2023 Financial Summit

Tuesday, October 31, 2023
9AM to Noon
Student Success Center Clary Theater / Online
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
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<tr>
<td>Administration &amp; Finance Welcome</td>
<td>Dr. Shantay Bolton</td>
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<td>Grants &amp; Contracts Update</td>
<td>Josh Rosenberg</td>
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<td>Bursar Update</td>
<td>Gloria Kobus &amp; Curlyne Andrew</td>
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<tr>
<td>Common Audit Trends</td>
<td>Trey Edmondson &amp; Eddy Lee</td>
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<td>Business Assets Update</td>
<td>Frederick Trotter &amp; Tanisha Tigner</td>
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<td><strong>Break</strong></td>
<td><strong>5 minutes</strong></td>
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<td>Higher Education Act – Section 117</td>
<td>Macy Fennell &amp; Darryl Lunon</td>
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<td>Commitment Accounting Update</td>
<td>Jason Cole</td>
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<td>Budget Update</td>
<td>Jamie Fernandes &amp; Yiny Lynch</td>
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<td>Procurement &amp; PCard Update</td>
<td>Ericka Thomas &amp; Whittney Haynes</td>
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<td>AP &amp; Travel Update</td>
<td>Laura Jamison &amp; Jennifer Jacobs</td>
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<tr>
<td>Payroll Salary Overpayments</td>
<td>Jerri Phillips &amp; Kedrich Claiborne</td>
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<tr>
<td><strong>Break</strong></td>
<td><strong>5 minutes</strong></td>
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<tr>
<td>Financial Systems Management Update</td>
<td>Serena Simpson</td>
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<tr>
<td>Financial Compliance Update</td>
<td>Amry Stanley</td>
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</tbody>
</table>

Slides, Q&A, and Recording will be posted at [https://controller.gatech.edu/financial-summit](https://controller.gatech.edu/financial-summit)
Email any follow-up questions to fy.review@gatech.edu
Welcome

Dr. Shantay Bolton
Executive Vice President for Administration and Finance and Chief Business Officer
Office of Grants & Contracts (G&C) Accounting Update

Josh Rosenberg, CPA
Executive Director
Grants and Contracts Accounting

- **Organizational Chart**

- **Sub-Departments within G&C:**
  - **Cost Accounting and Compliance** (F&A rates, fringe benefit rates, service center rates, effort reporting, cost studies, audit management)
  - **BOR Sponsored Operations** (administration of awards granted to the Georgia Board of Regents)
  - **Systems** (management of the Workday Grants financial module)
  - **Project Accounting** (award set up, invoicing, financial reporting, close-out, and overall award management)
Grants and Contracts Accounting

The Office of Grants & Contracts (G&C) Accounting is part of the Finance and Planning Division within Administration and Finance at Georgia Tech. In alignment with institute and division-wide goals to advance research development at Georgia Tech, G&C provides post award accounting and reporting services, cost accounting and compliance functions, grants systems management, and program management related to sponsored programs for the academic units of the Institute (excluding the Georgia Tech Research Institute - GTRI) and the Georgia Board of Regents.
Grants and Contracts Accounting

News

Updated Provisional F&A Rates and Fringe Benefit Rates for FY24
The Provisional F&A Rates and Fringe Benefits Rates have been updated for fiscal year 2024.

Provisional F&A Rates for FY24

Provisional Fringe Benefits Rates for FY24

Learn More

Featured PI Article

Research Proposal Submissions – Don’t Needlessly Miss Your Flight
Imagine you are taking a family vacation that you have planned for months...maybe even years. In heading to Atlanta’s Airport, you have to account for (1) Atlanta traffic, (2) airport construction, (3) shuttle delays at the drop off, (4) parking/Marta delays, (5) security lines that snake into the baggage area, (6) getting to distant concourses, etc. More PI articles are found in the archive.

Read the Article

Upcoming Events

The Latest Buzz with G&C Accounting
G&C hosts a monthly information session to provide post award research news and updates to the Georgia Tech research community.

Next session:
October 25th, 2023
Virtual

Register

View Past Session Recordings

G&C Office Hours
The Project Accounting Management Team hosts monthly, virtual “Office Hours” for campus. Anyone is welcome to join and ask questions on the last Monday of each month, between 10:00am and 11:00am.

Next office hours:
October 30, 2023
10 - 11 a.m.

Learn More
Grants and Contracts Accounting

Come join the Buzz!
We do this every month (34 straight months!)
grants.gatech.edu/latest-buzz-gc-accounting
Grants and Contracts Accounting

About the Office of Grants & Contracts Accounting

The Office of Grants & Contracts Accounting is part of Finance and Planning within the Administration and Finance. Administration and Finance provides the platform for Georgia Tech's continuing success in achieving its mission of teaching, research, and economic development by leading, supporting and enabling institutional effectiveness in administrative, financial, information, and physical infrastructure services for Georgia Tech. Employees in the Division should demonstrate a commitment to a core set of values.

The Office of Grants & Contracts Accounting, located in the Deyney Building at 955 Deyney Street, provides post-award accounting and reporting services related to sponsored programs managed by all academic units of the Institute (excluding Georgia Tech Research Institute).

Operating Units

- **Project Accounting**
  - Project Accounting is responsible for the financial management of sponsored awards and grants from point of award through closeout (excluding OTR & OGP).

- **Cost Accounting and Compliance**
  - Cost Accounting and Compliance is responsible for the establishment of Institute rates, financial reporting (Institute-level) and effort reporting. Conduct reviews of expenditures charged to sponsored awards to ensure financial compliance.

- **Systems and Reporting**
  - Systems and Reporting maintains the Institute's Grants Management System and Reports and also manages the Grants and Contracts Accounting website.

- **Board of Regents Sponsored Programs**
  - Board of Regents (BOR) Sponsored Programs manages the financial aspects of selected sponsored programs awarded to the BOR, including the preparation and maintenance of financial records and reports in the same manner as other sponsored programs managed in the Office.

Questions?

- FAQs
- Staff Contact Information
- Our Office
- Org Chart
- Resources
Facilities and Administrative Rates

- The Office of Naval Research (ONR) has approved Facility and Administrative rates for FY24 and FY25
- Georgia Tech (Resident Instruction) received a clean audit from Defense Contract Audit Agency and two-year rates were approved as requested
- Rate agreements are posted on the G&C website
RI Fringe Benefit Rates

- The Office of Naval Research (ONR) has approved provisionally approved fringe rates for FY24
- Georgia Tech (Resident Instruction) received a clean audit from Defense Contract Audit Agency and expects a fixed rate agreement soon
- Rate agreements are posted on the G&C website

<table>
<thead>
<tr>
<th>TYPE</th>
<th>FROM</th>
<th>TO</th>
<th>RATE</th>
<th>BASE</th>
<th>APPLICABLE TO</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Prov</td>
<td>07/01/23</td>
<td>06/30/24</td>
<td>31.7%</td>
<td>(a) Full Benefits</td>
<td>RI*</td>
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<tr>
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<td>7.3%</td>
<td>(d) Grad Student Health</td>
<td>RI</td>
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</table>

*Resident Instruction
Effort Reporting
Policy: 3.2 Personal Service Reporting using the Plan Confirmation System

• Effort Reporting – Annual Statement of Reasonableness (ASRs)
  • FY23 ASRs are currently due
    • May still be signed electronically or manually via the paper form
    • Paper ASRs have been distributed to the department UFM
  • Unsigned ASRs are a Major Audit Risk! They are requested during every audit engagement and unsigned ASRs can result in finding in future years
  • Approved First-Hand Knowledge signers can be: Supervisor, PI, or Department/Organizational Head
  • Workload Assignment Form – Distributed monthly to all employees with effort on Sponsored Awards. Please encourage employees to review monthly to avoid late cost transfers or issues with billing financial reports

• Questions? Contact Jonathon Jeffries or easr.ask@business.gatech.edu
Institutional Base Salary (IBS)

The “exclusion” list:

