Georgia Institute of Technology

Year End Town Hall Meeting
Wednesday, April 1, 2015
9:00am – 11:30am

Student Services Building, Room 117
Agenda

- Welcome Jim Fortner
- Admin & Finance Initiatives Jeff Scott
- Closeout, Audit and GL Update Carol Gibson
- 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
- Questions
- HR/TechWorks Upgrade Maryann Carroll
- Wrap Up
Welcome

Jim Fortner
Associate Vice President
Financial Services
Administration & Finance Initiatives

Jeff Scott
Senior Vice President
Administration & Finance
Georgia Tech–General Observations

• Strong financial culture driven by budget control, grant & contract accounting and financial accounting

• Decentralized operating culture, within a large and complex public university framework

• Many opportunities for collaboration

• Empowered and constrained by policies and systems

• Belief that change is on its way

Reflects the hard work and dedication of administrative and other staffs
Emerging Considerations

• Growing desire/need for information and collaboration

• Need for greater commonality driven by systems, effectiveness, and efficiency

• Desire for more user-centric systems

• Dramatically changing federal regulatory environment
Georgia Tech’s Critical Competency

People and processes
Science & Technology
Finance and Administration

INNOVATION
Galileo’s Challenge
“What is to be done?”

- Intense functional communication and cooperation
- Address challenges on a joint basis
- Standardize where appropriate to ensure commonality and efficiency
- Work together on common, user-centric, next generation IT platforms
- Improve performance, flexibility, and mobility of staff through development and training

Create a ‘Matrixed Partnership’
Matrixed Partnership Actions

Development and Training

• Designed to help all members of Georgia Tech’s financial community enhance knowledge
  – Business operations and processes
• Audience – both experienced financial professionals and new colleagues
• Intended to help develop skill sets needed to:
  – Excel in functional areas
  – Advance professional growth
  – Enhance career satisfaction

Financial Management Knowledge Development Series
Matrixed Partnership Actions

Roles and Responsibilities

• Better define the Financial and Administrative roles

• Establish a clear chain of accountability
  – From Ga Tech CFO to Accounting Assistant, and vice versa

• Refine **accountability** by organizational level

• Enhance functional **communications**

Year-End Closing Review & Checklist
Fiscal Year-End Closing Review & Checklist

• President & EVPAF sign annual Audit Representation letter
  – Attests to accuracy and compliance

• GT operates in a decentralized financial management environment
  o Shared responsibility for managing financial resources
  o Delegated authority over assigned projects
  o Review and approval of recorded amounts

• The Fiscal Year-End Closing Review & Checklist will:
  o Serve as a communication and planning tool for departments
  o Facilitate identification/communication of questions/concerns

• Due July 10, 2015
Fiscal Year-End Closing Review & Checklist

• Are you aware of outstanding FY15 invoices that have not been forwarded to Accounts Payable?

• Are you aware of any FY15 Personal Services Forms that have not been processed?

• Do you believe expenses pertaining to your area have been properly classified by major program level?
  – Instruction, Research, Public Service, etc.

• Do you believe that employees in your area know they are responsible for reporting concerns?
  – About internal controls, auditing and accounting processes
Closeout, Audit and GL Update

Carol Gibson

Controller
Controller’s Office
Closeout Update

- Closeout Memo, Chron Schedule and Calendar
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Year End Info
  - Techworks.gatech.edu > Admin & Finance News

- Key Closing Dates
  - PeopleSoft Financials downtime, July 11\textsuperscript{th} & 12\textsuperscript{th}
  - BuzzMart available during Financials downtime
  - Financials open for FY 2016 on Monday, July 13\textsuperscript{th}

- Budgetary Compliance Report (BCR) – Aug 4\textsuperscript{th}

- Annual Financial Report (AFR) – Aug 11\textsuperscript{th}
Audit Update

- Purchase Orders and Encumbrances
  - Audit Deficiency for an Invalid Encumbrance
  - Ensure PO’s are reviewed and closed timely if invalid

- Payroll Documentation
  - Audit Deficiency for Inadequate Compensation Documentation
  - Ensure proper documentation submitted for payroll transactions

- Accounts Payable
  - Audit Deficiency for Expenses recorded in wrong fiscal year
  - Forward all Invoices to AP timely – even if not ready to pay
  - Invoices not paid will be included in AP Accrual for the AFR
  - Auditors are reviewing Invoice Date vs. Ledger Posting Date
Audit Update

