2020 Financial Summit

Tuesday, December 8, 2020
9:00am to Noon
Virtual Blue Jeans Event
Welcome

Carol Gibson
Institute Controller and Chief Accounting Officer
## Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and Finance Update</td>
<td>Kelly Fox</td>
</tr>
<tr>
<td>HR &amp; Payroll Update</td>
<td>Zach Rogers</td>
</tr>
<tr>
<td>Grants &amp; Contracts Accounting Update</td>
<td>Josh Rosenberg, Serena Simpson, Jonathon Jeffries,</td>
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<tr>
<td></td>
<td>&amp; Glenn Campopiano</td>
</tr>
<tr>
<td>Budget Update</td>
<td>Jamie Fernandes &amp; Isabel (Yiny) Lynch</td>
</tr>
<tr>
<td><strong>Break – 5 minutes</strong></td>
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</tr>
<tr>
<td>Procurement and PCard Update</td>
<td>Ajay Patel</td>
</tr>
<tr>
<td>Supplier Accounts and Expenses Update</td>
<td>Abbie Coker</td>
</tr>
<tr>
<td>Business Assets Update</td>
<td>Frederick Trotter</td>
</tr>
<tr>
<td><strong>Break – 5 minutes</strong></td>
<td></td>
</tr>
<tr>
<td>Enterprise Resource Planning Update</td>
<td>Greg Phillips, Terryl Barnes, &amp; Nate Watkins</td>
</tr>
<tr>
<td>Restricted Gifts Update</td>
<td>Lee Wates</td>
</tr>
<tr>
<td>Financial Accounting / FDM Update</td>
<td>Carol Gibson</td>
</tr>
<tr>
<td>Retiree Recognition</td>
<td>Carol Gibson</td>
</tr>
</tbody>
</table>
Administration & Finance Update

Kelly Fox
Executive Vice President, Administration & Finance
HR / Payroll Update

Zack Rogers
Director, Payroll Operations
HR / PAYROLL UPDATE

Agenda

• Time Reporting Tips & Reminders
• Off-Cycle Processing
• Policy Reminders & Updates
• Calendar Year End Processing Dates
• E Verify Tips
HR/Payroll Update

Time Reporting Tips & Reminders

• OneUSG Timesheets Only Available For Employees Hired in the System

• Biweekly Paid Employees Cannot Be Paid for Leave Until Approved

• Managers - Delegate Timesheet Approval When Out of Office

• Managers – Cannot Enter Time on Timesheet After 28 Calendar Days (separate process)

• Payable Time (separate tab on timesheet) Shows Actual Daily Pay (applying rounding rules, overtime, etc.)
HR/Payroll Update

Off-Cycle Processing

• Emergency Off-Cycle
  o Permitted Once a Year
  o Paid within 2 Business Days After Approval
  o Must Have Direct Deposit
  o Usually only Regular Pay is Permitted

• Regular Off-Cycle
  o No limit on Requests
  o Paid Fridays opposite of Biweekly Pay Dates
  o Usually only Regular Pay is Permitted
HR/Payroll Update

Off-Cycle Processing

• For Biweekly, All Hours and Absences Must be Submitted and Approved on timesheet

• New Process Considered for Spring 2021
  o Eliminate Service Tickets
  o Electronic Submission of Requests
  o Streamlined for Payroll Processing Team
HR/Payroll Update

Job Knowledge Articles

• [https://services.gatech.edu](https://services.gatech.edu)
Policy Reminders & Updates – Calendars

- [https://hr.gatech.edu/payroll](https://hr.gatech.edu/payroll)
- Max Date to Submit Hire/Term Transaction to Make Payroll
- Failure to Follow Could Lead to Overpayments or Failure to Pay by Pay Date

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**Payroll Schedules - Monthly and Biweekly**

All employees have an assigned schedule within One USG Connect. To view your schedule, select the Schedule tile within Employee Self-service Time in OneUSG Connect.

Here are the pay calendars associated with each pay frequency:

- **2020 Monthly Calendar**
- **2020 Biweekly Calendar**
- **2020 Payroll Calendar (in calendar format)**; for best results, please print in color.
- **2021 Monthly Calendar**
- **2021 Biweekly Calendar**
- **2021 Payroll Calendar (in calendar format)**; for best results, please print in color.
## HR/Payroll Update

### Policy Reminders & Updates - Calendars

#### Monthly 2021 Payroll Calendar

<table>
<thead>
<tr>
<th>Direct Hire Form</th>
<th>(Hire/Rehire)/Terminations</th>
<th>Approval Levels 1 and 2 are Complete</th>
<th>Approval Levels 3 and 4 are Complete</th>
<th>Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals)</th>
<th>Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals)</th>
<th>Payroll Processed</th>
<th>Pay Date</th>
<th>Work Days</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>End Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/21</td>
<td>01/31/21</td>
<td>12/18/20</td>
<td>01/06/21</td>
<td>01/08/21</td>
<td>01/14/21</td>
<td>01/20/21</td>
<td>01/29/21</td>
<td>21</td>
<td>11M1</td>
</tr>
<tr>
<td>02/01/21</td>
<td>02/28/21</td>
<td>01/19/21</td>
<td>02/03/21</td>
<td>02/07/21</td>
<td>02/13/21</td>
<td>02/17/21</td>
<td>02/26/21</td>
<td>20</td>
<td>12M1</td>
</tr>
<tr>
<td>03/01/21</td>
<td>03/31/21</td>
<td>02/24/21</td>
<td>03/07/21</td>
<td>03/12/21</td>
<td>03/18/21</td>
<td>03/24/21</td>
<td>03/31/21</td>
<td>23</td>
<td>13M1</td>
</tr>
</tbody>
</table>

#### Biweekly 2021 Payroll Calendar

<table>
<thead>
<tr>
<th>Direct Hire Form (Hire/Rehire)</th>
<th>Approval Levels 1 and 2 are Complete</th>
<th>Approval Levels 3 and 4 are Complete</th>
<th>Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals)</th>
<th>Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals)</th>
<th>MGR Absence/Time Approval by 10am</th>
<th>Payroll Processed</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>End Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/27/20</td>
<td>01/09/21</td>
<td>12/11/20</td>
<td>12/18/20</td>
<td>01/04/21</td>
<td>01/11/21</td>
<td>01/11/21</td>
<td>01/15/21</td>
<td>11B1</td>
</tr>
<tr>
<td>01/10/21</td>
<td>01/23/21</td>
<td>12/18/20</td>
<td>12/27/20</td>
<td>01/12/21</td>
<td>01/25/21</td>
<td>01/25/21</td>
<td>01/29/21</td>
<td>11B2</td>
</tr>
<tr>
<td>01/24/21</td>
<td>02/06/21</td>
<td>01/08/21</td>
<td>01/15/21</td>
<td>01/25/21</td>
<td>02/08/21</td>
<td>02/08/21</td>
<td>02/12/21</td>
<td>12B1</td>
</tr>
</tbody>
</table>
HR/Payroll Update

Policy Reminders & Updates – Supplemental Pay

• Submitted in Manager Self Service - One Employee Per Transaction

• Some Pay Types Require a Form to be Attached to Transaction

• Additional Attachments
  - Optional
  - Do Not Include Other Employees’ Names

• Use Name in PeopleSoft, not preferred name

• Combo Code Is Optional

• Meet Transactional Due Dates

• Supplemental Pay Job Knowledge Article
HR/Payroll Update

Calendar Year End Processing - December

• Monthly Payroll Process Date – 12/21/2020
  o Falls on GT Winter Break
  o Supplemental Pay Transactions – Level 2 by 12/07/2020
  o Hire/Termination Transactions – Level 2 by 11/30/2020
  o Paid 12/31/2020

• Final Bi-weekly Payroll Process Date – 12/23/2020
  o Bi-weekly period ending 12/26/2020
  o Falls on GT Winter Break
  o Timesheet Approved by 5 p.m. 12/18/2020
    o Estimate Time for Online Timesheet Users if Working Holiday
    o Kaba or Webclock Users’ Time will be punched as normal – no estimation
  o Hire/Termination Transactions – Level 2 by 11/26/2020
  o Last Bi-weekly paycheck is 12/31/2020
Calendar Year End Processing - January 2021

• January Monthly Hires/Terminations
  o Approve Level 2 by 12/18/2020

• Pay Period End 1/09/2021 - Hires/Terminations
  o Approve Level 2 by 12/11/2020

• Pay Period End 1/23/2021 - Hires/Terminations
  o Approve Level 2 by 12/18/2020
HR/Payroll Updates

Calendar Year End Processing - Other

• W-2 Electronic Consent

• 360 Hour Vacation Reminder
E Verify Tips

• Eligibility to Work in U.S.

