



## Finance and Planning

### MEMORANDUM

**TO:** Vice Presidents, Provost, Deans, School Chairs, Directors, and Department Heads

**FROM:** James G. Fortner, Vice President for Finance and Planning  
Office of Finance and Planning

Amy Herron, Institute Controller and Chief Accounting Officer  
Office of the Controller

**DATE:** Monday, March 6, 2023

**SUBJECT:** **Fiscal Year 2023 Year-End Closing Schedule and Town Hall Meeting**

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James Fortner

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Amy Herron

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Included in this memo are closing deadlines that must be met by all operating units of Georgia Tech to facilitate an orderly and timely closeout process of the Institute's financial records for fiscal year (FY) 2023. The FY2023 Year-End Town Hall Meeting will be held on Tuesday, March 21, 2023 from 9:00am – 12:00pm in Clough 144 and [via Zoom](#). Additional details related to closeout processes, procedures and deadlines will be discussed at this meeting.

Strict adherence to all dates is required for Georgia Tech to successfully close the fiscal year and prepare the Annual Financial Report (AFR) for timely submission to the University System of Georgia (USG) Board of Regents and the Georgia Department of Audits and Accounts (DOAA). These deadlines are valid for all Georgia Tech funding sources including Resident Instruction (RI), Georgia Tech Research Institute (GTRI), Georgia Tech Professional Education (GTPE), Enterprise Innovation Institute (EI<sup>2</sup>), Auxiliary Enterprises, Plant Funds, Student Activities and Sponsored Funds. Please ensure there is a designated person in each unit during the closeout period to resolve any issues that may arise.

All current year expenses and revenues must be posted in the correct fiscal year. The DOAA will disallow requests for expenses, expense reimbursements, purchase order confirmations, revenue entries or journal entries that are processed on or after July 1, 2023, if the transactions are applicable to fiscal year 2023. Financial reports and ledgers should be reviewed for accuracy on an expedited schedule during this closeout period.

Questions regarding closeout deadlines or processes should be sent to the appropriate support team per the grid to follow:

#### HELP DESK SUPPORT GRID

AREA	CONTACT	TASKS
Budgets	<a href="#">Budget Analyst</a>	Original Budget, Budget Amendments
Business Assets	<a href="#">ServiceNow - Business Assets</a>	Asset Management, Surplus, Logistics, Tagging Assets
Commitment Accounting	<a href="#">ServiceNow - Commitment Accounting</a>	OneUSG Connect Salary Redistribution, Express Direct Retro (EDR)
Expenses	<a href="#">ServiceNow - Expenses</a>	Spend Authority, Expense Report
Financial Accounting	<a href="#">ServiceNow - Financial Accounting</a>	Journals, Prior Year Purchase Orders, Custodial Funds, Allowable Cost Matrix, Ledger Entries, Financial Reports

AREA	CONTACT	TASKS
Foundation Data Model (FDM)	<a href="#">ServiceNow - FDM - Controller</a>	Custodial Entity, Gifts
Foundation Data Model (FDM)	<a href="#">ServiceNow - FDM - Budget</a>	Designated, Operating Projects, Cost Center Balancing Units
Grants	<a href="#">ServiceNow - Grants</a>	Request New Award Line, Change Grant Attributes
Grants - Effort Reporting	<a href="#">ServiceNow - Grants</a>	Annual Statement of Reasonableness (ASR)
Payroll	<a href="#">ServiceNow - Administrative Services Center (ASC)</a>	Payroll, Time & Absence, Position Management
Procurement	<a href="#">ServiceNow - Procurement</a>	PCards, PCard Verifications, Requisitions
Reporting	<a href="#">ServiceNow - Reporting</a>	Requests, Changes, Updates
Workday Security	<a href="#">ServiceNow - Workday Security</a>	Access, Reports, Integrations
Supplier Accounts	<a href="#">ServiceNow - Supplier Accounts</a>	Supplier Invoice Requests, Payables, Vendor Management
Treasury Services	<a href="#">ServiceNow - Banking and Settlement</a>	Banking & Settlement
Year-End Closing Review Checklist	<a href="mailto:fy.review@gatech.edu">fy.review@gatech.edu</a>	Checklist questions/submission

## PURCHASING

The schedules for Purchasing allow for proper processing of requests, while accommodating other deadlines imposed from external sources. Deadlines assume all required paperwork is submitted with the requisition and the requisition has been received in procurement (**with all requisite approvals**) by close of business (COB) business on the deadline date. Please pay special attention to the time constraints involving the use of State funds subject to lapse, especially the requirement for requisitions and sole sources to be reviewed by State Purchasing.

