Georgia Institute of Technology

Year End Town Hall Meeting
Wednesday, March 26, 2014
9:00am – 11:00am

Student Services Building, Room 117
Agenda

- Opening Remarks  Jim Fortner
- Closeout Review & GL Update  Carol Gibson, Sarah Gamer
- Budget Office Update  Lisa Godfrey
- Procurement & Business Srvcs Update  Ajay Patel, Sharon Jackson
- Payroll Update  Jerry Jobe
- Salary Planning & Distribution Update  Robert Ellington
- Grants & Contracts Update  Jennifer Camp
- Help Desk Information
- Questions
- Wrap Up
Opening Remarks

Jim Fortner
Associate Vice President
Financial Services
Closeout Review & GL Update

Carol Gibson
Controller
Controller’s Office
Closeout Review

- **Closeout Memo** – Lists all deadlines by area (AP, PO, SPD, etc)
  - All changes from PY listed in “**bold text**”

- **Chronological Schedule** – Lists all deadlines by date
  - All dates in Memo are on the Schedule

- **Closeout Calendar** – Includes all dates from Memo & Schedule

- Follow all deadlines to facilitate a timely closeout
Closeout Review

- Annual Financial Report (AFR) – Due Aug 8th

- Georgia Tech under SACSCOC Reaffirmation
  - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
  - AFR information is needed for this process

- Key Closing Dates
  - PeopleSoft Financials downtime, July 10 & 11
  - BuzzMart available during Financials downtime
  - Financials open for FY 2015 on Saturday, July 12
Closeout Resources

- Closeout Memo/Schedule/Calendar posted on:
  - Controller’s Office Website - www.controller.gatech.edu
  - Business Services Website - www.procurement.gatech.edu
  - TechWorks – Login > Admin & Finance News Pagelet

- PowerPoint Slides posted on:
  - Controller’s Office Website - www.controller.gatech.edu
  - TechWorks – Login > Admin & Finance News Pagelet
General Ledger Update

- **Areas of Focus for FY2014**
  - *Compensated Absences Reporting and Certification*
    - Audit Deficiency for Compensated Absences
    - Leave taken in FY2012 was not reported until FY2013
    - Ensure all Leave is Reported & Certified timely
  
  - *Travel Reimbursements*
    - Audit Deficiency for Duplicate Travel Reimbursement
    - Amounts on Expense Report were different, Travel Authority was not referenced, etc.
    - Review travel reimbursements carefully and ensure TA is referenced on all Expense Reports
Areas of Focus for FY2014

Accounts Payable
- Audit Deficiency for Payables incorrectly expensed in FY14 instead of FY13
- Forward all Invoices to AP timely – even if not ready to pay
- GL team will include them in the AP Accrual Process for the AFR
- Auditors are reviewing Invoice Date vs. Ledger Posting Date

Agency Fund Deficit Balances & Projects w/No Activity
- Controller’s Officer performing a Quarterly Review of Agency Funds
- Departments need to fund negative balances
- Projects w/no activity for 5 yrs & positive balance need to be addressed – otherwise, funds will be surplused to state
- Salaries cannot be paid from Agency Funds
General Ledger Update

- **Areas of Focus for FY2014**
  - **Campus PCard (CPC) Journal Entries**
    - As of July 1, 2013, compliance review is Semi-Annual
      - Scan and send documents to gl.ask@business.gatech.edu
    - Supporting Documentation
      - Copy of Original Receipt/Invoice and CPC JE Report (667) (posted to GL)
        - Use “Posted to GL – Journal Date Range” Parameters
      - Assembled within 5 business days of CPC entry
      - Maintained minimum of 7 yrs, Fed Spon proj 3 yrs after final exp rpt
      - Scanned documents are acceptable, but must be complete & on network drive
  - **Prior Year Purchase Orders (Surplus Funds)**
    - PY Expense “less than” PY Enc for entire PO, balance is surplused to state
    - Monitored and reported regularly to AVP for Financial Services
    - Amount of Surplus funds included in FY13 AFR was greater than FY12
General Ledger Update

