



Fiscal Year-End Closeout

User Guide

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OVERVIEW

The Fiscal Year-End Closeout User Guide ("Guide") was created to provide users with pertinent information needed for a successful financial closeout. The Guide provides information for key reports used to manage departmental finances and budgetary balances for a given fiscal year.

It is important to ensure the Institute is ready to close the financial books by mid-July. The University System of Georgia (USG) governs Georgia Tech and the deadline for the Institute to submit critical financial reports such as the Annual Financial Report (AFR) and Budgetary Compliance Report (BCR) is mid-August. Georgia Tech must then prepare to report financial information to the USG for its five component units (i.e. affiliated organizations such as the Georgia Tech Foundation, Georgia Tech Athletic Association, Georgia Tech Research Corporation, etc.) in mid to late-September. The USG will then review and compile the information from all USG institutions and their associated component units into a consolidated USG AFR. Then, they must submit this information to the State Accounting Office (SAO) in November for inclusion in the State of Georgia's Comprehensive Annual Financial Report (CAFR). Any delays in the Institute successfully closing all accounting records by mid-July will jeopardize entities meeting the reporting deadlines mentioned above.

The Guide contains three main sections: Financial Reports User Guide, Fiscal Year-End Closing Review Checklist and an Appendix of Common Financial Reports.

- a. The Financial Reports User Guide is a general guide on using reports in Workday. The overview highlights key features and functionality of reports and how to use them. These include common options, prompts, and other features. Many of these features are common across the reporting landscape and aren't specific to any one report.
- b. The Fiscal Year-End Closing Review Checklist section reviews the items on the checklist published and provides resources on how to prepare for year-end closeout using Workday and other resources. Each section discusses the purpose behind the activity, the tasks that need to be completed, how to complete those tasks and a brief overview of the reports needed for each task.
- c. The Appendix of Common Financial Reports is focused on specific reports and how to use them. Each report is broken down into a description, general use, key prompts and a discussion of the results. Note that discussion of the prompts are not comprehensive, but are designed to give insight into how to use common prompts to tailor results. In addition, reports are constantly being developed and improved. The information included here may slightly differ with some of the features if the report has recently been modified.

By using the Guide, campus and central business office accounting and finance staff should be able to balance their books and prepare for a successful year-end closeout.

FINANCIAL REPORTS USER GUIDE

Common Financial Concepts

Below are many of the terms and concepts that are common throughout the Workday Financial system that are essential for understanding reports and report output.

TERM	DEFINITION	COMMON TYPES
Worktag	Identifies the component of Foundation Data Model (FDM) recorded with the accounting string.	<p><u>Driver Worktag</u> – Driver worktags are a type of worktag that “drive” accounting based on mapped related worktags. The six driver worktags are: Grant, Gift, Designated, Custodial Entity, GTRI Charge Code, and Project.</p> <p><u>Related Worktag</u> – Related worktags are typically auto-populated by driver worktags when entered on a transaction. These include fund, function, class, cost center, program, budget reference, balancing unit, and assignee.</p>
Ledger	Identifies the type of accounting transaction created on the ledger.	<p><u>Commitment</u> – Transactions resulting from a nonbinding agreement that have posted to the ledger. Commitment transactions include spend authorizations and requisitions.</p> <p><u>Obligation</u> – Transactions resulting from a binding agreement or contract that have posted to the ledger. Obligation transactions include purchase orders and future-dated salary payments.</p> <p><u>Actuals</u> – Balance Sheet (i.e. asset, liability and fund balance), Expense and Revenue Transactions that have posted to the ledger. Actuals transactions include journal entries, revenue postings, PCard verifications, expense reports, supplier invoices, and salary payments.</p>
Budget Structure	Identifies the type of budget associated with a transaction.	<p><u>Award Budget Structure</u> – Used by campus units and central business office units to manage on Resident Instruction life-to-date sponsored funds.</p> <p><u>CarryForward Structure</u> - Used by campus and central business office units to manage Prior Year Purchase Order operations for State, Departmental Sales and Services, Auxiliary Services and Student Activity funds.</p> <p><u>CarryForward/oneBudget Combination</u> – Used by campus and central business office units to manage current year and prior year operations for State, Departmental Sales and Services, Auxiliary Services and Student Activity funds.</p> <p><u>Facilities Capital Projects Budget Structure</u> – Used by Facilities Administration and central business office units to manage life-to-date capital projects.</p> <p><u>Gift Budget Structure</u> – Used by campus and central business office units to manage Institute, Georgia Tech Foundation (GTF), Georgia Tech Research Corporation (GTRC) and Georgia Tech Applied Research Corporation (GTARC) restricted gifts.</p> <p><u>GTAA Structure</u> – Used only by the Georgia Tech Athletic Association (GTAA) to manage operations.</p> <p><u>oneBudget Structure</u> – Used by campus and central business office to manage current year operations for State, Departmental Sales and Services, Auxiliary Services and Student Activities transactions.</p> <p><u>oneBudget/Sponsored Budget Authority</u> – Used by the Budget Office to manage current year operations for sponsored and non-sponsored funds.</p> <p><u>Sponsored Budget Authority</u> – Used by the Budget Office to manage current year operations for sponsored funds</p>

Common Financial Concepts (continued)









TERM	DEFINITION	COMMON TYPES
Book	Identifies the book of record for transaction on the ledger.	<p><u>Common Book</u> – Used to report commitment, obligation and actuals transactions used for operations. This book is used on most campus and central business office financial reports.</p> <p><u>Capital Assets Book</u> – Used to report asset and depreciation transactions for equipment, buildings, infrastructure and facilities and other improvements. This book is used exclusively by central business office.</p> <p><u>GAAP Adjustments Book</u> – Used to report adjustment transactions, such as accounts payable accruals and compensated absences for vacation leave, for the annual financial report. This book is used exclusively by the central business office units.</p> <p><u>BCR Adjustments Book</u> – Used to report adjustments needed for budgetary compliance reporting to the University System of Georgia (USG). This book is used exclusively by the Controller's Office.</p>

Reporting Overview

Reports in Workday are built using business objects. Each business object has data points associated with it. Workday reports use associations between these business objects to create reports. There are also different styles of reports to combine these objects in different ways to enhance usability as well as create different visual keys. There are some common features across the reporting landscape that are important to know to use reports efficiently.

Report Options

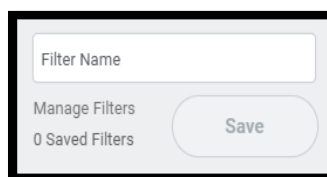
Report options are a series of selectable values that appear to the top right of the report output. Their appearance depends on the type of report chosen to run. These include:

- d. Export to Excel – Used to display report results in Excel  
- e. View Printable Version (PDF) – Used to display report in PDF 
- f. Select to Filter Grid Data – Used to filter results 
- g. Expand/Collapse Chart – Used to create a configurable visual chart 
- h. Click to View/Edit Grid Preferences – Used to rearrange and hide certain columns 
- i. Toggle Fullscreen Viewing Mode – Used to expand report to full screen  

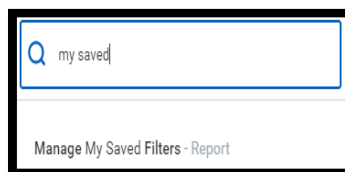
Prompts

Prompts are criteria used to run reports. Though dependent on how the report was built they can be configured in a number of ways to make running the report easier, including default prompts and, when possible, requiring certain fields to be populated. If you utilize the Favorites feature to add worktags as favorites these will appear at the top of any relevant prompt list.

For most reports, prompts can be saved and used again via the “Saved Filters” functionality. Once prompts are populated as desired, the “Saved Filters” functionality at the bottom of the prompts page can be used to filter and save those prompts.



Prompts can be edited by typing “Manage My Saved Filters” in the Workday search bar and choosing the filter to edit.



Reporting Overview (continued)

Frequent Prompts

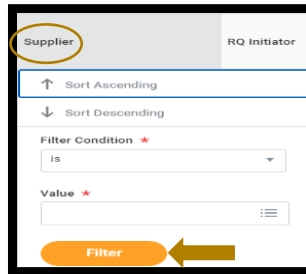
Prompts that are frequently used on financial reports in Workday include the following:

PROMPT	HOW IT IS USED
Company	Used to select the entity for the report. The two entities included in Workday Financials are Georgia Institute of Technology (CO503) and the Georgia Tech Athletic Association (CO5032).
Organization	Used to select an organization for the report. Users must be assigned to a particular organization to be able to report on it. Every GT employee is assigned to all cost centers, so using cost center or cost center hierarchy is usually the best choice. When in doubt, select All Cost Centers by selecting My Organization Hierarches > Georgia Institute of Technology – All Cost Centers. The report will take longer to run but will include all results.
Period	Used to select the specific accounting period for the report.
Time Period	Used to select the period of time for the report. Most financial reports default to Current Period YTD. This includes all data from July 1 of the current fiscal year to current date. The Current Period option only returns data for the accounting period selected in the Period prompt.
Budget Structure	Used to determine the correct budget structure for the report. oneBudget is the primary structure for state budgets. Information on which budget structure to choose on reports is included below.
Worktags	Used to select the specific worktag(s) for the report. This could be a driver worktag such as Designated, Gift, Grant, Project, etc. or a related worktag such as cost center, fund, function, class, program or budget reference.
Status	Used to select the status(es) for the transaction on the report. These will vary depending on type of transaction, but In Progress, Complete, Posted and Draft are the most frequently used options.
Additional Options	<p>Unique to financial reports and used to change the results on the report based on the selected options. Two of the most important options in this prompt are “Report by Accounting Date using Plan Structure” and “Include Reserved Journals”.</p> <ul style="list-style-type: none"> j. <u>Report by Accounting Date using Plan Structure</u> ensures the correct fiscal year is used for reporting. Most financial reports default to this option. k. <u>Include Reserved Journals</u> ensures transactions in progress are included on the report. This option can be selected by the user if in progress transactions need to be included on the report.

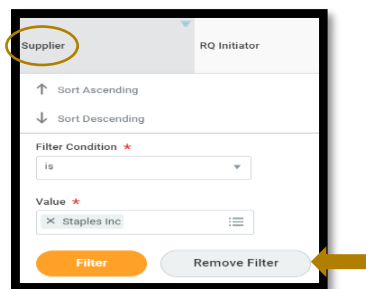
Reporting Overview (continued)

Filtering

Some reports, such as Find Purchase Order by Organization - CR, allow users to filter results. The header row has filter criteria to narrow results.



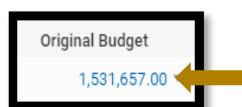
Filtered results can be cleared by choosing the “Select to Filter Grid Data” option.



