**FY22 Town Hall Questions by Section**

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| **Closeout & Financial Accounting** | |
| **Question** | **Answer** |
| Doesn't the requirements for processing a JE ensure that whatever info I need is on that journal entry. Otherwise, how would it get approved? | Ideally reviewers check to make sure that the supporting documents tie to the journal entry, but human reviewers can make mistakes. Clear documentation makes reviewers and auditors jobs much smoother! |
| **GTF Gifts** | |
| No questions. |  |
| **Legacy PeopleSoft Decommissioning** | |
| **Question** | **Answer** |
| I'm concerned about the PS HCM reports. The seven identified to make available via LITE are all HR-focused. We are missing a critical report that is used on the Finance side. We need legacy SPD. | There will be legacy SPD reports in LITE on a new tab called "Legacy Financial". The Employee Cost Detail Report and the Monthly Project Detail Report will be there. There will also be access to the legacy effort reports. |
| **Payroll** | |
| **Question** | **Answer** |
| How do you submit the secondary approver request for time and labor? | Please see job aid at <https://gatech.service-now.com/hr?id=kb_article_view&sysparm_article=KB0026347> |
| In regards to overpayments, if we haven’t heard from Payroll, we aren’t affected? | Overpayment issues are typically identified by the department rather than Payroll. If you note any issues in your department, please report them to Payroll. |
| **Commitment Accounting** | |
| **Question** | **Answer** |
| No questions. |  |
| **Procurement & PCard** | |
| **Question** | **Answer** |
| What should users do if we notice an invoice was not applied correctly? | Reach out to AP to let them know where the invoice should have been applied. |
| Can we enter requisitions using this fiscal year funds for things not taking place until next fiscal year? | No, in general some work must be performed this fiscal year. For more specific information please reach out to purchasing or the Controller’s office |
| Do you have an E-Verify List? | No, The E-Verify affidavit is obtained prior to contract signature for contracts that include services or with all individual non-contract purchases with services of $2500 or greater. |
| We can't key any requisitions in Workday after June 17, 2022. Is this correct? | Yes, you will lose access to enter requisitions after 5pm on June 17. Please make sure that Reqs are routed through the workflow approvals other than Procurement by June 17. |
| Will our July 1 maintenance renewals be tagged as unauthorized purchases? We can't enter these until after Workday opens in the new fiscal year? | No, if the Reqs are entered in a reasonable amount of time when the new fiscal year opens, these will not be tagged as unauthorized purchases. |
| Does the unauthorized purchase policy apply to shipping charges? | Shipping charges should be estimated at the time of entering the requisition and will not be considered unauthorized if the shipping amount changes as long as the requisition is entered in advance of receiving the goods. |
| Is the unauthorized form only needed for $2500+? RQ's have been sent back under $2500 asking tor the form. | Requisitions under $2500 are auto-sourced and bypass Procurement. The unauthorized form is only needed for purchases $2500 and greater. Procurement encourages getting PO’s issued in advance regardless of dollar value. |
| Does the Unauthorized Purchase policy apply to ANY purchase over $2500 without an approved purchase order prior to purchase? | Yes, the unauthorized purchase policy is in place for all reqs $2500 and greater. |
| Can you please give more clarity on when departments should use Bill-Only Requisitions, and if there's no dollar threshold, wouldn't that indicate it's an unauthorized purchase if a payment is made without an existing PO in place ahead of time? | The use of a bill only requisition should be very infrequent if at all. A department should use a bill only requisition when there is a circumstance that prevents getting a PO issued in advance. This would be a rare occurrence and used for items like emergency purchases. |
| If during an event, more food is added, should the increase be placed on a separate invoice or a change order increase created for the existing PO without it be considering an unauthorized purchase? | It is best practice to enter the maximum amount you think might be billed for a catering event and then close any remaining balance when the event is complete vs creating a change order afterwards. |
| Does the Unauthorized Purchase Policy apply to publications charges? | Yes, the supplier should give you a quote in advance of the publication that can be entered on a requisition. |
| Does the Unauthorized Purchase Policy apply to emergency purchases? | No, emergency purchases have a different process and form. Please keep in mind that emergency purchases have a specific definition related to health and safety. The emergency purchase form must be submitted by the Director of Purchasing to DOAS within five business days of the emergency purchase. |
| Can you please provide more clarity regarding Pcard use and the process of having funds moved from GT Foundation to GT Ops/Institution funds prior to the purchase? Can Foundation funds be used on a Pcard? | Foundation funds **MUST** be moved to Institute funds prior to the Pcard purchase, along with the item’s purchases are for GT use and not that of the Foundation. |