- **Managing Prior Year Purchase Orders**
  - *Reports Available*
    - Open Enc Rpt (262), Sum PY PO Rpt (718) & PY Expense Ledger (306)
  - *Rules*
    - PO must reflect PY Bud Ref on ldgr, Exp Amt cannot exceed Enc Amt
  - *PY PO Payment Posted to Wrong Year*
    - PO Open - Contact ap.ask@business.gatech.edu to correct payment
    - PO fully liquidated - Process PY JE to correct payment – form found on www.controller.gatech.edu
  - *Issues with Vendor or Item/Service*
    - Vendor Cannot Supply Item/Out of Business – Substitute Vendor
    - Item/Service cannot be provided – Like Item or Service
    - Contact purchasing.ask@business.gatech.edu for assistance
General Ledger Update

- **Unrelated Business Income (UBI)**
  - Georgia Tech is exempt from federal income tax because the Institute serves an essential government function
  - Tax exempt status does not mean the organization is exempt from tax on all revenue received
  - UBI can exist in a tax exempt setting if:
    - Income is derived from a “Trade or Business”
    - Income is derived from activities that are “Regularly Carried On”
    - Income is not substantially related to the Org’s “Tax Exempt Purpose”

- GT will send a UBI questionnaire to campus business officers in FY2014 to ensure all UBI is captured for IRS Reporting
PLEASE REVIEW LEDGERS TIMELY!!
PLEASE USE ONLINE RESOURCES!!

ECT  CPC

TRAVEL & EXPENSES

WORKS  BUZZMRT

SPD
Budget Update

Lisa Godfrey
Director, Institutional & Capital Planning and Budget Management
Institute Budget Planning & Administration
Budget Update

- Carry-forward requests:
  - **General Operations funding**
    - Must be requested online by Division financial administrators by **April 15th**
  - **Departmental Sales and Services (DSS) (Fund 14xxx)**
    - Must be requested online to determine carry forward eligibility by **June 27th**.
    - Final carry-forward amount will be determined after year end close
    - All Service Center requests will be reviewed by Grants and Contracts
Budget Update

- Carry-forward requests *continued*:
  - Policies for each are posted in the policy library [http://policies.gatech.edu/budget](http://policies.gatech.edu/budget)
  - Any questions please contact your assigned analyst or Lisa Godfrey 4-5556
Budget Update

- **Sponsored Adjustments**
  - Complete sponsored adjustments as early as possible, especially any personal service adjustments.
  - Personal Services adjustments not only impact General Operation (Gen Ops) balances, but also the actual centrally-budgeted fringe benefits the Institute pays.

- **Cleanup of Funds**
  - Clean up Department Sales and Services (DSS), Research Consortium, and Technology Fee balances.
  - **DO NOT** leave a deficit in Gen Ops and a balance in DSS - They will not offset one another.
Budget Update

- Align Personal Services and Non-Personal Services budgets to actual expenses
- NPS by category should also be aligned

<table>
<thead>
<tr>
<th>Project / Description</th>
<th>Budget</th>
<th>Current</th>
<th>Encumbrances</th>
<th>Expenditures</th>
<th>Current Balance</th>
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<td>Personal Services</td>
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<tr>
<td>Wages &amp; Salaries</td>
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<td>18,750.00</td>
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<td>Non-Personal Services</td>
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<tr>
<td>Travel</td>
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<td>325.00</td>
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<td>Equipment</td>
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<td>2,500.00</td>
<td>1,000.00</td>
<td>(1,500.00)</td>
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<td>Total Non-Personal Services</td>
<td>10,500.00</td>
<td>6,000.00</td>
<td>3,325.00</td>
<td>1,175.00</td>
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<tr>
<td>TOTAL</td>
<td>135,500.00</td>
<td>24,750.00</td>
<td>110,075.00</td>
<td>675.00</td>
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</table>
Budget Update

- Please make sure all full-time employees’ @ rates are correct

- Annual pay must not be more than the @ rate

- Final budget amendment tentatively scheduled to open Monday June 9th and close Friday June 13th

- Contact your assigned budget analyst with any questions
Business Services Update