Funds subject to lapse should be committed at year-end with a purchase order (PO), but only if the purchase is for valid goods or services. Funds should not be committed in order to hold funds for the next fiscal year. If a fiscal year 2023 PO charged to lapsing funds is carried forward into fiscal year 2024 and subsequently found to be invalid, the balance of the PO will be surplused to the state once the PO is closed. Also, if the invoice amount for a fiscal year 2023 carry forward PO is lower than the obligation amount when the PO is paid, the balance of the PO will be surplused to the state once the PO is closed. These funds will not be available for use by the department or the Institute in either scenario. The Institute's lapsing fund codes are identified in the following table:

### INSTITUTE LAPSING FUNDS

FUND GROUP	FUND CODES
Resident Instruction	<ul style="list-style-type: none"> <li>• FD10000 – State Appropriations – Education and General</li> <li>• FD10500 – Tuition – Education and General</li> <li>• FD10600 – Other General – Education and General</li> <li>• FD50000 – Unexpended Plant</li> <li>• FD50200 – Unexpended Plant – GSFIC Non-MRR</li> <li>• FD50300 – Unexpended Plant – MRR</li> </ul>
Enterprise Innovation Institute (EI <sup>2</sup> )	<ul style="list-style-type: none"> <li>• FD11015 – State Appropriations - EI<sup>2</sup></li> </ul>
Georgia Tech Research Institute (GTRI)	<ul style="list-style-type: none"> <li>• FD11021 – State Appropriations - GTRI</li> </ul>

Your assistance in meeting these critical deadlines is greatly appreciated. Any requisitions received after the deadline dates will be canceled and will not be processed. All backup documentation (such as approved campus technology requests, sole source justification, quote, specifications, etc.), should be attached to the requisition in Workday. If the contract officer receives the requisition but does not have all documentation

attached, the requisition will be returned. Please do not submit or approve a requisition if you do not have all the required backup documentation attached to the requisition in Workday.

Please adhere to the purchasing deadlines below:

TYPE OF PURCHASE	AMOUNT	DEADLINE DATE	TIME
<b>Processed by Contract Officers</b>			
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
<b>Not Processed by Contract Officers</b>			
Open Obligation Reports due - <u>closures only</u> for POs issued prior to March 1, 2023	Any Amount	Friday, May 12, 2023	Noon
Deadline – All Change Order Requisitions	Any Amount	Friday, May 26, 2023	5pm
Open Obligation Reports due - <u>closures only</u> for POs issued after March 1, 2023 to May 31, 2023	Any Amount	Monday, June 12, 2023	Noon
POs for contracted purchases less than \$25k where the contract is selected on the requisition	\$24,999 or less	Wednesday, June 14, 2023	5pm
Last day to create and approve small dollar Catalog Requisitions	\$2,499 or less	Friday, June 16, 2023	5pm
Mass close - Prior Year POs \$500 or less (excludes OSP subcontracts, construction, FF&E, and R&M POs)	\$500 or less	Tuesday, June 20, 2023	5pm
Mass close - BR23 Current Year POs \$10 or less	\$10 or less	Thursday, June 22, 2023	5pm

If any unit anticipates difficulty meeting the deadlines listed or if there is some question about which commodities belong in a particular category, please contact the purchasing helpdesk via [ServiceNow - Procurement](#) or Erin Mitchell, Director of Procurement, via email at [erin.mitchell@business.gatech.edu](mailto:erin.mitchell@business.gatech.edu).

