

Georgia Tech Foundation (GTF) Gifts Help Guide

October 2022

Georgia Tech Foundation (GTF) Gifts

- **PURPOSE**

- This guide was created to provide information for campus users on how to manage GTF Gifts at the Institute. The guide will provide information for the following areas:
 - General Overview
 - Gift Budgets and Budget Amendments
 - Gift Reporting
 - Gift Expenses
 - Journals
 - Gift Over-Expenditures
 - Where to Get Help

GTF Gifts - Overview

- GTF Gifts are funds donated to the Georgia Tech Foundation (Foundation) to support Institute initiatives.
- The Institute receives allocations from the Foundation at the beginning of each fiscal year and periodically throughout the year as gifts are received.
- Allocations are generally posted to the Gift Driver Worktag in Workday Financials. This is referred to as the “main gift”.
- Funds from the main gift can be split/allocated/shared with another area using the Designated (DE) Driver Worktag.
 - This split/allocation/sharing is facilitated in Workday Financials via a Budget transfer.
 - The DE worktag will have the main gift associated to it as a Related Worktag.

GTF Gifts - Overview

- You can see the relationship between the DE worktag and the main gift worktag via the **FDM Find Designateds and Related Worktags – CR** report.

Designated ID	Designated Name	Cost Center ID	Cost Center Name	Fund ID	Fund Name	Function ID	Function Name	Class ID	Class Name	Budget Ref	Gift ID	Gift Name
DE00002946	GTF150000017 - ECE - Computer Lab	CC000099	ECE - Electrical and Computer Engineering	FD20200	Restricted - Foundation	FN13100	Community Services	CL64000	Sponsored Operations - Private	BR23	GTF150000017	ENG-Women in Engineering

GTF Gifts - Overview

- You can also see type in the DE number in the Workday Search Bar to see the relationship. See results below.



Type	Designated			
Subtype	Designated			
Code	DE00002946			
Visibility	Everyone			
Included In	Electrical and Computer Engineering			
Related Worktags				
12 items				
     				
Worktag Type	Allowed Worktags	Default Required	Default Worktag	Required on Transaction
Program				
Cost Center	CC000099 ECE - Electrical and Computer Engineering	Yes	CC000099 ECE - Electrical and Computer Engineering	Yes
Fund	FD20200 Restricted - Foundation	Yes	FD20200 Restricted - Foundation	Yes
Function	FN13100 Community Services	Yes	FN13100 Community Services	Yes
Class	CL64000 Sponsored Operations - Private	Yes	CL64000 Sponsored Operations - Private	Yes
Budget Reference			BR23	
Assignee			Chance Brown - cbrown469	
Balancing Unit				
Gift	GTF150000017 ENG-Women in Engineering		GTF150000017 ENG-Women in Engineering	

GTF Gifts - Budgets

- Gift Allocations from the Foundation are generally posted to the Gift Driver Worktag in Workday Financials as a Budget transaction (original budget or budget amendment).
- This budget initially indicates how much money is allocated for spending.
 - Once spending has commenced any Commitment, Obligation or Actuals transaction must be subtracted from the budget to obtain the available balance.
- If the budgeted funds are being shared with another area via a DE driver worktag, a Budget Amendment transaction must be processed to split/allocate/share the funds.
- GTF Gift budgets in Workday Financials are Annual Budgets, not Life-to-Date Budgets. Thus, you will not be able to run a Life-To-Date report for GTF gifts in Workday.

GTF Gifts – Budgets – Key Reminders

- You **Cannot** transfer budgets from one GTF Gift to another GTF Gift in Workday Financials.
 - You **Must** email the Foundation at gifts@gtf.gatech.edu to initiate this transfer.
- You **Can** transfer budgets from one GTF Gift to the associated DE Worktag in Workday.
 - This can be accomplished via the “Create Budget Amendment” process.
- See instructions for creating a budget amendment on the next few slides.