• Requires SSN (Foreign National—Select “Applied For” in Part 1 of I-9)

• Starts with Completion of Part 2 of I-9 Form (in Office piece of Onboarding)
  • Verification immediately if no errors

• Typical Issues that Can Delay
  • I-9 Part 1 Selection Issue
  • Missing Information
  • DHS Errors (Gives Number to Call)
Contact Information

https://services.gatech.edu

zachary.rogers@ohr.gatech.edu
Grants and Contacts Accounting Update

Josh Rosenberg  
*Senior Director, Grants and Contracts*

Serena Simpson  
*Systems Analyst Lead*

Jonathon Jeffries  
*Director, Cost Accounting*

Glenn Campopiano  
*Director, Project Accounting*
Workday Grants Reporting

Serena Simpson
Grants and Contracts Accounting
Systems Analyst Lead
Award, Award Line, and Grant

**Award**
- Sponsor and Prime Sponsor
- Award Type
- Award Date
- Award Schedule
- Award Amounts

**Award Line**
- Reimbursement Method
- F&A Rules
- Start and End Dates
- Subrecipient

**Grant**
- Collects costs
- Grant (Worktag)
- Related Worktags

Business rules to bill, collect, and report award activities.

Reporting can be done by award or by grant.
SPONSORED AWARD BUDGET EXPENSE REPORT (SABER)

Type of Reports:

SABER

SABER BY OBJECT CLASS

SABER BY AWARD (NEW)
Question: How do I view actuals for a specific period of time?

Answer: Use the “Budgets & Actuals On or After” and “Budgets & Actuals On or Before” criteria

<table>
<thead>
<tr>
<th>Period</th>
<th>× FY21 - Jul</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets &amp; Actuals On or After</td>
<td>07/01/2020</td>
</tr>
<tr>
<td>Budgets &amp; Actuals On or Before</td>
<td>07/31/2020</td>
</tr>
</tbody>
</table>
Question: How do I view just the Sponsored portion of my Award, not the cost share (vice versa)?

Answer: Use the Grant Hierarchy field to filter.
Question: How do I save a filter if I want to view the same criteria on a regular basis?

Answer: Enter Criteria, Create filter name, and Save filter.

Question: How do I modify filters?

Answer: You can select “Manage Filters” and edit your saved filter.

Question: Can I create multiple filters?

Answer: Yes, you must create unique filter name. All filters will display in the drop down.
TIPS AND TRICKS

Question: How do I view actual costs by Object Class?

Answer: Drill down on total for Award and/or Grant and view by Object Class and refresh
HELPFUL REPORTS

WORKDAY REPORTS:

• SABER
• SABER BY OBJECT CLASS
• SABER BY AWARD (New)
• EXTRACT AWARDS
• GT AWARD LINES EXTRACT - GTCR
• EXTRACT GRANTS

SABER V2 – **FASTER**
PI DASHBOARD
Policy Update

Jonathon Jeffries
Director – Cost Accounting
• 3.2 Personal Service Reporting using the Plan Confirmation System

• **Effort Reporting**
  • Effort Reporting is managed by Grants and Contracts Accounting
  • New Platform, but still available in TechWorks
  • Workload Assignment Forms and Annual Statement of Reasonableness – No Major Change

• **Changes in Policy**
  • RI Employees Charged on External Sponsored Grants or Cost Share require Effort Reporting
  • Biweekly Employees are now included in the Effort Reporting Population
  • Research Support Staff no longer report – Only Employees Charged to Grants in Workday
  • Terminating Employee Reporting in development
  • FY20 Process to be reviewed and identify process improvements

• Questions? Contact Jonathon Jeffries or easr.ask@business.gatech.edu
• PACE—High Performance Computing Service Center—Effective January 2021

• Background
  • GT-PACE is implementing a service center approach based upon a consumption model where research faculty pay based upon actual usage of cyberinfrastructure. This approach provides a unique opportunity to more fully leverage Institute investments in Coda-based equipment and capacity.

• Change in Policy
  • Temporary Indirect Cost Exemption for Commercial Cloud and GT-PACE
  • Includes services such as research storage, managed services, and cloud services through direct contracts with Amazon AWS, Microsoft Azure, Google’s Cloud Platform, Penguin Computing on Demand, and similar vendors
  • Two new ledger accounts - 714XXX for Internal (PACE) and External Vendors
  • Working with OSP to properly align changes with proposal budgets
Project Accounting Topics

Glenn Campopiano

Director – Project Accounting
Advance Award Numbers

- This is an OSP Policy (Policy 2.7: Advance Project Number)
- Allows for expenses to be charged prior to the receipt of a grant or execution of an agreement
- Must be strong evidence that the proposed sponsor intends to fund the project and will recognize funds expended in advance of the start date
- Generally only charges incurred within 90 days of the start date are recognized by federal sponsors
- All expenditures are guaranteed by the department
- Must be requested from OSP
- When approved, OSP will route to be set up via CIS and information will populate into Workday to be set up as an “Advance Award”
- Once the contract is fully executed, OSP will complete the initiation and this will trigger in Workday to complete the award for “OSP Import – New” set up
Sub-Awards

- Processed by Office of Sponsored Programs (OSP)
- **OSP Policy Series 5.0: Subcontracts, Subawards, and Subrecipient Administration**
- Know the difference between sub-recipient vs. vendor vs. consultant (see the Checklist on the OSP website: [https://osp.gatech.edu/subrecipient-determination](https://osp.gatech.edu/subrecipient-determination))
- Consider the length of the period of performance (POP) of the sub-award to enable efficient closeout
- Monitor and document performance of subs – PI responsibility
- Keep track of subaward cost share, if any
Spend Parameters for Grants

- Ensure timely posting of effort during the POP
- Avoid managing effort by Express Direct Retro (EDR)
- Create POs and purchases in the beginning of the award as required; avoid last minute buying at the end of the POP
- Issue sub awards timely and document/monitor subs
- Recognize the need for no-cost extensions (NCEs) in time so it doesn’t happen after the end date of the award
- Plan and submit continuation mods as soon as possible to avoid gaps in the POP
Award Closeout

• Ensure timely posting of allowable costs during the POP
• Review awards 90 days prior to the end date
• Be wary of large spikes in spending towards the end of the POP – spending out large balances at the end of the POP is problematic
• Try for even burn rates over the POP
• Avoid past term EDRs and cost transfers
• Avoid materials and supplies (M&S)/equipment purchases in the final weeks of the award – harder to justify the benefit to the award
• Ensure sub-awards are fully invoiced and paid by the end date
• Ensure cost share, if applicable, has been met
Budget Updates

Jamie Fernandes
Executive Director

Isabel (Yiny) Lynch
Budget Manager
Georgia Tech Institute Budget Totals

Revenue by Major Source
Fiscal Years 2020-21 Original Budget ($M)

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Sales &amp; Other</td>
<td>$155.3</td>
<td>$154.1</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$170.8</td>
<td>$167.7</td>
</tr>
<tr>
<td>Overhead Recoveries - Grants &amp; Contracts</td>
<td>$237.7</td>
<td>$291.3</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$360.6</td>
<td>$320.4</td>
</tr>
<tr>
<td>Student Tuition</td>
<td>$412.0</td>
<td>$392.8</td>
</tr>
<tr>
<td>Sponsored Operations</td>
<td>$683.1</td>
<td>$788.8</td>
</tr>
</tbody>
</table>

Total FY21 Budget: $2.11B
FY2021 Flow of Funds

Georgia Institute of Technology FY21 Budget Funds Flow | Total = 2,080.44

Source of Funds

- Sponsored Operations: 788.76
- Student Tuition: 392.79
- State Appropriations: 320.38
- Indirect Cost Recoveries: 291.27
- Department Sales & Svcs: 67.3
- Other & Technology Fee: 66.37
- Auxiliary Enterprises: 133.17
- Student Activity: 20.6

Use of Funds

- Instruction: 376.05
- Research: 1,068.99
- Public Service: 30.93
- Academic Support: 89.09
- Student Services: 35.73
- Institutional Support: 125.79
- Operation of Plant: 150.24
- Scholarships & Fellowships: 52.25
- Auxiliary Enterprises: 133.17
- Student Activity: 20.6
## FY2021 Campus Financial Impact

### Original FY2021 Budget Submission

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Amount (in millions)</th>
</tr>
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<tbody>
<tr>
<td>State Appropriations - 14%</td>
<td>$(46.80)</td>
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<tr>
<td>Tuition Projection</td>
<td>(24.60)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$(71.40)</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Furloughs</td>
<td>$(16.8)</td>
</tr>
<tr>
<td>Program/Department Reductions</td>
<td>(30.5)</td>
</tr>
<tr>
<td>One-Time</td>
<td>(24.1)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$(71.4)</strong></td>
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</table>