### PURCHASING CHANGE ORDERS

Please use the Change Order Requisition process in Workday to request changes to a Purchase Order. This includes changes to BR23, BR22, BR21, BR20 and BR19 Purchase Orders. Change Order Requisitions must be submitted and approved by Friday, May 26, 2023. Change orders submitted and approved after this date may not be completed in time for fiscal year end close. Please contact the purchasing helpdesk via [ServiceNow - Procurement](#) with any questions. Catalog orders can only be closed or canceled. They cannot be changed.

### WORKDAY AVAILABILITY – PROCUREMENT

Friday, June 16, 2023, is the last day to create and approve fiscal year 2023 catalog orders. Campus access to Workday Procurement will be removed at 5pm on this day.

### OPEN PURCHASE ORDER OBLIGATIONS

Campus users should run the “Open Obligation Campus – CR” report **now** and throughout the month of June 2023 to review and evaluate current year (BR23) and prior year (BR22, BR21, BR20, and BR19) open obligations. If goods or services have been received and no additional invoices are anticipated, POs should be closed promptly. This will help to ensure invalid POs will not be carried forward into fiscal year 2024.

Campus users should submit the “Open Obligation Campus – CR” report for  closures  only for purchase orders issued prior to March 1, 2023, to Procurement and Business Services by noon on Friday, May 12, 2023. Any reports received after this deadline for POs issued prior to March 1, 2023, may not be processed. Campus users should submit this report for  closures  only for purchase orders issued after March 1, 2023 to May 31, 2023 to Procurement and Business Services by noon on Monday, June 12, 2023. Any reports received after this deadline will not be processed. Open Obligation questions should be forwarded to [ServiceNow - Procurement](#).

### **PRIOR YEAR PURCHASE ORDERS**

Prior Year POs can best be managed by reviewing the PO status and balance via the “Open Obligation Campus – CR” report. Prior Year POs on non-sponsored funds can also be managed using the POEELS Report (**P**urchase **O**bligation and **E**xpense **L**edger **S**ummary– GTCR). This report is run in Workday and then downloaded and posted on the Controller’s Office website on a monthly basis ([POEELS Report](#)). Beginning Monday, May 1, 2023, the report will be posted by close of business each Monday through Year-End Close. If expenses that belong to a prior year (i.e., FY23/BR22 or FY23/BR21) were inadvertently paid in the current year (FY23/BR23) by PCard or Supplier Invoice, a correction should be processed to fix the transaction. See Page 10 of the memo for a grid on Accounting Transaction Adjustments. The prior year PO must be paid in full and the obligation should be closed/liquidated by Procurement and Business Services prior to processing a correction. Questions related to this process should be logged in [ServiceNow - Financial Accounting](#). The deadline for submitting all journals and obtaining necessary approvals is Wednesday, June 28, 2023, at 5pm.

### **FISCAL YEAR 2024 REQUISITIONS**

Fiscal year 2024 requisitions cannot be entered in Workday Financials until Monday, July 3, 2023. While no fiscal year 2024 orders can be placed prior to July 3, 2023, bids may be secured and held over for processing. Departments requiring bids should contact the Contracting Officer responsible for the commodity they wish to purchase. A list of Contracting Officers by commodity is available on the Procurement and Business Services website ([Purchasing Support Contact by Commodity](#)).

### **PROCUREMENT CARD TRANSACTIONS**

PCard transactions in Workday should be verified as quickly as possible in order for the charges to be included in fiscal year 2023. Transactions that are loaded in the system in June after the final day for PCard Verifications must be accrued by the Controller’s Office for the Annual Financial Report (AFR) as this is fiscal year 2023 activity.

PCard Transactions will be included in fiscal year 2023 if they are processed by the bank by Thursday, June 15, 2023. These transactions could take up to 48 hours to load into Workday. Campus users will have until Thursday, June 22, 2023, at 5pm, to verify these transactions.

PCard Transactions that are processed by the bank from Friday, June 16, 2023, through Friday, June 30, 2023, will be loaded into Workday by Monday, July 3, 2023. These transactions need to be accrued for the fiscal year 2023 AFR and must be verified by Friday, July 7, 2023, at 5pm. These transactions will be charged to FY24/BR24.

