Georgia Tech Foundation (GTF) Gifts Help Guide

November 2023
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.
GTF Gifts - Overview

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

![Organizations](image)

![Related Worktags](image)
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** enter a ServiceNow request to transfer between GTF Gifts.

• 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

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

- **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**
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.
• **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 Jrnl**

- Key invoice number in search bar
- Select Adjust Accounting
Example - **Supplier Invoice – Operational Acctg Adj Jrnl**

![Image of Supplier Invoice – Operational Acctg Adj Jrnl](image_url)

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Supplier Invoice</th>
<th>Transaction Status</th>
<th>Approved</th>
<th>Accounting Adjustment Date</th>
<th>Payment Status</th>
<th>Djf</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Document Information**

- **Company**: CS903 Georgia Institute of Technology
- **Supplier**: Atlanta Recycling Solutions
- **Document Date**: 06/20/2022
- **Transaction Currency**: USD
- **Total Transaction Amount**: 264.70

**Additional Details**

- **Line Items**
  - Vendor: Supplier Name
  - Project: Project Name
  - Grant: Grant Number
  - Lift: Lift Number
  - Designated: Designated Role
  - UFP Charge Code: UFP Code
  - Custodial Entry: Custodial Entry
  - Program: Program Name
  - Account: Account Number

**Notes**

- An example of a note: "Assign spend on [additional note]"
Example - **Supplier Invoice** – Operational Acctg Adj Jrnl

1. **Clear Driver Worktag**

2. **Clear all Related Worktags** – Must click on each one!!
Example - **Supplier Invoice** – Operational Acctg Adj Jrn1

- Enter New Driver Worktag
- Auto Populate Related Worktags
- Enter New Driver Worktag
- Auto Populate Related Worktags
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.

![Example of the Other Funding Sources report](image)
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.
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.
Example Report – OFS by Gift and DE

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.

Enter - Cost Center, Gift, Series of Gifts, or Gift Hierarchy
• 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 of Expense Detail (2)

<table>
<thead>
<tr>
<th>Journal</th>
<th>Journal Number</th>
<th>Fiscal Period</th>
<th>Journal Source</th>
<th>Operational Transaction</th>
<th>Ledger Account</th>
<th>Worktags</th>
<th>Ledger/Budget Detail minus Credit</th>
<th>Currency</th>
<th>Journal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN_20210837_01</td>
<td>Aup FY22 Actuals (COS03 Georgia Institute of Technology)</td>
<td>BAN - Banner</td>
<td>---</td>
<td>782100.Fellowships</td>
<td>Assignee: Terry Fair - title3 Budget Reference: BR22 Class: DL64000 Sponsored Operations - Private Cost Center: CO000129 FA/Fell - Financial Aid - Fellowships</td>
<td>$1,500.00</td>
<td>USD</td>
<td>Posted</td>
<td></td>
</tr>
<tr>
<td>BAN_20210850_01</td>
<td>Aup FY22 Actuals (COS03 Georgia Institute of Technology)</td>
<td>BAN - Banner</td>
<td>---</td>
<td>782100.Fellowships</td>
<td>Assignee: Terry Fair - title3 Budget Reference: BR22 Class: DL64000 Sponsored Operations - Private Cost Center: CO000129 FA/Fell - Financial Aid - Fellowships</td>
<td>$7,500.00</td>
<td>USD</td>
<td>Posted</td>
<td></td>
</tr>
<tr>
<td>BAN_20220106_01</td>
<td>Jan FY22 Actuals (COS03 Georgia Institute of Technology)</td>
<td>BAN - Banner</td>
<td>---</td>
<td>782100.Fellowships</td>
<td>Assignee: Terry Fair - title3 Budget Reference: BR22 Class: DL64000 Sponsored Operations - Private Cost Center: CO000129 FA/Fell - Financial Aid - Fellowships</td>
<td>$9,000.00</td>
<td>USD</td>
<td>Posted</td>
<td></td>
</tr>
</tbody>
</table>
Example of Budget Detail (3)

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Fiscal Period</th>
<th>Ledger Account</th>
<th>Worktags</th>
<th>Ledge/Budget Debit minus Credit</th>
<th>Book Code</th>
<th>Amendment Type</th>
<th>Entry Type</th>
<th>Plan Type</th>
<th>Line Memo</th>
<th>Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FY22 Year (FY22 GF &amp; GTF)</td>
<td>952400:GTRC / GTF Direct Expenditures</td>
<td>Cost Center: CC00002981 SYE - Industrial and Systems Engineering Fund: FD202000 Restricted - Foundation Gift: GTF</td>
<td>$8,887.00</td>
<td>Budgetary Increase</td>
<td>Amendment</td>
<td>Financial</td>
<td>FY 22 Income Allocation</td>
<td>09/01/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](https://gatech.service-now.com/home) > Financials > General Workday > Request Help