### Actual FY2021 Budget Impact

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Amount (in millions)</th>
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<tbody>
<tr>
<td>State Appropriations - 8.7%</td>
<td>$(29.1)</td>
</tr>
<tr>
<td>Tuition Projection (revised)</td>
<td>(4.6)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$(33.7)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department (non-personnel) Reductions</td>
<td>$(22.0)</td>
</tr>
<tr>
<td>Workforce Impact (vacant and filled)</td>
<td>(8.1)</td>
</tr>
<tr>
<td>One-Time</td>
<td>(33.6)</td>
</tr>
<tr>
<td>Covid-19 Expenses</td>
<td>20.0</td>
</tr>
<tr>
<td>2020 Summer</td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$(33.7)</strong></td>
</tr>
</tbody>
</table>
Looking Ahead

• 2021-2022 Pressures
  • Enrollment
  • Extraordinary expenses
  • State-level impacts
  • Research funding
  • Merit

• Budget Process Reform
  • Purpose and intent
  • Components and considerations
  • Engagement

We need to drive innovation and productivity to generate new sources of revenue
Voluntary Separation Incentive Program (VSIP)

- 110 participants
- Estimated Savings – FY2021 $1.3M; FY2022 $2.6M
- FY2021 Budget Action - 2 months of position budget to be remitted back to the central institute in the January budget amendment (tuition, state appropriations, other general, and indirect cost recovery). Impacted departments will be contacted in December to review the proposed budget adjustment.
- FY2022 Budget Action – position budgets (tuition, state appropriations, other general, and indirect cost recovery) to be held central unless approved for backfill.
Departmental Sales and Services (DSS)

• Budgets, Controller’s, and ERP are working on changes to the current DSS carry forward policy.

• Carry forward of DSS will still be allowed, but additional fields need to be captured in Workday.
  • The goal is to use additional balancing units to help capture different types of DSS and to revamp the process during FY21 to make it easier and more transparent.

• Departments will receive a notice when FY2020 DSS carry forward is available to budget.
Departmental Sales and Services (DSS)

• For FD14100 new individual balancing units (BU’s) will be established for each:
  • Events/Conferences
  • International Campuses
  • Study Abroad Programs
  • Service Centers

• Request form will be in ServiceNow soon for new BU requests for the items listed above.

• Interdepartmental Sales and Services Revenue (i.e. Quasi Revenue) will be moved to FD10600 Other General new DE’s and RC471108. These funds will still not be allowed to carry forward.
Break – 5 minutes
Procurement and PCard Updates

Ajay Patel
Director of Purchasing
Procurement

- Procurement Process Changes
  - Implemented
  - Pending

- Training / Service Now

- PO Closures
  - Getting ready for Year end!!

- Deliver to locations

- PCard updates/ clarifications

- Supplier Onboarding
Procurement – Process Changes

- Implemented:
  - Auto Sourcing of contracted purchases
    - Punch-out catalog requisition is less than $25,000 or
    - Contract requisition is less than $25,000 and a contract is identified on every line
    - Will speed up approval times in procurement
    - Please ensure that the correct contract is used
  - Delivery dates on Requisitions now optional
    - Ensure your enter one if needed
    - Should reduce clicks and entry time for a requisition
Procurement – Process Changes

• Pending:

  • Raising the “no bid” limit to $24,999
    • Effective date will be early next year
  
  • Federal and State rules allow this increase
  
  • Departments should still ensure that they are obtaining best value for their purchases
  
  • Compliance requirements are not waived (such as E-verify etc.).
  
  • PO’s should be issued in advance
  
  • Please do not split orders.
Procurement – Training/Support

Service Now Job aids: https://b.gatech.edu/3louzxy
Procurement – Training/Support

• Purchasing training plan being developed (for a post COVID world 😊!)
  • Considering requirements for training for role access (specifically RQ reviewer)
  • Policy/ Systems training
  • In person vs online
  • Lunch & Learns and Department focused training
**Procurement – PO Closures**

[https://b.gatech.edu/3lHwygQ](https://b.gatech.edu/3lHwygQ)

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft*</td>
<td>Requisition has moved from the requisition event to the purchase order event. The procurement buyer has started the review process. Purchase orders in draft have been assigned a draft purchase order number. CAUTION: Users should not assume that a purchase order will be approved. The Procurement Buyer is still working on the purchase order.</td>
</tr>
<tr>
<td>In Progress*</td>
<td>Purchase order has been submitted and is awaiting approvals</td>
</tr>
<tr>
<td>Approved*</td>
<td>Purchase order has been approved by the Procurement Buyer. The buyer may still be adding additional data to the purchase order.</td>
</tr>
<tr>
<td>Issued</td>
<td>Purchase order has been approved and issued to the supplier. Supplier can now start work.</td>
</tr>
<tr>
<td>Canceled</td>
<td>Purchase order has been canceled prior to approval.</td>
</tr>
<tr>
<td>Closed</td>
<td>Purchase order has been closed. Receipts may no longer be created. Supplier invoices may no longer be associated with purchase order. Purchase order lines that have been obligated, but not liquidated, are released.</td>
</tr>
</tbody>
</table>
• If a Purchase Order has a remaining balance and no additional supplier invoice payments are expected, then it must be closed in order to liquidate the remaining encumbrance balance.

• To close a PO, the end user can complete a Change Order Requisition or send in a spreadsheet with the PO’s to be closed to procurement via Service Now.
  • If no payments have been made against the PO please attach confirmation from the vendor that they are ok with closing the PO.
Procurement – PO Closures

- Procurement will plan to close CY and PY PO’s meeting the following criteria (Facilities and Sub award PO’s will be excluded):
  - BR19 – PO’s with open encumbrance less than $1K
  - BR20 – TBD
  - BR21 – PO’s with open encumbrance <$100 AND at least one invoice paid

<table>
<thead>
<tr>
<th></th>
<th>ALL</th>
<th>Lapsable Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR19 Less than $1000</td>
<td>169 $ 114,644.00</td>
<td>47 $ 30,417.00</td>
</tr>
<tr>
<td>BR20 Less than $500</td>
<td>2,345 $ 352,776.00</td>
<td>838 $ 119,254.48</td>
</tr>
<tr>
<td>BR21 Less than $100</td>
<td>137 $ 5,064.00</td>
<td>46 $ 1,650.00</td>
</tr>
</tbody>
</table>
Procurement – PO Closures

• Procurement will post a list of these PO’s on our website www.procurement.gatech.edu no later than December 11th

• This will ensure this is a static list

• Department will have until January 15th to submit justifications to leave the PO’s open

<table>
<thead>
<tr>
<th></th>
<th>ALL</th>
<th>Lapsable Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of PO's</td>
<td>Total $</td>
</tr>
<tr>
<td>BR19</td>
<td>Less than $1000</td>
<td>169</td>
</tr>
<tr>
<td>BR20</td>
<td>Less than $500</td>
<td>2,345</td>
</tr>
<tr>
<td>BR21</td>
<td>Less than $100</td>
<td>137</td>
</tr>
</tbody>
</table>
Procurement - Deliver To Locations

• Workday locations are official locations allowed by Georgia Tech. Additions and changes occur only due to changes in official locations (new/ expired leases, new buildings etc.)

• Delivery to home addresses due to work from home schedules can be done by:
  • PCard:
    • In order to ship specific items to a home address, the PCard holder must secure supervisor approval and approval from the PCard office
    • This approval must be documented in the PCard request or the expense reimbursement.

• Reimbursements
  • Must be compliant with the reimbursement policy
  • Must be approved by supervisor and/or department
Procurement - P-Card

• Cancel / Edit capability removed
  • Allowed transactions to be changed after approvals including BR
  • Drafts are deleted daily
    • Contact PCard office if needed earlier.

• Alerts in Workday
  • New Transactions
    • Cardholders
      • Escalate if no action taken
  • Approvers
• New suppliers self-register using the External Supplier Registration Portal site.

• The link to the site is provided by the Accounts Payable team and can be requested via ServiceNow ticket.

• Registration through the Supplier Portal is by invitation only. The Georgia Tech department that the supplier is working with can request the Link/Invitation.

• If a supplier is available in Workday it does not mean they are “APPROVED” to do work or provide goods.
Supplier Accounts and Travel

Abbie Coker
Director, Accounts Payable and Travel
Supplier Registration – Tips & Tricks

✓ Please remind suppliers to save their log in information. Their log in information is required for checking registration status. **No email notification and/or reminder will be sent.**

✓ It is imperative that you reach out to the vendor for information on their registration status – which can only be obtained via their log in.

✓ EIN (Tax ID) and/or Social Security that matches the registration name is required for set up.

✓ All foreign suppliers require a W8BEN for (individuals) or W8BEN-E for (entities) to be uploaded with their submission.

✓ Please remind students when registering for an award – their personal information (name and social) is required – NOT the award name and etc.