<table>
<thead>
<tr>
<th>Ledger Account</th>
<th>Ledger Account Name</th>
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<tbody>
<tr>
<td>127137</td>
<td>Receivables - Employees - Salary Overpayment (Payroll)</td>
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<tr>
<td>516101</td>
<td>Vacation Payout - Faculty</td>
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<tr>
<td>516110</td>
<td>Voluntary Separation Pay - Faculty</td>
</tr>
<tr>
<td>516150</td>
<td>Extra Pay - Faculty</td>
</tr>
<tr>
<td>516250</td>
<td>Supplemental Pay - Non-Retirement Eligible - Faculty</td>
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<tr>
<td>516251</td>
<td>One-Time Supplement - Faculty</td>
</tr>
<tr>
<td>516255</td>
<td>Admin Supplemental Pay - Non Ret Elig - Faculty (for AFN)</td>
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<tr>
<td>516300</td>
<td>Industry / Foundation Supplement - Faculty</td>
</tr>
<tr>
<td>526101</td>
<td>Vacation Payout - Staff</td>
</tr>
<tr>
<td>526110</td>
<td>Voluntary Separation Pay - Staff</td>
</tr>
<tr>
<td>526150</td>
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<tr>
<td>526300</td>
<td>Industry / Foundation Supplement - Staff</td>
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<tr>
<td>527101</td>
<td>President Allowance</td>
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<tr>
<td>528101</td>
<td>Housing Allowance</td>
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<tr>
<td>529101</td>
<td>Subsistence Allowance</td>
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<tr>
<td>557100</td>
<td>Employee Tuition Reimbursement</td>
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<td>557200</td>
<td>Employee Tuition Remission</td>
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<tr>
<td>561400</td>
<td>Employee Awards</td>
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<td>561410</td>
<td>Employee Suggestion Program Awards / Incentives</td>
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<td>561420</td>
<td>Goal Based Incentive</td>
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<td>561425</td>
<td>Well Being Program</td>
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<td>561426</td>
<td>Well Being Reimbursement</td>
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<td>561500</td>
<td>Employee Car Allowance</td>
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<td>565100</td>
<td>Relocation Assistance</td>
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<tr>
<td>569100</td>
<td>Miscellaneous Personal Services</td>
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<tr>
<td>783100</td>
<td>Stipends</td>
</tr>
<tr>
<td>783200</td>
<td>Stipends - Grant Participate Support</td>
</tr>
</tbody>
</table>

- Institutional Base Salary (IBS) represents compensation for administrative, research, and teaching activities. It does NOT include additional pay, extra pay, bonuses, or supplemental pay; it also does not include time faculty spend consulting outside of Georgia Tech.
- Ledger Accounts coded as non-IBS are not included on effort reports and should be monitored closely by departments when charged to grants.
- Grants Compliance will assist by providing departments with select non-IBS accounts charged to Grants each quarterly for review for allow ability and reasonableness.
Managing (PSC) Participant Support Costs – Who qualifies as a participant and who does not

• A participant is defined as a non-employee who is the recipient, not the provider, of a service or training associated with a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity.

• A participant is most commonly:
  • High School Students
  • College Undergraduates/Graduates

• A participant cannot be:
  • An employee of the grantee institution
  • Advisory board members
  • Interns who have paid appointments
  • Anyone who has a deliverable or is primarily providing a service to the project

• Note: Please ensure sponsor and contracting officer has sufficient budget justification to justify inclusion of participants utilizing participant support funds.
Managing (PSC) Participant Support Costs – The Budget

• Federal agencies vary in their requirements for management of PSCs – Be aware of the ones from your sponsor
  • Participant support needs to be specified in a funding solicitation and accepted in the budget proposal.
  • Budget awarded for participant support cannot be transferred to other categories of expense unless approved in writing by the Program Officer.
  • PSCs not defined in 2 CFR are not allowable without prior approval.
  • Rebudgeting between the defined participant support cost categories is permitted, rebudgeting which changes the scope of the award must have agency approval, even if rebudgeting authority has been assigned to the grantee.
  • A participant program, where not previously awarded, is generally considered a change in scope and requires an agency’s prior approval.
  • To hear further information about PSC categories, unallowable PSC, and PSC documentation then go to The Latest Buzz with G&C Accounting | Grants and Contracts Accounting (gatech.edu) and listen to the July 2023 Buzz.
Cost Transfers – Key Information

- Cost Transfers 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.

- Request should present sufficient and reliable information regarding expense to include:
  - Invoice that includes quantity, item, and total charges that matches cost transfer amount on journal entry memo line
  - Relevant email communication
    - Emails with sponsor approvals should be attached as supportive documentation
    - Emails and any support provided are subject to audit so only upload relevant portion of the communication
  - Budget justification if moving equipment to a different grant/award
  - Documentation should support conclusions made in Cost Transfer Questionnaire
Cost Transfers – Exceptions to over 90-day cost transfer (Draft)

1. Initial or continuing sponsor funding is delayed beyond 90 days after the effective date of the applicable award performance period. If the transfer is requested within the reporting period of the sponsored award (typically 60-90 days after the expiration date of the award). If the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses covered by the proposed cost transfer and appropriate supporting documentation is provided.

2. Moving direct costs between grant lines on same sponsored award. Grant Line changes are still reviewed for appropriate allowability, allocation, and compliance with award requirements.

3. Correcting ledger accounts or spend categories on transactions within a sponsored award. These changes are still reviewed for appropriate allowability, allocation, and compliance with award requirements.

4. Transfers of direct costs <$1,000 where an exception has been deemed acceptable by the Executive Director of Grants and Contracts Accounting or a member of the Grants and Contracts Accounting team with delegated authority and is clearly documented.

5. Specific approval received by the sponsored agency of the award/grant receiving the charge.
6. New award/grant established based on sponsor need such as a new task order, new PO# or Agency transition from pooled to award billing. The Scope of Work, PI, and core contract number remain the same.

7. Transfer of direct costs from one phase of award to another, where the Period of Performance overlaps. The P.I, Sponsor, and award deliverables must be consistent from award to award. Additional information may be requested from Grants & Contracts team member for conformity to policy.

8. Transfers to fixed price or Private/Industry awards where the costs are reported to be allowable and allocable to the award receiving the charge and adequate supporting documentation is provided.

Note: For information on Do’s and Don’ts of filling out the cost transfer questionnaire then visit The Latest Buzz with G&C Accounting | Grants and Contracts Accounting (gatech.edu) and listen to the May 2023 Buzz.
Cost Share Exception Report

• This report identifies awards where the cost share spend rate is less than the sponsor spend rate ratio by more than 10%. It does not take into consideration obligations or commitments. It is meant to provide a starting point for departmental review and action to ensure cost share is being met per the terms of the award.

• Note – posting of waived tuition remission lags behind by about a month.

• Please note that it does not take into consideration non-linked awards that are providing cost share or 3rd party in-kind not posted. If cost share expense seem to be far in excess of budget requirements it may mean the budget is not correct in WD. Please notify G&C analyst if the contractual cost share budget is greater than posted in SABER. Some sponsors are requiring cost share to be at the correct burn rate or they reject our invoices. The GT RPT Cost Share Fund in Progress Report is another way to help manage your cost share.

• It is sent out at the beginning of the month along with award and grant exception reports to grant and finance administrators in the units – and to the Chairs! The BOTS are coming.
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.

All requests must go through Service Now.

If the requests does not meet the above conditions, it will not be processed as intended. G&C may determine that a cost transfer to unrestricted funds is required.
Descriptions for SABER Reports

Tasks and Reports

**SABER - Sponsored Award Budget Expense Report**

Report

Use this SABER report to view the financial status of an award at both a high level and a detailed transaction drill down level, with each associated Grant shown as a separate line. This report provides information on budget, actual expenditures, obligations and commitments (along with estimated F&A), and available balance. The SABER can also be used to view all awards by cost center, PI, and grant manager.

**SABER - Sponsored Award Budget Expense Report - PEB**

Report

This report is useful for seeing budget, actual expenditures, obligations, commitment, and available balance by object class for the overall award. The information is presented for the current month, current fiscal year, and life to date.

**SABER - Sponsored Award Budget Expense Report - SubAward**

Report

This report is similar to the regular SABER report, but only includes subawards. It will help users monitoring their subawards, especially when there are budgets, but no actual expenses on the subaward. Use this SABER report to monitor subaward grants to ensure the accuracy of budgets, obligations (POs), and actual expenditures (subawardee invoices paid).

**SABER - Sponsored Award Budget Expense by Object Class**

Report

This report takes all of the information for an individual award from the SABER and sorts it by grant and by object class (e.g., salaries and wages, fringe benefits, materials and supplies, etc.) within each grant.
LITE Reports

• Grants & Contracts Cost Share Exception Report (LITE)

• In LITE -> Financials -> Grants & Contracts Cost Share Exception Report

https://lite.gatech.edu/lite_script/dashboards/grants_contracts_cost_share_exception.html

• This report identifies awards where the cost share spend rate is less than the sponsor spend rate by more than 10%. Please use this report as a starting point for departmental review and action to ensure cost share is being met per the terms of the award. Sponsors may reject our invoices if the rate of cost sharing is not aligned with the rate of spending on the award. Note: this report does not take into consideration (1) obligations/commitments, (2) non-linked awards that are providing cost share or (3) third party in-kind cost share which is not posted.

