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

Georgia Tech

Agenda

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

Closeout & Financial Accounting Update

Amy Herron
Controller

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Closeout and Financial Reporting

- **Key Closeout Dates**
  - ✓ Closeout Memo/Schedule/Calendar
  - ✓ 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

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Journal Entry Matrix

SOURCE	TYPE OF MOVE	JOURNAL TO USE

Expense Report
EXP-XXXXXXXX
	*Change Driver Worktag:
	  Move entire dollar amt
		Operational Journal Accounting Adjustment
		  • Find Expense Reports by Organization → Related
		      Action → Accounting →Adjust Acctg

	*Change Driver Worktag:
	  Move partial dollar amt
	*Change ledger account
	*Change expense item cat.
		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
	  (Commitment Acctg Office Only)
		oneUSG Connect → Express Direct Retro

Procurement Card Verification
PCV-XXXXXXXX
	*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-XXXXXXXX
	*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-XXXXXXXX
	*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-XXXXXXXX
	*Change Driver Worktag:
	  Move entire dollar amt
	*Change spend category
		Operational Journal Accounting Adjustment
		  • Find Supplier Invoice for Campus - GTCR →
		      Related Action → Acctg →Adjust Acctg

	*Change Driver Worktag:
	  Move partial dollar amt
	*Change ledger account
		If Paid → Accounting Journal →
		  • Create Journal
		If Not Paid → Edit transaction and re-submit

Other Accounting Transaction
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
		  • Create Journal

See page 10 of the Closeout Memo

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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.**

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

See page 11 of the Closeout Memo

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FY2021 Award of Distinction for Excellent Financial Reporting

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.

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Revised Workday and Financial Training Courses

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

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Key Overview Courses (now and coming soon)

Audience	Course Name/Description	Course Availability
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
(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

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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**

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GASB 96 - Subscription-Based IT Arrangements (SBITA's)

Kelly MacArthur
Associate Controller

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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

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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

Yes	No	XIV. SUBSCRIPTION-BASED IT ARRANGEMENTS (SBITA)
		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? 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
		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.
Explanation/Disclosure:		

- Future Goal – try to identify SBITA's on the front end

- Reach out to Kelly MacArthur with questions! (kelly.macarthur@business.gatech.edu)

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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).

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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

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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 calculated
- The Department and Employee notified of salary overpayment, repayment amount, and repayment instructions
- EDR 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 processed to correct the payroll record.
- Once payroll processed for the manual checks, a journal entry processed to correct the salary overpayment clearing account and the A/R Account.

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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**

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YE Processing Dates

MSS Transaction for Payroll Actions

Pay Period End	Due Date
06/10/23	06/05/23
06/24/23	06/16/23
07/08/23	07/03/23
Monthly	06/14/23

Timesheet Approval (including late time)

Pay Period End	Due Date
06/10/23	06/12/23
06/24/23	06/26/23
07/08/23	07/10/23

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

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Commitment Accounting Update

Terryl Barnes II
Commitment Accounting Manager

List of Ad Hoc Approvers

- Found on Budget Office website
  - 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)

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Commitment Accounting Update

Year End Close Dates	
June 16, 2023	Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects (includes cost share)
June 26, 2023	Liquidate encumbrances post biweekly accrual
June 30, 2023	Last Day for Campus Online EDR Redistributions
July 10, 2023	Commitment Accounting Open for FY2024