GTF Gifts - Create Budget Amend for Org

Create Budget Amendment for Organization

Organization *

Budget Structure *

Company *

Budget Name *

Populate Existing Budget Lines

Ledger Account/Summary

Worktags

Budget Period

Enter "Create Budget Amendment for Organization" in Workday Search Bar

Organization = Gift Number

Budget Structure = Gift Budget Structure

Company = CO503 Georgia Institute of Technology

Budget Name = Current Fiscal Year GF & GTF

Worktags = Gift Number

Click OK

GTF Gifts - Create Budget Amend for Org

Company: C0503 Georgia Institute of Technology

Budget Structure: Gift Budget Structure

Budget Name: FY22 GF & GTF

Years: FY22 - Fiscal Year

Currency: USD

Budget Start Date: 07/01/2021

Budget: FY22 GF & GTF

Organizing Dimension Type: Gift

Amendment Date: * 10/05/2021

Description: * Transfer funds to Designated

Amendment Type: * Transfer Budget

Entry Type: Amendment

Balanced Amendment:

Enter changes to original Budget data.

Budget Amendment Lines: Attachments

GTRI Charge Code	Project	*Additional Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Project	Proposed Remaining Budget
		Gift: GTF210000289 Cooper, William L Endow	\$107.21	\$0.00	\$107.21	466.374405	500.00	500.00	\$107.21	\$607.21
		Gift: GTF210000289 Cooper, William L Endow	\$31,276.05	\$0.00	\$31,276.05	-1.598667	-500.00	-500.00	\$30,776.05	\$30,776.05

Submit Save for Later Cancel

Description – purpose of amendment

Amendment Type = Transfer Budget

To Add Budget to a Designated = Enter a positive number

To Reduce the Gift by the amount moving to designated = Enter a negative number

Note purpose of transfer

GTF Gifts - Create Budget Amend for Org

Budget Amendment Total 0.00 USD Budget Total 279,275,985.16 USD

Company C0503 Georgia Institute of Technology

Budget Structure Gift Budget Structure

Budget Name FY23 GF & GTF

Years FY23 - Fiscal Year

Currency USD

Budget Start Date 07/01/2022

Budget FY23 GF & GTF

Organizing Dimension Type Gift

Amendment Date * 18/03/2022

Description * Transfer Funds to Designated

Amendment Type * X Transfer Budget

Entry Type Amendment

Balanced Amendment

Enter changes to original Budget data.

Budget Amendment Lines Attachments

Budget Amendment Lines 2 items

Order	*Period	Ledger Account/Summary	Cost Center	Fund	Designated	Grant
+	▼	FY23 Year (FY23 GF & GTF)	952400:GTRC / GTF Direct Expenditures	0000099 ECE - Electrical and Computer Engineering	FD2000 Restricted - Foundation	DE00003334 GTF210000289 - ECE - Beyah Research Support
+	▲	FY23 Year (FY23 GF & GTF)	952400:GTRC / GTF Direct Expenditures	0000099 ECE - Electrical and Computer Engineering	FD20200 Restricted - Foundation	

Submit Save for Later Cancel

Ledger Account – should always be 952400

Click Submit

GTF Gifts - Expenses

- The Gift Driver Worktag is the main driver worktag used for posting expenses to a gift.
- The DE Driver Worktag is used as a sub-worktag. Expenses are posted to the DE driver worktag when funds from the main gift have been split/allocated/shared with another cost center/department.
- As a reminder, you **Can** transfer CY or PY expenses from a GTF Gift to another GTF gift or to another Driver Worktag. The journal must use current BR on the new driver worktag for these transactions.
- See types of Journals on the next few slides.

GTF Gifts – Journals

- There are two types of journals in Workday Financials that can be used to transfer gift expenses either from one gift to another gift or from a gift/DE to a related gift/DE: Operational Journals and Accounting Journals
- **Operational Journals** are system-generated journals that are tied to transaction. Requisitions (REQ), Purchase Orders (PO), Invoices (INV), Spend Authorizations (SA) and Expense Reports (ER) are all types of operational journals.
 - Accounting Adjustments for Operational Journals is the **preferred journal tool** to use for moving funds on an Invoice or Expense Report.
 - Accounting Adjustments for Operational Journals **Can be** used to transfer expenses in their entirety charged for Invoices and Expense Reports. You can transfer the expenses from one GTF Gift to another GTF gift or to another Driver Worktag. The journal must use the current BR on the “**transfer to**” driver worktag(s) for these transactions.
 - Accounting Adjustments for Operational Journals **Cannot** be used to split transactions gift transactions on invoices or expense reports. To facilitate this transfer, you must use an Accounting Journal. The journal must use the current BR on the “**transfer to**” driver worktag(s) for those transactions.

