Key Accounting and Finance Organizations
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**Institute Budget, Planning and Administration** – www.budgets.gatech.edu

**Interaction with Budget, Planning and Administration Office**
Institute staff members with a financial management role will interact with the Budget Office in the following areas:

- Establishing New Department ID’s and Changes to Existing ID’s
- Internet Budgeting Solution (IBS) system
- Preparing Budget Amendments
- Preparing the Original Budget
- Requesting new Resident Instruction Project ID’s (non-sponsored) and Changes to Existing ID’s
- Requesting Position Numbers for newly created positions
- Requesting Revenue Account Numbers

**Contact Information**

- Phone – (404) 385-1216
- Fax – (404) 894-7229
- HelpDesk – budgets.ask@business.gatech.edu
- Location - The Budget Office is located in Suite 225 of the Lyman Hall Building in the area on campus referred to as “The Hill”.

Office of Financial Services – www.fin-services.gatech.edu

Contact Information

- Phone – (404) 894-0946
- Fax – 404-385-0809
- Location - The Office of the Associate Vice President for Financial Services is located in Suite 315 of the Lyman Hall Building in the area of campus referred to as “The Hill”.

Bursar’s Office – www.bursar.gatech.edu

Interaction with the Bursar’s Office

Institute staff members with a financial management role will interact with the Bursar’s Office in the following areas:

- Cash Receipts and Depositing Cash or Checks
- eCommerce Campus Solutions
- Invoicing External Customers for Departmental Sales and Services or other activities
- Non-Student Accounts Receivable
- Petty Cash Replenishment
- Scholarship/Fellowship Accounting
- Student Accounts

Contact Information

- Phone – (404) 894-4618
- Fax – 404-894-5536
- HelpDesk – bursar.ask@gatech.edu
- Location - The Bursar’s Office is located in Suite 111 of the Lyman Hall Building in the area of campus referred to as “The Hill”.
Controller’s Office – www.controller.gatech.edu

Interaction with the Controller’s Office

Institute staff members with a financial management role will interact with the Controller’s Office in the following areas:

- Affiliated Organizations Accounting
- Agency Fund Establishment and Maintenance
- Allowable Cost Matrix
- Annual Financial Report and Annual Audit
- Campus PCard (CPC), Campus Service Unit (CSU) and Standard Journal Entries
- Capital Assets Accounting
- Chart of Accounts & Account Reconciliations
- General Accounting and Reporting
- General Ledger System Access, Security and Training
- General Ledger Transaction Postings, Reports & Adhoc Reporting
- Georgia Tech Foundation (GTF) Accounting
- Month End/Year End Close
- Petty Cash Fund Establishment and Maintenance
- Tax Compliance Questions (including Unrelated Business Income)

Contact Information

- Phone – (404) 894-6891
- Fax – (404) 894-0136
- HelpDesks – accounting.ask@business.gatech.edu, gl.ask@business.gatech.edu
- Location – The Controller’s Office is located in Suite 325 of the Lyman Hall Building in the area of campus referred to as “The Hill”.


 Interaction with Grants & Contracts Accounting

Institute staff members with a financial management role will interact with Grants and Contracts Accounting in the following areas:

- Annual Statement of Reasonableness (ASR)
- Electronic Cost Transfers (ECT) access, training, and approval
- Electronic Workload Assignment Form (eWAF)
- Graduate Student Tuition Remission Charges
- Manual cost transfer requests relating to sponsored projects
- Project Expense & Budget Report (PEB)
- Rate Establishment for Facilities & Administrative (F&A) costs, Fringe Benefits costs, and Tuition Remission costs
- Rate Establishment for Service Centers
- Salary and Fringe Benefit Encumbrances
- Salary and Fringe Benefit Redistributions
- Salary Planning and Distribution (SPD) System Access and Training for salary, fringe benefits, and tuition remission allocation and redistribution
- Sponsored Award Management from initiation to close-out
- Sponsored and Cost Share Chart of Accounts assignment
- Sponsored Budget Revisions
- Web Grants Management System and Report Access

Contact Information

- Phone - (404) 385-6119
- Fax - (404) 894-5519
- HelpDesk – gc.ask@business.gatech.edu
- Location – Grants and Contracts Accounting is located at 505 10th Street in the Research Administration Building (RAB).
Interaction with Treasury Services

Institute staff members with a financial management role will interact with Treasury Services in the following areas:

- Bank Liaison
- Claiming/Booking Incoming Wire Transfers & Payments
- Establishing/Modifying a departmental ability to accept Credit Cards for appropriate Sales/Services
- Foreign Exchange Wire/Draft Questions
- Initiating Equipment Capital Lease Requests
- Notification of Incoming Wire Transfers & Payments
- Online Baking

Contact Information

- Phone – (404) -385-2201
- Fax - (404) 385-6795
- Location – Treasury Services is located in Suite 111 of the Lyman Hall Building in the area of campus referred to as “The Hill”.
Internal Auditing – www.audit.gatech.edu

Interaction with Internal Auditing

Institute staff members with a financial management role may interact with Internal Auditing in the following areas:

- Assessing Compliance with Policies and Procedures and Sound Business Practices
- Assessing Compliance with State and Federal laws
- Independent Studies of Procedural or Problem Areas
- Investigating Reported occurrences of Fraud, Waste, Abuse, Embezzlement, Theft, etc.
- Reviewing Operations/Programs to Ascertaining whether Results are Consistent with Established Objectives & whether Operations/Programs are Being Carried Out as Planned
- Reviewing and Evaluating Business Practices and Procedures
- Reviewing Administrative or Information Systems to Ensure they are Adequately Defined, Properly Justified, Documented and include necessary Internal Controls
- Risk Management