Ajay Patel
Director, Purchasing
Procurement and Business Services

Sharon Jackson
Director, Accounts Payable and Travel
Procurement and Business Services
Important Purchasing Deadlines

- Follow chronological close out dates - posted on Business Services and TechWorks web sites

- All requisitions must have required documentation attached prior to processing

- Requisitions missing documentation will be returned to Requester
Important Purchasing Deadlines

- **Friday, May 2\(^{nd}\)**
  - Deadline for Requisitions that require bidding

- **Friday, May 23\(^{rd}\)**
  - Deadline for Requisitions with sole source documentation

- **Friday, June 6\(^{th}\)**
  - Deadline for Requisitions that use State or GT Contracts

- **Friday, June 13\(^{th}\)**
  - Deadline for purchases between $2,500 to $9,999 that require Purchasing review

- **Tuesday, June 17\(^{th}\)**
  - Deadline for new Vendor Profile Requests
Open Encumbrances at YrEnd

- Open Encumbrance Report (GTPOR262) available in TechWorks

- Friday, June 20th
  - Deadline to submit BuzzMart Change Request Forms

- Tuesday, June 24th
  - Deadline for Approvers to Approve or Return all assigned Requisitions in BuzzMart ($2,499 or less)
  - BuzzMart will be unavailable after 5pm
  - Unapproved Requisitions in BuzzMart will be returned
Open Encumbrances at YrEnd

- **Friday, June 27\(^{th}\)**

  - Return Open Encumbrance Reports by noon to Business Services to [procurement.help@business.gatech.edu](mailto:procurement.help@business.gatech.edu)
  
  - No accounting changes or increases
  
  - No Open Encumbrance Reports will be processed to effect FY 2012 or FY 2013 PO’s/budgets, if received after June 27\(^{th}\)
FY2015 Purchase Orders

- Users will delete ALL shopping carts from FY2014

- FY 2015 requisitions cannot be entered until Tuesday, July 1\(^{st}\)

- *Notice of Intent to Issue Purchase Order* form located on the Purchasing forms bank

- FY 2015 transactions will not be available on financial reports until Saturday, July 12\(^{th}\)
PCard Deadlines

- Transactions **posted to bank** by Friday, June 27th will be recorded in FY 2014
- Transaction information available on Saturday, June 28\(^{th}\), after 12pm
- Redistribution via Works must be completed by 4pm on Monday, June 30\(^{th}\)
- Redistribution via the Campus PCard (CPC) journal entry page must be completed by Monday, June 30\(^{th}\) 6pm
Approvals for Catalog Orders

- Approvals for BuzzMart Catalog orders <$3,000
  - Prior to March 17th
    - Approvals post transaction via Expedited Transaction Report
  - Process today
    - Approvals obtained prior to issuing purchase order
      - Default Option: Dual Approvers (Spend and Finance) – same as all other orders
      - Single Approver Option (Finance Approver) – must opt in
        - Cannot have an users with Finance and Requestor role
  - Expedited Transaction reports must still be run through May 31st. Not required for transactions after May 31st.
# Customer Service Support

## Contact info:

<table>
<thead>
<tr>
<th>Subject of Question</th>
<th>Email Questions to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Questions</td>
<td><a href="mailto:vendor.help@business.gatech.edu">vendor.help@business.gatech.edu</a></td>
</tr>
<tr>
<td>PCard</td>
<td><a href="mailto:Pcard.ask@business.gatech.edu">Pcard.ask@business.gatech.edu</a></td>
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<td>Buzz Mart Req/PO Questions Agreements for Signature/</td>
<td><a href="mailto:purchasing.ask@business.gatech.edu">purchasing.ask@business.gatech.edu</a></td>
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<tr>
<td>Purchasing</td>
<td></td>
</tr>
</tbody>
</table>
Accounts Payable and Travel

- Vendor Invoices
- Sub-Agreements
- Employee Payment Req
- Check Requests
- Recurring Payments
- Wire Transfer Forms
- T&E
- TES for Nonemps
Accounts Payable Deadlines

- Monday, June 16th
  - Vendor Invoices
    - Reference a valid BuzzMart PO# with sufficient encumbrance balance
    - Supporting documentation
      - Food/Group Meal Documentation Form
  - Receipts entered for all POs $3000+ or where requested on the requisition

- AP Payment Request Forms and Wire Transfer Request Form
Accounts Payable Deadlines

- Invoices that reference a BuzzMart PO will continue to be entered through 6/26, on a first-in, first-out basis.