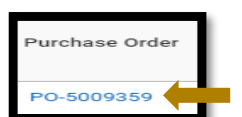
Reporting Overview (continued)

Drill Down

Most reports display data in a format that can be drilled into for additional information. Drillable results appear in blue text and function like a hyperlink. In general, there are two types of drillable fields:



Numeric – Represents a dollar amount or other value based on the data in the report that can be used to view additional detail



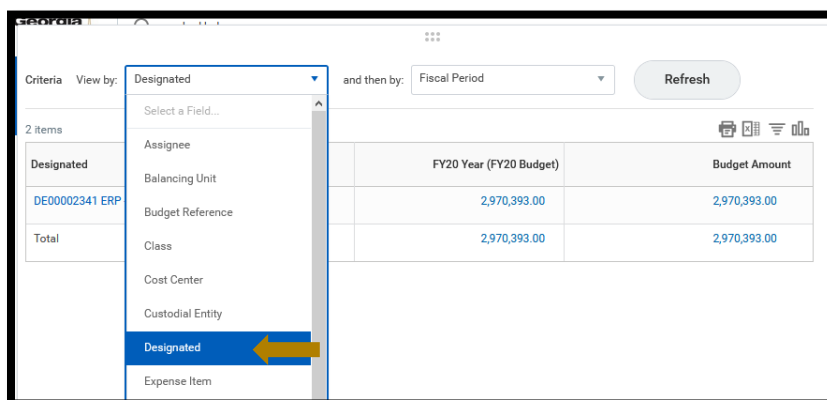
Business Object – Represents a related object that can be used to view additional detail

Note that when drilling into a business object, it is best to right-click and view the object in a new tab so that you don't navigate away from the report results.

Drilling into numeric values allows users to view details behind the numbers. It also allows users to change how the values are categorized and displayed. Changing the View by criteria alters the groupings based on selected values. Selecting two view by criteria values changes the view to a matrix-style table.



Ledger Account Group	Original Budget	Amendments	Current
Total Personal Services	1,531,657.00		
Fringe Benefits	0.00		
Non-Faculty	1,531,657.00		
Total Travel	25,000.00		

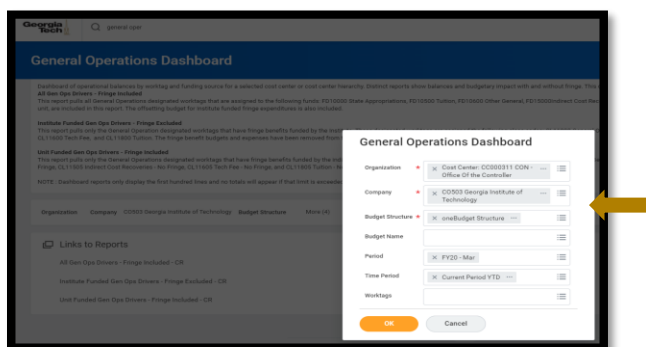


Criteria	View by:	and then by:	FY20 Year (FY20 Budget)	Budget Amount
Designated	Designated	Fiscal Period	2,970,393.00	2,970,393.00
Total	Designated		2,970,393.00	2,970,393.00

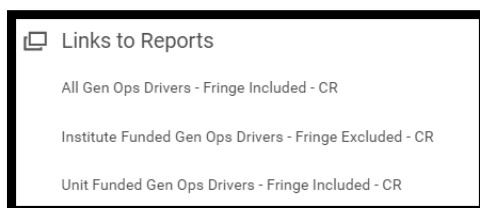
Reporting Overview (continued)

Dashboard Reports

Dashboard reports are preconfigured sets of reports and tools. Each dashboard can have multiple reports within it, but one set of prompts can be used to run all reports on that tab.



All reports on a dashboard can also be run individually. This is important because a limited number of rows are shown in the results. Just click “Cancel” and the “Links to Reports” information is shown. You can click on the report you wish to choose.

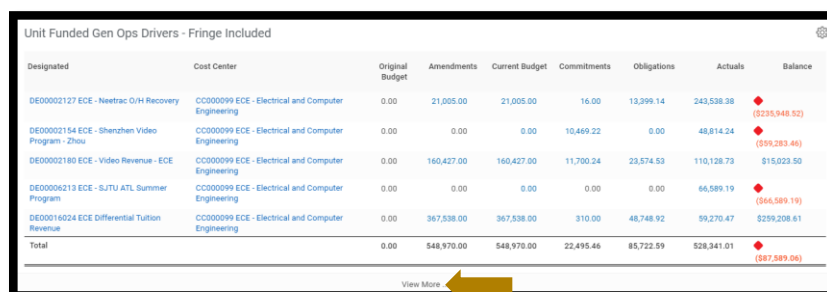


Running these reports individually displays the full number of results. Most dashboards contain links to the reports in a box on the dashboard. Each report also has a gear icon in the top right with additional options and clicking View More... allows the user to run the report separately.



Designated	Cost Center	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance
DE00002046 ECE - Asif Khan Frig-up	CC000099 ECE - Electrical and Computer Engineering	0.00	0.00	0.00	0.00	0.00	1,245.97	(\$1,245.97)
DE00002050 ECE - Bionic Lab Support- ECE	CC000099 ECE - Electrical and Computer Engineering	0.00	23,072.78	23,072.78	157.39	12,432.94	\$7,341.45	(\$46,809.00)

Finally, at the bottom of each report is the same View More... option.



Designated	Cost Center	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance
DE00002127 ECE - Neetrac O/H Recovery	CC000099 ECE - Electrical and Computer Engineering	0.00	21,005.00	21,005.00	16.00	13,999.14	243,538.38	(\$135,948.52)
DE00002154 ECE - Shenzhen Video Program - Zhou	CC000099 ECE - Electrical and Computer Engineering	0.00	0.00	0.00	10,469.22	0.00	48,814.24	(\$59,283.46)
DE00002180 ECE - Video Revenue - ECE	CC000099 ECE - Electrical and Computer Engineering	0.00	160,427.00	160,427.00	11,700.24	23,574.53	110,128.73	\$15,023.50
DE00006213 ECE - SJTU ATL Summer Program	CC000099 ECE - Electrical and Computer Engineering	0.00	0.00	0.00	0.00	0.00	66,589.19	(\$66,589.19)
DE00016024 ECE Differential Tuition Revenue	CC000099 ECE - Electrical and Computer Engineering	0.00	367,538.00	367,538.00	310.00	48,748.92	59,270.47	\$299,208.61
Total		0.00	548,970.00	548,970.00	22,495.46	85,722.59	\$28,341.01	(\$97,589.08)

Fiscal Year-End Closing Review Checklist

Payments and Supplier Invoices

Purpose: To ensure all invoices and supplier payments were processed timely and posted to the ledger accurately.

Tasks:

1. Supplier Invoices have been reviewed for validity and invoices found to be duplicates or invalid have been cancelled.
 - a. Run Find Supplier Invoice for Campus – GTCR report for given organization(s) or worktag(s)
 - i. Review invoices that may be duplicate or are invalid
2. Match Exceptions for supplier invoices have been cleared and invoices have been successfully processed.
 - a. Run Supplier Invoices in Match Exception – CR report for given organization(s) or worktag(s)
 - i. Review invoices in match exception and ensure they are processed
3. Disbursements for goods and services acquired and received prior to June 30 of the Current Fiscal Year were posted in the Current Fiscal Year.
 - a. Run Find Supplier Invoice for Campus – GTCR report for selected organization(s) or worktag(s)
 - i. Review report to ensure all related worktags for Current Year expenses have a Current Budget Ref and all Prior Year expenses have a Prior Year Budget Ref
4. Expenses are assigned to the proper fiscal year and budget reference on the ledger based on acquisition and receipt or invoice dates.
 - a. Run Find Supplier Invoice for Campus - GTCR for selected organization(s) or worktag(s)
 - i. Review report to ensure all related worktags for Current Year expenses have a Current Budget Ref and all Prior Year expenses have a Prior Year Budget Ref
 - b. Run Find Journal Lines by Organization – CR for selected organization(s) or worktag(s)
 - i. Review report to ensure invoice payments are posted to the ledger
 - c. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Confirm expense actuals transactions are posted to the ledger
 - d. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Confirm expense actuals transactions are posted to the ledger
 - e. Note that some purchase orders may be split between Prior Year and Current Year funds if a change order has been completed. All supplier invoices should reflect that split.
5. All supplier invoices for goods and services provided in for the fiscal year have been forwarded to Accounts Payable (apinvoices@gatech.edu) for entry into the Image Now system.
 - a. Review departmental records for invoices
 - b. Use ImageNow to review invoices in error
 - c. Run Find Supplier Invoice for Campus - GTCR for selected organization(s) or worktag(s)
 - i. Review unpaid invoices

ACTIVITY	REPORT	PURPOSE
Invoices received	Find Supplier Invoice for Campus - GTCR	Track supplier invoices
Invoices matched	Supplier Invoices in Match Exception – CR	Find invoices not matched
Invoice payments posted to ledger	Find Journal Lines by Organization – CR	View transaction detail
Invoice payments posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
Payments resolved	Open Obligation Campus - CR	View open POs and amounts remaining
Payments posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
Payment posted to ledger – sponsored	SABER or SABER by Object Class	View sponsored transactions

Requisitions and Commitments

Purpose: To ensure all valid requisitions were processed timely and posted to the ledger accurately.

Tasks

1. Requisitions have been reviewed for validity and any Requisitions determined to be invalid have been closed or cancelled.
 - a. Run Find Requisitions by Organization – CR report for selected organization(s) or worktag(s)
 - i. Review requisitions and determine which documents can be cancelled or closed
2. Approvals for valid Requisitions have been completed and those requisitions have an associated purchase order.
 - a. Run Find Requisitions by Organization – CR report selected organization(s) or worktag(s)
 - i. Review status of requisition to ensure it has been successfully processed
3. Spend Commitment Liquidation issues have been identified and requests for correction have been sent to Procurement and Business Services.
 - a. Run Requisition Line Commitment Report for Campus - CR for selected organization(s) or worktag(s)
 - i. Review report for commitment liquidation issues
4. Requisition Commitments and Spend Commitment Liquidations and Purchase Order Obligations have been verified on the ledger
 - a. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Confirm commitments, spend liquidations and obligations posted to the ledger
 - b. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Confirm commitments, spend liquidations and obligations posted to the ledger
 - c. Run Find Journal Lines by Organization – CR report for selected organization(s) or worktag(s)
 - i. Confirm commitments, spend liquidations and obligations posted to the ledger

ACTIVITY	REPORT	PURPOSE
Open Requisitions resolved	Find Requisitions by Organization - CR	View and track requisitions
Open Requisition balances resolved & obligation issues	Requisition Line Commitment Report for Campus - CR	View balances and find requisition liquidation errors
Requisitions/PO's posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
Requisitions/PO's posted to ledger - sponsored	SABER or SABER by Object Class	View sponsored transactions
Requisitions/PO's posted to ledger	Find Journal Lines by Organization – CR	View transaction detail

Purchase Orders and Obligations

Purpose: To ensure all valid purchase orders were processed timely and posted to the ledger accurately.