GTF Gifts – Journals

- **Accounting Journals** are journals that are not tied to system generated transactions. They can be:
 - Entered manually (i.e. online)
 - Loaded via spreadsheet (i.e. HR background checks)
 - Loaded via system to system integration (i.e. Banner and oneBudget)
- Accounting Journals **Can be** used to split transactions between two or more driver worktags on invoices or expense reports. The journal must use current BR on the “**transfer to**” driver worktag(s) for those transactions.
- Accounting Journals **Can be** used to move prior year payroll transactions on a gift to another driver worktag. The journal must use current BR on the “**transfer from**” and “**transfer to**” driver worktags for these transactions.

GTF Gifts – Journals – Key Reminders

- Clear the driver worktag and all related worktags when changing the driver worktag on an Operational Accounting Adjustment Journal for Invoices and Expense Reports.
- Do not remove the gift worktag in the gift column when processing any type of journal using the DE worktag.
 - If you remove the gift from this column, the expense will not post to the gift worktag.
 - The gift budget will not show the correct remaining balance without the gift posted to the expense transaction.
 - The gift info displayed in the name/description of the DE worktag is informational only. It does not ensure the expense posts to the gift worktag.
- Run the **Find Journal Lines by Organization - CR** report monthly to make sure all gift expenses posted to a DE have a corresponding gift worktag in the gift column. If not, please correct expense via Operational Accounting Adjustment Journal or Accounting Journal.
- See example of Operational Accounting Adjustment transaction for an Invoice on the next few slides.

Example - Supplier Invoice – Operational Acctg Adj Jrn 1



Q INV-1290771



GT_INT1491_REP_GTF_Budget_Adjustment_Totals 2022-06-21 11_10 EDT is now available in My Reports

View Supplier Invoice

Supplier Invoice

Invoice Information

Company

Supplier

Currency

Invoice Date

Invoice Received Date

Total Invoice Amount

Amount Due

Supplier Invoice

Supplier Invoice: INV-1290771

Adjust Accounting

View Accounting

INV-1290771 Status Approved Match Status Matched Payment Status Paid

Invoice Information

Company: C0503 Georgia Institute of Technology

Supplier: Amazon Capital Svcs dba Amazon Business

Currency: USD

Invoice Date: 08/17/2021

Due Date: 09/16/2021

Total Invoice Amount: 8.25

Amount Due: 0.00

Invoice Reference Information

Payment Terms: Net 30

Supplier Document Received: No

Supplier's Invoice Number: 1QCF-9NVF-31HJ

Discount Date: (empty)

External PO Number: PO-5176760

Memo: Integration

Invoice Reference Information

Ship-To Address: 790 Atlantic Drive Atlanta, GA 30332 United States of America

Settlement Runs: SR-20211917-00

Handling Code: US Mail

On Hold: No

Supplier Document Received: No

Supplier's Invoice Number

External PO Number

Referenced Invoices

Supplier Contract: (empty)

Total Contract Amount: 0.00

Memo: Integration

Requisition Type: Procurement Requisition

Invoice Lines

Matching Summary

Attachments

Activity

Process History

Accounting Adjustment

- Key invoice number in search bar
- Select Adjust Accounting

Invoice Lines 1 Item

Turn off the new tables view



Invoice Line	Company	Line Item Description	Supplier Item Identifier	Business Document	Spend Category	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Op
Q	C0503 Georgia Institute of Technology	2 PCs MWRP Source 12" SMA Male to SMA Male RG316 Cable	B074Y9RN6J	PO-5176760 - Line 2 Matching 3	SC714100 - Supplies and Materials	790 Atlantic Drive Atlanta, GA 30332 United States of America	Jamia Deondra Luckett	Tax Applicability USA Taxable Tax Code		