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Additional Resources

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

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

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Bursar Update

Gloria J. Kobus
Bursar

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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)
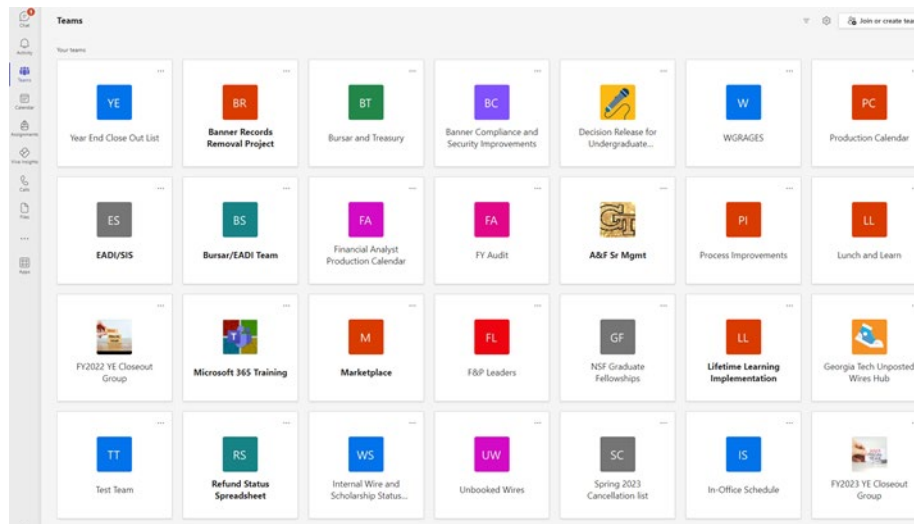
Process of Claiming / Booking Wires/ACH

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

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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

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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

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Break – 15 Minutes

Procurement Update

Erin Mitchell
Director of Procurement

Whittney Haynes
PCard Manager

Procurement Update

FY2023 Closeout Memo Dates

TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
Processed by Contract Officers			
POs for items requiring formal bidding	$25,000 or greater	Friday, March 10, 2023	5pm
POs for items requiring sole source justification approval from the State ($500,000 or greater)	$500,000 or greater	Friday, April 14, 2023	5pm
POs for items requiring sole source justification approval from the State ($25,000 - $499,999)	$25,000 - $499,999	Friday, April 28, 2023	5pm
POs for any Commodity/Service on a State or GT Contract	$25,000 or greater	Friday, May 12, 2023	5pm
POs for items not requiring bids but do require Purchasing Review (Active Contract not selected on requisition or non-contract)	$2,500 - $24,999	Friday, May 19, 2023	5pm

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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.

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Procurement Update

- Process Improvement Initiatives
- Mass Closures
- Amazon Update – Books

Procurement Update

- RPA updates for receipt bot

Procurement Update - RPA

Automation	Bot Description	Benefit for PBS	Benefit for Campus/ Research	3rd Party Benefit
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	

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Procurement Update - RPA

Automation	Bot Description	Benefit for PBS	Benefit for Campus/ Research	3rd Party Benefit
Receipt Creation	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.	1. Reduction in time spent researching match exception due to missing receipt 2. Improved timeliness in paying suppliers for invoices	1. Reduced administrative burden on campus for completing the details of a receipt. 2. Reduced risk of data entry errors in completing the receipt	1. Benefit for suppliers for improved payment cycle time

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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.

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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.

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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

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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

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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