Tasks

1. Prior Year and Current Year Purchase Orders (POs) have been reviewed for validity and any PO's determined to be invalid have been closed.
 - a. Run Open Obligation Campus – GTCR report
 - i. Review PO's and determine which documents can be closed
 - ii. Extract report, note closures, send to Procurement via ServiceNow
 - b. Run Find Purchase Order by Organization – CR report for selected organization(s) or worktag(s)
 - i. Review report for validity of PO's
 - c. Run Find Purchase Order Line and Line Splits by Organization – CR report for selected organization(s) or worktag(s)
 - i. Review report for validity of PO lines
 - d. Run Purchase Order Obligation and Expense Summary Report – GTCR for selected organization(s) or worktag(s)
 - i. Review prior year purchase orders
2. Spend Obligation Liquidation issues have been identified and requests for correction have been sent to Procurement and Business Services.
 - a. Run Purchase Order Line Obligation Report for Campus - CR for selected organization(s) or worktag(s)
 - i. Review report to identify obligation liquidation issues
3. Purchase Order Obligations and Spend Obligation Liquidations have been verified on the ledger.
 - a. Run Find Journal Lines by Organization – CR report for selected organization(s) or worktag(s)
 - i. Confirm obligations and spend obligation liquidations posted to the ledger
 - d. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Confirm obligations and spend obligation liquidations posted to the ledger
 - e. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Confirm obligations and spend obligation liquidations posted to the ledger
4. Did your department/unit have any PO changes (i.e. additional lines, increase/decrease amount, account/driver worktag changes, etc.) or PO obligation closures at year-end? If yes, please answer the next question.
 - a. Have all PO changes been submitted to Procurement and Business Services for year-end PO adjustments?
 - i. Review department records for needed POs that need changes
 - ii. Run Find Purchase Order by Organization – CR report for selected organization(s) or worktag(s)
 1. Confirm PO's to ensure all changes requested have been made

ACTIVITY	REPORT	PURPOSE
Open POs resolved	Open Obligation Campus - CR	View open POs and amounts remaining
Open POs resolved	Find Purchase Order by Organization – CR	View and track purchase orders
Open POs resolved	Find Purchase Order Line and Line Splits by Organization - CR	View additional detail on PO's
Prior Year PO's verified	Purchase Order Obligation and Expense Summary Report – GTCR	View PY POs – www.controller.gatech.edu/monthyear-end
Obligation issues	Purchase Order Line Obligation Report for Campus – CR	View PO liquidation issues
PO's posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
PO's posted to ledger - sponsored	SABER or SABER by Object Class	View sponsored transactions
PO's posted to ledger	Find Journal Lines by Organization – CR	View transaction detail & change orders

Procurement Cards (PCards)

Purpose: To ensure all valid PCard charges and verifications were processed timely and posted to the ledger accurately.

Tasks

1. All Procurement Card transactions for the current fiscal year have been verified.
 - a. Run Find Procurement Card Transaction Verifications report for selected organization(s) or worktag(s)
 - b. Run Find PCard Transactions – CR report for selected organization(s) or worktag(s)
 - i. Review reports to view status of PCard verifications
2. Expenses for Procurement Card transactions that were verified have posted to the ledger
 - a. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Confirm PCard verification transactions posted to the ledger
 - b. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Confirm PCard verification transactions posted to the ledger
 - c. Run Find Journal Lines by Organization – CR report for selected organization(s) or worktag(s)
 - i. Confirm PCard verification transactions posted to the ledger

ACTIVITY	REPORT	PURPOSE
PCard transactions verified	Find Procurement Card Transaction Verifications	View status of PCard verifications
PCard transactions verified	Find PCard Transactions – CR	View status of PCard verifications
PCard transactions posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
PCard transactions posted to ledger - sponsored	SABER or SABER by Object Class	View sponsored transactions
PCard transactions posted to ledger	Find Journal Lines by Organization – CR	View transaction detail

Travel Spend Authorizations and Commitments

Purpose: To ensure all valid spend authorizations were processed timely and posted to the ledger accurately.

Tasks

1. Spend Authorizations have been reviewed for validity and any spend authorizations determined to be invalid have been closed or cancelled.
 - a. Run Find Spend Authorizations by Organization - CR report for selected organization(s) or worktag(s)
 - i. Review status of spend authorizations
2. Approvals for valid Spend Authorizations have been completed.
 - a. Run Find Spend Authorizations by Organization - CR report for selected organization(s) or worktag(s)
 - i. Review status spend authorizations
3. Spend Authorization Commitment Liquidation issues have been identified and requests for correction have been sent to Procurement and Business Services.
 - a. Run Find Spend Authorizations by Organization - CR for selected organization(s) or worktag(s)
 - i. Review report for commitment liquidation issues
4. Spend Authorization Commitments and Commitment Liquidations have been verified on the ledger
 - a. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Confirm commitments and commitment liquidations posted to the ledger
 - b. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Confirm commitments and commitment liquidations posted to the ledger
 - c. Run Find Journal Lines by Organization – CR report for selected organization(s) or worktag(s)
 - i. Confirm commitments and commitment liquidations posted to the ledger

ACTIVITY	REPORT	PURPOSE
Spend authorizations verified	Find Spend Authorizations by Organization - CR	View status of spend authorizations
Spend authorizations posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
Spend authorizations posted to ledger - sponsored	SABER or SABER by Object Class	View sponsored transactions
Spend authorizations posted to the ledger	Find Journal Lines by Organization – CR	View transaction detail

Travel Expense Reports

Purpose: To ensure all valid spend authorizations were processed timely and posted to the ledger accurately.

Tasks

1. Expense Reports have been reviewed for validity and any expense reports determined to be invalid have been closed or cancelled.
 - a. Run Find Expense Reports by Organization - CR report for selected organization(s) or worktag(s)
 - i. Review status of spend authorizations
2. Approvals for valid Expense Reports have been completed.
 - a. Run Find Expense Reports by Organization - CR report for selected organization(s) or worktag(s)
 - i. Review status spend authorizations
3. Expenses for Travel have been confirmed on the ledger
 - a. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Confirm expenses have posted to the ledger
 - b. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Confirm expenses have posted to the ledger
 - c. Run Find Journal Lines by Organization – CR report for selected organization(s) or worktag(s)
 - i. Confirm expenses have posted to the ledger

ACTIVITY	REPORT	PURPOSE
Expense Reports verified	Find Spend Expense Reports by Organization - CR	View status of spend authorizations
Expense Reports posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
Expense Reports posted to ledger - sponsored	SABER or SABER by Object Class	View sponsored transactions
Expense Reports posted to the ledger	Find Journal Lines by Organization – CR	View transaction detail

Receipts and Collections

Purpose: To ensure revenue and funds received were receipted timely and posted to the ledger accurately.

Tasks:

1. Is your department directly responsible for depositing cash and checks to the bank or via remote deposit scanner? If yes, please answer the next question.
 - a. Have all cash or checks been deposited for the fiscal year and the accounting distribution/detail for these deposits been properly entered into the accounting system?
 - i. Review department records of payments
 - ii. Run Ledger Account Activity Summary report for selected ledger accounts
 1. Review report for balances and detailed transactions
 - iii. Run Find Journal Lines - CR for selected ledger accounts
 1. Review report for revenue and cash transactions posted to the ledger
2. Does your department sell goods and services to external entities? If yes, please answer the next question.
 - a. Has information for goods and services sold to external entities as of June 30th of the current fiscal year been reported to the Non-Student Accounts Receivable unit in the Office of Bursar and Treasury Services for billing purposes?
 - i. Review departmental records and systems for sales and services transactions
 - ii. Review Bursar/Treasury Office submissions to invoice external entities for goods and services
 - iii. Run Departmental Sales and Services Financial Statement - GTCR for selected organization(s) and worktag(s)
 1. Review report and reconcile revenue postings and budget balances
 2. Request budget amendments via oneBudget system if necessary
 - iv. Run Revenue Budgetary Balance Report (RBBR) Transaction Detail – GTCR for selected organization(s) and worktag(s)
 1. Review report and reconcile revenue postings and budgets balance
 2. Request budget amendments via oneBudget system if necessary
 - v. Run Ledger Account Activity Summary report for selected revenue ledger accounts
 1. Review report for balances and detailed transactions
3. Does your department collect sales tax for goods and services? If yes, please answer the next question.
 - a. Has sales tax collected for goods and services for the fiscal year been recorded to the proper account in the Institute's financial system?
 - i. Review department records of sales tax collections
 - ii. Run Ledger Account Activity Summary report for selected liability ledger accounts
 1. Review report for balances and detailed transactions
 - iii. Run Find Journal Lines - CR report for selected liability ledger accounts
 1. Review report for revenue and cash transactions posted to the ledger

ACTIVITY	REPORT	PURPOSE
Transactions posted to ledger	Ledger Account Activity Summary	View summary and transaction-level detail; Confirm balances are correct
Transactions posted to ledger	Find Journal Lines – CR	View transaction-level detail
DSS inflows and outflows	Departmental Sales and Services Financial Statement - GTCR	View details of DSS activity and balances
Revenue collections	Revenue Budgetary Balance Report (RBBR) Transaction Detail - GTCR	View transaction detail for revenue – www.lite.gatech.edu

Revenues

Purpose: To ensure revenues were receipted timely and posted to the ledger accurately.

Tasks:

1. Does your department receive revenue? If yes, please answer the questions below.
 - a. Are the department/unit's revenues consistent with budgeted amounts?
 - b. Have the department/unit's revenues been routinely reviewed and reconciled throughout the fiscal year?
 - i. Run Departmental Sales and Services Financial Statement - GTCR for selected organization(s) and worktag(s)
 1. Review report and reconcile revenue postings and budget balances
 2. Request budget amendments via oneBudget system if necessary
 - ii. Run Revenue Budgetary Balance Report (RBBR) – GTCR for selected organization(s) and worktag(s)
 1. Review report and reconcile revenue postings and budget balances
 2. Request budget amendments via oneBudget system if necessary
 - iii. Run Ledger Account Activity Summary report for selected revenue ledger accounts
 1. Review report for balances and detailed transactions
 - iv. Run Find Journal Lines - CR report for selected revenue ledger accounts
 1. Review report for revenue and cash transactions posted to the ledger
2. Does your department record unearned/deferred revenue? If yes, please answer the questions below.
 - a. Has revenue received/posted in the Current Fiscal Year for activities occurring after June 30th (next fiscal year), been classified as unearned/deferred revenue in the Institute's financial system?
 - b. Has previously recorded unearned/deferred revenue for goods and services provided during the Current Fiscal Year been properly recognized as revenue in that year in the Institute's financial system?
 - i. Run Departmental Sales and Services Financial Statement - GTCR for selected organization(s) and worktag(s)
 1. Review report and reconcile revenue postings and budget balances
 2. Request budget amendments via oneBudget system if necessary
 - ii. Run Revenue Budgetary Balance Report (RBBR) – GTCR for selected organization(s) and worktag(s)
 1. Review report and reconcile revenue postings and budget balances
 2. Request budget amendments via oneBudget system if necessary
 - iii. Run Ledger Account Activity Summary report for selected deferred/unearned revenue ledger accounts (like 216xxx)
 1. Review report for balances and detailed transactions
 - iv. Run Balance Sheet – GTCR report for selected worktag(s)
 1. Review Current YTD column for deferred revenue ledger accounts (like 216xxx)
 2. To recognize revenue, a journal may need to be processed to debit deferred revenue ledger account (like 216xxx) and credit current year revenue ledger account (like 4xxxxx)

ACTIVITY	REPORT	PURPOSE
DSS inflows and outflows	Departmental Sales and Services Financial Statement - GTCR	View details of DSS activity and balances
Revenue collections	Revenue Budgetary Balance Report (RBBR) Transaction Detail - GTCR	View transaction detail for revenue – www.lite.gatech.edu
Transactions posted to ledger	Ledger Account Activity Summary	Confirm balances are correct
Transactions posted to ledger	Find Journal Lines – CR	View transaction-level detail
Account Balances	Balance Sheet – GTCR	View balances of balance sheet accounts to ensure they are correct

Fiscal Year-End Closeout

User Guide



Expenses

Purpose: To ensure non-personal services expenses are reconciled timely and posted to the ledger accurately.