Example - Supplier Invoice – Operational Acctg Adj Jrn l

Transaction Supplier Invoice: INV-1431099 Transaction Status Approved Accounting Adjustment Date 8/9/27/2022 Payment Status Paid

Document Information

Company: 00503 Georgia Institute of Technology
 Supplier: Atlanta Recycling Solutions
 Document Date: 06/28/2022
 Transaction Currency: USD
 Total Transaction Amount: 264.70

Lines Prepaid Details Accounting Adjustment Attachments

Lines 1 item

Change Reason	Memo	Current Worktags	Project	Grant	Gift	Designated	GTRI Charge Code	Custodial Entity	Program	*Additional	Billable	Prepaid
		Assignee: Lucianna Brown - lbrown41 Budget Reference: BR22 Class: CL64000 Sponsored Operations - Private Cost Center: CC000002 EYP A&F - Admin & Finance, Exec VP Function: FN17680 Improvements - Non-Building More (4)			x GTF710000086 Fin- Living Bldg					x Assignee: Lucianna Brown - lbrown41 x Budget Reference: BR22 x Class: CL64000 Sponsored Operations - Private x Cost Center: CC000002 EYP A&F - Admin & Finance, Exec VP x Function: FN17680 Improvements - Non-Building MORE (3)	<input type="checkbox"/>	<input type="checkbox"/>

Example - Supplier Invoice – Operational Acctg Adj Jrn l

Transaction Supplier Invoice: INV-1431099 Transaction Status: Approved Accounting Adjustment Date: 8/9/27/2022 Payment Status: Paid

Document Information

Company: 00503 Georgia Institute of Technology
Supplier: Atlanta Recycling Solutions
Document Date: 06/28/2022
Transaction Currency: USD
Total Transaction Amount: 264.70

Lines Prepaid Details Accounting Adjustment Attachments

Lines: 1 Item

Change Reason	Memo	Current Worktags	Project	Grant	Gift	Designated	GTRI Charge Code	Custodial Entity	Program	*Additional Worktags	Prepaid
		Assignee: Luciana Brown - lbrown41 Budget Reference: BR22 Class: CL64000 Sponsored Operations - Private Cost Center: 00000002 E/VP A&F - Admin & Finance, Exec VP Function: FN17680 Improvements - Non-Building More (4)									

1
Clear
Driver
Worktag

2
Clear all
Related
Worktags –
Must click
on each
one!!

Example - Supplier Invoice – Operational Acctg Adj Jrn l

Transaction Supplier Invoice: INV-1431099 Transaction Status Approved Accounting Adjustment Date * 09/27/2022 Payment Status Paid

Document Information

Company C0503 Georgia Institute of Technology
Supplier Atlanta Recycling Solutions
Document Date 06/28/2022
Transaction Currency USD
Total Transaction Amount 264.70

Lines Prepaid Details Accounting Adjustment Attachments

Lines 1 item

Current Worktags	Project	Grant	Gift	Proposed Adjustment Worktags	GTRI Charge Code	Custodial Entity	Program	Prepaid
Assignee: Lucianna Brown - lbrown41 Budget Reference: BR22 Class: CL64000 Sponsored Operations - Private Cost Center: CC000002 EVP A&F - Admin & Finance, Exec VP Function: FN17630 Improvements - Non-Building More (4)			2 Related Worktags Auto Populate GTF752220065 IPBA-EIS - Executive Reserves Institute Allocation FY22	1 Enter New Driver Worktag DE00022036 GTF752220065 PATH Foundation Westside Connector and Safety Improvements				2 Related Worktags Auto Populate Assignee: Justin White - jwhite372 Budget Reference: BR23 Class: CL64000 Sponsored Operations - Private Cost Center: CC000002 EVP A&F - Admin & Finance, Exec VP Function: FN16300 Fiscal Operations MORE (3)

GTF Gifts - Reporting

- Gifts transactions should be managed and reconciled monthly using the “**Other Funding Sources - Funding by Gift and Designated - CR**” report.
- This report will provide Budget, Commitments, Obligations, Actuals and Available Balance for the Main Gift and DE associated with the Gift. See example below.