✓ Current suppliers are required to submit a new W-9 form in order make any updates to their records
Foreign Individuals – Tips & Tricks

Foreign Individuals aka Non-Resident Aliens (NRA’s)

✓ Please check with AP Accounting before submitting a (supplier invoice request) SIR for payment for foreign individuals for tax purposes

✓ Glacier initiation is required to determine tax liability and withholding for foreign individuals

✓ An email address is required for Glacier initiation. In addition, GT ID# is required for students

✓ You may contact AP Accounting by submitting a ticket to ServiceNow
Pre-Winter AP & Travel Deadlines

• The final AP pay cycle for checks will be **Thursday December 17, 2020**

• The final AP pay cycles for ACH and EFT will be **Friday December 18, 2020**

• Wire Transfer requests should be submitted by **12 noon on Tuesday December 15, 2020**

• All rush payment requests must **be received by 4:00 pm on Tuesday December 15, 2020**. PRIOR to submission.

• All ‘pick up’ checks are to be **picked up by noon on Friday, December 18, 2020**

  Don’t Miss the DEADLINE!
Accounts Payable - Outstanding Invoices

• An Invoice is outstanding if it is not paid within 30 days of the invoice date (per payment terms).

• AP is unable to pay an invoice in the following scenarios
  • Invoices with no PO#
  • PO is closed
  • Receipts are not entered in Workday by the end user.
  • Purchase order has insufficient funds and requires a change order
  • Invoices in match exception
  • Invoices sent to units and not forwarded to apinvoices@gatech.edu
Clearing Unpaid Invoices in WebNow - Tips & Tricks

- Review all invoices in your department WebNow queue
  
  ✓ Review the sticky note with action needed
  
  ✓ Take necessary action in order for invoice to be processed
  
  ✓ Update the sticky note and route the invoice forward by selecting “Approved for AP to Pay”
Clearing Unpaid Invoices in WebNow - Tips & Tricks

✓ Do not order goods or services if you do not have a PO number

✓ Send all invoices in your department to apinvoices@gatech.edu immediately. This is applies to all invoices including catering and hotel bills

✓ Do not send duplicate invoices to apinvoices@gatech.edu as this will slow down the process

✓ Review Invoices in your WebNow queues

✓ Provide a PO# for invoices with no PO

✓ Contact Purchasing for guidance on closed PO’s
Clearing Invoices in Match Exception?

✓ Review all invoices in match exception report.

✓ Run “Find Supplier Invoice for Campus-GTCR” report in Workday weekly.

✓ Helps with researching PO’s with multiple invoices keyed on the PO lines
  • Search by PO# to view the status of all invoices associated with the PO
  • If one invoice in exception due to a receipt or change order, it will show all other invoices affected
  • Create change order to increase funds
  • Enter receipts

✓ Create a ServiceNow ticket for Legacy PO’s
How can you find payment status?

- Run the “Find supplier invoice for campus – GTCR” report in Workday.
- No need to contact ServiceNow
- It also provides what is in match exception
- When submitting a ServiceNow ticket please provide all necessary information provide PO #, invoice in question and any other relative information
Accounts Payable Point of Contact

✓ A “Point of Contact” was provided by each department
✓ AP to reach out to Point of Contact when issues are encountered
✓ Streamline information from AP to departments and vice-versa
✓ Responsible for sharing knowledge with others within their department
✓ Take necessary action on invoice issues or have responsible parties take action
✓ Notify AP of actions taken
✓ Complete Survey & Provide Feedback
✓ Training Sessions tailored to department needs
✓ Wellness Check Sessions

If you do not have or do not know your point of contact, contact AP via ServiceNow
A Spend Authorization must be completed and approved prior to the first day of travel for all travel outside the state of Georgia.

COVID-19 requirements:
- Spend Authorization must be completed for all travel 50+ miles or overnight travel
- Blank Spend Authorization for travel less that 50 miles

Spend Authorizations are closed 60 days after travel end date

Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip, but no later than 45 calendar days.

Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered as taxable income per the IRS.
Managers, Cost Center Managers and/or Worktag Managers are to approve expense reports “in progress” status in a timely manner.

A daily digest email is sent daily to all Workday users as notification for any items in your Workday inbox pending action.

All approvers must ensure all expenses are appropriate, allowable and all required receipts are attached prior to approval.

Split Funding:
- Option to add an expense line for each split worktag
- Funds cannot be split at the header
Expense Reports Tips & Tricks

Travelers and Approvers:

✓ Review expense reports in “draft” or in “progress’ status and either cancel or approve
✓ You may check the status of an expense report by running the ”Find Expense Reports by Organization - CR” Report

OR

✓ Enter the expense report number in the search field and click enter: EXP-1011111

• Check Business Process
• Expense reports that have an approved status have been paid

✓ Expense reports in draft or in progress status will be cancelled if no further action is taken
External Committee Member (ECM) Tips & Tricks

✔ Used to reimburse non-employees
✔ External Committee Members need to be created
✔ Be sure to add a valid address under Contact Information
✔ Do not create an ECM with an international address
✔ ECM’s are paid by check only.
✔ ECM’s for foreign individuals can only be paid via wire payment submitted via a SIR (Supplier Invoice Request)
✔ ECM will need to register as a supplier to be set up for payment
✔ Always run "Duplicate Committee Member Audit" Report to check if an ECM already exists before creating a new ECM.

Duplicate Committee Member Audit

External Committee Member - Name
External Committee Member (ECM) - Tip & Tricks

Step 1 – Creating the ECM.

Create External Committee Member

Create a new external committee member and assign membership in the selected committee.

Effective Date: 10/01/2020

Committee: Search

- Expenses Non-Workers GT
Step 2 – Ensure address is populated
External Committee Member (ECM) – Tip & Tricks

Step 3 – Complete “To Do” step and verify ECM address is populated to avoid a check with no address

Instructions:

To Verify Committee Member Address is Populated
- Click Submit below to finish creating the Committee Member
- Search for Committee Member’s name
- Click on Related Actions to the right of the member’s name
  - Hover over Personal Data
  - Click Change Contact Information. Verify address information is populated
Gift Cards – Tips & Tricks

✓ Gift card usage is allowable for the following purposes:
  • Research participants that participate in sponsored research activities
  • Students that participate in student surveys or activities
✓ An appropriate funding source is required
✓ Gift cards cannot be purchased with state funds
✓ IRB Approval required for research with human subjects
✓ Proof that recipient received the gift card required
✓ Meal delivery services like DoorDash, Grubhub, Uber Eats, etc. should not be used to deliver meals to individuals or to provide gift cards or promotional codes to order meals for virtual events
✓ Meals for virtual holiday events and celebrations (including retirement celebrations) as well as meals for virtual staff appreciation and recognition events are prohibited
### Policy Updates

The following policies have been updated:

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.1.9</td>
<td>Procurement of Group Meals for Employees</td>
</tr>
<tr>
<td>5.3.1</td>
<td>Honorarium Payments</td>
</tr>
<tr>
<td>5.3.2</td>
<td>Reimbursable Expenses for Official Guests and Visitors</td>
</tr>
<tr>
<td>5.3.5</td>
<td>Payments to International Vendors and Nonresident Alien Foreign National Consultants, Scholars, and Official Visitors</td>
</tr>
<tr>
<td>5.5.1.1</td>
<td>Types of Payments</td>
</tr>
<tr>
<td>5.5.1.10</td>
<td>Processing Credit Memos and Refund Checks</td>
</tr>
<tr>
<td>5.5.1.3</td>
<td>Payment Turnaround</td>
</tr>
<tr>
<td>5.5.2</td>
<td>Fiscal Year End Encumbrances</td>
</tr>
<tr>
<td>5.5.4</td>
<td>Document Management and Archive Retention Policy</td>
</tr>
<tr>
<td>6.2</td>
<td>Travel Authorization</td>
</tr>
<tr>
<td>6.4</td>
<td>Meals and Transportation</td>
</tr>
<tr>
<td>6.5</td>
<td>Lodging</td>
</tr>
<tr>
<td>6.6</td>
<td>Air Transportation</td>
</tr>
<tr>
<td>6.7</td>
<td>Ground Transportation</td>
</tr>
<tr>
<td>6.9</td>
<td>Miscellaneous Travel Expenses</td>
</tr>
<tr>
<td>6.10</td>
<td>Trips Which Include Annual Leave/Personal Travel</td>
</tr>
<tr>
<td>6.11</td>
<td>Conference Registration</td>
</tr>
<tr>
<td>6.13</td>
<td>Reimbursement of Travel Expenses</td>
</tr>
<tr>
<td>6.17</td>
<td>Foreign Travel</td>
</tr>
<tr>
<td>6.18</td>
<td>Employee Direct Deposit</td>
</tr>
</tbody>
</table>
The following policies are under review by the Office of Ethics and Compliance:

<table>
<thead>
<tr>
<th>Policy Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.4 Short-Term Instructors</td>
</tr>
<tr>
<td>5.5.1 Invoice Submission and Payment</td>
</tr>
<tr>
<td>5.5.1 Vendor Invoice Submission and Payment Matching</td>
</tr>
<tr>
<td>5.5.1.11 Payment Terms</td>
</tr>
<tr>
<td>5.5.1.4 Rush Payments</td>
</tr>
<tr>
<td>5.5.1.5 Invoice Approval Policy</td>
</tr>
<tr>
<td>5.5.1.6 Check Request Policy (Change to Supplier Invoice Request)</td>
</tr>
<tr>
<td>5.5.1.7 Employee Payment Requests - non-travel related</td>
</tr>
<tr>
<td>5.5.1.9 Student Payments</td>
</tr>
<tr>
<td>5.5.1.9 Student Payments (Replacing Fellowship and Stipend)</td>
</tr>
<tr>
<td>5.5.5 Stop Payment of AP Checks</td>
</tr>
<tr>
<td>5.6 Gift Card Policy</td>
</tr>
<tr>
<td>6.8 Rental Vehicles</td>
</tr>
<tr>
<td>6.14 Retreats and Campus Workshops for Faculty and Staff</td>
</tr>
<tr>
<td>6.15 Travel Advances</td>
</tr>
</tbody>
</table>
Supplier Accounts and Travel

And now I’m sure you all agree....