Tasks:

1. Department/unit expenses are consistent with budgeted amounts and have been routinely reviewed and reconciled throughout the fiscal year.
 - a. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Review report and reconcile expense postings and budget balances
 - ii. Request budget amendments via oneBudget system if necessary
 - b. Utilize drill-down and filter capabilities to identify anomalies
2. Department/unit expenses related to goods or services received after July 1st (next fiscal year) that required an advance payment have been classified as prepaid expenses.
 - a. Run Ledger Account Activity Summary report for selected prepaid ledger accounts
 - i. Review report for balances and detailed transactions
 - b. Run Find Journal Lines - CR or Find Journal Lines by Organization – CR reports
 - i. Review transactions posted to prepaid expense ledger accounts (like 132xxx)
3. Any/all pre-paid expenses from the prior fiscal year that are applicable to the current fiscal year have been properly moved from the liability account to an expense account.
 - a. Run Ledger Account Activity Summary report for selected prepaid ledger accounts
 - i. Review report for prepaid expense ledger account balances (like 132xxx) to ensure they are now zero or reconciling items have been identified
 - b. Run Expense Budgetary Balance Report (EBBR) – Transaction Detail - GTCR report for selected organization(s) or worktag(s)
 - i. Review report to review expenses recognized in the current fiscal year that were originally pre-paid expenses
 - ii. Request budget amendments via oneBudget system if necessary
 - c. Run Sponsored Award Budget Expense Report (SABER) or Sponsored Award Budget Expense Report (SABER) by Object Class report for selected award(s), organization(s) or worktag(s)
 - i. Review report to review expenses recognized in the current fiscal year that were originally pre-paid expenses

ACTIVITY	REPORT	PURPOSE
Expenses posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail for expenses – www.lite.gatech.edu
Expenses posted to ledger - sponsored	SABER or SABER by Object Class	View sponsored transactions
Expenses posted to ledger	Ledger Account Activity Summary	View summary and transaction-level detail; Confirm balances are correct
Expenses posted to ledger	Find Journal Lines – CR	View transaction-level detail
Expenses posted to ledger	Find Journal Lines by Organization – CR	View transaction-level detail

Balance Sheet Account Reconciliations

Purpose: To ensure units who manage certain balance sheet type transactions process them timely and post them to the ledger accurately.

Tasks:

1. Assets

- a. Does your department manage asset ledger accounts (e.g. Accounts Receivable, Petty Cash, Prepaid Expenses, Capital Assets such as Land, Building & Equipment, etc.)? If yes, please answer the next questions.
 - i. Have asset ledger accounts managed by the department (whether departmental or Institutional) been routinely reviewed and have been reconciled throughout the fiscal year.
 - ii. Have asset ledger account reconciliation schedules as of June 30th of the current fiscal year been forwarded to the Controller's Office for inclusion in the current fiscal year state audit?
- a. Review department records of asset ledger accounts and records sent to Controller's Office
 - a. Run Ledger Account Activity Summary report for selected worktag(s)
 - i. Review report for asset ledger account balances (like 1xxxxx) and detailed transactions
 - b. Run Balance Sheet – GTCR report for selected worktag(s)
 - i. Review Current YTD column to view asset ledger account balances (like 1xxxxx)

2. Petty Cash

- a. Does your department manage petty cash? If yes, please answer the next questions.
 - i. Have balances for petty cash funds managed in the department (whether departmental or Institutional) been routinely reviewed and reconciled throughout the fiscal year?
 - ii. Have all current year Petty Cash Reimbursements been submitted to the Office of Bursar and Treasury Services and correctly posted to the Institute's financial system?
 1. Review departmental records for petty cash transactions
 2. Run Ledger Account Activity Summary report for selected worktag(s)
 - a. Review report for petty cash ledger account balances (like 112xxx) and click to view detailed transactions
 3. Run Balance Sheet – GTCR report for selected worktag(s)
 - a. Review Current YTD column to view petty cash asset ledger account balances (like 112xxx)
 - b. If records do not match please contact Bursar/Treasury and/or the Controller's Office, including if additional time or guidance is needed.
 4. Run Find Journal Lines - CR or Find Journal Lines by Organization – CR reports
 - a. Review transactions posted to petty cash expense ledger accounts (like 112xxx)

3. Consumable Inventory

- a. Does your department manage consumable inventory? Consumable inventories are items that will be consumed during the normal operations of the Institute (e.g. Facilities, Post Office, Pharmacy and Housing Office supply inventories). If yes, please answer the next question.
 - i. Has a physical count of consumable inventories has been performed as of June 30th of the current fiscal year, and the information has been provided to the Capital Assets Accounting team in the Controller's Office for inclusion in the current fiscal year State Audit?
 1. Review departmental inventory records
 2. Perform count as of June 30th
 3. Send documentation of count to Controller's Office

Balance Sheet Account Reconciliations (continued)

4. Gifts

- a. Has your department/unit received any gifts for in the current fiscal year (e.g. Tangible Gifts, Gifts-In-Kind, Capital Gifts, Gifts of Property, Monetary Gifts, etc.)? Please note that this IS NOT a gift to the Georgia Tech Foundation, but a gift made directly to Georgia Tech. If yes, please answer the next questions.
 - i. Has your department communicated the gift information to the Office of Development via your department's assigned Development Officer?
 - ii. Has the gift been recorded in the Institute's financial system?
 - a. Review departmental records for gifts given to the Institute.
 - b. Run Other Funding Sources Dashboard – GTCR report, analyze Funding by Gift and Designated for GT gifts (prefixed with a GF).
 - c. Run Find Journal Lines - CR or Find Journal Lines by Organization – CR reports
 - i. Review transactions related to the gift
 - d. Communicate discrepancies with Development Officer.

5. Liabilities

- a. Does your department manage liability ledger accounts? (e.g. Accounts Payable, Deferred Revenue, Payroll Liabilities and Withholdings, Sales Tax, Deposits, Accrued Expenses, etc.)..
 - i. Have liability ledger accounts managed by the department (whether departmental or Institutional) been routinely reviewed and have been reconciled throughout the fiscal year?
 - ii. Have liability ledger account reconciliation schedules as of June 30th of the current fiscal year been forwarded to the Controller's Office for inclusion in the current fiscal year state audit?
- b. Review department records of liability ledger accounts and records sent to Controller's Office
 - a. Run Ledger Account Activity Summary report for selected worktag(s)
 - i. Review report for liability ledger account balances (like 2xxxxx) and detailed transactions
 - b. Run Balance Sheet – GTCR report for selected worktag(s)
 - i. Review Current YTD column to view liability ledger account balances (like 2xxxxx)

ACTIVITY	REPORT	PURPOSE
Account Balances	Balance Sheet – GTCR	View balances of balance sheet accounts to ensure they are correct
Transactions posted to ledger	Ledger Account Activity Summary	View summary and transaction-level detail; Confirm balances are correct
Transactions posted to ledger	Other Funding Sources Dashboard – GTCR, Funding by Gift and Designated	View transactions
Transactions posted to ledger	Find Journal Lines – CR	View transaction-level detail
Transactions posted to ledger	Find Journal Lines by Organization – CR	View transaction-level detail

Personal Services Expenses

Purpose: To ensure personal services expenses are reconciled timely and posted to the ledger accurately.

Tasks:

1. Were there any known employee salary overpayments for the department/unit? If yes, please answer the question below.
 - b. Has the Payroll Office been notified of all known employee salary overpayments for the department/unit?
 - i. Review departmental records for personal services
 1. Run HR Ad-Hoc Report in www.lite.gatech.edu
 - a. Review data to determine if salary amounts are correct
 2. Report overpayment discrepancies to the Georgia Tech Human Resources (GTHR) office via ServiceNow.
2. Manager Self-Service Personnel Transactions (MSS) applicable to the current fiscal year have been entered in the oneUSG Connect system and approved by the department/unit.
 - a. Review departmental records for personal services transactions
 - b. Review Change Position Funding transactions for accuracy
 - c. Run Commitment Accounting Invalid Funding Report
 - i. Review for vacant and filled positions with invalid funding
 - d. Run Commitment Accounting Employee Cost Detail report
 - i. Review detailed salary information by employee
 - e. Run Commitment Accounting Monthly Project Detail report
 - i. Review monthly salary costs for selected worktags
 - f. Run HR Ad-Hoc Report in www.lite.gatech.edu
 - i. Review data to determine if salary amounts are correct
 - g. Submit transactions needed in MSS for approval and workflow routing
3. Biweekly time applicable to the current fiscal year for all non-exempt staff members have been entered and approved in the oneUSG Connect system.
 - a. Review departmental records for personal services
 - b. Review Payable Time Summary section in oneUSG Connect MSS
 - i. Confirm biweekly hours to be approved
 - c. Review Report/Approve Time section in oneUSG Connect MSS
 - i. Approve time as needed

ACTIVITY	REPORT	PURPOSE
View HR transactions	HR Ad-Hoc Report	View detailed HR transactions and their financial impact – www.lite.gatech.edu
Review unapproved time	Reported Time Needing Approval	oneUSG report to review unapproved time submissions
Position Funding	Change Position Funding	View for accuracy
Invalid Funding	Invalid Funding Report	View invalid funding for personnel transactions
Employee Transactions	Employee Cost Detail Report	View personnel transactions by employee
Transactions by Unit	Monthly Project Detail Report	View personnel transactions by worktag
Biweekly Time	Payable Time Summary	View Summary of time to be paid
Biweekly Time	Report/Approve Time	View time that needs approval

Financial Overview

Purpose: To ensure a final overview of financial transactions for the current fiscal year.

Tasks:

1. Funds managed by the department have been properly classified at the major program level (e.g. Instruction, Research, Public Service, etc.).
 - a. Run General Operations Dashboard – GTCR report for selected organization(s) or worktag(s)
 - i. Examine results for consistency and correctness based on budgeted funds
 - b. Run Other Funding Sources dashboard – GTCR report for selected organization(s) or worktag(s)
 - i. Examine results for consistency and correctness based on budgeted funds
 - c. Run Revenue Budgetary Balance Report (EBBR) report for selected organization(s) or worktag(s)
 - i. Review transactions for accuracy
2. All known salary and fringe corrections for personal services transactions have been made for the current fiscal year.
 - a. Run HR Ad-Hoc Report for selected organization(s) or worktag(s)
 - i. Review transactions for accuracy
 - b. Run Expense Budgetary Balance Report (EBBR) report for selected organization(s) or worktag(s)
 - i. Review transactions for accuracy
3. All known travel, materials & supplies and equipment transaction corrections have been made via operational journal accounting adjustment or accounting journal adjustment for the current fiscal year.
 - a. Review departmental records for transaction corrections
 - b. Run Find Journal Lines by Organization - CR to review journals completed and in progress
 - i. Review report for accuracy
 - ii. Run Financial and Operational Transaction reports in the Appendix as needed

ACTIVITY	REPORT	PURPOSE
Expenses posted to correct FDM string	General Operations Dashboard – GTCR	View expense transactions
Expenses posted to correct FDM string	Other Funding Sources Dashboard - GTCR	View expense transactions
HR Transactions posted correctly	HR Ad-Hoc Report	View detailed HR transactions and their financial impact – www.lite.gatech.edu
Revenues posted to ledger	Revenue Budgetary Balance Report (RBBR) – GTCR	View revenue transactions (summary)
Expenses posted to ledger	Expense Budgetary Balance Report - (EBBR) - GTCR	View expense transactions (summary)
Transactions posted to ledger	Find Journal Lines by Organization – CR	View transaction-level detail

Compliance

Purpose: To ensure finance and accounting staff confirm compliance with policies, procedures, laws, rules and regulations and that violations are reported.