- Compliance with Institute Policies and Procedures
  - Audit Deficiency for failure to comply with Institute policies and procedures
  - Ensure issues of non-compliance are addressed immediately
  - Report issues of non-compliance, fraud, waste, abuse, etc. to EthicsPoint Hotline

When one of us is not compliant, Georgia Tech is not compliant!!
General Ledger Update

- Managing Prior Year Purchase Orders
  - Rules
    - PO must reflect PY Bud Ref on ledger, Exp Amt cannot exceed Enc Amt
    - If Exp less than Enc, balance returned to the State of Georgia
  - 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 > Forms
  - 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
  - Reports Available
    - Open Enc Rpt (262), Sum PY PO Rpt (718) & PY Exp Ledger (306)
General Ledger Update

- Controller’s Office Compliance
  - Campus PCard (CPC) Journal Entries
  - Agency Funds
  - Prior Year Purchase Orders
  - Unrelated Business Income Tax
    - Annual UBI Questionnaire sent mid-June
General Ledger Update

- Review Financial Transactions Timely
  - Expense Ledger Reports (38 & 306)
  - Revenue Ledger Report (46)
  - Open Encumbrance Report (262)
  - Project Expenditure and Budget (PEB) Report
  - Salary Planning & Distribution (SPD) Reports

- Use Online Resources
  - BuzzMart
  - CPC, CSU and ECT Journal Entries
  - PCard Works
  - Salary Planning & Distribution (SPD)
  - Travel and Expenses (T&E)
Accounting and Finance Resources

- Allowable Cost Matrix
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Allowable Cost Matrix

- Key Accounting and Finance Departments
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Financial Resources

- Accounting and Finance Help Desks
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Financial Resources

- Networking and Information Groups
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Financial Resources

- Closeout Memo/Schedule/Calendar/TownHallSlides
  - [www.controller.gatech.edu](http://www.controller.gatech.edu) > Year End Information (related links – right)
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
  ▪ Link to Form: http://forms.budgets.gatech.edu/view.php?id=15035

■ Departmental Sales and Services (DSS) (Fund 14xxx)
  ▪ Must be requested online to determine carry forward eligibility by June 30th.
  ▪ Final carry-forward amount will be determined after year end close
  ▪ All Service Center requests will be reviewed by Grants and Contracts
  ▪ Link to Form: http://forms.budgets.gatech.edu/view.php?id=14107
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

### Summary of Budget Unit

<table>
<thead>
<tr>
<th>Project / Description</th>
<th>Budget Current</th>
<th>Encumbrances</th>
<th>Expenditures</th>
<th>Current Balance</th>
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<tr>
<td><strong>State Appropriations</strong></td>
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<tr>
<td>Personal Services</td>
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<tr>
<td>Wages &amp; Salaries</td>
<td>125,000.00</td>
<td>18,750.00</td>
<td>106,750.00</td>
<td>(500.00)</td>
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<td>Fringe Benefits</td>
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<tr>
<td><strong>Subtotal Personal Services</strong></td>
<td>125,000.00</td>
<td>18,750.00</td>
<td>106,750.00</td>
<td>(500.00)</td>
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<tr>
<td><strong>Non-Personal Services</strong></td>
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<tr>
<td>Travel</td>
<td>500.00</td>
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<td>325.00</td>
<td>175.00</td>
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<td>Operating Supplies</td>
<td>8,000.00</td>
<td>3,500.00</td>
<td>2,000.00</td>
<td>2,500.00</td>
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<tr>
<td>Equipment</td>
<td>2,000.00</td>
<td>2,500.00</td>
<td>1,000.00</td>
<td>(1,500.00)</td>
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<tr>
<td><strong>Total Non-Personal Services</strong></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><strong>TOTAL</strong></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 8th and close Friday June 12th
- Contact your assigned budget analyst with any questions
Business Services Update

Ajay Patel
Director, Purchasing

Sharon Jackson
Director, Accounts Payable and Travel
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 1st**
  - Deadline for Requisitions that require bidding

- **Friday, May 22nd**
  - Deadline for Requisitions with sole source documentation

- **Friday, June 5th**
  - Deadline for Requisitions that use State or GT Contracts

- **Friday, June 12th**
  - Deadline for purchases between $2,500 to $9,999 that require Purchasing review

- **Tuesday, June 16th**
  - Deadline for new Vendor Profile Requests
Open Encumbrances at YrEnd