PCard Transactions that are processed by the bank from Saturday, July 1, 2023 through Sunday, July 9, 2023, will be loaded into Workday on Monday, July 10, 2023. At this point, daily transaction loads will resume.

## **SUPPLIER REGISTRATION**

The deadline for payees to submit a new supplier registration through the Supplier Portal for fiscal year 2023 requisitions and supplier invoices is Friday, May 12, 2023 at 5pm. Additional information regarding the supplier registration process is available in [ServiceNow - Supplier Portal](#).

## **SUPPLIER ACCOUNTS**

The deadline to submit invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers is Friday, June 9, 2023 at 5pm. If a Purchase Order is referenced, it must have sufficient funds to cover the payment. Any change orders required must have been completed and receipts entered prior to Friday, June 9, 2023 at 5pm in order for invoices to be processed for payment. Accounts Payable cannot guarantee payment for invoices or SIRs submitted after this deadline. Accounts Payable also cannot guarantee payment for invoices with purchase orders that require receipts and/or change orders, even if submitted by the deadline.

Wednesday, June 21, 2023 is the last day to approve all Invoice Match Exceptions in Workday and enter appropriate receipts for goods and services. Most match exceptions require that a receipt be entered in Workday. Users can continue to approve match exceptions but depending on the match exception reason there is no guarantee of payment if entered after Friday, June 9, 2023, at 5pm.

Departments may continue to submit requests after the deadline, but they will likely not be processed until the system is open for fiscal year 2024. The final payment run for fiscal year 2023 is Thursday, June 22, 2023 at 4pm. Please note that wire transfer payments and student refund payments from the Bursar's Office must also adhere to this deadline.

If any unit anticipates difficulty meeting the deadline or needs assistance with fiscal year-end processes, they should contact the payables help desk via [ServiceNow - Procurement](#) or contact Abbie Coker, Director of Accounts Payable and Travel, at [abbie.coker@business.gatech.edu](mailto:abbie.coker@business.gatech.edu). Urgent payment and correction requests submitted after the deadline require approval from Abbie Coker, Director of Accounts Payable and Travel, to ensure expedited processing. Payments for fiscal year 2024 will resume on Monday, July 3, 2023.

## **ACCOUNTS PAYABLE LIABILITY ACCRUAL**

All unpaid invoices dated June 30, 2023 and prior must be accrued for inclusion in the fiscal year 2023 AFR. Invoices dated after June 30, 2023 with activity applicable to fiscal year 2023 must also be accrued for the AFR.

### Invoices in Image/WebNow

All invoices in the work queue that can be approved should be approved and routed to the 'Approved for AP to Pay' queue. All invoices that are valid, but unable to be approved, may remain in the work queue and Accounts Payable will run a query to capture these invoices for accrual.

### Paper Invoices

All paper invoices must be accrued as well. If these invoices can be approved for payment, scan and email these invoices to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) (one invoice per email). Indicate the Workday PO number on the face of the invoice or in the subject line of the email. If these invoices cannot be immediately approved, please scan and email them to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu) as well. Indicate your department name and department number and they will be routed to the appropriate ImageNow work queue to be approved at a later date.

## **PRE-PAID EXPENSES**

Expenses for fiscal year 2024 that must be paid in fiscal year 2023 will be processed as pre-paid expenses by Accounts Payable in fiscal year 2023. These payments will subsequently be posted as an expense in

fiscal year 2024 after July 3, 2023. These transactions must be submitted by 5pm on Friday, June 9, 2023. Please provide a valid fiscal year 2024 driver worktag at the time of payment request and note 'PRE-PAID EXPENSE' on the SIR (Supplier Invoice Request) or invoice. Examples include registration and airfare that must be paid in June for travel on or after July 1, 2023.

### **TRAVEL**

The deadline for all expense reports to be submitted to the Expense Partners (Travel Team) for payment is Friday, June 9, 2023, at 5pm. All approvals must have been completed and the expense report must be awaiting action in the Expense Partners' queue in order to be processed for fiscal year 2023. Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline.