Tasks:

1. To the best of your knowledge, all recognized cases of theft, fraud, abuse of assets or abuse of property have been reported to appropriate Institute officials or via the Institute's EthicsPoint Fraud and Compliance Hotline.
2. To the best of your knowledge, all recognized conflicts of interest have been reported to appropriate Institute officials or via the Institute's EthicsPoint Fraud and Compliance Hotline.
3. To the best of your knowledge, all recognized violations of laws or regulations have been reported to appropriate Institute officials or via the Institute's EthicsPoint Fraud and Compliance Hotline.

Georgia Tech EthicsPoint Fraud and Compliance Hotline

1. Web Link: <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html> (or 866-294-5565)

Appendix

APPENDIX

Financial Transaction Reports - EXPENSE

Report Name	Expense Budgetary Balance Report (EBBR) – GTCR
Description	This custom report presents budget-to-actuals activity by ledger account and ledger account grouping.
How to Use	The report displays data in a summarized format to give a mid-level overview of balances for the selected worktags. To see additional details, use the drilling features, which can also be used to export data. If worktags for the report are across several organizations, such as a gift with multiple allocations (designated worktags), select all relevant organizations in the Organization prompt.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Defaults to Georgia Institute of Technology (CO503) ○ <u>Organization</u> - Select the organization(s) to report on. The intent of the report is to provide an overview by cost center, so that is the recommended selection here. ○ <u>Period</u> – Defaults to current Accounting Period. ○ <u>Time Period</u> – Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date. ○ <u>Budget Structure</u> – Defaults to oneBudget Structure. Users can select other budget structures for which they may want to run the report. Note – The Award Budget Structure is not available for this report. ○ <u>Book</u> – Defaults to Common. Do not change. ○ <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Budget Reference</u> - Defaults to current budget reference. Change this prompt if you want to run the report for prior year transactions. ○ <u>Additional Options</u> - Defaults to “Report by Accounting Date using Plan Structure”. Do not change this. The user can choose “Include Reserved Journals” if they want to see transactions “in progress” on the report.
Results	Results for this report are displayed in a list-style format. Click on the arrows prompts next to Ledger Account Group to see more specific ledger account balances. The amounts for Budgets, Commitments, Obligations, Actuals and Balance are drillable. Use the “View-By” criteria to change how the data is displayed. Users can drill into the highlighted fields to display results in a different way or to export data to PDF or Excel.

Report Name	Expense Budgetary Balance Report (EBBR) - Transaction Detail - CR
Description	This report is a basic budget-to-actuals report displaying activity by ledger account and ledger account grouping.
How to Use	This report can be used to view ledger account transaction detail for budget, commitment, obligation and actuals transactions.
Prompts	<ul style="list-style-type: none"> ○ <u>Cost Center</u> - Select the cost center for the report. ○ <u>Fiscal Year</u> – Select the fiscal year for the report ○ <u>Budget Reference</u> -_Select the budget reference for the report...current year or prior year. ○ <u>Date Range</u> - Select the date range for the report. The report defaults to Year to Date. The “To Date” must be within the fiscal year chosen. ○ <u>Search for Driver Worktag</u> – Select a driver worktag if you want to narrow the results down to particular driver worktag. ○ Select Starts with any of these keywords to help find the driver worktag needed.
Results	Results are displayed online and can be downloaded to Excel. The data for each driver worktag combination will be represented in a separate tab in Excel.

APPENDIX

Financial Transaction Reports - EXPENSE

Report Name	General Operations Dashboard
Description	This custom, dashboard-style report presents operational balances by worktag and funding source for a selected cost center or cost center hierarchy. Composed of three reports that show different values for fringe or funding source. These reports are constrained to a certain number of fund and class worktags only show general operations.
How to Use	This report can be used to view balances at a glance in order to quickly reconcile unit finances.
Prompts	<ul style="list-style-type: none"> ○ <u>Organization</u> - Select the organization(s) to report on. The intent of the report is to provide an overview by cost center, so that is the recommended selection here. ○ <u>Period</u> - Defaults to current Accounting Period ○ <u>Time Period</u> - Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Additional Options</u> - Defaults to "Report by Accounting Date using Plan Structure". Do not change this. The user can choose "Include Reserved Journals" if they want to see transactions "in progress" on the report.
Sub-Reports	<ul style="list-style-type: none"> ○ <u>All Gen Ops Drivers - Fringe Included - CR</u> - This report pulls all General Operations designated worktags that are assigned to the following funds: FD10000 State Appropriations, FD10500 Tuition, FD10600 Other General, FD15000 Indirect Cost Recoveries, and FD16000 Technology Fee. Fringe benefits, which may be funded by the Institute or funded by the unit, are included in this report. The offsetting budget for Institute funded fringe expenditures is also included. ○ <u>Institute Funded Gen Ops Drivers - Fringe Excluded - CR</u> - This report pulls only the General Operation designated worktags that have fringe benefits funded by the Institute. These designated worktags are assigned the following class codes: CL11000 General Operations, CL11200 State Appropriations, CL11300 Other General, CL11500 Indirect Cost Recoveries, CL11600 Tech Fee, and CL11800 Tuition. The fringe benefit budgets and expenses have been removed from the report. All other spend categories are included in the report. ○ <u>Unit Funded Gen Ops Drivers - Fringe Included CR</u> - This report pulls only the General Operations designated worktags that have fringe benefits funded by the individual Unit. These designated worktags are assigned the following class codes: CL11005 General Operation - No Fringe, CL11205 State Appropriations - No Fringe, CL11305 Other General - No Fringe, CL11505 Indirect Cost Recoveries - No Fringe, CL11605 Tech Fee - No Fringe, and CL11805 Tuition - No Fringe. All spend categories are included in the report including fringe benefits. ○ Expense Budgetary Balance Report (EBBR – Transaction Detail – This link takes users to the EBBR Transaction Detail report via www.lite.gatech.edu.
Results	<p>Results for this report are displayed in a list-style format. Each worktag has one row per worktag to quickly view the available balance. Users can drill into the highlighted fields to display results in a different way or to export data to PDF or Excel.</p> <p>The reports display a maximum of 100 rows of data. Larger units or units running this report at a division level will likely need to run each report separately by following the links or clicking "View More".</p> <p><u>Note:</u> This report only displays Designated Worktags. Blank rows indicate that the transaction has a different driver worktag. The most common example is for cost share grants, which are part of a unit's general operations funds. In these cases, the user can drill into the fields as needed and click on "View by: Grant" to see grant balances.</p>

APPENDIX

Financial Transaction Reports - EXPENSE

Report Name	Other Funding Sources Dashboard
Description	This custom, dashboard-style report presents balances by worktag and funding source for a selected cost center or cost center hierarchy. This dashboard includes four distinct reports that provide balances and budgetary impact for various funding sources.
How to Use	This report can be used to view balances of other common funding sources for a unit by worktag.
Prompts	<ul style="list-style-type: none"> ○ <u>Organization</u> - Select the organization(s) to report on. The intent of the report is to provide an overview by cost center, so that is the recommended selection here. ○ <u>Period</u> - Defaults to current Accounting Period ○ <u>Time Period</u> - Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Additional Options</u> - Defaults to "Report by Accounting Date using Plan Structure". Do not change this. The user can choose "Include Reserved Journals" if they want to see transactions "in progress" on the report.
Sub-Reports	<ul style="list-style-type: none"> ○ <u>Other Funding Sources - Funding by Gift and Designated</u> - CR sub-report is an at-a-glance view of gift funds for selected organization(s). Balances are broken down by both Gift and Designated worktag to easily view the breakdown of a Gift. Any Designated field with a blank represents the "main" Gift. This report can be run for individual gifts or cost centers or for multiple gifts or cost centers. ○ <u>Other Funding Sources - DSS/AUX by Designated</u> - CR sub-report is an at-a-glance list view of expenses for departmental sales and services and auxiliary services funds for a given organization. Balances are broken down by Designated worktag so they can be easily viewed. Those details can be found in the Departmental Sales & Services Financial Statement. This report can be run for individual Designated worktags or cost centers or for multiple Designated worktags or cost centers. ○ <u>Other Funding Sources - By Custodial Entity</u> - CR sub-report is an at-a-glance list view of custodial funds for a given organization. Balances are broken down by Custodial Entity (CE) so they can be easily viewed. This report includes beginning balances, revenue collected, and expenses. This can be run for individual CEs or cost centers or by multiple CE's or cost centers. It includes balances for FD60000 Custodial - Funds on Deposit and FD61000 Custodial - Designated Scholarships. ○ <u>Other Funding Sources - Unexpended Plant Funds by Designated</u> - CR is an at-a-glance list view of unused construction funds within the FD5XXXX fund group to track carryforward plant funds. This displays balances by Designated and Cost Center for simplified tracking. ○ Expense Budgetary Balance Report (EBBR - Transaction Detail) - This link takes users to the EBBR Transaction Detail report via www.lite.gatech.edu.
Results	<p>Results for this report are displayed in a list-style format. Each worktag has one row per worktag to quickly view the available balance. Users can drill into the highlighted fields to display results in a different way or to export data to PDF or Excel.</p> <p>The reports display a maximum of 100 rows of data. Larger units or units running this report at a division level will likely need to run each report separately by following the links or clicking "View More".</p> <p><u>Note:</u> This report only displays Designated Worktags. Blank rows indicate that the transaction has a different driver worktag. The most common example is for cost share grants, which are part of a unit's general operations funds. In these cases, the user can drill into the fields as needed and click on "View by: Grant" to see grant balances.</p>

APPENDIX

Financial Transaction Reports - EXPENSE

Report Name	Sponsored Award Budget Expense Report (SABER)
Description	This custom report presents budget and expense transactions for selected awards and grants.
How to Use	This can be used to view sponsored transactions at the summary level and grant detail level.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Defaults to Georgia Institute of Technology (CO503) ○ <u>Period</u> – Defaults to current Accounting Period. ○ <u>Award</u> – Select Award Number to report on. ○ <u>Award PI</u> – Select the Award Principal Investigator if known. ○ <u>Cost Center</u> - Select the cost center(s) to report on. ○ <u>Grant Manager</u> – Select the Grant Manager if known. ○ <u>Grant PI</u> - Select the Grant Principal Investigator if known. ○ <u>Sponsor</u> – Select the Award Sponsor to report on. ○ <u>Grant Hierarchy</u> – Select the grant hierarchy to report on. ○ <u>Grant</u> – Select the grant number to report on. ○ <u>Award Report Viewer</u> –Select the Award Report Viewer if known. ○ <u>Award G&C Sponsored Accountant</u> - Select the Award G&C Sponsored Accountant if known. ○ <u>Award G&C Financial Analyst</u> - Select the Award G&C Financial Analyst if known. ○ <u>Grant G&C Financial Analyst</u> - Select the Grant G&C Financial Analyst if known. ○ <u>Customer Invoice</u> - Select the Customer Invoice Number(s) if known. ○ <u>Budgets & Actuals On or After</u> - Select to see data created on or after this date. ○ <u>Budget & Actuals On or Before</u> - Select to see data created on or before this date.
Results	Results for this report are displayed in a list-style format. Each award has one summary row to quickly view the available balance. Users can drill into the highlighted fields to display results in a different way or to export data to PDF or Excel.

