gen Ops Carry Forward Policy went into effect March 1, 2023. The FY23 General Operations Carry Forward forms are due Tuesday, April 18 at 5:00pm.

• **10% maximum of adjusted original base budget may be carried forward** utilizing the following Fiscal Year (FY) mechanisms.
  • 3%: Division requests are not to exceed the 3% permitted carry forward allowance.
  • 7%: Division requests are not to exceed the 7% return for future allowance.
    • These funds must be used for strategic use in a future Fiscal Year (FY) and are not to exceed 5 years.
    • IBPA will reach out to each division that exceeds 10% this FY.

• **10% minimum utilization requirement** on all funds returned for future.
  • If minimum not met funds will be returned to the Institute each Fiscal Year (FY) except if impacted by outside extenuating circumstances. Advanced IBPA approval is required in the event a unit is unable to meet the 10% minimum utilization requirement per FY.
  • IBPA will reach out to each division that has not utilized 10% this FY.

Visit [www.budgets.gatech.edu/mBudMaint/BudCarryForward](http://www.budgets.gatech.edu/mBudMaint/BudCarryForward) to learn more.
## Departmental Budget Clean-Up

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Amended Budget</th>
<th>Obligation</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>4,500</td>
<td>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>

**Best Practice:** Align Personal Services and Non-Personal Services by category (i.e., Travel, OSE & Equipment) budgets with actual expenses.
## Departmental Budget Clean-Up

<table>
<thead>
<tr>
<th></th>
<th>Do</th>
<th>Do Not</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>Ensure that your revenue budget exceeds the actual receipts you</td>
<td>Leave a deficit in Gen Ops (State App, Tuition, ICR, Other General) and a balance in Department Sales and Services (DSS).</td>
</tr>
<tr>
<td></td>
<td>expect to receive through the end of the FY.</td>
<td>These cannot be used to offset one another.</td>
</tr>
<tr>
<td></td>
<td>Make your best estimate based on prior year experience.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clean up all funds: General Operations, Department Sales and</td>
<td>Leave a surplus in Technology Fees. This surplus will not cover a deficit in the other Gen Ops funds.</td>
</tr>
<tr>
<td></td>
<td>Services (DSS) and Technology Fee balances.</td>
<td></td>
</tr>
<tr>
<td><strong>Sponsored Adjustments</strong></td>
<td>Complete sponsored adjustments as early as possible, especially any personal services adjustments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: Personal Services adjustments impact General Operations (Gen Ops) balances centrally-budgeted fringe benefits the Institute pays.</td>
<td></td>
</tr>
</tbody>
</table>
Final Budget Amendment

- Final Budget Amendment of FY23 is tentatively scheduled for June 5 – June 9, 2023.
  - It will close June 9 at 5:00 pm.

- There is no April Budget Amendment.

- Questions? Please reach out to your assigned analyst or the following Budget Office Team Members via Teams:
  - Lisa Godfrey
  - Ebony Thompson
  - Isabel Lynch
## Reminders

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Budget Amendment</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Original Budget Development in one</td>
<td>April 3 – 14, 2023</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Budget Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Budget Workshops</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Carry Forward Due</td>
<td>April 18, 2023</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Carry Forward Edits Due</td>
<td>May 31, 2023</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Final Budget Amendment Due</td>
<td>June 9, 2023</td>
<td>5:00 pm</td>
</tr>
</tbody>
</table>
Questions?
Year End Compliance Activities

Amry Stanley
Financial Compliance Program Manager
Allowable Cost Matrix

- ACM Final Draft Shared with Financial Council on 3/6/23 and posted to the Controller’s Office Website
  - https://controller.gatech.edu/allowable-cost-matrix
Allowable Cost Matrix

- Decision tool for common campus expenses
- Designed by Expense Type and Fund Group
- Matrix is not inclusive of all expenses
- When in doubt, ask these questions:
  - Is this an appropriate use of these resources?
  - Am I comfortable explaining this to an auditor?
  - Would a reasonable person have purchased item & paid this price?
  - Is it allocable or applicable to the project or fund group?
  - Is it allowable per the parameters of the fund group?
  - Is it consistent with other expenses for similar purposes?
- Continue to submit questions via ServiceNow
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 current FY/current BR (i.e. FY23/BR23) by Controller’s Office
  - The Unit must request a PO change order to move the Obligations

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

- **Supplier Invoice or PCard Payment in Current Year (FY23/BR23) related to a Prior Year PO**
  - Process Accounting Adjustment or Accounting Journal to recover funds
  - Reach out to the Controller’s Office via ServiceNow for assistance

- **Prior Year PO Closed in Error in Current Fiscal Year (FY23)**
  - Create Procurement Requisition using prior year BR to recover funds

- **Issue with Vendor or Goods/Services**
  - Ensure old PY Purchase Order is closed and obligation liquidated
  - Create new Procurement Requisition using PY BR with like vendor or goods/services
Managing Prior Year Purchase Orders

- **Compliance Review**
  - PY PO’s with funds lapsing to the state $1,000 or greater require an explanation from the Cost Center Manager
  - Aging PO’s are subject to review by DOAA auditors

- **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)
Balance Sheet Ledger Account Recons

• FY23 remaining Quarterly Reconciliation due dates are listed below:
  o 3rd quarter – Friday, April 28, 2023 (July - March)
  o 4th quarter (YE) – Monday, July 31, 2023 (July - June)

• FY24 Quarterly Reconciliations due dates are listed below:
  o 1st quarter – Tuesday, October 31, 2023 (July - September)
  o 2nd quarter – Wednesday, January 31, 2024 (July - December)
  o 3rd quarter – Tuesday, April 30, 2024 (July - March)
  o 4th quarter (YE) – Wednesday, July 31, 2024 (July - June)

• The State Auditors review reconciliations each year as part of their audit program.

• Please send completed YTD quarterly reconciliations and questions to auditrequest@gatech.edu.
GTF Gifts

• Please review gift balances by using “Other Funding Sources - Funding by Gift and Designated - CR” report.

• Questions about gift budgets and balances should be submitted via ServiceNow. **Do not** contact the Foundation about gift budgets posted in Workday.

• GTF Gift Guide Available at https://controller.gatech.edu/financial-resources
Journal Entry Documentation Compliance

Types of Support:
- Screenshots, Invoices, Reports, Emails that explain reason for and amount of entry

Responsibility of Preparer:
- Enough detail to satisfy auditor / future user
- Reduce need for individual recollection by preparer
- Review for errors, reasonableness, completeness
- Consider data security / governance

Responsibility of Reviewer - Review, but for real!

Keep smiling - maybe the auditor will forget about those reports she asked for yesterday