Contact Information

- Phone - (404) 894-9480
- Fax – (404) 894-6990
- To anonymously report fraud, waste, abuse, embezzlement, theft, etc.
  - www.ethicspoint.com
  - 1 (866) 294-5565
- ServiceDesk – audit.ask@business.gatech.edu
- Location – Please visit www.audit.gatech.edu
Payroll Office – www.ohr.gatech.edu/payroll

Interactions with the Payroll Office

Institute staff members with a financial management role will interact with the Payroll Office following areas:

- Biweekly Time Entry
- Employee Self Service
- Federal and State Tax Reporting
- Form W-4 - Federal Employee’s Withholding Allowance Certificate
- Form W-2 - Wage and Tax Statement
- Processing Personal Services Forms (PSFs)
- Processing Employee Salaries and Wages
- State Withholding Statements and State Wage & Tax Statements
- Vacation and Sick Leave Reporting

Contact Information

- Phone – (404) 894-4614
- Fax – (404) 894-0944
- HelpDesk – pay.ask@ohr.gatech.edu
- Location – The Payroll Office is located in the Human Resources Building at 500 Tech Parkway.
Procurement and Business Services - www.procurement.gatech.edu

Accounts Payable – www.procurement.gatech.edu/payables

Interactions with Accounts Payable

Institute staff members with a financial management role will interact with Accounts Payable in the following areas:

• Credit Memos
• Payment Request Form
• Payments to International Vendors and Foreign Individuals
• PO/Invoice Payment Inquiry
• System Access and Training
• Trade/Service Vendor Payments
• Wire Transfer Payments

Contact Information

• Phone - (404) 894-5000
• Fax - (404) 894-8195
• HelpDesk – ap.ask@business.gatech.edu
• Location – Accounts Payable is located in the Procurement and Business Services Building at 711 Marietta Street.

Travel - www.procurement.gatech.edu/travel

Interactions with the Travel Team

Institute staff members with a financial management role will interact with the Travel Team in the following areas:

• Employee and Non-Employee Travel
• Domestic and International Travel
• Student Group Travel
• Travel and Expenses System, Access and Training
• Travel Policies and Procedures
• Travel Payment Status
• Web Booking – Airfare, Hotels and Cars

Contact Information

• Phone – (404) 894-5000
• Fax - (404) 894-3305
• HelpDesk – travel.ask@business.gatech.edu
• Location – The Travel Team is located in the Procurement and Business Services Building at 711 Marietta Street.
Insurance and Claims Management – www.procurement.gatech.edu/insurance-claims

Interactions with Insurance and Claims Management

Institute staff members with a financial management role will interact with Insurance and Claims Management in the following areas:

- Auto/Liability/Property or Worker’s Comp Claims
- Insurance for GT Owned Equipment
- Insurance for Equipment on Loan to GT
- Requests Certificates of Insurance

Contact Information

- Phone – (404) 894-5000
- Fax - (404) 894-8552
- HelpDesk – gtinsurance.ask@business.gatech.edu
- Location – Insurance and Claims Management is located in the Procurement and Business Services Building at 711 Marietta Street.

Logistics – www.procurement.gatech.edu/logistics

Interactions with Logistics

Institute staff members with a financial management role will interact with Logistics in the following areas:

- Disposal of Inventoried and Non-Inventoried Surplus Equipment
- Onsite Bidding for Surplus Equipment
- Surplus Policies and Procedures
- Viewing items in the Surplus Warehouse

Contact Information

- Phone - (404) 894-5000
- Fax - (404) 894-4608
- HelpDesk – am.ask@business.gatech.edu
- Location – Logistics is located in the Procurement and Business Services Building at 711 Marietta Street.
Property Control – www.procurement.gatech.edu/property-control

Interactions with Property Control

Institute staff members with a financial management role will interact with Property Control in the following areas:

- Annual Inventory Process
- Asset Management System, Access and Training
- Equipment or Asset Questions
- Tagging Assets

Contact Information

- Phone – (404) 894-5000
- Fax - (404) 894-4608
- HelpDesk – am.ask@business.gatech.edu
- Location – Property Control is located in the Procurement and Business Services Building at 711 Marietta Street.

Purchasing – www.procurement.gatech.edu/procurement

Interactions with Purchasing

Institute staff members with a financial management role will interact with Purchasing in the following areas:

- BuzzMart Requisition Change Requests
- BuzzMart System Questions
- BuzzMart System Access, Training and Questions
- Procurement Card (PCard) Policies, Procedures and Training
- Purchase Order Status Requests
- Purchasing Policies and Procedures
- State Contract Vendors, Services and Products

Contact Information

- Phone – 404-894-5000
- Fax - (404) 894-8552
- HelpDesks – purchasing.ask@business.gatech.edu, pcard.ask@business.gatech.edu
- Location – Purchasing is located in the Procurement and Business Services Building at 711 Marietta Street.
Vendor Support – www.procurement.gatech.edu/vendor

Interactions with Vendor Support

Institute staff members with a financial management role will interact with the Vendor Support Team in the following areas:

- Adding/Changing/Deleting Vendor Information
- Requests for New Vendors
- Vendor Information Lookup
- Vendor Maintenance, Policies and Procedures
- Vendor Profile Form

Contact Information

- Phone – (404) 894-5000
- Fax – (404) 894-8552
- HelpDesk - vendor.help@business.gatech.edu
- Location – Vendor Support is located in the Procurement and Business Services Building at 711 Marietta Street.