APPENDIX

Financial Transaction Reports - EXPENSE

Report Name	Sponsored Award Budget Expense Report (SABER) by Object Class
Description	This custom report presents budget and expense transactions for selected awards and grants by object class.
How to Use	This report can be used to review the scope of the overall budget balance before initiating actions on a Grant. All contractual matters with Sponsors are at the Award level, regardless of the number of Grants internally assigned.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Defaults to Georgia Institute of Technology (CO503) ○ <u>Period</u> – Defaults to current Accounting Period. ○ <u>Award</u> – Select Award Number to report on. ○ <u>Award PI</u> – Select the Award Principal Investigator if known. ○ <u>Cost Center</u> - Select the cost center(s) to report on. ○ <u>Grant Manager</u> – Select the Grant Manager if known. ○ <u>Grant PI</u> - Select the Grant Principal Investigator if known. ○ <u>Sponsor</u> – Select the Award Sponsor to report on. ○ <u>Grant Hierarchy</u> – Select the grant hierarchy to report on. ○ <u>Grant</u> – Select the grant number to report on. ○ <u>Award Report Viewer</u> – Select the Award Report Viewer if known. ○ <u>Award G&C Sponsored Accountant</u> - Select the Award G&C Sponsored Accountant if known. ○ <u>Award G&C Financial Analyst</u> - Select the Award G&C Financial Analyst if known. ○ <u>Grant G&C Financial Analyst</u> - Select the Grant G&C Financial Analyst if known. ○ <u>Customer Invoice</u> - Select the Customer Invoice Number(s) if known. ○ <u>Budgets & Actuals On or After</u> - Select to see data created on or after this date. ○ <u>Budget & Actuals On or Before</u> - Select to see data created on or before this date.
Results	Results for this report are displayed in a list-style format. Each award has one summary row to quickly view the available balance. Users can drill into the highlighted fields to display results in a different way or to export data to PDF or Excel.

APPENDIX

Financial Transaction Reports - REVENUE

Report Name	Revenue Budgetary Balance Report – GTCR (RBBR)
Description	This custom report presents budgeted and actual revenue collected at at-a-glance.
How to Use	This report can be used to view actual revenue collected versus revenue budgeted. If budgeted revenue is not reflected accurately on the report, especially for Departmental Sales and Services (DSS) funds, budget amendments may need to be processed.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Defaults to Georgia Institute of Technology (CO503) ○ <u>Organization</u> - Select the organization(s) to report on. The intent of the report is to provide an overview by cost center, so that is the recommended selection here. ○ <u>Period</u> – Defaults to current Accounting Period. ○ <u>Time Period</u> – Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date. ○ <u>Budget Structure</u> – Defaults to oneBudget Structure. Users can select other budget structures for which they may want to run the report. Note – The Award Budget Structure is not available for this report. ○ <u>Book</u> – Defaults to Common. Do not change. ○ <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Budget Reference</u> - Defaults to current budget reference. Change this prompt if you want to run the report for prior year transactions. ○ <u>Additional Options</u> - Defaults to “Report by Accounting Date using Plan Structure”. Do not change this. The user can choose “Include Reserved Journals” if they want to see transactions “in progress” on the report.
Results	Results are displayed on the screen in outline format. Click on the arrows prompts next to Ledger Account Group to see more specific ledger account balances. The amounts for Budgets, Revenue and Balance are drillable. Use the “View-By” criteria to change how the data is displayed.

Report Name	Revenue Budgetary Balance Report (EBBR) – Transaction Detail
Description	This report displays actual revenue collected as well as budgeted revenue to provide at-a-glance information for revenue.
How to Use	This report can be used to view ledger account transaction detail for budget and actual revenue.
Prompts	<ul style="list-style-type: none"> ○ <u>Cost Center</u> - Select the cost center for the report. ○ <u>Fiscal Year</u> – Select the fiscal year for the report ○ <u>Budget Reference</u> -_Select the budget reference for the report...current year or prior year. ○ <u>Date Range</u> - Select the date range for the report. The report defaults to Year to Date. The “To Date” must be within the fiscal year chosen. ○ <u>Search for Driver Worktag</u> – Select a driver worktag if you want to narrow the results down to particular driver worktag. ○ Select Starts with any of these keywords to help find the driver worktag needed.
Results	Results are displayed online and can be downloaded to Excel. The data for each driver worktag combination will be represented in a separate tab in Excel.

APPENDIX

Financial Transaction Reports – INCOME STATEMENT

Report Name	Departmental Sales and Services Financial Statement - GTCR
Description	This custom, dashboard-style report presents balances by worktag and funding source for a selected cost center or cost center hierarchy. Composed of four reports that show balances for other non-operations activities.
How to Use	This report can be used to view both revenues and expenses and the budgets and transactions for each. Use the revenue section to reconcile revenue collected versus revenue budgeted (similar to the Revenue Budgetary Balance Report). Use the expense balances to reconcile spend.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Defaults to Georgia Institute of Technology (CO503). ○ <u>Period</u> – Defaults to current Accounting Period. ○ <u>Time Period</u> – Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date. ○ <u>Budget Structure</u> – Defaults to oneBudget Structure. Users can select other budget structures for which they may want to run the report. Note – The Award Budget Structure is not available for this report. ○ <u>Book</u> – Defaults to Common. Do not change. ○ <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like cost center, fund, function, class, program, budget ref, spend category, etc. ○ <u>Additional Options</u> - Defaults to “Report by Accounting Date using Plan Structure”. Do not change this. The user can choose “Include Reserved Journals” if they want to see transactions “in progress” on the report.
Results	Results are displayed in outline form. Click on the arrows next to Ledger Account Group to see specific ledger account balances. Transactions, budgets and balances are drillable on this report. The View-by criteria can be used to change how the data is displayed.

APPENDIX

Financial Transaction Reports – JOURNALS

Report Name	Find Journals by Organization - CR
Description	This custom report displays all journals at a header level based on search criteria input.
How to Use	This report will show all journal entries created by the organization. To see additional information, select the magnifying glass to view the journal entry.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Organization</u> – Select the organization(s) you want to report on. The intent of the report is to provide an overview by cost center, so that is the recommended selection here. ○ <u>Time Period</u> – Defaults to Current Period. Change if running for different period. ○ <u>Period</u> – Defaults to Current Accounting Period. Change if running for different accounting period. ○ <u>Ledger</u> - Select whether you want any combination of Actuals, Commitments, and Obligations. ○ <u>Book</u> - Defaults to Common. Central Offices can change if needed. ○ <u>Journal Number</u>- Enter journal number, if known. ○ <u>External Reference ID</u> - Enter the external reference ID, if known. ○ <u>Status</u> – Defaults to Posted. Change to view journal lines with status of Canceled, Error, Reserved, Unposted, etc. ○ <u>Accounting Date On or After</u> – Select to see data created on or after this date within the fiscal year and accounting period selected. ○ <u>Accounting Date On or Before</u> - Select to see data created on or before this date within the fiscal year and accounting period selected. ○ <u>Journal Sources</u> – Select the source of the journal. For example, you may only want expense reports or POs. ○ <u>Originated By</u> – Select the initiator of the journal. ○ <u>Approved By</u> – Select the approver of the journal. ○ <u>Ledger Accounts</u> - Select the ledger account(s) you need to report for, ○ <u>Worktags</u> – Defaults to current budget reference. Change this prompt if you want to run the report for prior year transactions. Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc.
Results	This report displays data in a list-style format. Each journal entry has one row per journal.

APPENDIX

Financial Transaction Reports – JOURNALS

Report Name	Find Journal Lines by Organization - CR
Description	This custom report is the most detailed report available in Workday. It provides detail by transaction and for every transaction that creates accounting and the accounting details behind them.
How to Use	This report can be used to view useful detailed transaction information such as Journal Status, Accounting Date, Ledger Account, Debit/Credit Amount, driver worktags and related worktags.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Organization</u> – Select the organization(s) you want to report on. The intent of the report is to provide an overview by cost center, so that is the recommended selection here. ○ <u>Time Period</u> - Defaults of Current Period. Change if running for different Time Period. ○ <u>Period</u> - Defaults of Current Accounting Period. Change if running for different periods. ○ <u>Ledger</u> - Select Actuals, Commitment and/or Obligation ledger to view transactions. ○ <u>Ledger Account Type</u> - Defaults to Expense but can be changed if running for balance sheet or revenue. ○ <u>Book</u> - Defaults to Common. Central Offices can change if needed. ○ <u>Journal Number</u> - Enter the journal number if known. ○ <u>External Reference ID</u> – Enter the external reference ID, if known. ○ <u>Status</u> - Defaults to Posted. Change to view journal lines with status of Canceled, Error, Reserved, Unposted, etc. ○ <u>Accounting Date On or After</u> – Select to see data created on or after this date within the fiscal year and accounting period selected. ○ <u>Accounting Date On or Before</u> - Select to see data created on or before this date within the fiscal year and accounting period selected. ○ <u>Journal Source</u> – Select the source of the journal. For example, you may only want to view expense reports or purchase orders. ○ <u>Created By</u> – Select the initiator of the journal if known. ○ <u>Approved By</u> – Select the approver of the journal if known. ○ <u>Ledger Accounts and Summaries</u> - Select the ledger account(s) you need to report for, ○ <u>Worktags</u> – Defaults to current budget reference. Change this prompt if you want to run the report for prior year transactions. Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc.
Results	Results are displayed in a list-style format. Each journal entry has one row per journal entry line to quickly view the balance. Drill down using the business object to display the results in a different way or export data. Use the view-by criteria to change how the data is displayed.

APPENDIX

Operational Transaction Reports – REQUISITIONS AND COMMITMENTS

Report Name	Find Requisitions by Organization - CR
Description	This custom report displays a list of requisitions within the prompted parameters as well as other relevant information (company, amount, supplier, status, line splits, etc.).
How to Use	This report can be used to view a list of requisitions using the parameters entered. To see additional details, use the drilling features. Data can also be exported to Excel. Select the business object on the requisition number or the magnifying glass to review the requisition.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Cost Center</u> - Select one or more cost centers to see associated requisition lines. ○ <u>Requisition Type</u> - Select the type of requisition to view such as Change Order or Procurement Requisition. ○ <u>Requisition</u> - Enter requisition number (i.e. RQ-12345678) to see lines for that requisition. ○ <u>Supplier</u> - Enter a supplier to see only requisitions for that supplier ○ <u>Requester</u> - Select the initiator of the requisition. ○ <u>Requisition Date On or After</u> - Select to see requisitions created on or after this date. ○ <u>Requisition Date On or Before</u> - Select to see requisitions created on or before this date. ○ <u>Sourcing Buyer</u> - Select the sourcing buyer for the requisitions. ○ <u>Status</u> - Select the status of requisitions to view documents that have been Canceled, Closed, Successfully Completed, etc. ○ <u>Spend Category</u> - Select the spend category or categories for requisitions. ○ <u>Supplier Contract</u> - Enter the supplier contract number. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Exclude Canceled</u> - Selected by default. Uncheck to include canceled requisitions. ○ <u>Exclude Closed</u> - Selected by default. Uncheck to include closed requisitions.
Results	Results are displayed in a list-style format. Each requisition line includes the supplier, cost center, status, requisition type, requester, among other fields.