The deadline for spend authorizations to be submitted and approved is Thursday, June 22, 2023 at 5pm. Airline transactions included in the Wednesday, June 14, 2023, Travel Inc./AirPlus invoice will be paid against fiscal year 2023 funds by Friday, June 16, 2023. Airline transactions included in the Travel Inc./AirPlus invoice after this date will be paid against fiscal year 2024 funds. Airfare for fiscal year 2024 travel dates can be booked in fiscal year 2023 but will be posted to a pre-paid expense account and transferred as a fiscal year 2024 expense after July 3, 2023.

Closeout is a peak processing time and volume will be heavy; however, the employee reimbursements will be processed in the order submitted (first in, first out) continually through the closeout period. Department administrators should log into Workday and view any expense reports in a "pending" status, by running the "Find Expense Reports by Organization - CR" report and selecting the Expense Report Status of "Draft" or "In Progress". Any reports in "Draft" or "In Progress" (not in AP queue) will not be processed for fiscal year 2023.

Travel reimbursements will be processed through Thursday, June 22, 2023 at 4pm. Having an approved expense report in the system by 4pm does not guarantee fiscal year 2023 reimbursement. All required receipts and documentation must be submitted. Expense reports that are not approved for payment by the Expense Partners on June 22, 2023, will be denied by the Expense Partners. These expense reports will need to be re-entered in fiscal year 2024.

The department must log a request that includes the expense report number in [ServiceNow - Expenses](#) prior to the final processing date/time for any special travel circumstances or special travel processing requests. Every effort will be made to process these special requests for fiscal year 2023, but volume and timing constraints limit the number of expedited expense reports that can be processed.

There will be a mass close of ALL spend authorizations on Friday, June 23, 2023, at 8am. On Monday, July 3, 2023, all spend authorizations with **travel end dates of April 30, 2023**, and after, which are fully approved and do not have an expense report associated, will be reloaded into fiscal year 2024 in an approved status. Funds for these spend authorizations will be re-committed in fiscal year 2024. The reloaded spend authorizations will have a new spend authorization number (AUTH-xxxxxxx) and the old spend authorization number will be referenced in the memo field.

### **BIWEEKLY PAYROLL**

Manager Self-Service (MSS) Transactions for employee payroll actions for the pay period ending Saturday, June 10, 2023, are due by Monday June 5, 2023, at 5pm. Timesheets (including late pay periods after May 13, 2023) must be submitted and approved in OneUSG Connect by Monday, June 12, 2023, at 10am. Any late timesheets for pay periods ending prior to May 13, 2023, must be submitted via a service ticket in [ServiceNow - ASC](#) by Wednesday, June 7, 2023 at 5pm, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, June 14, 2023. The biweekly staff and student pay date is Friday, June 16, 2023.

MSS Transactions for employee payroll actions for the pay period ending Saturday, June 24, 2023, are due by Friday, June 16, 2023, at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by 10am on Monday, June 26, 2023. Any late timesheets for pay periods ending prior to May 27, 2023, must be submitted via a service ticket in [ServiceNow - ASC](#) by 5pm on Wednesday, June 21, 2023, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, June 28, 2023. The biweekly staff and student pay date is Friday, June 30, 2023.

MSS Transactions for employee payroll actions for the pay period ending Saturday, July 8, 2023 are due by Monday, July 3, 2023 at 5pm. Timesheets (including late pay periods) must be submitted and approved in OneUSG Connect by Monday, July 10, 2023 at 10am. Any late timesheets for pay periods ending prior to June 10, 2023 must be submitted via a service ticket in [ServiceNow - ASC](#) by 5pm on Wednesday, July 5, 2023, following the late time [job aid](#). These payroll transactions will be posted to the ledger on Wednesday, July 12, 2023. The biweekly staff and student pay date is Friday, July 14, 2023.

Final regular off-cycle check requests for fiscal year 2023 should be submitted via [ServiceNow - ASC](#) by Thursday, June 15, 2023, at 5pm, following the off-cycle [job aid](#). These payroll transactions will be posted to the ledger by Thursday, June 22, 2023. The pay date for these requests is Friday, June 23, 2023. Requests after this date will be processed for payment from fiscal year 2024 funds.