| Crowdsourcing vendors not allowed on Pcard; but what about paying via a PO? | Typically, these crowd sourcing suppliers have been unable to provide an E-Verify affidavit in order to set up a contract and issue PO’s. We are working with the USG and DOAS on potential solutions. |
| How long after a Pcard purchase can an invoice be paid; for example, an order placed in January, but invoice is paid in March? | There is no specific timeline but in general, Pcard purchases are for low dollar items that have a fairly quick lead time. For longer lead time items, a PO is preferable. |
| **Supplier Accounts & Travel Update** | |
| **Question** | **Answer** |
| WebNow requires JAVA, which we have been advised not to use. Are there any plans to upgrade or is there an advised workaround? | In conjunction with OIT, a short term solution to resolve security concerns (particularly on those computers that do not have Java) has been developed.   To resolve this issue while still maintaining security requirements, campus may now use My Cloud to access WebNow.  Instructions for accessing my cloud are on the following link: <https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0028278>.  Procurement and Business services are working with the software developer to finalize a long-term fix.  We have started the process for an upgrade and anticipate that we will be able to go live with the new environment between August – October 2022.  This upgrade will replace WebNow with a web version using HTML5 which is Java independent and browser agnostic.  This upgrade should provide a long-term fix to the issues that the campus community are experiencing. |
| Why are old invoices suddenly showing up in WebNow? | Old invoices may show up when the vendor realizes an outstanding invoice has not been paid. In most cases this is because 1. The vendor initially sent to the invoice to the department instead of sending the invoice to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu). 2. The vendor did not initially send a final invoice. 3. The vendor submit an invoice without a PO.  4. The vendor submitted a statement, and AP requested the old invoices that are outstanding. |
| Are notifications sent out if there are invoices in Webnow queues? | Yes. A daily email notification is sent out to the assigned users for the department. |
| Do you recommend or are against blanket PO's for GaTech Hotel? | Georgia Tech Hotel is typically paid by Bill Only PO’s due to the room rates changes that tend to occur in Atlanta. |
| When booking a local room rental for an out-of-town guest, should a requisition be submitted, and a PO issued before calling and booking the room? What is the best way to handle these in order to avoid these invoices being put into WebNow because of no PO? | Hotels are paid by direct bill to Georgia Tech with Bill Only PO’s. The reason for this is because room rates change due to activity going on in Atlanta.  If a department can obtain the full amount that will be billed to Georgia Tech, then having a PO issued and sending it to the hotel to reference on the invoice for the full amount is the preferred. |
| Are suppliers instructed to include the PO when sending their invoices? Is there a way to make the PO a requirement on receiving invoices? | Yes, suppliers are instructed to ensure they include the PO on their invoices. There is currently no way to stop an invoice with no PO from being sent to apinvoices@gatech.edu. |
| Is there a way we could make the bill only RQ process more like the SIR? Sometimes the invoice doesn't make it back to apinvoices to be paid in a timely manner. It would be awesome if since we are including the invoice on the RQ that it could automatically be paid. | Please contact Purchasing regarding the bill only RQ process or submit a ticket via ServiceNow. |
| What transactions can be submitted through SIR? | Invoices that do not require a PO where no goods have been delivered or no service has been provided can be submitted through a SIR. |
| What is the expected and reasonable turnaround time for service now tickets? I placed one 2 days ago, regarding an open encumbrance and it's still not assigned to anyone. | Accounts Payable strives to answer ServiceNow tickets within 3-5 business days. |
| Are there any suppliers that are not shipping items / doing business with Ga Tech due to past-due bills? | Accounts Payable is not aware of any suppliers at this time. |
| Can new vendors / prospective vendors access the Supplier Portal directly? | Once a supplier is set up in Workday and assigned a supplier ID, they should be able to access the supplier portal. |
| Foreign Vendors are having trouble registering via the portal. Can the vendor complete the forms and the forms be sent to service now for set up? | Unfortunately, currently that is not an option. If vendors are having issues, please have them reach out to the vendor team by submitting a ticket via ServiceNow. |
| What is the last date to submit SIRs for utility bills? | The last date to submit all SIR is June 10, 2022. This allows timely processing of the SIR payments. Please contact Abbie Coker for any urgent utility bill payments. |