• It is an EDW report. For real time data, please refer to GT RPT Cost Share Fund in Progress Report in Workday.
LITE Reports

• Sponsor Expenditure Profile Report

• In LITE -> Financials -> Sponsor Expenditure Profile Report
  https://lite.gatech.edu/lite_script/dashboards/sponsor_expenditure_profile_report.html

• Sponsor Profile Report
  https://lite.gatech.edu/lite_script/dashboards/sponsor_profiles.html

• These two reports provides a comprehensive overview of RI (resident instruction) expenditures from FY20 to the current fiscal year by sponsor type and by sponsor. The report contains a sponsor summary that provides expenditures by each sponsor and can be drilled down to show detailed award information. The report also provides links to the CIS and Workday systems so that users can easily navigate back to the system when needed.
Upcoming – PI Award Health Check Report (LITE)

• We are working with our colleagues in Enterprise App & Data Integration to Create this report in LITE so PI and financial personnel can run the report as needed.

• This report will encompass comprehensive details regarding an award, drawing from both Workday and OSP data sources. It will provide an overview of the award, including its summary, grant details, open purchase orders, subawards, and individual payment details. The report will also feature a focus on invoicing data related to the award, along with information regarding travel and equipment expenses. Additionally, it will incorporate a mechanism for identifying exceptions in cost-sharing.
Bursar Update

Gloria Kobus, Bursar
Curlyne Andrew, Associate Bursar
Process of Claiming / Booking Wires / ACH

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

Campus Notification Process:

1) Teams Hub created with distribution list. Hub includes instructions – Look for the sneaker!
2) Departments are contacted, when possible if we can identify enough information to determine a department.

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

4) Departments review and respond back to claim payments

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

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

- Once funds are booked into Institute revenue, you will need to contact Maurena Maynor, Associate Controller, to see if the funds can still be claimed.
  - Availability of funds may be affected by:
    - Funding Source (state, sponsored, etc.)
    - Whether the fiscal year the funds were received in has closed
    - Whether the funds have been used centrally
Campus Notification Process

• Expecting a payment? Let us know:
  • nicole.shepherd@business.gatech.edu (Treasury Management)
  • trina.hall@business.gatech.edu (Assistant Director Student Account Services)

• Need to be added to the Teams unposted wires group? Let Trina know:
  • trina.hall@business.gatech.edu

• Need to be on the payment notification list? Let Nicci know:
  • nicole.shepherd@business.gatech.edu
Non-Student Invoicing – What is the Policy?

Administrative Policy 1.6
Policy Statement
• The Bursar's Office is responsible for billing and collecting for goods and services to external parties for units of the Institute such as IPST and Facilities.

Procedure
• When requesting a billing, the college, department, or organizational unit must provide the following information on the Non-Student Invoice Request Form at this link: http://www.bursar.gatech.edu/sites/default/files/pdf/Non-Student_Invoice_Request.pdf
Non-Student Billing Contact

Please send the Non-Student Invoice Request Form and the supporting documentation to NonStudentInvoicing@gatech.edu. It can also be mailed to the following address:

Bursar's Office
Attn: Non-Student Invoicing
Suite 111 Lyman Hall
Mail Code: 0255
Questions?
FY23 Common Internal Audit Issues

Trey Edmondson, Audit Manager
Eddy Lee, Auditor II
Background

DIA completed 23 Audits in FY23 and noted issues in the following areas:

• Travel and Expense Reports

• Procurement

• Conflict of Interest
• Spend Authorization’s created after the trip had begun
• Matching Spend Authorization and Expense Report dates
• Unallowable expenses
• Lack of prior approval for exception expenses
• Missing Supporting Documentation
  “Receipts and Supporting Documentation
  • An official or formal written agenda which includes session times must be submitted with expense reports for conferences and seminars.”
  “Accommodations
  • Reimbursement is limited to the actual cost of lodging expense supported by itemized receipts.”
• Late Expense Report submission (after 45 days from the last day of travel)
  • “Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but no later than 45 calendar days. Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered taxable income.”
Expense Reports

- Lack of Supporting Documentation (including group meal forms)
  - “Group meals should be held only to facilitate the effective and efficient operations of the departments involved.
  - Group meals should only be provided in those instances where the meeting lasts for at least four (4) hours.
  - Group meals held at the start and/or finish of a meeting are not eligible for payment under this policy.”
- When using Foundation Funds to pay for group meals the following apply:
  - “Employee business and training meetings are not restricted by the meal per diem limits (see the Promotional Funding for Meals and Entertainment section for additional guidelines) or the 4-hour minimum meeting length that is required for use of Institutional Funds. The Food/Group Meal Documentation Form is required for all payment requests processed through the Institute’s Accounts Payable Team.”
Approvals for PCards
- Must have two approvers on the Requisition form
- Must be approved prior to purchase
- Cannot be approved by the one requesting or their subordinate
- Approved late in Workday
- Unauthorized Purchase Approval Form not completed when required

Missing requisition forms or other supporting documents
- Receipts, group meal forms, conference agendas, etc.

Employee vs contractor determination

Late supplier invoice payments

Unallowable PCard Purchases
- Employee Travel expenses (lodging, transportation, meals)
- Gift cards, funding the GT BuzzCard, stored value cards, prepaid cards, calling
Conflict of Interest

• Incomplete Conflict of Interest disclosures

• Monitoring and compliance with conflict of interest policies
Business Assets Update

Frederick Trotter, Director of Insurance & Assets
Tanisha Tigner, Supervisor
The State of Georgia General Statutes requires the Institute to be accountable for all equipment under its control. The Institute must also comply with the provisions of the Approval of Management, Budget Circulars A-21, Revised, SAS 112 (Federal Audit Guidelines) and A-110 to assure proper reimbursement of federally funded research and training projects.

The maintenance of a perpetual inventory of equipment is necessary to achieve correct financial reporting for the institution, to provide the basis for suitable insurance coverage, and to assist Cost Centers, Departments and Business Units in accountability for their equipment.

**Threshold Requirements**

In accordance with State & Board of Regents guidelines, the current threshold for which an inventory of an asset is maintained is $3000 with a life expectancy of one or more years. Items which do not meet the current threshold may be maintained on the inventory to meet contractual requirements, or to effect proper management of small and/or unique groups of movable personal property. The following items, are required to be inventory controlled without regard to the $3000 minimum cost:

- Books and periodicals (Total dollar value shall be capitalized each year)
- Firearms
- Vehicles
Asset Spend Categories

• To minimize accounting reconciliation due to incorrect spend category usage, Cost Centers must ensure that all asset requirements are met and use the appropriate equipment spend category.

• All state-owned equipment must meet the following requirements:
  • Equipment purchased with an acquisition cost of $3,000 or more. (Individual equipment items costing more than $5,000 will be budgeted as capitalized equipment, with no overhead charges).
  • Item has a life expectancy of more than 1 year
  • Item is owned by Georgia Tech, not the sponsor
  • Item is not permanently attached to a building
  • Firearms and vehicles are still to be tagged regardless of their value.
## Main Asset Spend Categories

<table>
<thead>
<tr>
<th>Spend Category</th>
<th>Description</th>
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<td><strong>Small Value Equipment ($3,000 - $4,999.99)</strong></td>
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<tr>
<td>SC743200</td>
<td>Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999.99)</td>
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<tr>
<td>SC743500</td>
<td>Furniture/Fixtures - Small Value - Inventory</td>
</tr>
<tr>
<td>SC744200</td>
<td>Information Tech Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999.99)</td>
</tr>
<tr>
<td><strong>Capitalized Equipment (&gt; $4,999.99)</strong></td>
<td></td>
</tr>
</tbody>
</table>
| SC843101 | Equipment Purchase GT Holds Title (per item cost greater than $4,999.99)  
*This spend category should also be used for furniture greater than $4,999.99* |
| SC843131 | Equipment Purchase - Computers GT Holds Title (per item cost greater than $4,999.99) |
| SC843142 | Equipment Purchase Information Technology (non-computer) GT Holds Title (per item cost greater than $4,999.99) |
| **Special Equipment** | |
| SC743201 | Equipment - Weapons (Public Safety Only) |
| SC841100 | Equipment Purchase - Motor Vehicle |
Requisition with Partial Payments

• When creating a requisition involving partial/progress payments, line items need to be submitted exactly as noted below to be compliant with Business Assets and Accounts Payable requirements:

• Enter initial payment for each piece of equipment on the goods line with the appropriate equipment spend category, broken down according to the payment terms.

• Enter initial payment for each service on the service line with the appropriate service spend category, broken down according to the payment terms.

• Enter all subsequent payments for each piece of equipment and each service on the service line with the appropriate equipment or service spend category for each line, broken down according to the payment terms.

Requisition with a Trade-in

• All Georgia Tech equipment traded in must be deleted from Workday, and the replacement item must be valued correctly within the system. To accomplish this, follow the procedure outlined in the GT Policy (http://policylibrary.gatech.edu/business-finance/trade-property).
Fabricated Equipment (Not Commercially Available)

- Fabricated equipment is defined as any piece of equipment with a value of $3,000 or greater, and with a useful life of at least three years, which has been assembled from parts purchased with supply or non-inventory equipment Spend Category (SC714127 - Supplies and Material - Fabricated Equipment). This includes items purchased via a PCARD.