Other Funding Sources - Funding by Gift and Designated - CR

Details

This report shows Gift-related funds for selected organization(s). Balances are broken down by both Gift and other breakouts like Designated and Grant to view any breakdown of a Gift. Any Gift that has blanks in the other fields represents the 'main' Gift.

There are additional fields that assist in analyzing the status or use of a Gift, including Cost Center, Assignee, Gift Type, and other demographics.

4 items

Cost Center	Gifts	Designated	Grant	GTRI Charge Code	Assignee	Gift Fund Owner	Designated Fund Owner	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance	Gift Type	Gift Primary Purpose	Gift Alternate Purpose	ISB Year
CC000003 AE - Aerospace Engineering	Avionics Integration	Johnson Support for AE	(Blank)		Kevin Ellis - kellis8	Mark Francis Costello		2,702.09	0.00	2,702.09	0.00	0.00	0.00	\$2,702.09	GTF Restricted Endowment Funds	Primary GTF Professorship	Alternate Owner: Chair Alternate Use: Unrestricted	
CC000003 AE - Aerospace Engineering	Avionics Integration	Rogers Support	(Blank)		Kevin Ellis - kellis8	Mark Francis Costello		25,730.71	0.00	25,730.71	0.00	0.00	6,107.06	\$19,623.65	GTF Restricted Endowment Funds	Primary GTF Professorship	Alternate Owner: Chair Alternate Use: Unrestricted	
CC000003 AE - Aerospace Engineering	Avionics Integration	fin	(Blank)		Kevin Ellis - kellis8	Mark Francis Costello		(23,839.56)	28,093.00	4,253.44	0.00	16,798.00	2,577.16	♦(\$15,121.72)	GTF Restricted Endowment Funds	Primary GTF Professorship	Alternate Owner: Chair Alternate Use: Unrestricted	
Total								4,593.24	28,093.00	32,686.24	0.00	16,798.00	8,684.22	\$7,204.02				

Total Gift Balance → 4,593.24

GTF Gifts - Reporting

- The EBBR - Expense Budgetary Balance Report – CR can provide some information for gifts but it does not provide gift budget detail by gift and DE worktag. The data is summarized to provide a combined gift budget.
- The EBBR does provide expense by category which may be helpful.

EBBR - Expense Budgetary Balance Report - GTCR 01/19/19

Details

20 Items

Ledger Account Group	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance	Percent Remaining
Total Personal Services	0.00	0.00	0.00	0.00	10,570.00	5,431.48 ▲	(\$16,001.48)	0.00%
Fringe Benefits	0.00	0.00	0.00	0.00	570.00	289.40 ▲	(\$859.40)	0.00%
Non-Faculty	0.00	0.00	0.00	0.00	10,000.00	5,142.08 ▲	(\$15,142.08)	0.00%
Total Travel	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%
Employee	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%
Total Operating Supplies & Expenses	0.00	0.00	0.00	0.00	6,228.00	3,252.74 ▲	(\$9,480.74)	0.00%
Other Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%
Scholarships/Fellowships	0.00	0.00	0.00	0.00	6,228.00	3,114.00 ▲	(\$9,342.00)	0.00%
Supplies & Materials	0.00	0.00	0.00	0.00	0.00	138.74 ▲	(\$138.74)	0.00%
Total Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other Memo	4,593.24	28,093.00	32,686.24	0.00	0.00	0.00	\$32,686.24	100.00%
Memo	[4,593.24]	28,093.00	32,686.24	0.00	0.00	0.00	\$32,686.24	100.00%
952400:GTCR / GTF Direct Expenditures	4,593.24	28,093.00	32,686.24	0.00	0.00	0.00	\$32,686.24	100.00%
Grand Total	4,593.24	28,093.00	32,686.24	0.00	16,798.00	8,684.22	\$7,204.02	22.04%
Drillable Grand Total	4,593.24	28,093.00	32,686.24	0.00	16,798.00	8,684.22		

GTF Gifts - Reporting

- The **Find Journal Lines by Organization - CR** report can be used to ensure all gift expenses posted to a DE have a corresponding gift worktag in the gift column.