| Is a Group Meal form needed for snacks? | Yes, a food group meal form is needed for all food purchases with Institute funds |
| When does Campus have to start using Travel Inc? | As part of the current travel business requirement effective in 2021, the use Travel Inc. for airfare reservation is currently already a requirement. |
| Will there be an announcement that we can forward to our faculty regarding the Travel Inc. change? | Once the policy updates regarding the requirement to use Travel Inc. have been published communication will be set out to campus via various communication channels. |
| If Travel Inc. is required, then we can assume that travelers will not be reimbursed for tickets if Travel Inc. is not used? | This will be handled on a case-by-case basis. Travelers who do not use Travel Inc. are at risk of not receiving reimbursement. |
| Hold time to contact Travel Inc. is nearly two hours sometimes. Is that being caused by this policy, and are there plans to address this? | The hold times have recently been discussed with Travel Inc. They have retooled their call center and provided options to reduce hold times which include:  • Hiring and Training quality dedicated consultants.  • Providing an option to redirect to online support for Concur booking assistance. • Self-Serve options, such as canceling all or part of the reservation via eItinerary • Instructing travelers on how to locate and download their invoices. • Updated hold messages to provide additional education on self-serve solutions and awareness of options available through the online booking tool. |
| Is Travel Inc only for airfare, or should we use it for hotel, rental car, etc.? | Travel Inc. is to be used to reserve airfare and car rentals. |
| If the GT Employee is taking personal leave in conjunction with business travel, are they still required to have their flights Direct Billed via Travel Inc? | Travelers are to keep all expenses incurred for official business with Georgia Tech separate from personal expenses. Travel Inc. should only be used for official business with Georgia Tech. |
| Will use of Travel Inc be required for ECMs? | Yes. This can be accomplished via direct billing. The department  Will be required to submit the [Single - Trip Direct Billing Workday Form](https://procurement.gatech.edu/sites/default/documents/SingleTripDirectBillForm12-21.xls) |
| If you use Travel Inc., does it have to be direct bill? Traveler can still pay airfare on personal credit card? | Direct bill should be used and is preferred. Traveler can still pay airfare on personal credit card with Travel Inc. |
| In cases of last-minute travel, which level of approval must be in place on Spend Auths prior to trip departure? | Travelers are to follow the normal approval process with additional approval from senior leadership, dean or equivalent. Approval can be in the form of an email or a memo with valid reason. |
| Can / should Travel Inc. be used for visitors? | Yes. This can be accomplished via direct billing. The department  Will be required to submit the [Single - Trip Direct Billing Workday Form](https://procurement.gatech.edu/sites/default/documents/SingleTripDirectBillForm12-21.xls). |
| Will employees still be allowed to book travel via Concur? or use Travel Inc. Agents only? | Yes, employees will log into Concur which will allow them access to Travel Inc. |
| When can state funds be used for per diem/food purchases? What are the stipulations or restrictions? Is this permissible? | Please refer to the [Allowable Cost Matrix](https://controller.gatech.edu/sites/default/files/images/georgia_tech_-_allowable_cost_matrix_-_updated_-_march_2018.pdf) (update expected April 2022) on the Controller’s Office Website |
| Was the extensive travel audit performed by GT Internal Auditing or an external audit group? What other recommendations were made? | Yes, by Georgia Tech Internal Audit. Travelers are to adhere to Georgia Tech travel policies to be compliant. Key highlights are 1. To ensure travel authorization is approved prior to travel by the submission on of a spend authorization in Workday. 2. Expense report are to be submitted and approved withing 45 days from the end of the trip date. |
| What is the correct way to pay a SIR or invoices? | See the job aid for [Supplier Invoice Requests (SIR)](https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0021989). Invoices should be submitted to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) with a valid PO number. |
| **Grants and Contracts** | |
| **Question** | **Answer** |
| Is the external to GT revenue category going away? If so, how will we track this type of revenue? | We are still using RC452590 – DSS – External to GT. |
| **Budget** | |
| **Question** | **Answer** |
| How are Depts. supposed to submit DSS spend plans or coverage plans? To our Budget Analyst via email? | There will be an online form on the Budget Office website. Tentative due date of August 31. |
| What recommendations can you provide to ensure successful return of up to 3% carry-forward to the units (e.g., faculty travel and research, student employee hires, staff professional development, tech temps)? | We need to reduce our Carry Forward balances as institution and recommend only carrying forward funds that are needed for strategic and specific purposes. If you do not need the funds, please complete the form to return funds to the Institute so the funds may be utilized for other Institute priorities. |