- All Georgia Tech equipment that is assembled from parts which were not purchased under an equipment account code must be properly recorded as inventoried equipment (account range SC743*** and value of $3,000 to $4,999.99) or capitalized equipment (account range SC843*** and value equal to or exceeding $5,000.00) once completed.

- Please follow the procedure as outlined in the GT Policy (http://policylibrary.gatech.edu/business-finance/trade-property).
Annual Equipment Inventory
FY24 GT Annual Physical Inventory – October 2023 thru March 2024

This is the 3rd year with the above defined schedules. This process is to ensure inventory accountability is completed prior to year-end financial reporting for FY24.

- Additional time for Cost Centers to internally search/ locate reported missing assets
- Additional time for Cost Center – Leadership to review data prior to inventory submission
- Additional time prior to GT year-end financial reporting periods

### Inventory Deadlines

<table>
<thead>
<tr>
<th>Class</th>
<th>Assets Count</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>750+</td>
<td>12/22/23</td>
</tr>
<tr>
<td>C</td>
<td>400-750</td>
<td>1/26/24</td>
</tr>
<tr>
<td>B</td>
<td>100-399</td>
<td>2/16/24</td>
</tr>
<tr>
<td>A</td>
<td>1-99</td>
<td>3/8/24</td>
</tr>
</tbody>
</table>
## Annual Equipment Inventory Results – 5 YR Period

### Missing Equipment Summary: (*Average Assets count 30K*)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th># Missing</th>
<th>of Total Inventory</th>
<th>Purchase Cost ($)</th>
<th>Book Value ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>401</td>
<td>1.23%</td>
<td>9,988,276</td>
<td>1,267,440.40</td>
</tr>
<tr>
<td>2022</td>
<td>804</td>
<td>2.68%</td>
<td>9,473,797</td>
<td>2,641,261.17</td>
</tr>
<tr>
<td>2021</td>
<td>333</td>
<td>1.16%</td>
<td>7,970,276</td>
<td>1,530,862</td>
</tr>
<tr>
<td>2020</td>
<td>497</td>
<td>1.58%</td>
<td>13,098,728</td>
<td>2,372,193.97</td>
</tr>
<tr>
<td>2019</td>
<td>909</td>
<td>3.45%</td>
<td>12,648,968</td>
<td>2,814,131</td>
</tr>
</tbody>
</table>
Untagged Equipment - Cleanup

• Untagged Equipment

  • As of 10/16/23, **Untagged Assets 2871** items valued at **$61,819,321.29**

  • RISK to the Institute:
    • Violation of Institute Policy
    • Violation of Board of Regents - USG Policy
    • Subject to an Unfavorable Audit Finding
    • No Insurance Coverage

  • Currently reviewing a system process improvement functionality that will send monthly follow-up notifications to Property Coordinators and Financial Managers. Please note it is **imperative that this process is cleaned up**.
Business Assets - Complete TO DO

Property Coordinators will get a TO DO in their Inbox to tag equipment- please enter all the information required to ensure proper tagging and accountability of asset. Once data information is entered be sure to click the SUBMIT button; this will ensure item will be removed from your inbox and asset completely registered in Workday.

Instructions

Please add the following information on the asset by accessing Business Asset > Edit from the related actions menu of the Asset ID:

- Asset Description
- Asset Name (replace the Workday Asset ID with a short asset title)
- Tag # in the Asset Identifier field
- Serial Number
- Manufacturer

From the related actions menu of the Asset ID:

- Select Business Asset > Issue to Worker to assign a custodian.
- Change the location to the correct physical location (building/room) of the asset.

Access the Additional Data section of the asset and populate with the required information, where applicable.

- Model No. (if applicable)
- Taggable (y/n) (required)
- Sub-location Detail (if applicable)
- Off-site (y/n) (required)
- Property Coordinator Notes (if applicable)
- Requires Special Disposal (y/n)
- The supplier invoice number associated with this business asset is delivered to your Notifications.
Question: How do I find the list of untagged assets for my Cost Center?

Answer:

– Search for the Find Untagged Assets – GTCR report in Workday

– Type in your Cost Center Number

– Selected “In Service”, “Issued” & “Registered” Asset Statuses
Submit requests to Business Assets via ServiceNow
Break – 5 mins
Higher Education Act
Section 117

Darryl Lunon, Deputy General Counsel & Chief Ethics and Compliance Officer
Macy Fennell, Senior Counsel
Agenda

• Section 117 Overview
• Current Reporting Process
• Future Compliance Strategy
• Next Steps
Background

• Higher Education Act, 20 U.S.C. Section 1011f (Section 117)
  • Section 117 requires U.S. institutions of higher education receiving federal funding to report to the U.S. Department of Education (“DOE”) any gifts from or contracts with “foreign sources” with an aggregate value of $250,000 or more in a calendar year

• DOE began investigations from Section 117 compliance in 2019 due to heightened tensions with China and other nations. Between 2019-2021, DOE launched 20 investigations against institutions of higher education.
Section 117 Overview

- Institutions must report all gifts from and contracts with a “foreign source” with a value of $250,000 or more in a calendar year.

- Defined Terms:
  - Foreign Source
  - Contract
  - Gift
  - Restricted or conditional gift or contract

- Disclosure reports are filed two times a year: January 31st and July 31st.

- Gifts are reported upon receipt.

- Contracts are reported at the value at the time it was entered.

- Institutions are required to perform “reasonable due diligence” when receiving the benefit of a gift or contract and make a “good faith effort” to understand the source of the gift or contract.
Current Reporting Process

- Data is collected from the following departments on campus:
  - GTAA
  - GCMI
  - Development
  - OGC
  - Office of the Provost: International Initiatives
    - Global Operations
    - GT Shenzhen
  - Controller’s Office
    - Affiliate Financial Services
    - Capital Assets Accounting, Reporting and Financial Compliance
- Department of Finance and Planning – Collects and Submits Data
- Data is submitted through the reporting portal provided by DOE
Future Compliance Strategy

1. Identify GT units and affiliated entities that house relevant gifts and contracts
2. Use GT financial management systems to gather the relevant gift and contract information from the identified sources
3. Review the generated data for reportable gifts and contracts
4. Establish a working group/task force to review and confirm reportable data and make any necessary judgment calls
5. Data Entry and Report Submission
6. Check the DOE public spreadsheet to ensure accuracy
Next Steps

• Identify GT units and affiliated entities that house relevant gifts and contracts
  • Establish a working group/task force to identify all relevant GT units

• Use GT financial management systems to gather the relevant gift and contract information from the identified sources
  • Work with IT on scope of information to be pulled from Workday and other data warehouses
Contact Us!

Darryl W. Lunon, II  
Deputy General Counsel & Chief Ethics and Compliance Officer  
dl91@gatech.edu

Macy M. Fennell  
Senior Counsel  
macy.fennell@legal.gatech.edu
Commitment Accounting
Jason Cole, Interim Commitment Accounting Director
Commitment Accounting | Best Practices

Review Position Funding Proactively

- If necessary, correct FY2024 funding with a Change Position Funding (CPF) transaction. **EDRs should be avoided.**

- **Review grants that are ending** (use Workday end dates). Employees paid on grants that have ended will cause funding to post to suspense/cost overrun and will require an EDR transaction (which are to be avoided).

- **Establish cost share** as soon as possible (ASAP) to avoid over 90-day cost transfer requests.

- **Review salaries allocated to your department’s undesignated and suspense worktags** to ensure balances posted to these worktags are cleared timely.

EDR cost transfers over 90 Days

- **When initial or continuing sponsor funding is delayed beyond 90 days** after the effective date if the transfer is requested within the reporting period of the sponsored project (typically 60-90 days after the expiration date of the project).

- **Grants & Contracts may approve** the proposed transfer if the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses by the proposed cost transfer.

- Submit over 90-day requests via **ServiceNow.**
Change Position Funding | Submit

Compile all necessary information

- Pay period begin dates (effective dates **must** be the beginning of a current/future pay period).
- New worktags/combo codes and effort percentages for new funding distribution applicable.

Review distribution as of Change Effective Date

- This section displays funding effective dates for the fiscal year.
- Effective date needed when distribution is different from previous pay period.

Submit transaction

- Entering the same combo code in the new distribution section more than once with the same earnings code.
- Submit a ServiceNow ticket to OneUSG ServiceNow to unlock position.