Report Name	Find Requisition Line and Line Splits by Organization - CR
Description	This custom report displays a list of requisition lines and splits within the prompted parameters as well as other relevant information (company, amount, supplier, status, line splits, etc.). It is more detailed than Find Requisitions by Organization – CR report.
How to Use	This report can be used to find individual requisition lines by requisition number, cost center, or supplier. To see additional details, use the drilling features. Data can also be exported to Excel.
Prompts	<ul style="list-style-type: none"> ○ <u>Companies</u> - Select entity for report. Georgia Institute of Technology (CO503) or Georgia Tech Athletic Association (CO5032). ○ <u>Cost Center</u> - Select one or more cost centers to see associated requisition lines. ○ <u>Requisition</u> - Enter requisition number (i.e. RQ-12345678) to view data for that requisition. ○ <u>Requester</u> - Select the initiator of the requisition. ○ <u>Requisition Type</u> - Select the type of requisition to view such as Change Order or Procurement Requisition. ○ <u>Requisition Date On or After</u> - Select to see requisitions created on or after this date. ○ <u>Requisition Date On or Before</u> - Select to see requisitions created on or before this date. ○ <u>Status</u> - Select the status of requisitions to view documents that have been Canceled, Closed, Successfully Completed, etc. ○ <u>Supplier</u> - Enter a supplier to see only requisitions for that supplier. ○ <u>Spend Category</u> - Select the spend category of the requisition. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Exclude Canceled</u> - Selected by default. Uncheck to include canceled requisitions. ○ <u>Exclude Closed</u> - Selected by default. Uncheck to include closed requisitions.
Results	Results are displayed in a list-style format. Each requisition line includes the item description, spend category, supplier, status, extended amount, and days since initiated, among other fields.

APPENDIX

Operational Transaction Reports – PURCHASE ORDERS AND OBLIGATIONS

Report Name	Find Purchase Order by Organization - CR
Description	This custom report displays a list of purchase orders within the prompted parameters as well as other relevant information (type, status, supplier, amounts, etc.).
How to Use	This report can be used to view list of purchase orders using the parameters entered. Selecting the business object in the following fields will allow for additional information: purchase order, receipts and supplier invoice.
Prompts	<ul style="list-style-type: none"> o <u>Companies</u> – Defaults to Georgia Institute of Technology (CO503). o <u>Cost Center</u> – Select one or more cost centers to see associated purchase orders. o <u>Supplier</u> – Select the supplier associated with the purchase orders. o <u>Purchase Order</u> – Enter PO number (i.e. PO-12345678) to view data for that PO. o <u>PO Reference</u> – If searching for a legacy PO, enter the legacy PO number. o <u>Document Date On or After</u> – Select to see PO's created on or after this date. o <u>Document Date On or Before</u> – Select to see PO's created on or before this date. o <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. o <u>Purchase Order Status</u> – Select the status of PO's to view documents that have been Canceled, Closed, Successfully Completed, etc. o <u>Purchase Order Type</u> – Select the type of PO to view such as Agency Contract, Bill Only, Sole Source etc.
Results	Each line is a purchase order with important information like the status, type, ship-to contact detail, receipts on the PO, supplier invoices on the PO, the supplier, any steps awaiting action, as well as the days since the PO was initiated. You can select any of the blue text to drill down and get more detail.

Report Name	Find Purchase Order Lines and Line Splits by Organization - CR
Description	This custom report displays a list of purchase order lines and splits within the prompted parameters as well as other relevant information (cost center, supplier, amount, status, line splits, worktags, etc.). More detailed than Find Purchase Orders by Organization – CR.
How to Use	This report can be used to view a list of purchase order lines using the parameters entered. Selecting the business object in the following fields will allow for additional information: purchase order, receipts and supplier invoice.
Prompts	<ul style="list-style-type: none"> o <u>Companies</u> – Defaults to Georgia Institute of Technology (CO503). o <u>Cost Center</u> – Select one or more cost centers to see associated purchase orders. o <u>Supplier</u> – Select the supplier associated with the purchase orders. o <u>Purchase Order</u> – Enter PO number (i.e. PO-12345678) to view data for that PO. o <u>PO Reference</u> – If searching for a legacy PO, enter the legacy PO number. o <u>Buyer</u> - Select the buyer for the purchase order. o <u>Document Date On or After</u> – Select to see PO's created on or after this date. o <u>Document Date On or Before</u> – Select to see PO's created on or before this date. o <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. o <u>Purchase Order Status</u> – Select the status of PO's to view documents that have been Canceled, Closed, Successfully Completed, etc. o <u>Purchase Order Type</u> – Select the type of PO to view such as Agency Contract, Bill Only, Sole Source etc.
Results	Each line is a purchase order line with important information like the status, type, ship-to contact detail, receipts on the PO, supplier invoices on the PO, the supplier, any steps awaiting action, as well as the days since the PO was initiated. You can select any of the blue text to drill down and get more detail.

APPENDIX

Operational Transaction Reports – PURCHASE ORDERS AND OBLIGATIONS

Report Name	Open Obligation Campus - CR
Description	This custom report displays information relating to obligated funds that have not been closed out.
How to Use	This report can be run by organization, supplier, PO, PO reference, PO type, and date range.
Prompts	<ul style="list-style-type: none"> ○ <u>Companies</u> – Defaults to Georgia Institute of Technology (CO503). ○ <u>Cost Center</u> - Select cost center to see associated purchase orders and obligations. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Supplier</u> - Select a supplier to see supplier invoices associated with that supplier. ○ <u>Purchase Order</u> – Enter PO number (i.e. PO-12345678) to view data for that PO. ○ <u>Purchase Order Type</u> – Select the type of PO to view such as Agency Contract, Bill Only, Sole Source etc. ○ <u>Document Date On or After</u> – Select to see PO's created on or after this date. ○ <u>Document Date On or Before</u> – Select to see PO's created on or before this date.
Results	Each line is a purchase order line item and shows the purchase order, PO reference, line number, description, spend category, supplier ID, supplier name, supplier invoice and other important information.

APPENDIX

Operational Transaction Reports – PROCUREMENT CARDS (PCARDS)

Report Name	Find PCard Transactions - CR
Description	This custom report displays all PCard transactions (new and in draft) for a specific cardholder.
How to Use	This report can be used to view a list of individual PCard transactions within the prompted parameters as well as other relevant information such as dates, status, amounts, etc. When a PCard verification is started and not completed it is bumped into draft status. Transactions in draft status will not appear in the two "Verify Procurement Card" reports. This "Find" report allows the user to see all. This custom report gives more search criteria than the standard Find Procurement Card Transactions report and also shows "New" status transactions.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Only GTRI Cardholders</u> – Select this option to only see GTRI cardholders. ○ <u>Cost Center</u> – Select cost center to see associated PCard transactions. ○ <u>Worktags</u> – Select additional driver worktags associated with the transaction. ○ <u>Transaction Date Start Date</u> – Select to see only transactions on or after this date. ○ <u>Transaction Date End Date</u> – Select to see only transactions on or before this date. ○ <u>Billing Date Start Date</u> – Select to see transactions billed on or after this date. ○ <u>Billing Date End Date</u> – Select to see transactions billed on or before this date. ○ <u>Payment Date Start Date</u> – Select to see transactions for workers paid on or after this date. ○ <u>Payment Date End Date</u> – Select to see transactions for workers paid on or before this date. ○ <u>Payee Type</u> – Select the type of worker who initiated the transaction. Typically this will be an employee. ○ <u>Cardholder</u> – Enter the name of the worker who initiated the transaction. ○ <u>Last 4 Digits of Credit Card Number</u> – Enter the last 4 digits of the PCard to see transactions for that card. ○ <u>Corporate Credit Card Account</u> – Enter GT Procurement Card Account only. ○ <u>Transaction Status</u> – Select status to see transactions that are closed, expensed, new, etc. ○ <u>Business Document Status</u> – Select status to see transactions that are approved, denied, in draft or in progress. ○ <u>Expense Report Payment Status</u> – Select status to see transactions that are credit card paid, unpaid or worker paid. ○ <u>Settlement Run Name</u> – Enter the settlement run name of the transaction. ○ <u>Settlement Run Number</u> – Enter the settlement run number of the transaction. ○ <u>Market Code</u> – Enter the market code of the transaction. ○ <u>Transaction Type</u> – Enter a transaction type to see data for only those transactions. ○ <u>Usage</u> – Select if the transaction is Expenses or Procurement.
Results	Each PCard transaction verification has an individual line item, including the credit card holder, transaction status, approval status, awaiting persons, and amount.

Report Name	Find Procurement Card Transaction Verifications
Description	This delivered report allows a user to view all PCard transactions (new and in draft) for a specific user. When a PCard transaction verification is started and not completed it is saved with a draft status. Transactions in draft status will not appear in the two "Verify Procurement Card" reports. This "Find" report allows the user to see all.
How to Use	This report can be used to retrieve a transaction to edit or add documentation. It allows the user to drill down and edit transactions directly. However, it cannot be verified from these reports. Once a verification has been submitted, approved, and verified, it cannot be changed or pulled back. Selecting the magnifying glass on the left will drill down into the detailed transaction page. Using the Related Actions menu allows you to Cancel or Change the transaction.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Worker</u> – Select the worker who submitted the transaction. ○ <u>Verification Date On or After</u> – Select to see transactions verified on or after this date. ○ <u>Verification Date On or Before</u> – Select to see transactions verified on or before this date. ○ <u>Verification is Intercompany</u> – Select this check box if the transaction is between different companies, such as GT and GTAA. Currently, this functionality is not being used.
Results	Each PCard transaction verification has an individual line item, including the verification number, company, date, status, worker, amount, and currency.