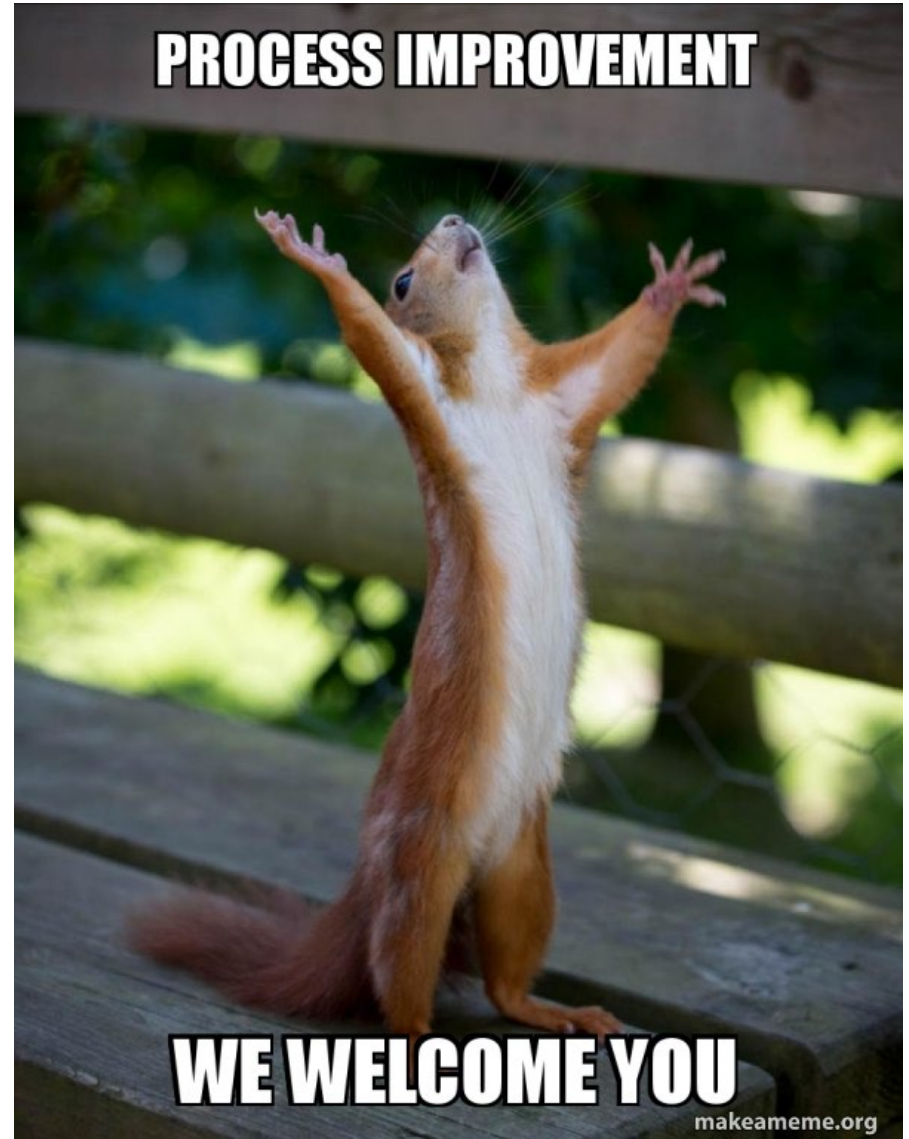**Annual Training Due April 7, 2023**

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

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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

Cart Details		
CartName : 611675186	Purchase Order	PO-5309562 Status Issued Receiving Status
ContractNumber : SCN-00003487/Multiple	˅ **Summary**	
ItemSize : EA	Company	CO503 Georgia Institute of Technology
PartNumber : 6738978 ⋯	Purchase Order Type	Bill Only
ProductType : Punchout		
⊕ More (4)		

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Accounts Payable & Travel

Abbie Coker
Director of Accounts Payable & Travel

Laura Jamison
Accounts Payable Manager

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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

⊘ Your request was successfully submitted.

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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

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

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Robotic Process Automation

Automation	Bot Description	Benefit for PBS	Benefit for Campus/ Research	3rd Party Benefit
AP Invoice without PO	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.	1. Reduced burden of sending out emails to try and get a PO issued 2. Improved timeliness in paying suppliers for invoices	1. Improved timeliness in paying suppliers for invoices	1. Benefit for suppliers for improved payment cycle time

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Robotic Process Automation

Automation	Bot Description	Benefit for PBS	Benefit for Campus/ Research	3rd Party Benefit
Receipt Creation	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.	1. Reduction in time spent researching match exception due to missing receipt 2. Improved timeliness in paying suppliers for invoices	1. Reduced administrative burden on campus for completing the details of a receipt. 2. Reduced risk of data entry errors in completing the receipt	1. Benefit for suppliers for improved payment cycle time

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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

WHERE IS MY MONEY?

I WANT MY MONEY IN 24 HRS

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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

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Outstanding Invoices – In WebNow

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

Invoices in WebNowDept. Queues as of March 10,2023	
Reason ↓	**Count of Invoice Number**
NO PO	289
PO FULLY PAID	86
PO LINE MISISNG	64
PO CLOSED	55
PO HAS INSUFFICIENT FUNDS	31
WRONG SUPPLIER	23
GOODS LINE ISSUE	9
NEED REVISED INVOICE	9
INSUFFICIENT FUNDS	3
NOT BILLED TO GT	3
PO CANCELLED	2
NOT AN INVOICE	1
PO STATUS-IN PROGRESS	1
Grand Total	**576**