- Invoices that do not reference a valid BuzzMart PO will be scanned and routed to WebNow departmental work queues for PO reference or action.

- There will be no campus access to BuzzMart for Receipts or Match Exceptions from 6/24 (after 5pm) until 7/1.
BuzzMart Match Exceptions

- **Match exceptions based on system tolerances**
  - 5% up to $500 per total PO
  - No additional line items
  - Receipt cost/quantity discrepancy
  - Missing receipt

- **Action must be taken by the Finance Approver**
  - Enter Receipt & Force Match ($3000+, if OK to pay)
  - Force Match with comment (<$3000, if OK to pay)
  - If voucher correction must be made, enter a comment with instructions and send to ap.ask@business.gatech.edu. Force matched vouchers will automatically be set up for payment. **DO NOT FORCE MATCH** if there is a problem with the invoice/voucher.
AP Year End Accruals

- All invoices dated 6/30 and prior that are not paid this fiscal year must be accrued for the financial report.

- Whenever possible, approve invoices in WebNow and submit to AP by year end deadlines.

- Do not “hold” paper invoices. Submit all invoices to apinvoices@gatech.edu (1 invoice per email) to be scanned into the invoice work queue and accrued, even if the invoice is not approved for payment.
Pre-Paid Expenses

- **What are they?**
  - Payments that must be made using state funds this fiscal year for an expense for a future fiscal year. Examples include registrations and airfare purchases paid prior to 6/30 for a FY15 conference/trip.

- **How do we make payments this FY?**
  - Directly bill airfare through Travel Inc.
  - Use the AP Payment Request Form and check ‘Pre-paid Expense’ (include next FY’s expense account).

- **How are they posted?**
  - Expenses will post to the FY15 project ID/expense account in July
FY2015 AP Transactions

- First check run for FY15: Tuesday, July 1st
- Expenses will not post to ledgers or the GT Data Warehouse (web payment look-up tool) until Saturday, July 12th, but **TRUST US**, "The check is in the mail" or "The ACH has been sent"
Travel & Expenses System

- T&E will be available throughout close-out for entry & approval of Travel Auths and Expense Reports

- Expense Reports will be processed on a First-in, first-out basis through June 27th

- Do you have an approved FY14 expense reimbursement that must be posted against lapsing funds?
  
  Send a request to expedite the expense report to travel.ask@business.gatech.edu. Requests to expedite will be processed as volume/timing permits.

T&E Pending Transactions

• Approvers and T&E Admins should review and take action on all TAs and Expense Reports in ‘Pending’ and ‘Supervisor Approved’ status.

Search by dept#, status, date range, etc.
T&E Pending Transactions

- Most items in ‘Pending’ status require employee review/submission

Georgia Tech Travel and Expense Reimbursement

Travel Authorization
- Create New Travel Auth
- Employee Take Action on Pending Travel Auth
- Cancel Approved Travel Auth
- Delete Pending Travel Auth
- View All Status/Modify Travel Auth

Expense Report
- Create New Expense Report
- Employee Take Action on Pending Expense Report
- Delete Pending Expense Report
- View All Status/Modify Expense Report
Non-Employee Travel

- **Monday, June 16th**
  - Deadline for Employee Payment Request Forms and TES for Nonemployees
    - Valid chartfields (project & account)
    - Supporting receipts

- Payments will continue to be processed through June 27th. Send urgent payment requests for lapsing funds to travel.ask@business.gatech.edu.
Direct Airfare Billing

- Airline tickets will be paid against FY14 funds if posted to the Institute account by June 20\textsuperscript{th}.