Be sure to submit the transaction timely – remaining on the transaction page too long can cause the position to lock.
Change Position Funding | Review/Approve

Verify:

• All effective date(s) (should be beginning of a future pay period)
• Current incumbent information
• Distribution as of change effective date
• New information section:
  • Combo codes
  • Funding end dates (only applicable to grants)
  • Percent of distribution
  • Attachments
  • Comments
  • Workflow/Ad-hoc approvers

As an approver, please deny the position if you know there is an error and resubmit.
Express Direct Retro | Submit

**Step 1**
Compile all information before submitting transaction
- Employee ID (recommend searching by employee ID e.g. promotion/transfer)
- Pay period(s) to correct
- Amounts to transfer
- New combo code(s)
- Current employee cost detail report
- Cost transfer justification (why wasn’t the salary posted correctly?)
- Ad hoc approvers if applicable (contact approver before inserting)

**Step 2**
Select appropriate row(s) where the salary is moving from
- Avoid selecting rows with negative amounts
- No need to choose a row where the salary isn’t being reduced

**If Needed:**
- Check out pending EDRs
  - Can be found at the bottom under search – existing (select click next, submit or cancel)
- Once EDR is approved and processed or denied, transaction is removed.
- The EDR could be saved but not submitted.
- Contact users in the approval workflow.
### Express Direct Retro | Submit

#### Current Distribution

<table>
<thead>
<tr>
<th>Employee Information</th>
<th>Combo Code Details</th>
<th>Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Position Number</td>
<td>Pay Group</td>
</tr>
<tr>
<td></td>
<td>Pay Period End</td>
<td>Check Nbr</td>
</tr>
<tr>
<td></td>
<td>Line Number</td>
<td>Empid</td>
</tr>
<tr>
<td></td>
<td>Earnings, Tax,</td>
<td>Deduction Ind</td>
</tr>
<tr>
<td></td>
<td>Account</td>
<td>Combo Code</td>
</tr>
</tbody>
</table>

#### Original Combo Code | Original Account | Chartfield Details | New Combo Code | Amount to Transfer

<table>
<thead>
<tr>
<th>Original Combo Code</th>
<th>Original Account</th>
<th>Chartfield Details</th>
<th>New Combo Code</th>
<th>Amount to Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Chartfield Details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submit Express Direct Retro

- Attach current period Employee Cost Detail Report
- Select Cost Transfer Justification - Why wasn’t the salary posted correctly?
  - Other is rarely used, if other is used please provide a detailed justification
  - Insufficient/vague cost transfer justifications could lead to the EDR being denied
- Submit, Insert ad-hoc approver (if necessary), click save ad-hoc.
Express Direct Retro | Review/Approve Checklist

Verify:

- Employee information
- Accounting date is in the current accounting period
- Current combo code
- New combo code
- Transfer amount
- Current employee cost detail report
- Appropriate cost transfer justification/ comments
- Ad hoc approvers
You can find the following queries in OneUSG Connect 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

**Training**

- Commitment Accounting Recorded Webinars Playlist
- Commitment Accounting On-Demand Training:
  - OneUSG Connect Commitment Accounting: Inquiry Only
  - OneUSG Connect Manager Self-Service: Commitment Accounting
Budget and DSS Update
Institute Budget Planning and Administration

Jamie Fernandes, Executive Director
Isabel (Yiny) Lynch, Budget Manager
Agenda

• FY24 Budget and FY25 Budget Development
• Budget Reform Update
• Departmental Sales and Services (DSS)
FY24 Budget and FY25 Budget Development
Georgia Tech’s Original Budget is $2.7 billion in FY24, an increase of $194.1 million or 7.6% from FY23. The growth was largely driven by sponsored operations ($106.3M), indirect cost recoveries ($36.4M), and state appropriations ($29.2M).
Georgia Tech Resident Instruction | State Appropriations

Net Change to FY24 Operating Budget:

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Living Adjustments ($2,000)*</td>
<td>$10,731,502</td>
</tr>
<tr>
<td>Formula Earnings</td>
<td>21,348,845</td>
</tr>
<tr>
<td>Maintenance and Operations*</td>
<td>800,464</td>
</tr>
<tr>
<td>Adjustment to agency premiums for DOAS*</td>
<td>2,267,550</td>
</tr>
<tr>
<td>Health Insurance and Retiree Health &amp; Life Benefits*</td>
<td>2,520,636</td>
</tr>
<tr>
<td>Reduce funds and utilize Carry Forward funds where necessary</td>
<td>(10,081,529)</td>
</tr>
<tr>
<td><strong>Net Change to FY2024 Operating Budget</strong></td>
<td><strong>$27,587,468</strong></td>
</tr>
</tbody>
</table>

*Pass-through items; not included in net new revenue. Resident Instruction excludes GTRI and EI2.

The $10.1 million cut is Georgia Tech’s portion of a $66 million reduction impacting all 26 USG institutions.
We prioritized our allocations to enable us to continue to advance our instructional, research, and service missions with prioritization given to supporting our people, growth, and compliance:

- **People**: $17.6M
- **Growth**: $13.8M
- **Performance**: $2.2M
FY25 is shaping up to be another challenging budget year:

<table>
<thead>
<tr>
<th>USG Budget Request for 26 USG Institutions</th>
<th>Amount (in millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Growth</td>
<td>$2.26</td>
</tr>
<tr>
<td>Workload Adjustment</td>
<td>66.00</td>
</tr>
<tr>
<td>Maintenance and Operations</td>
<td>.66</td>
</tr>
<tr>
<td>Health Insurance Benefits</td>
<td>22.43</td>
</tr>
<tr>
<td>Teachers Retirement System Rate Change</td>
<td>7.68</td>
</tr>
<tr>
<td><strong>Total Request</strong></td>
<td><strong>$99.03</strong></td>
</tr>
</tbody>
</table>

Total FY23 credit hours generated and included in the funding formula were 8.53 million, which represents a decrease of 0.85%, or 72,415 credit hours as compared to FY22.
FY25 Budget Development Cycle | Winter 2023 Milestones

Key Milestones in FY2025 Budget Development Timeline:

1. **November**: FY25 Budget Development Cycle launches for Residential Instruction via the New Expense Request Form (NERF) in the Fusion system (former Form 2 process). All information is on the FY25 Budget Development website.

2. **November**: Training sessions for colleges and non-colleges on NERF.

3. **January 31**: Deadline for all approvals and submission of the FY25 NERF in Fusion

FY25 Budget Allocations will be distributed using the Net New Revenue Model.
The New Expense Request Form (NERF) is replacing the former 'Form 2' excel sheet and email process.

NERF is an online system where requests will be entered, edited, prioritized, and approved at the appropriate levels.

Workday Adaptive Planning will be used for New Expense Request Form (NERF) reporting.
NERF and Fusion Benefits

- Eliminates spreadsheets and email
- Conformity with requests
- Compiles requests at each level automatically
- History of requests and approvals will be maintained in one location
- All requests and approvals will be transparent to campus NERF users
Budget Reform and Workday Adaptive Planning
In alignment with the 10-year Institute Strategic Plan, the Budget Reform Initiative will implement a new budget model in FY26 to reward innovation, promote generation of revenue, and encourage cost containment.

Workday Adaptive Planning is a deliverable of the Budget Reform Initiative.
Budget Reform Timeline

FY22: Laying the Foundation
FY23: Incremental Model
FY24: Workday Adaptive Planning
FY25: Net New Revenue Allocation Model
FY26: Hybrid Activity-Driver Model

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

We are here

The use of Adaptive Planning is limited to financial and budget staff with responsibility for planning.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity/Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2023</td>
<td>Dashboards and associated reports</td>
</tr>
<tr>
<td></td>
<td>Institute Revenue Sheet</td>
</tr>
<tr>
<td>November 2023</td>
<td>New Expense Request Form (NERF) – via Fusion</td>
</tr>
<tr>
<td>November 2023</td>
<td>Bottom-up Budgeting</td>
</tr>
<tr>
<td></td>
<td>Personnel Planning</td>
</tr>
</tbody>
</table>

We will release the Bottom-up Budgeting and Personnel Planning in November; however, training will begin in January/February 2024.
Budget Reform | Learn More

Visit our website for additional information on:

- Workday Adaptive Planning
  - Training Resources
  - Schedule
  - Course Catalog
  - Link to ServiceNow
- Budget Model
- Frequently Asked Questions
- And More

budgetreform.gatech.edu/adaptive
Departmental Sales and Services (DSS)
Our Goals

1. BU and DE worktags will be in place and in use.
2. All BU/DE fund balance moves will be completed.
3. All DSS transactions must have a BU related worktag.
4. Analysis of Fund Balance by BU report will provide info for DSS Carry Forward.
DSS Carry Forward Updates

- Ongoing reconciliation by designated worktag
  - Current reconciliation involves moving fund balance to appropriate BU within cost centers
  - Current reconciliation is by designated worktag
  - Available fund balance/carry forward amounts can be obtained from Workday reports
Balancing Units (BU)

- New Balancing Units (BU) should be requested via ServiceNow.
- Individual Balancing Units (BU) should be requested for:
  - EVNT: Events and Conference
  - INTL: International Campus
  - STAB: Study Abroad Programs
  - SVCT: Service Centers – with approved rates from Grants & Contracts
  - PREM: Scheller College of Business Premium Programs as approved by BOR
  - DSS: New departmental sales and services with at least 50% external to Georgia Tech sources

Overall, this assists with USG, internal, and external reporting of DSS.
Resident Instruction

DSS Funds

- FD14000 Continuing Education - Georgia Tech Professional Education (GTPE)
  - Used by GTPE
- FD14100 Dept Sales and Services (DSS) – Other
  - Used by all others not in the other two funds
- FD14200 Dept Sales and Services (DSS) - Premium Programs
  - Premium Programs as approved by BOR- currently only Scheller College of Business programs
1. Analysis of Fund Balance by Balancing Unit – GTCR
   TIP: Run the report for FD14000, FD14100 and/or FD14200
2. IBPA - Balancing Unit & Cost Center Recon – GTCR
3. Reconciliation by Balancing Unit and Designated - DSS & Student Activity Funding Sources – CR

DSS | Reporting Tools in Workday

![Analysis of Fund Balance by Balancing Unit - GTCR](image-url)
New BU and DE worktags should be requested via ServiceNow.