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Outstanding Invoices – In Match Exception (Workday)

Match Exception	Supplier Invoices	Invoice Totals
Both	1	$62,142
Receipt	412	$5,909,370
Tolerance	59	$583,555
Grand Total	**472**	**$6,555,067**

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

Both 0%

Tolerance 13%

Receipt 87%

- Both
- Receipt
- Tolerance

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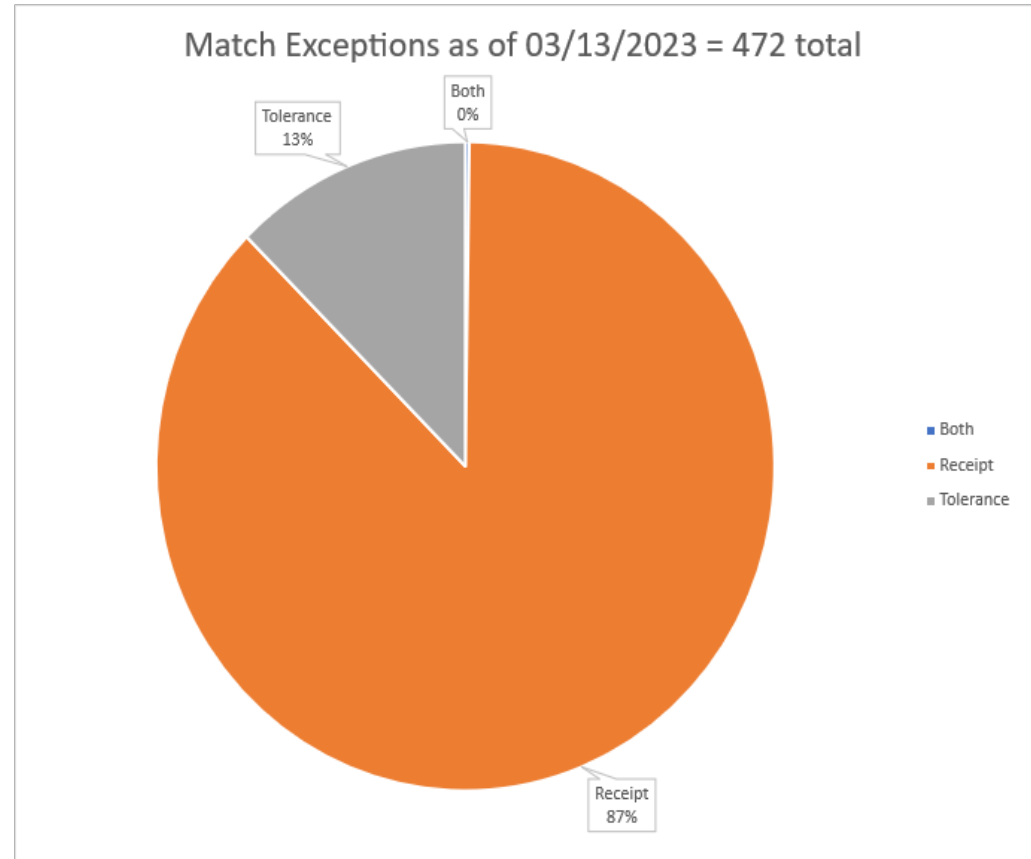
Outstanding Invoices – In Match Exception (Workday)

- ✓ **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

Supplier Invoices in Match Exception - CR

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

Filter Name

Manage Filters   Save
0 Saved Filters

OK   Cancel

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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

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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

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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 reportions for year end close out.

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"Know Before You Go" About Travel & Expenses

- ✓ Travel authorization to be fully approved <u>prior to the first day </u>of travel for out of state trips.

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

- ✓ 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.
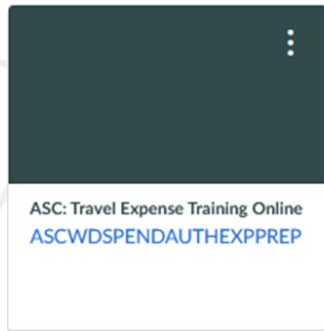

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Travel & Expense – Expense Reports

✓ Final draft of Allowable Cost Matrix is posted.