.....is a year to remember!!
Business Assets

Frederick Trotter
Director of Insurance & Assets
Cleanup of Untagged Equipment & Old Asset Tag Numbers

Untagged Equipment

• As of 11/20/20, **1430 Untagged Assets** valued at **$34,864,828.40**.

• Oldest untagged asset acquired August 2015

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

• Property Control implemented a monthly review using Monthly Untagged Aging List (with Cost & Asset Count by Cost Center) already generated for the Controller’s Office.

• Property Control sends a monthly follow-up communication to Cost Centers Property Coordinators and Financial Managers in order to get this number reduced.

Equipment with Old Tag Numbers

• As of 11/20/2020 **77 Assets** valued at **$1,208,297.95** still have not been updated to the current CAE barcoded asset tags.

• Property Control will generate a list and share it with Cost Centers for standardization of GT Assets Tag Ids.
Requisition Quantity/Line Issues

Cost Centers are required to create a requisition with correct Quantity, Unit Cost, Extended Amount and Spend Categories to reflect Supplier’s Quote.

Stanford Research Systems
1290-D Reamwood Avenue, Sunnyvale, California 94089
Phone: 408-744-9040 · Fax: 408-744-9049 · info@thinkSRS.com · www.thinkSRS.com

Quotation #: 61495

10/26/2020

Company: Georgia Tech Research Institute

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Product</th>
<th>Description</th>
<th>Price</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>FS725/2C</td>
<td>Rubidium frequency standard (w/ opt. 02 &amp; opt. C)</td>
<td>$4,485.00</td>
<td>$4,485.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EW725</td>
<td>Extended warranty (2 additional years) for the FS725</td>
<td>$375.00</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

Subtotal: $4,860.00
Shipping and Insurance: $84.80
Estimated Total: $4,944.80
# Requisition Quantity/Line Issues

## REQUISITION TEMPLATE

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Spend Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods Line #1</td>
<td></td>
<td></td>
<td><strong>Rubidium frequency standard (w/ opt. 02 &amp; opt. C)</strong></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$4,485.00</td>
<td><strong>SC743200 - Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999)</strong></td>
</tr>
<tr>
<td>Services Line #1</td>
<td></td>
<td></td>
<td><strong>Extended warranty (2 additional years) for the FS725</strong></td>
</tr>
<tr>
<td></td>
<td>No Quantity</td>
<td>$375.00</td>
<td><strong>SC715900 - Repair and Maintenance - Contracts</strong></td>
</tr>
</tbody>
</table>
CORRECTLY SUBMITTED REQUISITION

Spend Categories, Quantity, Unit Cost, Extended Amount reflects the submitted Invoice/Quote.

### Goods

<table>
<thead>
<tr>
<th>Line</th>
<th>Image</th>
<th>Item</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Cost</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Item</td>
<td>Requested</td>
<td>Each</td>
<td>4,485.00</td>
<td>4,485.00</td>
</tr>
</tbody>
</table>

**Item Description**

FS725/2C Rubidium frequency standard (w/ opt. 02 & opt. C) Quote 61495

**Spend Category**

SC743200 - Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999)

### Services

<table>
<thead>
<tr>
<th>Line</th>
<th>Image</th>
<th>Item</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Item</td>
<td>Requested</td>
<td>375.00</td>
<td></td>
</tr>
</tbody>
</table>

**Description**

EW725 Extended warranty (2 additional years) for the FS725 Quote 61495

**Spend Category**

SC715900 - Repair and Maintenance - Contracts
Policy Updates

- **Assets requiring Special Disposal (GASB83)**
  - Requirement from the USG / GASB accounting standards. All USG schools have to provide a listing of assets with “retirement obligations”, which is accounting language for assets requiring disposal costs.
  - Assets requiring Special Disposal will be identified and have their tags updated (X-ray machines, MRI machines, NMR Machines, Nuclear Reactors, Wind Turbines, Waste Treatment Plants,...)
  - Campus will have to affix new tags on Assets requiring Special Disposal moving forward.

- **Donated Assets**
  - Donated assets will be identified and have their tags updated.
  - Campus will have to affix new tags on Donated Assets moving forward.

- **Terminated Custodians**
  - Terminated Custodians not updated in Workday will create integration errors between Workday and RFTrack
  - Unless Assets with errors are removed from integration nightly run list the error will occur until custodian is updated/corrected.
  - Property Coordinators need to update custodian field in Workday when current custodian is terminated (can be Property Coordinator’s name in the interim).
  - Property Control will follow up with Property Coordinators when terminated custodian integration error occurs.
Business Asset Reports: Tips and Tricks

• **Question:** How do I find the list of untagged assets for my Cost Center?

• **Answer:**
  - Search for the find untagged assets – GTCR report in Workday
  - Type in your Cost Center Number
  - Selected “In Service”, “Issued” & “Registered” Asset Statuses
Asset Spend Categories

• In order to minimize accounting reconciliation due to incorrect spend category usage, Cost Centers should ensure that all assets requirements are met and use the appropriate equipment spend category.

• All state-owned equipment must meet the following requirements:
  • Equipment (including machinery, furniture, vehicles) purchased with an acquisition cost of $3,000 or more. (Individual equipment items costing more than $4,999.99 will be budgeted as capitalized equipment, with no overhead charges).
  • Item has a life expectancy of more than 1 year
  • Item is owned by Georgia Tech, not the sponsor
  • Item is not permanently attached to a building
  • Firearms and vehicles are still to be tagged regardless of their value.
## Asset Spend Categories

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

Logistics is responsible for the pickup of surplus items campus wide.

Surplus guidelines for pick-ups during Covid-19 move forward

- All items will need to be at the loading dock ready for pick-up.
- All items will need to be free of liquids and all files removed from furniture.
  - Buildings without a loading dock, will need to have items staged on the ground floor.
- All visitors, students and campus personnel need to wear a mask when in the work area, building, or when conducting business with surplus and building staff.
- Delivery to surplus – 2-week notice is required prior to delivery date (including surplus forms/pictures)

Any questions regarding GTRI Surplus should be addressed to William Roddy, Director Facilities & Capital Planning GTRI
Freight

Per USG 7.1 Capital Asset Definitions and Guidelines

• Capital assets must be recorded and reported at their historical costs, which include the vendor’s invoice (plus the value of any tradein), plus sales tax, initial installation cost (excluding GT in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service.

• Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees.
Recap FY20 GT Annual Physical Inventory

- FY20 Annual Inventory Period Inventory 12.09.19 – 03.31.20
- Not completed due to campus closure in March
- Annual Inventory Missing Assets reported as of 07.10.20

<table>
<thead>
<tr>
<th>Asset Count</th>
<th>Cost</th>
<th>Net Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4869</td>
<td>$111,528,647.79</td>
<td>$19,151,464.65</td>
</tr>
</tbody>
</table>

- Communication “push” was forwarded to Finance Directors, Financial Managers, Supervisors and Property Coordinators. Challenge: campus personnel had not fully returned to campus
- Annual Inventory Missing Assets reported as of 07.24.20

<table>
<thead>
<tr>
<th>Asset Count</th>
<th>Cost</th>
<th>Net Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>496</td>
<td>$13,098,728.88</td>
<td>$2,372,193.97</td>
</tr>
</tbody>
</table>
Inverted Inventory Deadlines for Larger Cost Centers to complete and submit Inventory reports first in order to allow

- Additional search for missing assets reduction.
- More time for inventory reports review between the inventory deadlines and year-end financial reporting period.