| What is the function of balancing units? What is the process for having one created? | A Balancing Unit (BU) is a worktag used to maintain and report on balances for revenue generating funds – DSS, Auxiliary, Student Activity. There is a BU request form in Service Now. |
| Does DSS carry forward need to be requested or will it carry forward automatically like last FY? | DSS carry forward is automatic, the cost center will still have to budget the carry forward amount in the next FY and spend. |
| Are there any options with how to cover the non-GenOps increases? | The up to $3,750 supplemental payments will be managed centrally and paid in the State Appropriations fund. Split funded positions with Gen Ops will receive a Gen Ops budget. Positions that are on soft money, including sponsored, should treat the $5k increase similar to merit. |
| **Cost of Living Questions** | |
| **Question** | **Answer** |
| If a new employee is hired May 1, will the new employee get a $5K COL on July 1? | The COLA is being applied to new hires between now and July 1 and a plan is in place to update accordingly. |
| Is this a permanent increase or just promised for FY23? | The increase is a permanent increase. Supplemental pay will be used for FY22 and the permanent increase will begin in FY23. |
| For those on 100% sponsored funding, did I hear correctly that the sponsored funds would be hit with the one-time payment or just after the one-time payment? | The up to $3,750 supplemental payments will be managed centrally and paid via state appropriations. The actuals, including fringe, will not impact department budgets. Positions that are funded via sponsored should treat the $5k increase similar to merit. |
| How does the $5,000 increase affect new hires (recent or future ones)? Example, existing offer letters and/or positions that we are now interviewing for. Will these employees also receive the $5,000 increase in FY23 and a pro-rata amount for FY22 (April - June)? | Please do not update offer letters or positions for FY22. The COLA will be applied by GTHR and such updates could lead to duplication. We will have more guidance ASAP for FY23. |
| How will this work for faculty that have been impacted by compression? We have faculty that are making less than their newly hired counterparts due to the current labor market and they are concerned the 5K is going to put them even further behind because the new hires will also get the 5K | Compression is not a determining factor in whether the COLA will be applied or not. Any compression issues will be addressed separately. |
| Am I to understand that: Eligible employees will receive 3750 in April and the 1250 at the end of the fiscal year? How is eligibility determined?  Also, Am I to understand that a 5000 increase will be distributed across the FY23 for eligible employees? | This is true regarding supplemental pay if they are not subject to proration. For FY23, salaries for eligible employees will increase by $5,000. The supplemental pay is prorated based on length of service and FTE. The salary for FY23 is prorated based on FTE (e.g., 35 hours per week vs. 40 hours per week). |
| his increase for base - this is only for staff? or is it also for facility? | The increase is for all eligible employees including both faculty and staff. |
| What if you came from a State Agency to Georgia Tech? Will the employee receive the full amount of $3,750? | If you transferred from another state entity to Georgia Tech on or after July 1, 2021, we will need additional information to determine the amount you are eligible for in FY22. We will be reaching out to gather this information shortly. If you were continuously employed (without a break in employment), you should receive the full amount. HR will reach out to you if additional information is needed. |
| Will permanent part time employees who receive benefits get the surplus bonus prorated based on hours? | If the person is a regular benefitted employee with a schedule working 30 or more hours per week, they will receive the increase. Temporary staff and part-time staff working fewer than 30 hours per week are not eligible. |
| Are recently reclassified employees eligible for COLA? | Recently reclassified employees will be eligible for the COLA based on eligibility requirements that apply to all employees. You can find more information at: https://hr.gatech.edu/cost-living-adjustment |
| **Year End Compliance & Allowable Cost Matrix** | |
| **Question** | **Answer** |
| When should auto-reverse journals be used? | Auto-reverse is a good feature for journals that need to reverse within the same fiscal year – it just creates budget references issues for journals across fiscal years! |
| Is it better to reverse a journal that's incorrect and input a new one or to cancel it? | Within the same accounting period (month) journals can be reversed. You can use the “Copy then Reverse” method shared in the Town Hall to input a new journal. Once posted, journals cannot be unposted. |
| Who is supposed to do these balance sheet reconciliations? | Please reach out to [audit.request@gatech.edu](mailto:audit.request@gatech.edu) if you are unsure if you should be completing a reconciliation. The Controller’s Office maintains a list of responsible parties. |