The biweekly pay period ending Saturday, July 8, 2023, contains 5 working days for June that are chargeable to fiscal year 2023 even though the payments to employees will not occur until fiscal year 2024. Based on estimates in the OneUSG Connect system, the Institute will accrue and expense 5 working days of salaries and fringe benefits for regular biweekly employees in fiscal year 2023. **Campus users will see these expenses posted to the ledger Monday, June 26, 2023.**

Biweekly wages for student and temporary staff, which are immaterial to the Institute as a whole, will be posted entirely in FY2024.

### **MONTHLY PAYROLL**

MSS Transactions for employee payroll actions for the pay period ending Friday, June 30, 2023, are due by Wednesday, June 14, 2023, at 5pm. These payroll transactions will be posted to the ledger on Wednesday, June 28, 2023. The monthly pay date is Friday, June 30, 2023.

### **SUMMER SCHOOL APPOINTMENTS**

The summer pay panels in the OneUSG Connect system opened on Tuesday, January 3, 2023, to capture salary information for regular faculty working summer semester. The summer panel for the May pay period will close Monday, May 22, 2023, at 5pm. The summer pay panel for the June pay period will close Tuesday, June 20, 2023, at 5pm.

### **BUDGET OFFICE DEADLINES**

The oneBudget system will be open for the final fiscal year 2023 Budget Amendment on Monday, June 5, 2023. Final budget amendments must be received in the Budget Office via oneBudget by 5pm on Friday, June 9, 2023. These dates are tentative, and any changes will be communicated to campus users by the Budget Office.

All carry forward requests for General Operations (Gen Ops) funds must be submitted via online request form to the Budget Office by 5pm on Tuesday, April 18, 2023. Units must submit revisions to Gen Ops carry forward requests via request form to the Budget Office by 5pm on Wednesday, May 31, 2023. Please refer to the [Budget Office website](#) for policy and procedures for Gen Ops carry forward.

**DEPARTMENTAL SALES AND SERVICES (DSS)/SERVICE CENTER CHARGES**

The dates listed below should be followed by Institute service centers for posting year-end transactions.

<b>DEPARTMENT</b>	<b>DEADLINE DATE</b>	<b>TIME</b>
Systems Mass Spectrometry Center	Friday, June 2, 2023	5pm
Nuclear Magnetic Resonance (NMR) Center	Friday, June 2, 2023	5pm
IEN Micro/Nano Fabrication Facility	Friday, June 2 2023	5pm
Materials Characterization Facility	Friday, June 2, 2023	5pm
Mechanical Properties Characterization Facility	Friday, June 2, 2023	5pm
Facilities	Friday, June 9, 2023	5pm
OHR Training	Friday, June 9, 2023	5pm
Parking Office	Friday, June 9, 2023	5pm
Chemistry Glass Shop	Friday, June 16, 2023	5pm
Printing and Copying Services (PCS)	Friday, June 16, 2023	5pm
Telecommunications	Wednesday, June 21, 2023	5pm
BuzzCard Center	Thursday, June 22, 2023	5pm
IBB Core Facilities and Service Centers	Thursday, June 22, 2023	5pm
Post Office	Thursday, June 22, 2023	5pm
All Remaining Service Center Transactions	Thursday, June 22, 2023	5pm
Georgia Tech Research Institute (GTRI) Machine Shop	Friday, June 23, 2023	5pm
Georgia Tech Research Institute (GTRI) Services to RI units	Friday, June 23, 2023	5pm

**BURSAR AND TREASURY SERVICES DEADLINES**

Petty Cash replenishment requests for fiscal year 2023 are due to the Office of Bursar and Treasury Services (Bursar's Office) by Friday, June 9, 2023. Cash receipts for fiscal year 2023 are due by Wednesday, June 28, 2023, at 4pm.

**SPONSORED GRANTS**

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

All Request Framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday by Friday, June 30, 2023, at 5pm.

All Budget Amendment for Organization requests for grants must be submitted in Workday by Monday, July 3, 2023, at 5pm.