APPENDIX

Operational Transaction Reports – SUPPLIER ACCOUNTS AND INVOICES

Report Name	Find Supplier Invoice for Campus - GTCR
Description	This custom report displays supplier invoice numbers based on prompts such as cost center, worktags, supplier, supplier invoice number, etc. Used to identify supplier invoices approval and payment status, match status, and awaiting persons.
How to Use	This report can be used to view supplier invoices by organization. Use the business objects to see further details. This report is useful to see the supplier invoices in match exception for your cost center. You would use the Organization field to select your department, then select Exception from the Match Status field. These supplier invoices would all required departmental action before payment can be released.
Prompts	<ul style="list-style-type: none"> ○ <u>Companies</u> – Defaults to Georgia Institute of Technology (CO503). ○ <u>Organization</u> – Defaults to All Cost Centers. Select cost center to see associated supplier invoices. ○ <u>Supplier</u> – Select a supplier to see invoices associated with that supplier. ○ <u>Supplier Invoice</u> – Enter the supplier invoice ID to search for specific invoices. ○ <u>Supplier's Invoice Number</u> – Enter the supplier's invoice number to search for specific invoices. ○ <u>Supplier Invoice Status</u> – Select the status of invoices to view documents that have been Approved, Canceled, Closed, etc. ○ <u>Match Status</u> – Select the match status to see documents that are matched, unmatched, or in override or exception status. ○ <u>Match Exception</u> – Select the match exception status to see invoices with that exception category such as receipt is required, tolerance of 5% or \$500 exceeded, etc. ○ <u>Payment Status</u> – Select the payment status to view documents that have been paid, partially paid or are unpaid. ○ <u>Invoice Date On or After</u> – Select to see invoices created on or after this date. ○ <u>Invoice Date On or Before</u> – Select to see invoices created on or before this date. ○ <u>Purchase Order</u> – Enter PO number (i.e. PO-12345678) to view data for that PO. ○ <u>Purchase Order Type</u> – Select the type of PO to view such as Agency Contract, Bill Only, Sole Source etc. ○ <u>Supplier Contract</u> – Select a supplier contract to see invoices associated with that contract.
Results	Each line is a supplier invoice that you can select using the magnifying glass on the left. Each supplier invoice line shows invoice status, match status and exception, supplier, supplier invoice number, memos, due dates, amount, and other important information.

APPENDIX

Operational Transaction Reports – TRAVEL AND EXPENSES

Report Name	Find Spend Authorizations by Organization - CR
Description	This custom report displays a list of spend authorizations within the prompted parameters as well as other relevant information (date, status, worker, created by, etc.).
How to Use	This report can be used to show spend authorizations based on input criteria such as traveler, expense preparer, cost center, and more. The user can drill down into any blue text or the related actions menu of the journal line by the magnifying glass icon.
Prompts	<ul style="list-style-type: none"> ○ <u>Companies</u> – Select CO503 Georgia Institute of Technology. ○ <u>Cost Center</u> – Select cost center to see associated expense reports. ○ <u>Cost Center Hierarchies</u> – Enter cost center hierarchy - see expense reports in that hierarchy. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Spend Authorization Created By</u> – Enter the name of the person who created the spend authorization (Expense Preparer). ○ <u>Spend Authorization Worker</u> – Enter the name of the worker to be reimbursed for this spend authorization. ○ <u>Spend Authorization Status</u> – Select a status to see approved, canceled, draft or in progress spend authorizations. ○ <u>Spend Authorization Date On or After</u> – Enter date to see spend authorizations created on or after this date. ○ <u>Spend Authorization Date On or Before</u> – Enter date to see spend authorizations created on or before this date. ○ <u>Employee Type</u> - Select type of employee such as Academic Faculty, Staff, Student, etc. to see spend authorizations initiated by that employee type.
Results	The resulting report will show a list of expense reports that meet the criteria as well as useful information like the associated spend authorization or cost centers.

APPENDIX

Operational Transaction Reports – TRAVEL AND EXPENSES

Report Name	Find Expense Reports by Organization - CR
Description	This custom report displays a list of expense reports within the prompted parameters as well as other relevant information (date, status, payee, created by, etc.).
How to Use	This report can be used to show expense reports based on input criteria such as traveler, expense preparer, cost center, and more. The user can drill down into any blue text or the related actions menu of the journal line by the magnifying glass icon.
Prompts	<ul style="list-style-type: none"> ○ <u>Companies</u> – Select CO503 Georgia Institute of Technology. ○ <u>Cost Center</u> – Select cost center to see associated expense reports. ○ <u>Cost Center Hierarchies</u> – Enter a cost center hierarchy to see all expense reports in that hierarchy. ○ <u>Worktags</u> - Enter additional worktags associated with the data such as the driver worktag or related worktags like fund, function, class, program, budget ref, spend category, etc. ○ <u>Expense Report Payee</u> – Enter the name of the worker reimbursed. ○ <u>Expense Report Created By</u> – Enter the name of the person who initiated the expense report (Expense Preparer). ○ <u>Report Date On or After</u> – Enter date to see expense reports created on or after this date. ○ <u>Report Date On or Before</u> – Enter date to see expense reports created on or before this date. ○ <u>Expense Report Status</u> – Select a status to see approved, canceled, draft or in progress expense reports. ○ <u>Payee Payment Status</u> – Select status to see paid or unpaid expense reports. ○ <u>Expense Report</u> – Enter expense report number (i.e. EXP-1234678) to view data for that expense report. ○ <u>Employee Type</u> - Select type of employee such as Academic Faculty, Staff, Student, etc. to see expense reports initiated by that employee type. ○ <u>Payee Type</u> - Select type of payee such as employee, student, external committee member, etc. to see expense reports that pay out to that type. This field is especially helpful to delineate between external committee members (ECMs) and employees.
Results	The resulting report will show a list of expense reports that meet the criteria as well as useful information like the associated spend authorization or cost centers.

APPENDIX

Reconciliation Reports – BALANCE SHEET LEDGER ACCOUNTS

Report Name	Balance Sheet - GTCR
Description	This custom report provides summary balances for assets, liability and equity (fund balance) by category.
How to Use	This report can be used to reconcile balance sheet ledger accounts and ensure funds are balanced.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Ledger</u> – Defaults to Actuals. Central offices can change if needed. ○ <u>Period</u> – Defaults to the current accounting period. Change if running for different accounting period. ○ <u>Time Period</u> – Defaults to Current Period YTD. Change if running for different period. ○ <u>Book</u> - Defaults to Common. Central Offices can change if needed. ○ <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like cost center, fund, function, class, program, budget ref, spend category, etc.
Results	The resulting report will show Beginning Balance as of July 1, Current YTD activity and Ending Balance by ledger account group. Hyperlinks can be used to drill down to detailed transaction data.

Report Name	Trial Balance
Description	This delivered report provides balances for assets, liability and equity (fund balance) by ledger account.
How to Use	This report can be used to reconcile balance sheet ledger accounts.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Select Georgia Institute of Technology (CO503). ○ <u>Ledger</u> – Defaults to Actuals when company is selected. Central offices can change if needed. ○ <u>Book</u> - Defaults to Common. Central offices can change if needed. ○ <u>Year</u> – Defaults to the current fiscal year. Change if running for different fiscal year. ○ <u>Summary Period</u> – Select Annual or Quarterly, depending on the reporting period. ○ <u>Period</u> – Select the Fiscal Period(s) for the report. ○ <u>Leger Account Summary</u> – Select the ledger account summary needed for the report. ○ <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like cost center, fund, function, class, program, budget ref, spend category, etc. ○ <u>Fund Affiliate</u> – Select fund code for fund code hierarchy for this report. ○ <u>Display Worktag Type</u> – Select to display the type of worktag such as fund, function, class or balancing unit. A maximum of two worktags can be displayed. ○ <u>Translation Currency</u> – Defaults to USD. Do not change.
Results	The resulting report will show Beginning Balance as of July 1, Debit Amount, Credit Amount and Ending Balance by ledger account. Hyperlinks can be used to drill down to detailed transaction data.

APPENDIX

Reconciliation Reports – BALANCE SHEET LEDGER ACCOUNTS

Report Name	Ledger Account Activity Summary
Description	This delivered report provides balances for assets, liability and equity (fund balance) by ledger account.
How to Use	This report can be used to reconcile balance sheet ledger accounts.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> – Select Georgia Institute of Technology (CO503). ○ <u>Period</u> – Select accounting period(s) for the report. ○ <u>Year To Date</u> – Select for data to be reported from July 1 to accounting period selected. ○ <u>Ledger</u> – Defaults to Actuals when company is selected. Central offices can change if needed. ○ <u>Book</u> - Defaults to Common. Central offices can change if needed. ○ <u>Ledger Accounts</u> – Defaults to the current fiscal year. Change if running for different fiscal year. ○ <u>Display Worktag Type</u> – Select to display the type of worktag such as fund, function, class or balancing unit. A maximum of two worktags can be displayed. ○ <u>Worktags</u> – Enter additional worktags associated with the data such as the driver worktag or related worktags like cost center, fund, function, class, program, budget ref, spend category, etc. ○ <u>Fund Affiliate</u> – Select fund code for fund code hierarchy for this report. ○ <u>Reporting Currency</u> – Defaults to USD. Do not change.
Results	The resulting report will show Debits, Credits and Net Amount by ledger account. Hyperlinks can be used to drill down to detailed transaction data.

APPENDIX

Reconciliation Reports – OPERATIONAL TRANSACTIONS

Report Name	Requisition Line Commitment Report for Campus - CR
Description	This custom report was created to identify issues between requisitions and purchase order(s).
How to Use	This report can be used to identify issues when the PO has been issued but the associated commitment from the requisition has not been liquidated. It can also be run on individual requisitions to identify if purchase order lines have been incorrectly associated with requisition lines.
Prompts	<ul style="list-style-type: none"> ○ <u>Company</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Worktags</u> - Input specific driver worktags or related worktags here to limit your results. ○ <u>Cost Center</u> - Select cost center to see associated requisition. ○ <u>Requisition</u> – Enter requisition number (i.e. RQ-12345678) to view data for that requisition. ○ <u>Requester or Payee</u> - Select the requester or payee associated with the requisition. ○ <u>Requisition Type</u> - Select the requisition type associated with the requisition. ○ <u>Requisition Date On or After</u> - Enter date to see only requisitions created on or after this date. ○ <u>Requisition Date On or Before</u> - Enter date to see requisitions created on or before this date. ○ <u>Status</u> - Defaults to ordered, partially ordered and pending. Additional statuses are available for selection. ○ <u>Supplier</u> - Select the supplier name for the requisition. ○ <u>Spend Category</u> - Select the spend category associated with the requisition.
Results	The resulting report will show a list of requisitions that meet the criteria as well as useful information like distribution extended amount, purchase order amount against requisition, expected amount remaining, commitment amount remaining and amount to be liquidated.

Report Name	Purchase Order Line Obligation Report for Campus - CR
Description	This custom report was created to identify issues between purchase orders and supplier invoices.
How to Use	This report can be used to identify issues when the supplier invoice has been paid, but the PO obligation has not been liquidated. It can also be run on individual purchase orders to identify supplier invoice lines that have been incorrectly associated with the wrong purchase order line.
Prompts	<ul style="list-style-type: none"> ○ <u>Companies</u> - Defaults to Georgia Institute of Technology (CO503). ○ <u>Worktags</u> - Input specific driver worktags or related worktags here to limit your results. ○ <u>Cost Center</u> - Select cost center to see associated purchase orders. ○ <u>Purchase Order</u> – Enter PO number (i.e. PO-12345678) to view data for that PO. ○ <u>Purchase Order Buyer</u> - Select the buyer for the purchase order. ○ <u>Purchase Order Type</u> – Select the type of PO to view such as Agency Contract, Bill Only, Sole Source etc. ○ <u>Purchase Order Status</u> – Select the status of PO's to view documents that have been Canceled, Closed, Successfully Completed, etc. ○ <u>Supplier from Purchase Order</u> - Choose supplier to see purchase orders with that supplier. ○ <u>Supplier Contract</u> - Enter the supplier contract number if known.
Results	The resulting report will show a list of purchase orders that meet the criteria as well as useful information like distribution extended amount, actual amount invoiced, expected amount remaining, obligation amount remaining and amount to be liquidated.