YEAR END TOWN HALL MEETING

WEDNESDAY, MARCH 22, 2017
9AM – NOON
CLOUGH COMMONS AUDITORIUM
ROOM 144
WELCOME & OPENING REMARKS

Carol Gibson
Controller
AGENDA

- Welcome and Opening Remarks       Carol Gibson
- Administration and Finance Update Jim Fortner
- ERP Financial System Update       Greg Phillips
- FY Closing Review Checklist        Teisha Alsobrook
- Closeout/Audit/Financial Reporting Lee Wates
- Budget Office                      Lisa Godfrey
- Break                              10 minutes
- Procurement and Business Services  Ajay Patel & Abbie Coker
- Payroll                            Jerry Jobe
- Salary Planning & Distribution     Terryl Barnes
- Grants & Contracts                 Sandy Mason
- Questions, Wrap Up and Resources   Carol Gibson
ADMIN AND FINANCE UPDATE

Jim Fortner
Interim Vice President for Finance
Since we last met ....

- Established formal plans to secure and implement a new Financial system
- Endured an extensive Federal agency audit based on new automated data analytic approaches

What we’ve learned .... “Times, they are a changing”

- We must leverage automation and technology to perform the work of the 21st century
- Requires ongoing risk assessments, prioritization, continuous improvement
- Focus on the Internal Control Environment
  - Outreach
  - Training
  - Compliance
FMKD TRAINING SERIES

FMKD = Financial Management Knowledge Development

- Goal – Develop consistent, accurate and thorough understanding of business operations & management
- Courses developed by subject matter experts & HR Training team
- Track 1 - Financial Fundamentals (FF)
  - Thirteen online courses
  - Staff with a financial management role
- Track 2 - Extramural Sponsored Programs (ESP)
  - Six online courses
  - Financial staff who manage sponsored projects
Course Groupings

- **Core** – Courses required for employees with core financial system security roles and for GTRI population
- **SPD & Payroll** – Additional courses for specific SPD or Payroll system security roles
- **Asset Management** – Additional courses for specific AM or Procurement system security roles
- **Grants Management & GTRI** – Additional courses for specific GM system security roles and for GTRI population
- **Open** – Courses available to ALL employees in the overall population
## Financial Management Knowledge Development Series - Phase I

### Proposed Program Matrix

<table>
<thead>
<tr>
<th>Ref</th>
<th>Course Name</th>
<th>Prerequisite(s)</th>
<th>Core</th>
<th>SPD/Payr</th>
<th>AM</th>
<th>GM/GTRI</th>
<th>FMKD Cert</th>
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<tbody>
<tr>
<td>FF1</td>
<td>Financial Administration</td>
<td>none</td>
<td>xx</td>
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<td>FF2</td>
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<td>ESP4</td>
<td>Project Initiation</td>
<td>ESP2</td>
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<td>xx</td>
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</table>

**Total Courses:** 19
Implementation Strategy

- Existing employees as of May 1, 2017 grand-fathered into the program, without mandatory requirements

- Employees assigned selected new system roles on/after May 1, 2017 will be required to take applicable courses within 60 days
  - Employee role-level assignments routinely refreshed
  - System-generated messages, reminders
  - System roles automatically revoked after 60 days, requiring new request for access

- Financial Services will provide point(s) of contact for procedural matters

- Individual campus units may define and internally enforce additional requirements
REMINDER: Reference Library is available

- All course content available for review and reference as needed
- Available for Financial Fundamentals and Extramural Sponsored Programs Courses in progress
FMKD TRAINING SERIES
The links below provide access to reference only versions of each tutorial found in the FMKD Financial Fundamentals program. If your goal is to complete the full program, you must complete the graded tutorials on your Course Home page instead. Completion via the links below will not be tracked.

Financial Administration (REFERENCE ONLY)
This is a link to an ungraded, reference only version of the tutorial.

Basic Accounting (REFERENCE ONLY)
This is a link to an ungraded, reference only version of the tutorial.
FY2016 Department of Audits and Accounts (DOAA) Award of Distinction for Excellent Financial Reporting

CRITERIA
Quality and Timeliness of Financial Statements and Supporting Documentation
Compliance with Transparency in Government Requirements
Quality of Audit Documentation
Availability and Cooperativeness of Key Staff during the Audit
No Significant Deficiencies or Material Weaknesses
Clean Audit Opinion
Georgia Department of Audits and Accounts
Has Conferred Upon
Georgia Institute of Technology
for the fiscal year ended June 30, 2016 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 requirements.