- Airfare for July 1 and later departure dates will be posted to a pre-paid expense account if state funds are used. Provide valid FY15 project ID at time of reservation.
Customer Service Support

- Contact information:

<table>
<thead>
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<th>Subject</th>
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<tr>
<td>T&amp;E and travel-related questions</td>
<td><a href="mailto:travel.ask@business.gatech.edu">travel.ask@business.gatech.edu</a></td>
</tr>
<tr>
<td>Invoice and accounts payable questions, BuzzMart match exceptions issues</td>
<td><a href="mailto:ap.ask@business.gatech.edu">ap.ask@business.gatech.edu</a></td>
</tr>
<tr>
<td>Send single invoices for payment</td>
<td><a href="mailto:apinvoices@gatech.edu">apinvoices@gatech.edu</a></td>
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Payroll Update

Jerry Jobe
Payroll Director
Office of Human Resources
Payroll Update

PSF’S

- Completed ePSF By:
  - **May 15** For May Payroll/Summer Pay
  - **June 16** For June Payroll/Summer Pay
Payroll Update

- **TIME DOCUMENTS:**
  - TIME EDITOR WILL BE AVAILABLE FROM
    - 8 AM May 29 Through 5PM May 30
    - 8 AM June 12 Through 5PM June 13

- **OFF CYCLE CHECK REQUESTS**
  - Final FY2014 off-cycle check requests for Biweekly Payroll is Due in Payroll by Monday, June 23, 2014 at NOON
  - Final FY2014 off-cycle check requests for Monthly Payroll Due in Payroll Tuesday, June 24 by 2:00pm
Biweekly Salary Accrual

- The accrual for biweekly wages earned in June but not paid until July will include 13 days.

  Period Ending 06/25/14 – 10 days

  Period Ending 07/9/14 – 3 days

  ***Tech temp and student wages are not accrued
# Summer Pay Calendar

<table>
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<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>New Hire PSFs Due in Payroll</th>
<th>Enter Summer Pay for this Pay Period By:</th>
<th>Pay Date</th>
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<tr>
<td>1</td>
<td>May 16</td>
<td>May 31</td>
<td>May 15</td>
<td>May 20</td>
<td>May 30</td>
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<tr>
<td>2</td>
<td>Jun 1</td>
<td>Jun 30</td>
<td>June 16</td>
<td>June 19</td>
<td>June 30</td>
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<tr>
<td>3</td>
<td>Jul 1</td>
<td>Jul 31</td>
<td>July 17</td>
<td>July 22</td>
<td>July 31</td>
</tr>
<tr>
<td>4</td>
<td>Aug 1</td>
<td>Aug 15</td>
<td>August 14</td>
<td>August 19</td>
<td>Aug 29</td>
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Academic Contract Pay

• August & May are ½ month pay regardless of the start or end date.
• Full months are paid September through April.

All other months start or end pays are prorated based on days worked divided by the total work days in that month.
Salary Planning & Distribution Update

Robert Ellington

Associate Director, SPD Center
Grants & Contracts Accounting
SPD Update

- Early Annual Statement of Reasonableness (ASR) Form
  For Plan Confirmation System employees terminating in May
  - By Fri, April 25 Submit your list of May Terminating employees to the SPD Center. (Please have PSF Term actions processed and final distribution correct in SPD)
  
  - Mon, April 28, SPD Center prints early ASR’s & mails back to the Dept for employee and Financial Mgr certification signatures and date…to be returned to the SPD Center. (No First-Hand Knowledge certifications)

  - eASR will be backup for certification of terminated employees if early ASR is not attained. (19% of FY13 eASR’s were confirmed online by non-active employees.)

  - No changes to the distribution on the early ASR can occur in SPD after they are printed or the certification is void and we will have to recertify.
SPD Update

- **Electronic** Annual Stmt of Reasonableness (eASR)
  - Email eASR link to Plan Confirmation employees (similar to monthly eWAF notification)
    - A demo instruction link is included
  - Online electronic certification by employee and electronic approval by Unit Financial Managers
  - Manual ASRs backup for unconfirmed eASRs in August
  - Certified and Approved ASRs deadline - August 29
  - Confirm Proposed/Committed Levels of Effort for PIs, Co-PIs, and other Key Research Personnel prior to YR end close.
SPD Update

*NIH Over Salary Cap Analysis*

- Summer Pay should be entered by first of May for accurate analysis of Over Cap salary.
- Establish companion cost share accounts to reflect adjustments for Over Salary Cap on NIH projects.