- Open Encumbrance Report (GTPOR262) available in TechWorks

- **Friday, June 19**
  - Deadline to submit BuzzMart Change Request Forms

- **Tuesday, June 23**
  - 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 26th
  - Return Open Encumbrance Reports by noon to Business Services to procurement.help@business.gatech.edu
  - No accounting changes or increases
  - No Open Encumbrance Reports will be processed to effect FY 2014 or FY 2015 PO’s/budgets, if received after June 26th
FY2016 Purchase Orders

- Users will delete ALL shopping carts from FY2015
- FY 2016 requisitions cannot be entered until Wednesday, July 1st
- Notice of Intent to Issue Purchase Order form located on the Purchasing forms bank
- FY 2016 transactions will not be available on financial reports until Monday, July 13th
PCard Deadlines

- Transactions **posted to bank** by Friday, June 26\(^\text{th}\) will be recorded in FY 2015

- Transaction information available on Monday, June 29\(^\text{th}\), after 12pm

- Redistribution via Works must be completed by 4pm on Tuesday, June 30\(^\text{th}\)

- Redistribution via the Campus PCard (CPC) journal entry page must be completed by Tuesday, June 30\(^\text{th}\) 6pm
## 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>
</tr>
<tr>
<td>Buzz Mart Req/PO Questions Agreements for Signature/Purchasing</td>
<td><a href="mailto:purchasing.ask@business.gatech.edu">purchasing.ask@business.gatech.edu</a></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
- Facilities Contracts
- Honoraria
Accounts Payable Deadlines

- **Monday, June 15th**
  - **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, Honoraria and Wire Transfer Request Form**
Invoices that reference a BuzzMart PO will continue to be entered through 6/25, on a first-in, first-out basis.

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

There will be no campus access to BuzzMart for Receipts or Match Exceptions from 6/25 (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 route to AP by year end deadlines

- Do not “hold” paper invoices. Submit all invoices to apinvoices@gatech.edu to be scanned into the invoice queue and accrued.
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 FY16 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 FY16 project ID/expense account in July
FY2016 AP Transactions

- First check run for FY16: Wednesday, July 1st

- Expenses will not post to ledgers or the GT Data Warehouse (web payment look-up tool) until Monday, July 13th 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 26th

- Do you have an approved FY15 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 permit.
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
Non-Employee Travel

- Monday, June 15th
  - Deadline for Employee Payment Request Forms and TES for Nonemployees
    - Valid project
    - Supporting receipts
  
- Payments will continue to be processed through June 26\textsuperscript{th}. Send urgent payment requests for lapsing funds to travel.ask@business.gatech.edu.
Direct Airfare Billing

- Airline tickets will be paid against FY15 funds if included on the Travel Inc invoice for June 15th.

- Airfare for July 1 and later departure dates will be posted to a pre-paid expense account if state funds are used. Provide valid FY16 project ID at time of reservation.
# Customer Service Support

- **Contact information:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Email Contact</th>
</tr>
</thead>
<tbody>
<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 and receipt issues</td>
<td><a href="mailto:ap.ask@business.gatech.edu">ap.ask@business.gatech.edu</a></td>
</tr>
<tr>
<td>International payments, tax, and accounting questions</td>
<td><a href="mailto:apaccounting.ask@business.gatech.edu">apaccounting.ask@business.gatech.edu</a></td>
</tr>
<tr>
<td>Send vendor invoices (with PO#) for payment</td>
<td><a href="mailto:apinvoices@gatech.edu">apinvoices@gatech.edu</a></td>
</tr>
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Payroll Update

Jerry Jobe
Payroll Director
Office of Human Resources
Payroll Update

- **PSF’S**
  - Completed ePSF By:
    - **May 14** 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 28 Through 5PM May 29
  
  8 AM June 11 Through 5PM June 12

- **OFF CYCLE CHECK REQUESTS**
  - Final FY2015 off-cycle check requests for Biweekly Payroll is Due in Payroll by Thursday, June 25, 2015 at NOON

  - Final FY2015 off-cycle check requests for Monthly Payroll Due in Payroll Thursday, June 25 by 2:00pm
The accrual for biweekly wages earned in June but not paid until July will include 13 days.