Kristina A. Turner
DIRECTOR, EDUCATION AUDIT DIVISION

Gregg Guffey
STATE AUDITOR
ERP/FINANCIAL SYSTEM UPDATE

Greg Phillips
Senior Director - Enterprise Resource Planning
Transformation Vision

**Build** | By CREATING THE NEXT platform for GT’s service delivery

**Transform** | By designing GT’s data and processes for the digital age

**Unify** | By connecting GT’s user community experience

**Empower** | By optimizing GT’s decisions with intuitive analytics

Institutional Effectiveness
ERP ORGANIZATION

Executive Leadership Team
Governance Committee
ERP Senior Director
Portfolio Manager

Financial Transformation Steering Committee
Program Managers

Project Leads
Extended Project Team

Manage Data
Design/Build/Test/Deploy
Support Readiness & Adoption

ERP
FIN & HCM
<table>
<thead>
<tr>
<th>ERP Organizational Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Team (ELT)</td>
</tr>
<tr>
<td>Governance (GOV)</td>
</tr>
<tr>
<td>Steering Committee (SC)</td>
</tr>
</tbody>
</table>

## Enterprise Resource Planning (ERP)

### Financial Management Systems
- General Ledger
- Budgets & Planning
- Grants & Projects
- Procurement
- Assets & Payables
- Capital Projects
- Receivables

### Human Capital Management Systems
- Human Resources
  - Workforce Management
  - Talent Acquisition & Management
  - Performance Management
  - Learning & Development
  - Workforce Relations & Safety
- Benefits & Compensation
- Payroll
- Commitment Accounting

## Enterprise Data Management (EDM)

## Office of Information Technology (OIT)

## Organizational Readiness (OR)
## Financial Transformation Core Team Leads

<table>
<thead>
<tr>
<th>Category</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Ledger</strong></td>
<td>Veronica Stokes – Lead</td>
</tr>
<tr>
<td><strong>Capital Projects &amp; Receivables</strong></td>
<td>ERP FIN BA – Lead</td>
</tr>
<tr>
<td><strong>Assets, T&amp;E &amp; Payables</strong></td>
<td>Lisa Snyder – Lead</td>
</tr>
<tr>
<td><strong>Budgets &amp; Planning</strong></td>
<td>Paul Brown – Lead</td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td>Terri Gerhardt – Lead</td>
</tr>
<tr>
<td><strong>Organizational Readiness</strong></td>
<td>Michelle Thackray – Lead</td>
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<tr>
<td><strong>Grants &amp; Projects</strong></td>
<td>Don Cochran – Lead</td>
</tr>
<tr>
<td><strong>Human Capital Management</strong></td>
<td>TBD – Lead</td>
</tr>
<tr>
<td><strong>Technical Development/Integration</strong></td>
<td>Allison Papuga – Lead</td>
</tr>
</tbody>
</table>
TRANSFORMATION TIMELINE

Initial Discovery Assessment: Jun 27
RFP Phase 1: Dec 1
RFP Release: Mar 3
RFP Phase 2: Apr 28
RFP Phase 3: Apr 3
FIN Start: Jul 31

Mar 1 - Jul 31
- Initial Discovery Process: 109 days

Aug 1 - Mar 31
- Financial Solution/Software Selection Process: 175 days

May 26
- SW Selection

Jun 26
- SI Selection

Mar 3
- RFP Release

Apr 3
- RFP Phase 1

Mar 1 - Jul 31

108 days
- System Integrator Selection Process

109 days
- Initial Discovery Process

175 days
- Financial Solution/Software Selection Process
WHAT IS THE CHART OF ACCOUNTS?

- The basic financial structure
  - Records and tracks financial accounting transactions
  - Facilitates segregation of expenditures, revenue, assets and liabilities
  - Provides a common understanding of the financial status of the institution

- Serves as the basis for the fiscal administration
  - Funds
  - Programs
  - Projects
  - Organizations
  - Activities
OBJECTIVES

Promote System Transformation Vision
– by using the redesigned COA to help redefine the manner in which financial transactions are managed and services are delivered

Support Success of New Financial System
– by developing a forward-looking design (data, structures, processes, etc.) that emphasizes simplicity, expandability and flexibility for the life of the system

Improve System-wide Reporting
– by meeting the needs of both the Institute’s and USG data needs
CHART OF ACCOUNTS REDESIGN

WHY NOW?

☑ Strategically Important
☑ The COA designed to be software agnostic
☑ Ensure it serves the Institute’s strategic purpose
☑ Provide alignment and correlation of financial data

• Definition
• Collection
• Reporting and Analytics
CHART OF ACCOUNTS REDESIGN
GUIDING PRINCIPLES

- **Principle #1**: The chart of accounts should adhere to the standards set by the University System of Georgia.

- **Principle #2**: The chart of accounts should be easy to comprehend with each component having a single use and a clear and consistent definition, and it should be flexible enough to accommodate future growth.

- **Principle #3**: The chart of accounts should support the Institute’s information, reporting and accounting at all levels of management and should promote service capabilities unifying the unique needs across campus.

- **Principle #4**: The chart of accounts should leverage best practices and innovative approaches in design, structure, and implementation.