*120 Day Late Redistributions:*

- Remind employees to review EWAF monthly and report errors timely to reduce the need for 120 Day Late Cost transfers not due to delayed funding.
## SPD Update

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<th>Year End</th>
<th>Close Dates:</th>
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<tr>
<td>June 20</td>
<td>Deadline for 120 Day Late cost transfer requests to externally funded sponsored projects</td>
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<tr>
<td>June 27</td>
<td>Last Day for Paper SPD’s</td>
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<tr>
<td>July 2</td>
<td>Last Day for Campus Online SPD Redistributions</td>
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<tr>
<td>July 7</td>
<td>FY 2014 eASR’s available electronically</td>
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<tr>
<td>July 12</td>
<td>SPD Open for FY 2014</td>
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<td>August 29</td>
<td>Certified and Approved eASRs &amp; manual ASRs Deadline</td>
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Grants & Contracts Update

Jennifer Camp

Associate Director, Project Accounting
Grants & Contracts Accounting
Grants & Contracts Update

- **G&C Cost Transfer Deadline – July 1**
  - Paper and ECT
  - Use online JE’s when appropriate (ECT, CPC)
  - >120 days from original posting date require additional approval

- **Sponsored Project Exceptions - Ongoing**
  - Over budget and/or Past Term
  - Undocumented exceptions must be cleared
Grants & Contracts Update

- American Recovery and Reinvestment Act
  - (aka Stimulus Funding, Recovery awards, or ARRA)
- On January 17th with the enactment of the Omnibus Spending bill, Congress ended the ARRA reporting requirement for recipients of Recovery awards.
  - Other reporting requirements may apply (see conditions of each award and/or sponsor)
  - Transparency – awards subject to audit
- All spending should be complete as of 9/30/13 unless a specific waiver was granted
Grants & Contracts Update

- Cost Sharing
  - Record cost sharing expenses using “linked” projects in GM database
    - Exceptions must be justified in writing and will require additional approval from the Associate Vice Provost for Research
  - Increased scrutiny by sponsors
    - Impact on invoicing/collections
    - Impact on financial reporting
Grants & Contracts Update

- Reminder - Online reporting tools to give you more information about your Sponsored Project Activity
  - Resident Instruction Project Detail Extract
  - Sponsored Expenditure Reports
  - Sponsored Activity Summary

- Go to G&C Dept website (www.grants.gatech.edu) and navigate to ‘Management Reports’ (available on the WEB Grants Management menu)
Help Desk Information

- Agency Funds, JE Copies, Gen Acctg: accounting.ask@business.gatech.edu
- Invoices, Vouchers, CY & PY Pmts: ap.ask@business.gatech.edu
- Orig Budget, Bud Amendments: budget.ask@business.gatech.edu
- Spon Proj, GTF, PEB, Bud Rev: gc.ask@business.gatech.edu
- GL Rpts, COA, Ledger Postings: gl.ask@business.gatech.edu
- Payroll, Time Entry, PSF's: pay.ask@ohr.gatech.edu
- PCard Questions, Works System: pcard.ask@business.gatech.edu
- Agrmnts/Purchasing, CY/PY PO's: purchasing.ask@business.gatech.edu
- SPD Redist, ASR’s, eWAF’s: spd.ask@business.gatech.edu
- Travel Questions, T&E System: travel.ask@business.gatech.edu
- Vendor Questions: vendor.help@business.gatech.edu
Questions

- Budget Office - Orig Bud, Bud Amendments, Policies
- Bursar’s Office - Petty Cash, Cashiering, Non-Student AR
- Purchasing & Business Services - AM, AP, PCard, PO, T&E, Travel
- Controller’s Office - GL Reports, COA, Ledger Postings
- Grants & Contracts Acctg - GC, SPD, Grants Mgmt Rpts
- Human Resources - Payroll, PSF’s, Time Entry
Wrap Up

Thank You!!!