✓ Please time 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 <u>current</u> food group meal form located on the PBS website.

Food/Group Meal Documentation Form (Purchases on or after 02/01/2022)

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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

- Login via GT Login

- Go to LMS

- Published courses should pop up

ASC: Travel Expense Training Online
ASCWDSPENDAUTHEXPPREP

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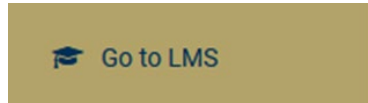
Accounts Payable Deadlines

✓ 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!!

Grants and Contracts Update

Jonathon Jeffries
Director - Cost Accounting

Glenn Campopiano
Director - Project Accounting

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Effort Report Update

Required for a 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	
July 17, 2023	FY23 ASR's available electronically
August 31, 2023	Certified and Approved ASR Deadline

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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

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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
  - ✓ NSF PAPG - https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf

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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 <u>proactive</u> measure taken to prevent further late transfer occurrence

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Grants and Contracts Accounting

Type of Request	Deadline
Written Prior Year Cost Transfer Requests for Grants	Friday, June 16th
Written Cost Transfer Requests for Grants < 90 Days	Tuesday, June 20th
Accounting Journals and Adjustments for Grants	Wednesday, June 28th
Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)	Friday, June 30th
Budget Amendment by Organization Requests for Grants	Monday, July 3rd

❑ 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.

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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!

Grants & Contracts Accounting

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.
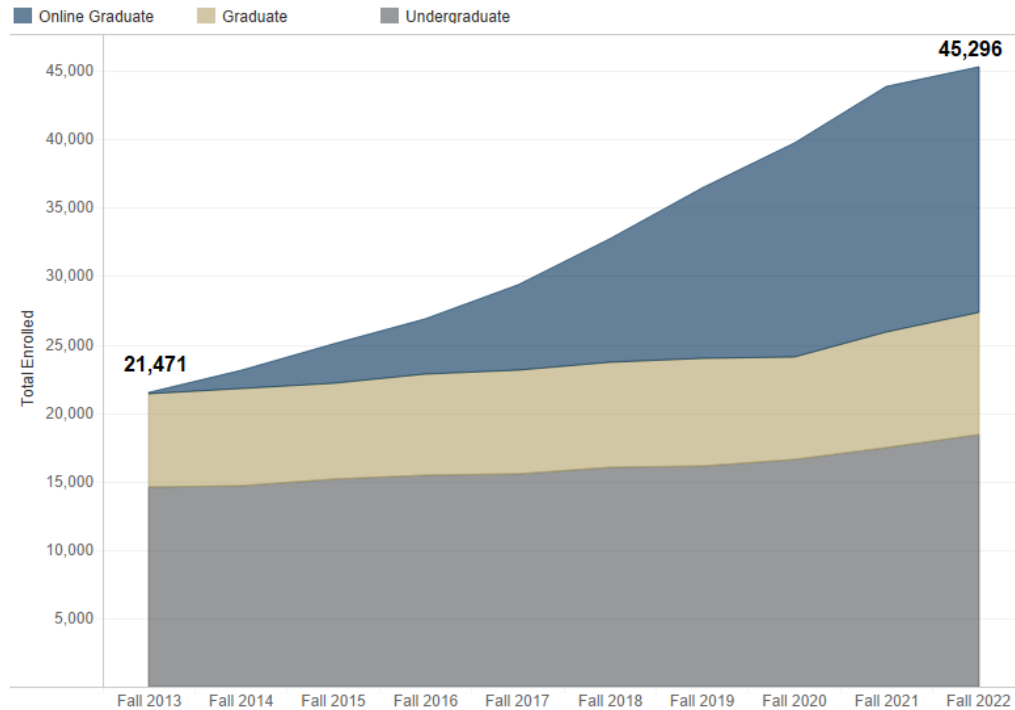
Agenda

- Budget Updates
    - FY 2024 Update
    - Budget Reform
- Year-end Deadlines

Enrollment By The Numbers

Overall Enrollment

- Online Graduate
- Graduate
- Undergraduate

Total Enrolled

45,296

21,471

Fall 2013 · Fall 2014 · Fall 2015 · Fall 2016 · Fall 2017 · Fall 2018 · Fall 2019 · Fall 2020 · Fall 2021 · Fall 2022

83

Chancellor's Presentation

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

- Begins around 0:48 and runs to 1:30

State Funds Earnings and Losses

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

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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.