Period Ending 06/24/15 – 10 days

Period Ending 07/8/15 – 3 days

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

<table>
<thead>
<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 14</td>
<td>May 19</td>
<td>May 29</td>
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<td>2</td>
<td>Jun 1</td>
<td>Jun 30</td>
<td>June 16</td>
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<td>3</td>
<td>Jul 1</td>
<td>Jul 31</td>
<td>July 16</td>
<td>July 21</td>
<td>July 31</td>
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<tr>
<td>4</td>
<td>Aug 1</td>
<td>Aug 15</td>
<td>August 18</td>
<td>August 20</td>
<td>Aug 31</td>
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</table>
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 24  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 27, 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 FY14 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 31
  - 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

<table>
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<th>Year End</th>
<th>Close Dates:</th>
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<tbody>
<tr>
<td>June 19</td>
<td>Deadline for 120 Day Late cost transfer requests to externally funded sponsored projects</td>
</tr>
<tr>
<td>June 30</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 6</td>
<td>FY 2015 eASR’s available electronically</td>
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<tr>
<td>July 13</td>
<td>SPD Open for FY 2016</td>
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<tr>
<td>August 31</td>
<td>Certified and Approved eASRs &amp; manual ASRs Deadline</td>
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Grants & Contracts Update

Jennifer Camp
Director of Project Accounting
Grants & Contracts Accounting
Grants & Contracts Update

- **Written Cost Transfer Deadline** – June 30
  - >120 days from original posting date require additional approval

- **Electronic Cost Transfer Deadline** – July 1
  - Use online JE’s when appropriate (ECT, CPC)
  - Type A and B – no later than 6pm
Grants & Contracts Update

- Sponsored Project Exceptions – June 30
  - Over budget and/or Past Term
  - Undocumented exceptions must be cleared

- Undesignated Projects – June 30
  - Non-Personal Services expenses are not allowable on undesignated projects
  - All expenses must be allocated to an allowable project
Grants & Contracts Update

- OMB Uniform Requirements – effective 12/26/14
  - Revised policies, notices, and forms
  - To align with federal close-out period, late cost transfer timeline reduced to 90 days
    - Proposed effective date: 7/1/15

- Cost Transfers
  - Non-financial considerations – IRB (human subjects), IACUC (animal studies), Intellectual Property (IP), Responsible Conduct of Research (RCR), foreign national restrictions
Grants & Contracts Update

- Cost Sharing
  - Record mandatory cost sharing expenses using “linked” projects in the GM system
    - Exceptions must be justified in writing and will require additional approval

- Increased scrutiny by sponsors
  - Impact on invoicing/collections
  - Impact on financial reporting
Grants & Contracts Update

- Reminder – Reports available to provide more information about sponsored project activities
  - PO and Subrecipient Encumbrance Report (Web GM)
  - G&C website [www.grants.gatech.edu](http://www.grants.gatech.edu); navigate to “Campus reports” under Reports and Documents heading and select report type:
    - Fund Balance Burn Report
    - Fund Spend Pattern Report
    - Cost Share vs. Fund Spend Pattern Report*
  - Coming Soon – Automated Tuition Waiver Cost Share Form
Grants & Contracts Update

Type
- Sponsored
- Cost Share

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<th>2013</th>
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<td>SubContracts-MTDC</td>
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<td>SubContracts-NonMTDC</td>
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<td>Surplus for Records</td>
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Questions
HR/TechWorks Upgrade

Financials, Procure-to-Pay & Research Administration

Frequent Links-Financials
- Agency Funds
- Allowable Cost Matrix
- Cash Receipts
- Chart of Accounts Lookup
- Petty Cash

Frequent Links-Procure-to-Pay
- Food/Group Meal Policy Info
- PCard
- PO/Invoice Payment Inquiry
- Vendor Lookup
- Vendor Profile Form

Frequent Links-Research Admin
- Cost Share FAQ
- Cost Transfer Request Form
- ICOL Status
- IRB/RISE / Human Subjects
- OSP - Contract Info System
- Overhead/Fringe/Tuition Rates
- Request for Sub-Agreement
- Service Center Request Form
- Status of Deliverables

Research Administration
- Cost Share FAQ
- Cost Transfer Request Form
- Request for Sub-Agreement
- Service Center Request Form
- Conflict Of Interest Mgmt/EOI
- GT Applied Research Corp
- Georgia Tech Research Corp
- Georgia Tech Research Inst
- Grants & Contracts Accounting
- Industry Engagement
- Office of Research Integrity
- Office of Sponsored Programs
Wrap Up

Thank You!!!