**COMMITMENT ACCOUNTING/SALARY REDISTRIBUTIONS**

[Requests for Over 90 Day salary redistributions](#) to externally funded sponsored projects must be received by Commitment Accounting by Friday, June 16, 2023. The paper transmittal form must be completed. If the over 90-day request is approved by the Executive Director of Grants and Contracts Accounting, the Commitment Accounting team will initiate the Express Direct Retro (EDR) transaction in OneUSG Connect. Once the transaction is initiated and submitted it must be approved at all levels of the manager self-service approval workflow.

Online users may process salary distribution changes through Friday, June 30, 2023, at 5pm. All transactions must be approved at all levels in the approval workflow. Commitment Accounting will then be closed for fiscal year 2023 and will reopen for fiscal year 2024 on Monday, July 10, 2023, at 9am.



## **ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES**

Annual Statements of Reasonableness (ASR) of Salary Charges will be prepared based on the June 30, 2023, salary distribution information and will be available electronically by noon on Monday, July 17, 2023. All ASR's (either electronic or manual) must be certified online or completed and returned to Grants and Contracts Accounting by 5pm on Thursday, August 31, 2023.

FY23 ASRs for employees terminating during the year can be accessed on LITE by the department. The report is titled Terminating Employee ASR. The report is only accurate if a termination date is entered in OneUSG and the final payroll for the employee has posted. Any changes to the employee salary distribution after signature will void the ASR. If you have questions or access issues, please contact [eamr.ask@business.gatech.edu](mailto:eamr.ask@business.gatech.edu). In order to certify early, the unit must do the following: (1) Process the termination in OneUSG Connect; (2) Ensure the final salary distribution is correct; (3) Have the employee sign the ASR provided on LITE and return the form to [eamr.ask@business.gatech.edu](mailto:eamr.ask@business.gatech.edu). This action must be confirmed by the employee as no first-hand knowledge confirmations will be accepted.

## **FISCAL YEAR-END CLOSING REVIEW CHECKLIST**

The Fiscal Year-End Closing Review Checklist was implemented to help ensure the integrity of the Institute's year-end close process and resulting financial statements. The checklist helps to confirm year-end tasks and to identify potential audit issues that should be communicated to the Controller's Office for resolution. The FY2023 Fiscal Year-End Closing Review Checklist form is available to Unit Finance Officers for their use during the year-end closing period. Frequently asked questions (FAQs) are posted on the Controller's Office website ([Year-End Checklist FAQs](#)). The Checklist is only required to be submitted to the Controller's Office if significant items that require management review are disclosed. Please submit any Checklists with significant items or questions about the checklist to [fy.review@gatech.edu](mailto:fy.review@gatech.edu) by Friday, July 7, 2023 at 6pm.

## **FOUNDATION DATA MODEL (FDM) – RELATED WORKTAG CHANGES**

Changes to Related Worktags like Fund, Function, Class, Balancing Unit, Gift, and Budget Reference are not allowed. Changes allowed to related worktags are title changes, assignee, and manager. The values that populate from the Driver Worktag on financial transactions such as Requisitions, POs, Spend Authorizations, Expense Reports, Supplier Invoices, Journals, etc. match the setup in the Workday system and should not be changed. The Budget Reference may be changed when processing journals to move transactions off certain prior year funds due to posting errors or overspending of the Prior Year PO.

If you have a situation where related worktags have been changed and need to be corrected, please contact the Financial Accounting team via [ServiceNow - Foundation Data Model](#) for guidance. If you find that the Related Worktags populated by the Driver Worktag are not correct, a new Driver Worktag will need to be set up in the FDM and the transactions will need to be moved from the incorrect driver to the correct driver. Please contact the appropriate office for assistance (i.e. Budget Office, Controller's Office, Grants & Contracts, etc.) as indicated on page 2 of the memo.

## **JOURNALS - ACCOUNTING TRANSACTION ADJUSTMENTS**

When processing adjustments to accounting transactions for fiscal year 2023, campus users should use the grid on the next page to determine which type of journal to use.