<table>
<thead>
<tr>
<th>Class</th>
<th>Assets Count</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>750 +</td>
<td>12/18/2020</td>
</tr>
<tr>
<td>C</td>
<td>400-750</td>
<td>1/19/2021</td>
</tr>
<tr>
<td>B</td>
<td>100-399</td>
<td>2/12/2021</td>
</tr>
<tr>
<td>A</td>
<td>1-99</td>
<td>2/26/2021</td>
</tr>
</tbody>
</table>
Current inventory status 52.8% of assets inventoried as of 12/1/2020

- 99% for Class D – 11681 inventoried assets
- 53% for Class C – 3113 inventoried assets
- 14% for Class B – 534 inventoried assets
- 26% for Class A – 372 inventoried assets

The current inventory scanning period for Class “D” Cost Centers ended 11/20/20. However assets belonging to other classes Cost Centers (i.e. A, B, C) were also captured while scanning Class “D” Assets.

- This is one of the new Android Scanner Technology benefits – Property Coordinators are able to capture other Cost Centers assets located within the same inventory area.
Break – 5 minutes
ERP Update

Greg Phillips  
Senior Director, Enterprise Resource Planning

Nate Watkins  
Enterprise Resource Planning System Analyst Lead
ERP Update

OneUSG Connect
- Release 6.20
  - Employee Self-Service (ESS)
  - Manager Self-Service (MSS)
  - Commitment Accounting
- Release 6.22

Service Delivery
- Training
- ServiceNow

Workday
- Known Issues Tracking
- New Campus Dashboard
Accessing OneUSG Connect

oneusgconnect.usg.edu

Provides access to self-service, job profile data, and other details as your role security allows.

TechWorks

Only provides self-service access.
Release 6.20: Information

OneUSG Connect Internal Resources

**HCM Transformation Documents**
- OneUSG Connect Training Begins in Early March
  The Whistle - Vol. 45 No. 4 - February 17, 2020
- PART 4 – OneUSG – What To Expect
  Connecting Tech to OneUSG Part 4/4
- PART 3 – OneUSG – You Said Things Were Changing
  Connecting Tech to OneUSG Part 3/4
- PART 2 – OneUSG – I’ve Heard of That, But What is HCM?
  Connecting Tech to OneUSG

**Presentations & Tutorials**
- Release 6.20 Info Session
  Download the presentation from the Release 6.20 Info Session.
- Role-based Access and Approval Workflow Info Session
  Download the updated presentation on Role-based Access and Approval Workflow
- Faculty Data Self-Service Special Topic Webinar
  Download the presentation from the Special Topic Webinar: Faculty Data Self-Service.

**Demos and Info Sessions**
- Special Topic Q&A Webinar Playlist
  Watch the recordings of the Special Topic Q&A Webinars.
- Role-based Access and Approval Workflow Info Session
  Watch the recording of the Role-based Access and Approval Info Session.
- OneUSG Connect Info Session: Careers
  Watch the recording of the Careers Info Session that took place on 01/15/20.

**ConnectTECH Newsletter**

transformation.gatech.edu/hcm-internal-resources
Release 6.20: Employee Self-Service (ESS)
Release 6.22 Upgrade

• Targeted for an early March 2021 Go Live
• Key functionality being deployed:
  • Fluid Time and Absence
    • New look and feel
    • Required training
    • Updated Job Aids & training materials
• UAT tentative for February 2020
• More details to come
Commitment Accounting Reports and Reminders

Terryl Barnes
Commitment Accounting Manager
Release 6.20: Commitment Accounting

• Georgia Institute of Technology Cost Detail reports being made available to all institutions.

• Summarizes information into two reports:
  • Employee Cost Detail Report (Employee ID)
  • Project Cost Detail Report (ComboCode)

• Report based on three tables:
  • PSB (PERS_SERV_BOR)
  • Encumbrance (Encum_CURR)
  • EDR adjustments (BOR_RETDIST_HDR)
    • Adhoc salary details LITE report
Commitment Accounting Reminders

• Review salaries allocated to your department’s undesignated and suspense work tags to ensure balances posted to these work tags are cleared timely.

• Sponsor funding exceptions when moving salary over the 90-day limit:
  • In situations where initial or continuing sponsor funding is delayed beyond 90 days after the effective date, consideration for recognition of cost transfers beyond the limit will be addressed by the Grants & Contracts Accounting Office if the transfer is requested within the reporting period of the sponsored project (typically 60-90 days after the expiration date of the project).
  • If the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses covered by the proposed cost transfer and appropriate supporting documentation is provided, the Senior Director of Grants & Contracts Accounting may approve the proposed transfer.
  • Submit over 90 requests via GT financials service now.
Service Delivery

Greg Phillips
Sr. Director, Enterprise Resource Planning
Continual Improvement

Training

• We continue to make improvements to all ERP trainings based on your feedback.

• Web-based Training (WBT) Revamp
  • Provides an overview, key concepts, system navigation, transaction walk-thrus/demos, knowledge checks, and assessments were applicable.
  • Manager Self-Service MSS launched Nov. 6, 2020

• Access training: transformation.gatech.edu/ oneusg-connect-training and transformation.gatech.edu/ workday-financials-training

Business Process Maps

• These maps visually represent the core steps within each process, detailing the relationship between each step, and highlighting the major decision points in the process.

• Process maps also depict how transactions impact other areas of our organization and provide clarity in how transactions are executed.

• Learn more: transformation.gatech.edu/ oneusg-connect-key-business-processes
ServiceNow Tips & Tricks

Use Keywords to Search
• ServiceNow uses the titles of articles as well as the meta tags in an article to populate suggestions for your keywords.
• Have a keyword suggestion for a specific article? Email erp.readiness@gatech.edu

Navigate with Tiles
• Utilize category tiles to look for knowledge for a specific process area.

Need additional help?
• Request a wellness check
Workday Updates

Nate Watkins
Enterprise Resource Planning System Analyst Lead
Financial Known Issues

- The updated known issues page now sorts issues by active or resolved and will automatically sort the most recently added or updated to the top.
Academic & Research Dashboard

- Created to assist campus units with identifying key reports and accessing reporting tools and guides.
- Current Reports - Financial, Sponsored, Procure-to-Pay and Travel & Expenses
- Will be renamed “Campus Reporting Dashboard” in January 2021 with additional reports added for Gifts, Auxiliary Services and Facilities.

*Job aid available on ServiceNow*
Restricted Gifts Update

Lee Wates
Associate Controller
What are Restricted Gifts?

Funds Donated
- Institute Gifts (GF)
- Georgia Tech Foundation (GTF)

Allocated Funding
- Georgia Tech Research Corp (GTRC)
- Georgia Tech Applied Research Corp (GTARC)

GTRI Charge Code
- Georgia Tech Athletic Association (ATHL)

Assigned a Gift Worktag
## Restricted Gifts Terminology

<table>
<thead>
<tr>
<th>Workday Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Gift Worktag      | Driver worktag used at Georgia Tech for:  
• Georgia Tech Foundation (GTF)  
• Georgia Tech Research Corporation (GTRC)  
• Georgia Tech Applied Research Corporation (GTARC)  
• Georgia Tech Loan and Endowment Funds (GF)  
• Georgia Tech Athletics Association (GTAA) |
| Designated Worktag | Driver worktag used at Georgia Tech for split or shared gifts                                                                                                                                             |
| Grants Worktag    | Driver worktag used at Georgia Tech for gifts used as cost share                                                                                                                                           |
| GTRI Charge Code  | Driver worktag used by GTRI for GTARC Gifts                                                                                                                                                               |
Moving Budget from Main to Designated

Create Budget Amendment for Organization

Organization:
- GTF766000001
- Controller’s Off - General

Budget Structure:
- Gift Budget Structure

Company:
- CO503 Georgia Institute of Technology

Budget Name:
- FY20 GF & GTF

Years:
- FY20 - Fiscal Year

Currency:
- USD

Budget Start Date:
- 07/01/2019

Budget:
- FY20 GF & GTF

Organizing Dimension Type:
- Gift

Amendment Date:
- 10/09/2019

Description:
- Move Budget

Amendment Type:
- Transfer Budget

Entry Type:
- Amendment

Balanced Amendment:

Enter changes to original Budget data.