Each Cost Center must track DSS during the year and report at year-end:
- Positive fund balance with a spend plan
- Negative (deficit) fund balance with a coverage plan

Study Abroad and International must report annually to the Office of International Education (OIE) on balances and spend plans.

Associated salaries and fringe must be charged to DSS.

All DSS transactions must have a BU related worktag.

View our DSS guide on our website.
DSS | What We Need From You

- Review reports
- Ensure revenue is posting to the correct revenue category
- Budget DSS
- Confirm DSS transactions have a BU related worktag
- Use Your Funds!! Georgia Tech is experiencing increased scrutiny from USG on balances.
- Attend scheduled meetings with Budget Office to discuss Carry Forward balances
Procurement and PCard

Ericka Thomas, Procurement Manager
Whittney Haynes, Procurement Services Manager
Procurement Updates

- Streamlined Approvals
  - Elimination of Cost Center Manager role for contracted purchases
  - Phased Implementation
    - Phase 1 in final testing now
      - Impacts less than $1k contracted reqs
      - Excludes sponsored and gift funds
    - Phase 2 Estimated Go live date January 2024
      - Includes all funding sources on less than $1k contracted reqs
    - Phase 3 Estimated Go live Spring 2024
      - Includes all funding sources on less than $3k contracted reqs
Procurement Updates

• Data Security
  • Intake form in ServiceNow continues to have changes implemented by Governance, Risk, and Compliance (GRC) team.
  • Cyber has narrowed the items needing review.
  • Goal is to speed up review process and eventually segment requests.

• Department Resources
  • The Campus Guidance FAQ for BPM 3.4.4 is located on the Georgia Tech procurement site: https://procurement.gatech.edu/purchasing/dept-resources
  • The Supplier Contracts Assessment Intake Form is located in ServiceNow: https://gatech.service-now.com/home/BPM344
Procurement Updates

• RPA
  • Additional bots are being reviewed. Examples include:
    • PO Confirmation
    • EV and COI on reqs
    • Bill Only PO’s
  • Suggestions for process improvement can be sent to Procurement via ServiceNow.
• If your department would like to help test future automated processes, please send us a request in ServiceNow.
Procurement Updates

Virtual Office Hours

• Procurement and Business Services holds virtual office hours two times per week.
  • Current Office Hours: Wednesday 9-10 AM and Thursday 1-2 PM
• The Virtual Office Hours are available to all campus users to answer any procure-to-pay questions.
• Office Hour times and meeting links can be found at: https://procurement.gatech.edu/purchasing/article/office-hours
PCard Updates

• Updating policy related to violations occurring on PCard
  • More detailed information on violations

• PCV Verifications
  • Updating PCard verifications to ensure only one transaction per PCV

• Transition to Service Now
  • Forms and customer service to move from email to the portal
  • Improved efficiency, data retention, and most forms required by the state
PCard Updates – L3 Data

• **L3 Data Definition**: Data provided by the merchant to the bank of line-item details for a PCard purchase. Information provided can include item descriptions, SKU numbers and part numbers.

• **What is L3 Data?** L3 data provides more specific information to items purchased compared to only transaction date, amount of the charge, and the vendor.

• **Why L3 Data is Important**: It is imperative to validate items on the receipt from the cardholder match those on the line detail/receipt from the merchant using this data.

• Reviewing this information should become a routine process when reviewing a PCV.

PLEASE NOTE L3 DATA MAY NOT BE PROVIDED FOR ALL SUPPLIERS

*ALL AMAZON ORDERS MUST BE REVIEWED

More Information located at:
https://gatech.service-now.com/asc?id=kb_article_view&sysparm_article=KB0042549
PCard Updates – L3 Data
Accounts Payable & Travel

Laura Jamison, Director of Accounts Payable & Travel
Jennifer Jacobs, Travel & Expense Manager
Check-list For Submission Of Invoices

- All submissions must be an Invoice—No quotes, estimates, PO’s etc should be submitted
- Invoice must be billed to Georgia Tech
- Invoice must be in PDF format
- A valid Georgia Tech PO number should be listed on the invoice
- One invoice per attachment
- E-mail subject line should be the PO number (no other information)
- Attach all support documents
- All criteria must be met before submission to ensure invoice is delivered to apinvoices@gatech.edu
Submission of Invoices

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

- Invoices to be processed by Office Of Sponsored Programs (OSP) should be sent to: ospinvoices@osp.gatech.edu

- Invoices to be processed by GT Foundation should be sent to: https://www.techtools.gatech.edu/fusion/
Past Due Invoices in Webnow

- WebNow Report sent weekly to department point of contacts

- Review Invoices in your Department WebNow queues
  - Review the sticky note
  - Take action based on Sticky Note Detail
  - Update the sticky note and route forward to “Approved for AP to Pay”

- WebNow access: Submit a ServiceNow ticket
  - Contact Jo Keith for further questions jo.keith@business.gatech.edu
Invoices in Match Exception

- Match Exception report is sent weekly to Requisition requester and point of contacts who have requested the report.
- Run “Supplier Invoices in Match Exception - CR” report in Workday weekly.
  - Research by Cost Center
  - Research by 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 invoice is in exception due to a receipt or change order, it will show all other invoices affected.
- Create change order to increase funds.
- Create receipts
  - The Bot will create a receipt automatically. This process is ran daily.
  - End-users can still create Receipts manually.
Why is my invoice not paid?

- Was the invoice sent to apinvoices@gatech.edu?
- Was the invoice submitted in PDF format?
- Was a valid PO listed on your invoice?
- Does the PO have sufficient funds?
- Is your invoice in match exception?
- Was a receipt entered?
Spend Authorizations

- Are required for travel outside of GA or home location
- Must be approved by all levels in the Department prior to first day of travel
- Must be linked to an expense report. Expense report should be marked for final if no further expenses are expected
- Spend Authorizations are closed 60 days after travel end date
Expense Reports

- Must be submitted within 10 days of the completion of the event or trip, **but no later than 45 calendar days**.

- Older than 60 calendar days after completion of the trip or event, IF reimbursed, may be considered as taxable income per the IRS.

- Expense report should be marked for final if no further expenses are expected.

- Must include itemized receipts for any amount over $25.

- Expense date = date expense was incurred.
Program Advances

- Program advances are issued for research participant payments and study abroad.
- Requests are made via submission of a spend authorization.
- Must select “GT Program Advances” for Business Purpose to route correctly for approval.
- Enter the correct start and end date.
- **Do not** select “Personal Expense” box on the expense report.
- Use the currency conversion functionality on the expense report.
- Documentation/Receipts must be attached to each expense line.
- Expense reports should be created no later than 15 days after the end date listed on the program advance.
<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Expense Item categorized by Spend Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Research Participation Payment</td>
<td>SC751116 - Grant Participant Support - Other</td>
</tr>
<tr>
<td>Research Participation Payment</td>
<td>SC751113 - Services - Participant Payment</td>
</tr>
<tr>
<td>Study Abroad - Airfare</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Baggage Fee</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Car Rental</td>
<td>SC719102 - Rental - Vehicles</td>
</tr>
<tr>
<td>Study Abroad - Ground Transportation</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Insurance Expense</td>
<td>SC720100 - Insurance And Bonding</td>
</tr>
<tr>
<td>Study Abroad - Laundry Expense</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Lodging Expense</td>
<td>SC719104 - Rental - Meeting and Hotel Rooms</td>
</tr>
<tr>
<td>Study Abroad - Meals</td>
<td>SC727730 - Groups Meals - Students</td>
</tr>
<tr>
<td>Study Abroad - Misc Expense</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Parking Expense</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Postage/Shipping</td>
<td>SC714110 - Supplies and Materials - Postage / Mailing Services</td>
</tr>
<tr>
<td>Study Abroad - Supplies and Materials</td>
<td>SC714100 - Supplies and Materials</td>
</tr>
<tr>
<td>Study Abroad - Travel Agency Fees</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
<tr>
<td>Study Abroad - Public Transportation</td>
<td>SC727100 - Other Operating Expense</td>
</tr>
</tbody>
</table>
Payments or Reimbursements