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University System of Georgia Budget

Net Change to FY24 Operating Budget – Teaching Program

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

FY24 passed the House last week. The Senate version is expected this week.

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FY24 Budget Allocation | Key Dates

January	February	March	April	May	June	July	August

1 **March 6:** Student credit hour census on February 22. Final census credit hour data available for modeling scenarios with estimates.

2 **March 13 & 14:** Finalize percentage allocation methodology with BAC and Executives.

3 **April 14: Prioritized Form 2 due from Executives and Deans.**

4 **April 18:** Board of Regents meeting - State appropriations and tuition rates communicated.

5 **April 19:** Net new revenue allocations determined for colleges and non-college portfolios (President, Provost, A&F, and EVPR).

6 **April 21: Executive leadership finalizes net new revenue allocations.**

7 **May 2:** Original budget due to Board of Regents.

8 **June: Net new budget allocations prepared for colleges based on Form 2 information. Allocation sheets prepared.**

Visit www.budgets.gatech.edu/mCalendars/CalPropBudComplete to learn more.

Net New Revenue Model | Institute-Level Revenue Allocations

Distribution of Growth

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

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

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

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Budget Reform

Budget Reform | Roadmap
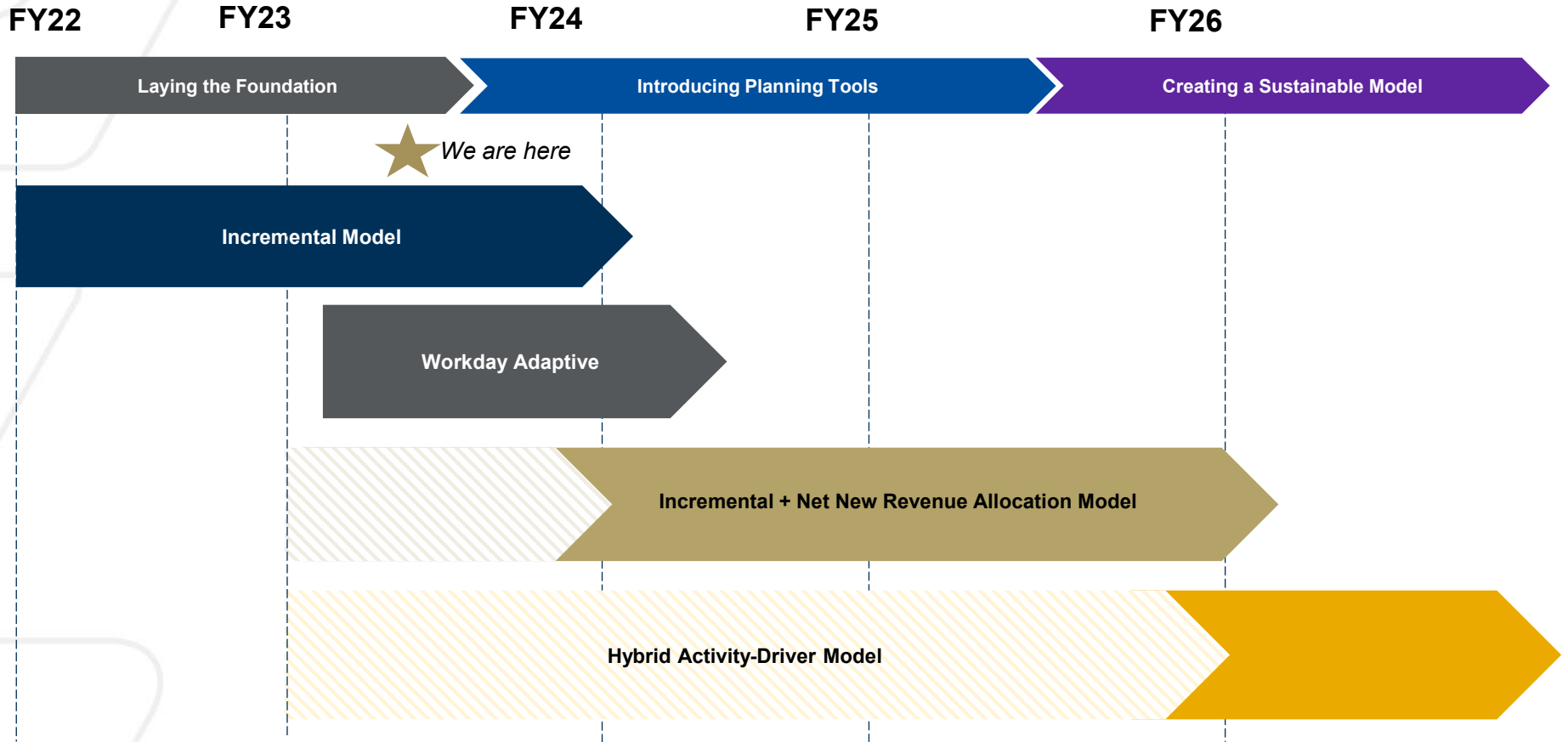
Budget Reform | Workday Adaptive Planning