Spend Category	Revenue Category	Debit Amount	Credit Amount	Ledger/Budget Debit minus Credit	Line Memo	External Reference ID	Match ID	Drillable Operational Transaction	Operational Transaction	Purchase order	Cost Center	Primary Driver Worktag	Project	Grant	Gift	Designated
SC714112 - Supplies and Materials Expense - Licenses (Non-Software)		250.00	0.00	250.00	virtual pilates class			PCV-3047179	PCV-3047179		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain				DE00003648 GTF360000338-0 ECCareerSvcMain
SC727111 - Other Operating Expense - Conference / Workshop Registrations		150.00	0.00	150.00	virtual belly dance workshop for students			PCV-3050447	PCV-3050447		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain				DE00003648 GTF360000338-0 ECCareerSvcMain
SC727111 - Other Operating Expense - Conference / Workshop Registrations		95.00	0.00	95.00	in support of student activities			PCV-3052337	PCV-3052337		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain				DE00003648 GTF360000338-0 ECCareerSvcMain
SC727112 - Other Operating Expense - Shipping Charges		26.96	0.00	26.96	CoC UPS shipping invoice.			PCV-3059233	PCV-3059233		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain			GTF360000338 CoC- Deans Fund from Corporate Affiliates	DE00003648 GTF360000338-0 ECCareerSvcMain
SC714111 - Supplies and Materials Expense - Shipping / Handling / Freight		60.32	0.00	60.32	CoC UPS shipping invoice.			PCV-3064359	PCV-3064359		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain			GTF360000338 CoC- Deans Fund from Corporate Affiliates	DE00003648 GTF360000338-0 ECCareerSvcMain
SC714111 - Supplies and Materials Expense - Shipping / Handling / Freight		8.30	0.00	8.30	CoC UPS shipping invoice.			PCV-3064357	PCV-3064357		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain			GTF360000338 CoC- Deans Fund from Corporate Affiliates	DE00003648 GTF360000338-0 ECCareerSvcMain
SC714111 - Supplies and Materials Expense - Shipping / Handling / Freight		8.30	0.00	8.30	CoC UPS shipping invoice.			PCV-3064356	PCV-3064356		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain			GTF360000338 CoC- Deans Fund from Corporate Affiliates	DE00003648 GTF360000338-0 ECCareerSvcMain
SC714111 - Supplies and Materials Expense - Shipping / Handling / Freight		203.46	0.00	203.46	OEC charges			PCV-3064019	PCV-3064019		CC000055 CoC - Academic Administration	DE00003648 GTF360000338-0 ECCareerSvcMain			GTF360000338 CoC- Deans Fund from Corporate Affiliates	DE00003648 GTF360000338-0 ECCareerSvcMain

Example Report – OFS by Gift and DE

Other Funding Sources - Funding by Gift and Designated - CR ⋮

Instructions Funding by Gift and Designated is a report designed to provide a user a high-level overview of a Gift or a set of Gifts in their Cost Center(s) as well as any divisions of a Gift. This report can be used in one of two ways:

To view a single Gift populate All Cost Centers in the Organization prompt and the Gift in the Worktags prompt.

To view all of the Gifts and their breakouts in a Cost Center simply populate the Cost Center(s) in the Organizations prompt.

Company *

Organization * ⋮

Period *

Time Period *

Budget Structure *

Budget Name ⋮

Book

Worktags ⋮

Additional Options

Gift Type ⋮

Manage Filters

0 Saved Filters

Example Report – OFS by Gift and DE

3 items

Cost Center	Gifts	Designated	Grant	GTRI Charge Code	Assignee	Original Budget	Amendments	Current Budget	Commitments	Obligations	Actuals	Balance	Gift Type	Gift Primary Purpose	Gift Alternate Purpose
CC000129 FA/Fell - Financial Aid - Fellowships	GTF2401 B Endow	[REDACTED]	(Blank)	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	(2) 18,000.00	(\$18,000.00) (1)	GTF Restricted Endowment Funds	Primary GTF Professorship	Alternate Owner: Department Head Alternate Use: Program
CC000298 ISyE - Industrial and Systems Engineering	GTF2401 B Endow	[REDACTED]	(Blank)	[REDACTED]	[REDACTED]	(3) 374.09	(3) 8,887.00	9,261.09	0.00	0.00	0.00	\$9,261.09	GTF Restricted Endowment Funds	Primary GTF Professorship	Alternate Owner: Department Head Alternate Use: Program
Total						374.09	8,887.00	9,261.09	0.00	0.00	18,000.00	(\$8,738.91) (1)			