### ADJUSTMENTS TO ACCOUNTING TRANSACTIONS

SOURCE	TYPE OF MOVE	JOURNAL TO USE
<b>Expense Report</b> EXP-XXXXXXX	*Change Driver Worktag: Move entire dollar amt	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>Find Expense Reports by Organization → Related Action → Accounting → Adjust Acctg</li> </ul>
	*Change Driver Worktag: Move partial dollar amt *Change ledger account *Change expense item cat.	If Paid → Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul> If Not Paid → Edit transaction and re-submit
<b>Payroll/Salary</b> PAY_YYYYMMDD_01 EDR_YYYYMMDD_01	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account (Commitment Acctg Office Only)	OneUSG Connect → Express Direct Retro
<b>Procurement Card Verification</b> PCV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>
<b>Purchase Order (Bill Only and Catalog)</b> PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Adjust transaction after payment <ul style="list-style-type: none"> <li>See Supplier Invoice</li> </ul>
<b>Purchase Order (All Other)</b> PO-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Enter a Change Order Requisition
<b>Supplier Invoice</b> INV-XXXXXXX	*Change Driver Worktag: Move entire dollar amt *Change spend category	Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg</li> </ul>
	*Change Driver Worktag: Move partial dollar amt *Change ledger account	If Paid → Accounting Journal → <ul style="list-style-type: none"> <li>Create Journal</li> </ul> If Not Paid → Edit transaction and re-submit
<b>Other Accounting Transaction</b> JE-XXXXXXXXXX BAN_YYYYMMDD_01 COM_YYYYMMDD_02 OIT_YYYYMMDD_03	*Change Driver Worktag: Move entire dollar amt *Change Driver Worktag: Move partial dollar amt *Change ledger account *Change spend category	Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>

**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.**

<b>TYPE OF ENTRY</b>	<b>DEADLINE DATE</b>	<b>TIME</b>
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

**FISCAL YEAR CLOSE/OPEN SCHEDULE**

The dates listed below have been established for final fiscal year 2023 year-end close and fiscal year 2024 year-open processing in Workday Financials.

<b>FY2023 YEAR CLOSE/FY2024 YEAR OPEN</b>	<b>DATE</b>	<b>TIME</b>
Workday Financials Open for FY2024 **Expenses, Financial Accounting, Grants, PCard, Procurement, Supplier Accounts, etc. **Transactions will post to the ledger	Monday, July 3, 2023	9am
Georgia Tech Professional Education (GTPE) Close	Wednesday, July 5, 2023	6pm
Georgia Tech Research Institute (GTRI) Close	Thursday, July 6, 2023	6pm
Georgia Tech Applied Research Corp (GTARC) Gifts Close	Thursday, July 6, 2023	6pm
Georgia Tech Foundation (GTF) Gifts Close	Friday, July 7, 2023	6pm
Georgia Tech Research Corporation (GTRC) Gifts Close	Friday, July 7, 2023	6pm
Grants and Contracts Accounting Close	Friday, July 7, 2023	6pm
Budget Office & Controller's Office Close	Beginning Friday, July 7 to Saturday, July 8, 2023	6pm
Final FY2023 Closing Processes for Workday Operating Ledger	Sunday, July 9, 2023	9am
Workday Financials Operating Ledger Closed for FY2023	Sunday, July 9, 2023	6pm
Commitment Accounting & Express Direct Retro (EDR) Open for FY2024	Monday, July 10, 2023	9am
Workday Business Assets Ledger Closed for FY2023	Friday, July 21, 2023	6pm
Workday Business Assets Open for FY2024	Tuesday, August 1, 2023	9am

Your assistance and cooperation in meeting the established deadlines are greatly appreciated. If you have any questions or need additional information, please contact the appropriate business office department as indicated in this memorandum.

cc: Ángel Cabrera, President  
 Mike Shannon, Interim Executive Vice President for Administration and Finance  
 Kasey Helton, Associate Vice President for Campus Services  
 Jennifer Hubert, Associate Vice President for Finance and Planning  
 Financial Council  
 Campus Accountants, Cost Center Managers, Financial Managers and Financial Administrators  
 Administrative Network