Budget Amendment Lines

<table>
<thead>
<tr>
<th>Order</th>
<th>Period</th>
<th>Ledger Account/Summary</th>
<th>Cost Center</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>GTF766000001 Controllers Off - General</td>
<td>FD02020 Restricted - Foundation</td>
<td></td>
</tr>
</tbody>
</table>

Additional Worktags

<table>
<thead>
<tr>
<th>Worktag</th>
<th>Current Budget Amount</th>
<th>Current Spend</th>
<th>Remaining Budget</th>
<th>Percentage Change</th>
<th>Amount Change</th>
<th>Total Budget</th>
<th>Proposed Remaining Budget</th>
<th>Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift: GTF766000001 Controllers Off - General</td>
<td>$831.73</td>
<td>$0.00</td>
<td>$831.73</td>
<td>0</td>
<td>0.00</td>
<td>831.73</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Primary Restricted Gifts Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBBR – Expense Budgetary Balance Report - GTCR</td>
<td>Displays available balance information for prompted organization and worktag/worktag hierarchy combinations for a selected time period. Subtotaled by ledger account grouping for expenses. Provides the ability to drill into budget, commitment, obligation, and actuals balances to view transaction detail. Used only for State and Gift budgets.</td>
</tr>
<tr>
<td>Gift Budget Report - GTCR</td>
<td>Displays Actuals, obligations, and commitments for each gift to the budget for each gift. Report will be used in the gift budgeting process.</td>
</tr>
<tr>
<td>Gifts Detail – CR</td>
<td>Break out of expenses as they relate to individual gifts into various buckets (ex. Salaries and wages, scholarship, fellowship). This information is useful in the billing process.</td>
</tr>
<tr>
<td>Gifts Detail wType &amp; Purpose - CR</td>
<td>Break out of expenses as they relate to individual gifts into various buckets (i.e. salaries and wages, scholarships, fellowships, etc.). The report has columns for the gift type and the gift primary purpose.</td>
</tr>
<tr>
<td>Other Funding Sources – Funding by Gift and Designated - CR</td>
<td>This report shows gift funds for selected organization(s). Balances are broken down by both Gift and Designated Worktags. Any Designated field with a blank represents the &quot;main&quot; Gift. Report can be run for individual gifts or cost centers or for multiple gifts or cost centers.</td>
</tr>
</tbody>
</table>

https://transformation.gatech.edu/financials-transformation/workday-reports
Financial Accounting/FDM Updates

Carol Gibson
Institute Controller and Chief Accounting Officer
Allowable Cost Matrix

- Where are we?
  - Adding information related to DSS/Custodial Fund Changes

- Publication
  - Target – January 4, 2021
FDM – Mapping Issues

• Academic/Research units noted issues with FDM Mapping

• Process to Review Issues
  • Log request in ServiceNow – www.services.gatech.edu
    • Financials > Financial Accounting
  • Ask for incident to be assigned to the Controller’s Office
  • Include spreadsheet w/FDM mapping issues
  • Indicate correct FDM mapping on spreadsheet
  • Controller’s Office and ERP team will review information provided, determine the solution and contact unit
FDM – Logical Assignment of Values

• Logical assignment is not best practice
• Implementation partners & Workday do not recommend this
• FDM Advisors group agreed to best practice
• Issues with Logical Assignment
  • Department Reorganization – Cost Center logic would be broken
  • Data Conversion
    • Workday, Enterprise Data Warehouse, USG FDM, External Systems (i.e. Banner, OneConnect, GTRI CostPoint, etc.)
  • Multi-Year Reporting
  • EIB Load of FDM Values
• Change would require redesign and redeployment of FDM
Accounting Adjustment Journals

• Accounting Adjustment Journals
  • Allow users to reclassify or move charges for Operational Journals which are generated by the system.
  • A financial transaction must be completed and paid for an Accounting Adjustment event to take place.

• Examples of transactions that can be adjusted:
  • Supplier Invoices - Changes to Driver Worktag and/or Spend Category
  • Expenses reports - Changes to Driver Worktag Only

Note: Online Accounting Journals are used to update fields such as Ledger Account, Debit Amount, Credit Amount and Expense Item.
### Accounting Transaction Adjustments - PY

<table>
<thead>
<tr>
<th>APPROVED BY THE CONTROLLER’S OFFICE</th>
<th>DENIED BY THE CONTROLLER’S OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Funds to Sponsored Funds</td>
<td>State Funds to State Funds</td>
</tr>
<tr>
<td>Sponsored Funds to GTF/GTRC/GTARC Funds</td>
<td>State Funds to GTF/GTRC/GTARC Funds</td>
</tr>
<tr>
<td>Sponsored Funds to State Cost Overrun Funds</td>
<td>State Funds to Sponsored Funds</td>
</tr>
<tr>
<td>GTF/GTRC/GTARC Funds to Other Sponsored Funds</td>
<td></td>
</tr>
<tr>
<td>GTF/GTRC/GTARC Funds to State Cost Overrun Funds</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSACTION TYPES</th>
<th>FUND CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Tech Foundation (GTF) Funds</td>
<td>FD20200</td>
</tr>
<tr>
<td>GaTech Rsch Corp/GaTech Applied Rsch Corp (GTRC/GTARC Funds)</td>
<td>FD20300</td>
</tr>
<tr>
<td>Sponsored Funds (Other)</td>
<td>FD2xxxx</td>
</tr>
<tr>
<td>State Funds</td>
<td>FD1xxxx</td>
</tr>
</tbody>
</table>
Spreadsheet Journal Entry Loads

• For multiple line journal entries

• Log request in ServiceNow – www.services.gatech.edu
  • Financials > Financial Accounting

• Ask for request to be assigned to Controller’s Office

• Provide detail in request about the large journal, such as what type of transactions you want to post
  • i.e. Supplier Invoices, PCard Verifications, Expense Reports, etc.

• Controller’s Office system team will review the request, determine if spreadsheet load is possible, communicate with department

• Documentation must accompany spreadsheet JE load
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TYPE OF MOVE</th>
<th>JOURNAL TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report EXP-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>Operational Journal Accounting Adjustment</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td>• Find Expense Reports by Organization → Related Action → Accounting → Adjust Acctg</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change expense item cat.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Paid → Accounting Journal</td>
<td>• Create Journal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Not Paid → Edit transaction and re-submit</td>
</tr>
<tr>
<td>Payroll/Salary PAY YYYYMMDD 01</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>oneUSG Connect → Express Direct Retro</td>
</tr>
<tr>
<td>EDR YYYYMMDD 01</td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change ledger account (Commitment Acctg Office Only)</td>
<td></td>
</tr>
<tr>
<td>Procurement Card Verification</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>Accounting Journal</td>
</tr>
<tr>
<td>PCV-XXXXXXX</td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td>• Create Journal</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Purchase Order (Bill Only and Catalog) PO-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>Adjust transaction after payment</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td>• See Supplier Invoice</td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Purchase Order (All Other) PO-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>Enter a Change Order Requisition</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice INV-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>Operational Journal Accounting Adjustment</td>
</tr>
<tr>
<td></td>
<td>*Change spend category</td>
<td>• Find Supplier Invoice for Campus - GTCR → Related Action → Acctg → Adjust Acctg</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Paid → Accounting Journal</td>
<td>• Create Journal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Not Paid → Edit transaction and re-submit</td>
</tr>
<tr>
<td>Other Accounting Transaction JE-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar \textcolor{red}{\textit{amt}}</td>
<td>Accounting Journal</td>
</tr>
<tr>
<td>BAN YYYYMMDD 01</td>
<td>*Change Driver Worktag: Move partial dollar \textcolor{red}{\textit{amt}}</td>
<td>• Create Journal</td>
</tr>
<tr>
<td>COM YYYYMMDD 02</td>
<td>*Change ledger account</td>
<td></td>
</tr>
<tr>
<td>OIT/YYYYMMDD_03</td>
<td>*Change spend category</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# EBBR Workday vs. EBBR Lite Gifts

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Value</th>
<th>Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>CO503</td>
<td>Cost Center ID/Name</td>
<td>CC000050</td>
</tr>
<tr>
<td>Organization</td>
<td>CC000050</td>
<td>Fiscal Year</td>
<td>Current FY - FY21</td>
</tr>
<tr>
<td>Period</td>
<td>FY21 - Sep</td>
<td>Budget Reference</td>
<td>Select All - Include GTAA/GTF Budget Ref, BR21, BR20, BR19</td>
</tr>
<tr>
<td>Time Period</td>
<td>Current Period YTD</td>
<td>Date Range</td>
<td>Accounting Date Range</td>
</tr>
<tr>
<td>Budget Structure</td>
<td>Gift Budget Structure</td>
<td>From Acctg Date</td>
<td>Jul 1, 2020</td>
</tr>
<tr>
<td>Budget Name</td>
<td>FY21 GF &amp; GTF</td>
<td>To Acctg Date</td>
<td>Sep 30, 2020</td>
</tr>
<tr>
<td>Book</td>
<td>Common</td>
<td>Driver Worktag</td>
<td>GTF2000000057</td>
</tr>
<tr>
<td>Worktags – Driver WT</td>
<td>GTF2000000057</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worktags – Budget Ref</td>
<td>Leave Blank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Options</td>
<td>Report by Accounting Date using Plan Structure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Lite is only updated once per evening
## EBBR Workday vs. EBBR Lite—CY State