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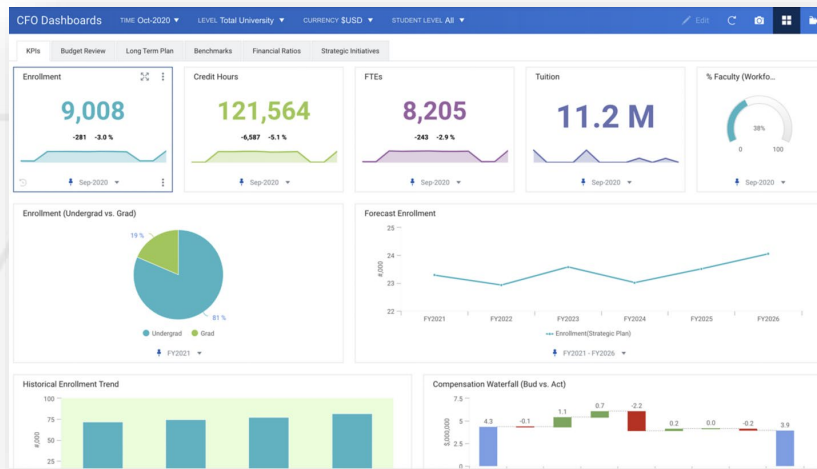
Benefits:

- 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.

Workday Adaptive Planning Implementation Goals

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

Georgia Tech

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 to learn more.

Departmental Budget Clean-Up

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

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

Departmental Budget Clean-Up

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

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 <u>no</u> April Budget Amendment.

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

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Reminders

Action	Date	Time
April Budget Amendment	None	
Original Budget Development in oneBudget Due	April 3 – 14, 2023	5:00 pm
Original Budget Workshops	TBD	
Carry Forward Due	April 18, 2023	5:00 pm
Carry Forward Edits Due	May 31, 2023	5:00 pm
Final Budget Amendment Due	June 9, 2023	5:00 pm

Questions?

GT Georgia Tech

Year End Compliance Activities

Amry Stanley
Financial Compliance Program Manager

Georgia Tech

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 <u>cannot</u> exceed Carry Forward Budget

- **Non-Sponsored Funds**
  - If YTD Obligation + YTD Expense <u>exceeds</u> Carry Forward Budget, expense will be <u>moved</u> 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 <u>less than</u> Carry Forward Budget, balance <u>lapses</u> 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 – "Expense Budgetary Balance Report (EBBR) Transaction Detail"
  - https://controller.gatech.edu/purchase-order-obligation – "POOELS Report" (Purchase Order Obligation and Expense Ledger Summary Report)

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Balance Sheet Ledger Account Recons

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

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

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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 <u>reason for</u> and <u>amount of</u> 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