- Gifts should never have a negative balance (1)
- If balance is negative, expenses must be moved to another driver worktag or additional funding for gift should be received within 60 days of negative balance occurring.
- To review expense detail posted, click on number (2)
 - If you need more detail on the expense journal run the “Find Journal Lines – CR” report for the gift.
- To review budget amendments/original budget posted, click on number (3)
 - **The Original Budget is the PY Ending Balance carried forward to CY.**

Example Report – OFS by Gift and DE

Example of Expense Detail (2)

Criteria View by: and then by:

3 items PDF XLS Filter

Journal	Journal Number	Fiscal Period	Journal Source	Operational Transaction	Ledger Account	Worktags	Ledger/Budget Debit minus Credit	Currency	Journal Status
Q	BAN_20210827_01	Aug-FY22 Actuals (C0503 Georgia Institute of Technology)	BAN - Banner ...		782100:Fellowships	Assignee: Terry Fair - tfair3 Budget Reference: BR22 Class: CL64000 Sponsored Operations - Private Cost Center: CC000129 FA/Fell - Financial Aid - Fellowships [Redacted] + More (4)	\$1,500.00	USD	Posted
Q	BAN_20210830_01	Aug-FY22 Actuals (C0503 Georgia Institute of Technology)	BAN - Banner		782100:Fellowships	Assignee: Terry Fair - tfair3 Budget Reference: BR22 Class: CL64000 Sponsored Operations - Private Cost Center: CC000129 FA/Fell - Financial Aid - Fellowships [Redacted] + More (4)	\$7,500.00	USD	Posted
Q	BAN_20220106_01	Jan-FY22 Actuals (C0503 Georgia Institute of Technology)	BAN - Banner		782100:Fellowships	Assignee: Terry Fair - tfair3 Budget Reference: BR22 Class: CL64000 Sponsored Operations - Private Cost Center: CC000129 FA/Fell - Financial Aid - Fellowships [Redacted] + More (4)	\$9,000.00	USD	Posted

Example Report – OFS by Gift and DE

Example of Budget Detail (3)

1 item PDF X Print

Budget	Fiscal Period	Ledger Account	Worktags	Ledger/Budget Debit minus Credit	Book Code	Amendment Type	Entry Type	Plan Type	Line Memo	Amendment Date
Q	FY22 Year (FY22 GF & GTF)	952400:GTRC / GTF Direct Expenditures	Cost Center: CC000298 ISyE - Industrial and Systems Engineering Fund: FD20200 Restricted - Foundation Gift: GTF	\$8,887.00		Budgetary Increase	Amendment	Financial	FY 22 Income Allocation	09/01/2021

GTF Gifts – Over-Expenditures

- **Gift Over-Expenditures**
 - GTF Gifts should generally have a positive available balance.
 - A gift is overspent when the Budget minus Commitments minus Obligations minus Actuals results in a negative overall balance.
 - All gift over expenditures must be corrected within 60 days of the expense posting to the ledger.
 - This correction may be initiated via a Budget Amendment or Journal in Workday or a Budget Transfer at the Foundation.
 - The Controller's Office will inactivate GTF Gifts that are not corrected and the gift will remain inactive until the balance is corrected.
 - You will not be able to process Requisitions, Spend Authorizations, Expense Reports or any type of Journals on a GTF Gift worktag or on an associated DE worktag once it has been inactivated.

GTF Gifts – Where to Get Help

- **Gift Budget on Incorrect Gift**
 - Contact the Foundation at gifts@gtf.gatech.edu to initiate the transfer
- **Other Questions**
 - Gift Budget on Main Gift but should be on DE
 - Gift Expense on Wrong Gift
 - Gift is Overspent
 - Submit question via ServiceNow.
 - <https://gatech.service-now.com/home> > Financials > General Workday > Request Help