<table>
<thead>
<tr>
<th>Criteria</th>
<th>WD EBBR Value</th>
<th>LITE EBBR Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>CO503</td>
<td>Cost Center ID/Name</td>
<td>CC000099</td>
</tr>
<tr>
<td>Organization</td>
<td>CC000099</td>
<td>Fiscal Year</td>
<td>FY21</td>
</tr>
<tr>
<td>Period</td>
<td>FY21 - Sep</td>
<td>Budget Reference</td>
<td>CY BR - BR21</td>
</tr>
<tr>
<td>Time Period</td>
<td>Current Period YTD</td>
<td>Date Range</td>
<td>Accounting Date Range</td>
</tr>
<tr>
<td>Budget Structure</td>
<td>OneBudget Structure</td>
<td>From Acctg Date</td>
<td>Jul 1, 2020</td>
</tr>
<tr>
<td>Budget Name</td>
<td>Leave Blank</td>
<td>To Acctg Date</td>
<td>Sep 30, 2020</td>
</tr>
<tr>
<td>Book</td>
<td>Common</td>
<td>Driver Worktag</td>
<td>DE00002054</td>
</tr>
<tr>
<td>Worktags – Driver WT</td>
<td>DE00002054</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worktags – Budget Ref</td>
<td>FY21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Options</td>
<td>Report by Accounting Date using Plan Structure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Lite is only updated once per evening
### EBBR Workday vs. EBBR Lite Carryforward

<table>
<thead>
<tr>
<th>WD EBBR</th>
<th>LITE EBBR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria</strong></td>
<td><strong>Value</strong></td>
</tr>
<tr>
<td>Company</td>
<td>CO503</td>
</tr>
<tr>
<td>Organization</td>
<td>CC000099</td>
</tr>
<tr>
<td>Period</td>
<td>FY21 - Sep</td>
</tr>
<tr>
<td>Time Period</td>
<td>Current Period YTD</td>
</tr>
<tr>
<td>Budget Structure</td>
<td>Carryforward Structure</td>
</tr>
<tr>
<td>Budget Name</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Book</td>
<td>Common</td>
</tr>
<tr>
<td>Worktags – Driver WT</td>
<td>DE00002054</td>
</tr>
<tr>
<td>Worktags – Budget Ref</td>
<td>All PY BRs – BR19 &amp; BR20</td>
</tr>
<tr>
<td>Additional Options</td>
<td>Report by Accounting Date using Plan Structure</td>
</tr>
</tbody>
</table>

**Note:** Lite is only updated once per evening
# EBBR Workday vs. EBBR Lite – CY/Carryforward

<table>
<thead>
<tr>
<th>WD EBBR</th>
<th>LITE EBBR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria</strong></td>
<td><strong>Value</strong></td>
</tr>
<tr>
<td>Company</td>
<td>CO503</td>
</tr>
<tr>
<td>Organization</td>
<td>CC000099</td>
</tr>
<tr>
<td>Period</td>
<td>FY21 - Sep</td>
</tr>
<tr>
<td>Time Period</td>
<td>Current Period YTD</td>
</tr>
<tr>
<td>Budget Structure</td>
<td>Carryforward/OneBudget Combination Structure</td>
</tr>
<tr>
<td>Budget Name</td>
<td>Carryforward FY20/oneBudget FY21 Combo</td>
</tr>
<tr>
<td>Book</td>
<td>Common</td>
</tr>
<tr>
<td>Worktags – Driver WT</td>
<td>DE00002054</td>
</tr>
<tr>
<td>Worktags – Budget Ref</td>
<td>All PY BRs – BR19 &amp; BR20</td>
</tr>
<tr>
<td>Additional Options</td>
<td>Report by Accounting Date using Plan Structure</td>
</tr>
</tbody>
</table>

**Note:** Lite is only updated once per evening
All We Do is **WIN WIN WIN** No Matter What!!
Georgia Department of Audits and Accounts

Has Conferred Upon

GEORGIA INSTITUTE OF TECHNOLOGY

for the fiscal year ended June 30, 2019 the

Award of Distinction for Excellent
Financial Reporting

An award of distinction is presented to organizations that submit quality financial statements and supporting documentation in a timely manner, whose annual financial report is given an unmodified audit opinion and is free of any significant deficiencies or material weaknesses, and comply with all Transparency in Government Act requirements.

[Signatures]

DEPUTY DIRECTOR

STATE AUDITOR
## Kudos for Exceptional Work from State Auditors

<table>
<thead>
<tr>
<th>Area</th>
<th>GT Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workday System Conversion</strong></td>
<td>Katie Crawford, David Adcock and ERP Team</td>
</tr>
<tr>
<td><strong>Grants &amp; Contracts</strong></td>
<td>Josh Rosenberg &amp; Grants Team</td>
</tr>
<tr>
<td><strong>Bank Reconciliation</strong></td>
<td>Leanne Sheffield, Controller’s Office</td>
</tr>
<tr>
<td><strong>Journal Entry Process and Documentation</strong></td>
<td>Accountants, Cost Center Managers, Driver WT Managers, Supervisors, etc.</td>
</tr>
<tr>
<td><strong>GASB 84 (Agency Funds to Custodial Entities)</strong></td>
<td>Amry Stanley &amp; Carol Gibson, Controller’s Office</td>
</tr>
<tr>
<td><strong>Housing Revenue Accounting</strong></td>
<td>Brian Cochran, Auxiliary Services, Erica Jones, Housing</td>
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<tr>
<td><strong>Benefits Reconciliations</strong></td>
<td>Zach Rogers, Kedrich Claiborne &amp; Payroll Team</td>
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<tr>
<td><strong>Banner to Workday Reconciliations</strong></td>
<td>Bursar and Treasury Services Team</td>
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<tr>
<td><strong>Enrollment Data</strong></td>
<td>Reta Pikowsky, Registrar’s Office</td>
</tr>
<tr>
<td><strong>Encumbrance Calculations, Budgetary Reporting</strong></td>
<td>Lee Wates, Controller’s Office</td>
</tr>
<tr>
<td><strong>Component Unit Communication &amp; Documentation</strong></td>
<td>Amy Herron, Controller’s Office</td>
</tr>
</tbody>
</table>
### Thank You GT Retirees!

<table>
<thead>
<tr>
<th>RETIREE NAME</th>
<th>TITLE</th>
<th>UNIT</th>
<th>YRS AT GT</th>
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</thead>
<tbody>
<tr>
<td>Sandra Baylis</td>
<td>Accountant II</td>
<td>Controller’s Office</td>
<td>21</td>
</tr>
<tr>
<td>Sandi Bramblett</td>
<td>Assistant VP, Institutional Research Mgmt</td>
<td>IRP</td>
<td>31+</td>
</tr>
<tr>
<td>Stephanie Curry</td>
<td>Financial Manager II</td>
<td>College of Sciences</td>
<td>31+</td>
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<tr>
<td>Terri Gerhardt</td>
<td>System Analyst Lead</td>
<td>ERP</td>
<td>7</td>
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<tr>
<td>Debbi Greene</td>
<td>Assistant Director – Space Management</td>
<td>CPSM</td>
<td>16</td>
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<tr>
<td>Toya Hampton</td>
<td>Research Ops Program Manager</td>
<td>Aerospace Engineering</td>
<td>17</td>
</tr>
<tr>
<td>Vickie Hardy</td>
<td>Accounts Payable Associate</td>
<td>Proc &amp; Business Services</td>
<td>25</td>
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<tr>
<td>Steve Head</td>
<td>Director, Financial Systems Management</td>
<td>CPSM</td>
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<tr>
<td>Valeria Henderson</td>
<td>Accountant II</td>
<td>Controller’s Office</td>
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<tr>
<td>John Holcombe</td>
<td>Facilities Information Systems Manager</td>
<td>CPSM</td>
<td>38+</td>
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<tr>
<td>Sandy Mason</td>
<td>Senior Director</td>
<td>Grants &amp; Contracts</td>
<td>28</td>
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<tr>
<td>Padma Murugesan</td>
<td>Assistant to the Vice President</td>
<td>Finance &amp; Planning</td>
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<tr>
<td>Doug Podoll</td>
<td>ERP System Analyst Lead</td>
<td>ERP</td>
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<tr>
<td>Pam Smith</td>
<td>Financial Analyst III</td>
<td>Bursar</td>
<td>18+</td>
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<tr>
<td>Ron Stutts</td>
<td>Financial Manager I</td>
<td>SCoB</td>
<td>32+</td>
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<tr>
<td>Barbara Villa</td>
<td>Budget Program Manager</td>
<td>IBPA</td>
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<tr>
<td>Lee Wates</td>
<td>Associate Controller</td>
<td>Controller’s Office</td>
<td>16</td>
</tr>
<tr>
<td>Pam Wynne</td>
<td>Accounting Manager II</td>
<td>Controller’s Office</td>
<td>26</td>
</tr>
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</table>