- Allowable Expenses – See the Allowable Cost Matrix

- Policy 5.2.1.9 Group Meals for employees is updated. When using Foundation Funds to pay for group meals.
  - FGMF not required when using GTF funding
  - Meal per diem limits are not imposed
  - 4 hour minimum is not required

- The Food/Group Meal Form is required for all other funding sources, for payment requests processed through the Institute’s Accounts Payable Department.
## Payment via AP versus GT Foundation

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Pay via Institute</th>
<th>Pay via GTF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business Meeting with Food and Alcohol</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business Meeting with Food, but no Alcohol</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Conference Related Expenses</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contracts for GT Authorized Events (i.e., hotel, guest lecturer, entertainer, musician, etc.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Events that include Spouses, Children or Guests</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fine Art, Sculptures</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Materials, Supplies and Equipment</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Parties and Celebrations (i.e., holiday, year-end, etc.)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Research Participant Payments</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Retirement Parties and Celebrations</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sponsorships</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Staff Appreciation/Recognition Meal with Alcohol</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Staff Appreciation/Recognition Meal without Alcohol</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Staff Retreats with Recreational Activities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Travel - Employees</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Travel - Visitor</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Pre-Winter AP & Travel Deadlines

All invoices, Supplier Invoice Request(SIR’s), Ad Hoc payments and expense reports are to be submitted to Accounts Payable by Friday December 8, 2023, at 5pm in order to be processed before winter break:

- Supplier Invoices (must have a valid PO#)
- Receipts entered on PO’s
- Change orders entered
- Supplier Invoice Requests (SIR’s) should have required supporting documentation
- Expense Reports must be fully approved and awaiting Expense Partner’s Approval
Pre-Winter AP & Travel Deadlines

- The final AP settlement run for checks will be **Thursday December 21, 2023**
- The final AP settlement run for ACH and EFT will be **12 noon Friday December 22, 2023**
- Wire Transfer requests should be submitted by **12 noon on Tuesday December 12, 2023**
- All rush payment requests must be received by **4:00 pm on Tuesday December 12, 2023**
- All ‘pick up’ checks are to be picked up by **12 noon on Friday, December 22, 2023**
Accounts Payable/Travel & Expense Training

All forms and information on training can be located on the Procurement & Business Services website

- https://procurement.gatech.edu/home

Training Resources

- Payables
- Procurement
- Property Control
- Travel & Expenses
How do I contact AP Department for questions?

- Submit a ticket via ServiceNow
  - Provide detailed information regarding your question such as PO number, invoice number, expense report number, check number etc.
  - Knowledge articles and job aids available in ServiceNow

- AP and Procurement Virtual Office Hours:
  - [https://procurement.gatech.edu/purchasing/article/office-hours](https://procurement.gatech.edu/purchasing/article/office-hours)
Payroll Salary Overpayments

Jerri Phillips, Director
Kedrich Claiborne, Assistant Director
Agenda

- Reasons for Most Salary Overpayments
- Payroll Salary Overpayment Awareness
- Salary Overpayment Data
Reason for Salary Overpayments

- Retro Terminations processed by the department
- Retro Leave of Absence processed by the department
- Retro Pay Rate changes processed by the department
- Retro Job Updates (monthly to bi-weekly) processed by the department
- Incorrect information entered by departments; i.e., hiring wrong employee
- Administrative Errors
How to avoid Salary Overpayments

• Ensure transactions are completed prior to the payroll processing date.

• Review payroll calendar for critical payroll processing dates.

• Run Employee Cost Detail Report for your department a week before payroll processing date to review if any active employees require any updates, such as termination, leave of absence, pay rate change, etc. This report can also be used to review employees Monthly/Bi-Weekly salaries.

• Continue to stay in communication between Human Resource (Reps/BPs) and Managers to ensure the status of employees is correct.
Overpayment Awareness

- Run an Advanced Cost Center Report in LITE = This report will show employees by department who are getting paid. This review will allow managers to see who should be getting paid and who shouldn’t, to prevent salary overpayments to termed employee or anyone who should not be paid during that period.

  - This report is available after payroll is completed and if any overpayments are determined, payroll should be notified as soon as possible to place a stop on payment or recall the direct deposit.
  - If you are not able to access this report, connect with your Financial Admin for access on running these reports.

Log into Techworks
Click LITE
OR Go to: https://lite.gatech.edu/home
### Salary Overpayment Data

#### FY22

412 salary overpayments processed for collection totaling $1,301,458.71

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>243</td>
<td>$695,533.19</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>166</td>
<td>$582,311.75</td>
</tr>
<tr>
<td>Temps/RWB</td>
<td>3</td>
<td>$23,613.77</td>
</tr>
<tr>
<td>Uncollected</td>
<td>75</td>
<td>$182,708.23</td>
</tr>
</tbody>
</table>

#### FY23

574 salary overpayments processed for collection totaling $2,032,819.68

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>365</td>
<td>$735,760.35</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>194</td>
<td>$1,215,914.37</td>
</tr>
<tr>
<td>Temps/RWB</td>
<td>15</td>
<td>$81,144.96</td>
</tr>
<tr>
<td>Uncollected</td>
<td>47</td>
<td>$114,389.97</td>
</tr>
</tbody>
</table>

#### FY24

147 salary overpayments processed for collection totaling $544,538.50 (as of 10/19/2023)

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>100</td>
<td>$313,507.03</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>38</td>
<td>$188,789.72</td>
</tr>
<tr>
<td>Temps/RWB</td>
<td>9</td>
<td>$42,241.75</td>
</tr>
</tbody>
</table>
Questions?
Break – 5 mins
Financial Systems Management

Serena Simpson, Director
Campus Reporting Dashboard

- Reporting Job Aids
- Webinar Links

Instructions
- There are separate menus for each type of report. Some also have links to important websites and external Workday reports. Utilize these lists to access frequently used reports.
- Additional reporting information can be found on our Workday Reports page on the Transformation website. Be sure to subscribe to our newsletter for continuous updates!

Financial & HRM Reports
- Sponsored Reports
- Procure-to-Pay & Travel Reports
- Asset Management Reports
- Gift Reports
- Facilities & Auxiliary Management Reports

General Financial Management
- Find Journal Lines by Organization - OR
- EBBR - Expense Budgetary Balance Report - OTCR
- Revenue Budgetary Balance Report - OTCR
- More (4)
- Gen Ops Dashboard Reports
Reports: “FDM Find..”

<table>
<thead>
<tr>
<th>FDM Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDM Find Custodial Entities and Related Worktags - CR</td>
</tr>
<tr>
<td>FDM Find Designateds and Related Worktags - CR</td>
</tr>
<tr>
<td>FDM Find Gifts and Related Worktags - CR</td>
</tr>
<tr>
<td>FDM Find Grants and Related Worktags - CR</td>
</tr>
<tr>
<td>FDM Find GTRI Charge Codes and Related Worktags - CR</td>
</tr>
<tr>
<td>FDM Find Projects and Related Worktags - CR</td>
</tr>
</tbody>
</table>

Do you know all your Worktags by memory?
The report contains a current mapping of ledger accounts to Spend and Revenue Category.

Located:

- Campus Reporting Dashboard
- Type into the search bar
- Save to your Favorite Report (as custom reports)
Helpful Text on Accounting Journal Business Processes

**Accounting Journal Business Processes:**

- Accounting Adjustment Event (Controller's Office)
- Accounting Adjustment Event (Default Definition)
- Accounting Adjustment Event (Procurement Business Services - Accounts Payable)
- Accounting Journal Event (Central Business Office / Service Centers)
- Accounting Journal Event (Default Definition)
- Accounting Journal Event (GAAP/CAP/BCR)
- Accounting Journal Event (Pre-approved Integrations)
- Accounting Journal Intercompany Event (Default Definition)
- Accounting Journal Unpost Intercompany Event (Default Definition)
- Accounting Journal Unpost-Reverse Event (Central Business Office/Service Centers)
- Accounting Journal Unpost-Reverse Event (Default Definition)
- Accounting Journal Unpost-Reverse Event (GAAP/CAP/BCR)
- Accounting Journal Unpost-Reverse Event (Grants LTD Conversion Reversals (Init On))
- Accounting Journal Unpost-Reverse Event (Pre-Approved Integrations)
- Asset Assign Accounting Event (Default Definition)
Helpful Text on Accounting Journal Business Processes
Helpful Text on Accounting Journal Business Processes

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Card Transaction</td>
<td>Verification: PCV-1164712, Ann S Chaklas on 10/06/2023 for $49.36</td>
</tr>
<tr>
<td>Requisition: RO-1385873, Requestor: Kathryn Deene Ballard on 10/05/2023, Amount: $14,580.00</td>
<td>Expense Report: EXP-1166774, Mallinda S Hyde on 10/02/2023 for $213.79</td>
</tr>
<tr>
<td>Expense Report: EXP-1166822, Mallinda S Hyde on 10/02/2023 for $251.68</td>
<td>Effective: 10/02/2023</td>
</tr>
</tbody>
</table>

Custom Validation Exceptions Exist. Click "View Exceptions" button for details.
Journal contains a PROJECT worktag and will route to the PROJECT MANAGER for approval. The PROJECT MANAGER should ensure (1) supporting documentation is accurate; (2) spend is appropriate; (3) transaction is allowable, necessary, reasonable and allocable; and (4) business purpose is appropriate.
QUESTIONS

Service Now

https://gatech.service-now.com/home

• Financials

Serena Simpson
Director of Financial Systems Management

Yongmei Zhang
ERP Application Support Analyst II

Tyler Dixon
Business Analyst I
Financial Reporting & Compliance

Amry Stanley, Financial Compliance Program Manager
Foundation Data Model (FDM) Education & Training
Foundation Data Model (FDM) Education & Training

Initiatives to Improve FDM Education/Training

- Revised Workday FDM training course
- Improved ServiceNow form for requesting new worktags
- Revised “Budget 101: The Colors of Money” training course
- Created “FDM Find” reports for each driver worktag
- Created “Ledger Account to Spend/Revenue Category” mapping report
- Creating additional Custom Validations for fund, class, spend category and Revenue Category
- Created Fund, Function & Class Resource Document (next slides)
  - Will be added to Controller’s Office website soon!!
### Fund Worktag

- Identifies self-balancing transactions based on special regulations, restrictions or limitations

<table>
<thead>
<tr>
<th>FUND</th>
<th>PURPOSE</th>
<th>EXAMPLE</th>
<th>CARRY FORWARD OR LAPSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD10000 State Appropriations - Education General</td>
<td>To identify and report revenues, expenses and balances for state appropriated funds allocated to the Institute.</td>
<td>DE00000283 BioSci - Instruction - AP</td>
<td>Lapsing - Funds not expended or obligated at fiscal year-end lapse to the State of Georgia.</td>
</tr>
<tr>
<td>FD12210 Auxiliary Enterprises - Housing</td>
<td>To identify and report revenues, expenses and balances for institution-owned residence halls.</td>
<td>DE000005433 HOU - Brown Residence Hall</td>
<td>Carry Forward - Funds not expended or obligated at year-end carry forward into the next fiscal year.</td>
</tr>
<tr>
<td>FD14100 Dept Sales and Services (DSS) - Other</td>
<td>To identify and report revenues, expenses and balances for Departmental Sales and Services (DSS) operations for Resident Instruction and other activities.</td>
<td>DE00000243 BIOSCI - ECLife Conference Support</td>
<td>Carry Forward - Funds not expended or obligated at year-end carry forward into the next fiscal year.</td>
</tr>
</tbody>
</table>
## Function Worktag

- Identifies the general purpose of a transaction adhering to the NACUBO functional classifications

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>PURPOSE</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN11100 General Academic Instruction</td>
<td>To track and report formally organized and/or separately budgeted instructional activities that are carried out during the academic year and offered for credit.</td>
<td>DE00021646 GT Barcelona Online Course</td>
</tr>
<tr>
<td>FN12211 Indirect Research - General &amp; Admin Expenses</td>
<td>To track and report general and administrative operations for indirect research.</td>
<td>DE00017697 VPRO Operations</td>
</tr>
<tr>
<td>FN15500 Student Admissions</td>
<td>To track and report operations related to the identification of prospective students, the promotion of attendance at the institution, and the processing of applications for admission.</td>
<td>DE00007745 UA Undergrad Admission-PS</td>
</tr>
</tbody>
</table>
## Class Worktag

- Identifies the specific source of funds used for recording financial transactions

<table>
<thead>
<tr>
<th>CLASS</th>
<th>PURPOSE</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL11000 General Operations</td>
<td>To classify and report funds used for general operations.</td>
<td>DE00018731 EI2 ATDC Public Service Undesignated</td>
</tr>
<tr>
<td>CL12000 General Operations - Research Consortium</td>
<td>To track and report general operations related to research consortiums.</td>
<td>DE00001402 CoC/SIC Res Consortium Provost Startup</td>
</tr>
<tr>
<td>CL61000 Sponsored Operations - Federal Government</td>
<td>To classify and report both revenues and expenses within sponsored operations funded by the federal government.</td>
<td>GR10005968 SUBAWARD - UNIVERSITY OF CENTRAL FLORIDA - NASA/AMES RESEARCH CTR/CA</td>
</tr>
</tbody>
</table>
Purchase Orders
Planning for Obligations

- Important to carefully plan for obligations before they are made and manage them to ensure full utilization of funds
Planning for Encumbrances

For Prior Year Purchase Orders on Non-Sponsored Funds, Review POOELS report on Controller’s Website (Updated November – June)

• Purchase Order Obligation and Expense Ledger Summary Report (POOELS)
• https://controller.gatech.edu/purchase-order-obligation
Review Purchase Orders

Review results and make updates as needed:

- Services/Construction still in progress? OK!

- Goods never arrived due to issue with Supplier or Goods?
  - Close PO via Change Order Requisition
    - Requisition will route to the Controller’s Office for approval
    - Include a detailed explanation indicating why the PO is being closed
  - Enter a Procurement Requisition with PY Budget Ref & Fund from Original PO
    - Requisition will route to the Controller’s Office for approval
    - Include a detailed explanation of why new PO is being requested
    - Reference previous PY PO number in the memo or description field

- Duplicate PO or PO Not Needed?
  - Enter a Change Order Requisition to Close the PO

- PO amount not showing up on Open Obligation report / POOELS?
  - Contact Amry Stanley in Controller’s Office – amry.stanley@business.gatech.edu
  - Please don’t wait!!!!
Enhancement to Lapsing Funds Process

- Funds that are not obligated at year-end for the fund groups below are lapsed (returned) to State:

<table>
<thead>
<tr>
<th>Fund Group</th>
<th>Fund Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Instruction</td>
<td>• FD10000 – State Appropriations – Education and General</td>
</tr>
<tr>
<td></td>
<td>• FD10500 – Tuition – Education and General</td>
</tr>
<tr>
<td></td>
<td>• FD10600 – Other General – Education and General</td>
</tr>
<tr>
<td></td>
<td>• FD50000 – Unexpended Plant</td>
</tr>
<tr>
<td></td>
<td>• FD50200 – Unexpended Plant – GSFIC Non-MRR</td>
</tr>
<tr>
<td></td>
<td>• FD50300 – Unexpended Plant – MRR</td>
</tr>
<tr>
<td>Enterprise Innovation Institute (EI²)</td>
<td>• FD11015 – State Appropriations - EI²</td>
</tr>
<tr>
<td>Georgia Tech Research Institute (GTRI)</td>
<td>• FD11021 – State Appropriations - GTRI</td>
</tr>
</tbody>
</table>

- For the past couple of years, Controller’s Office Compliance Team has started reaching out about larger lapsing balances from March to year end – asking for confirmation / reason for lapse
  - “We closed the PO” is not sufficient reason. We need the “why”.
- We are enhancing the review and will start emailing in November
  - Additional time to plan for spend / make corrections
Allowable Cost Matrix

• Thanks to all for your comments in the Spring!
• Please submit new questions / comments via ServiceNow Allowable Cost Matrix Tile
In FY24, year-to-date Balance Sheet Reconciliations are due to the Controller’s Office quarterly. Due dates are listed below.

- Quarterly Reconciliations due dates are listed below
  - 1\textsuperscript{st} quarter – Tuesday, October 31, 2023 (July - Sep)
  - 2\textsuperscript{nd} quarter – Wednesday, January 31, 2024 (July - Dec)
  - 3\textsuperscript{rd} quarter – Tuesday, April 30, 2024 (July - March)
  - 4\textsuperscript{th} quarter (YE) – Wednesday, July 31, 2024 (July - June)

Please send reconciliations and questions to auditrequest@gatech.edu
Role Delegation in Workday

- Intended for temporary scenarios; if permanent change is needed, submit through Service Now.
- Job Aid Available here: https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0021837
Slides, Q&A, and Recording will be posted at https://controller.gatech.edu/financial-summit
Email any follow-up questions to fy.review@gatech.edu