- **Principle #5**: The chart of accounts should promote strategic alignment and integration between the financial system of record and ancillary ledgers and systems.
CHART OF ACCOUNTS REDESIGN TIMELINE

- Requirements Gathering Complete
- Initial Prototype Complete
- Revised Prototype
- Definition of Initial Values
- Proof of Concept
- COA Mapping
- Project Complete

Timeline:
- Mar: Discovery and Prototype
- Apr: Proof of Concept
- May: Definition of Initial Values
- Jun: COA Mapping

2017

Today
CHART OF ACCOUNTS – NEXT STEPS

March 20 - April 10

- Focus groups with key stakeholders
- Initial requirements gathering/review
- Prototype sessions
“The significant problems we face today cannot be solved at the same level of thinking we were at when we created them.”

– Albert Einstein
Teisha Alsobrook

Institute Finance Partner
FISCAL YEAR END CLOSING REVIEW
CHECKLIST

☑ Introduced during FY2015 Year End

☑ Basis – GT’s decentralized financial mgmt environment
  o Shared responsibility for managing financial resources
  o Delegated authority over assigned projects
  o Review and approval of recorded amounts

☑ Checklist Benefits
  o Serves as a communication and planning tool for campus units
  o Facilitates communication of questions/concerns for consideration in preparing Georgia Tech’s Annual Financial Report (AFR)

☑ Distributed to College-level & Primary Unit Finance Officers

☑ FY2017 Due Date - July 12, 2017
FISCAL YEAR END CLOSING REVIEW CHECKLIST

- **FY2016**
  - 88 Checklists Submitted by 15 Colleges/Primary Units
  - 209 Balance Sheet Accounts reviewed

- **FY2016 Checklist Review**
  - Areas with consistent N/A answers
  - Unchecked Items
  - Notable areas of improvements
    - Balance Sheet Account Reconciliation
    - Timely submissions
  - Checklist updates
FISCAL YEAR END CLOSING REVIEW CHECKLIST

Areas with consistent N/A answers

- 14 Colleges/Primary Units
- 50% - typically do not have these types of transactions or none of the transactions occurred during this fiscal year

Top 4 items with most consistent N/A answers

Has information for goods and services sold to external entities as of June 30, 2017 been reported to the Non-Student Accounts Receivable unit in the Office of Bursar and Treasury Services for billing purposes?

Department/unit expenses related to goods or services received after July 1, 2017 that required an advance payment (e.g. conference registrations, airfare, and training) have been classified as prepaid expenses. Prepaid expenses are created using one of the following forms: AP Payment Request, Employee Payment Request, & Wire Transfer Request.

Any/all pre-paid expenses from the prior fiscal year and applicable to FY2017 have been properly moved from the liability account to an expense account.

The Payroll Office has been notified of all known employee salary overpayments for the department/unit.
Unchecked Items

• 12 Colleges/ Primary Units
  • 58% unchecked responses; In most cases the colleges/primary units mistakenly skipped over this item and entered a response in the follow-up question
    
    Does your department receive revenue? If yes, please answer the question below.

• 25% unchecked responses: Applicable colleges/primary units all indicated there were no FY2016 prepaid items

  Department/unit expenses related to goods or services received after July 1, 2017 that required an advance payment (e.g. conference registrations, airfare, and training) have been classified as prepaid expenses. Prepaid expenses are created using one of the following forms: AP Payment Request, Employee Payment Request, & Wire Transfer Request.

  Any/all pre-paid expenses from the prior fiscal year and applicable to FY2017 have been properly moved from the liability account to an expense account.
FISCAL YEAR END CLOSING REVIEW CHECKLIST

Notable Areas of Improvement

• Balance Sheet Account Reconciliation
  • More colleges/primary units reconciling applicable accounts
    • 19 out of 22 colleges/primary units indicated yes on checklist
• Timely checklist submissions
  • 76% - received by the deadline
  • 24% - submitted checklists within a week and/or provided notice of foreseeable delays in submission

Checklist Updates

• Receipts and Collections
  • Minor verbiage changes
  • More applicable examples
CLOSEOUT, AUDIT & FINANCIAL REPORTING

Lee Wates
Associate Controller
Closeout Memo, Chron Schedule & Calendar

- [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End
- Techworks.gatech.edu > My Work > Administrative News

Key Closing Dates

- PeopleSoft Financials downtime, July 11\textsuperscript{th} and 12\textsuperscript{th}
- BuzzMart available during Financials downtime
- Financials open for FY 2018 on Thursday, July 13\textsuperscript{th}

Budgetary Compliance Report (BCR) due ~ 8/4

Annual Financial Report (AFR) due ~ 8/11
Prepaid Expenses – Maintenance Agrmts/License Renewals

- Audit Deficiency for performance periods crossing fiscal years
- Departments work with AP to identify contracts that cross fiscal years. Payment is allowable in FY17.
- Controller’s Office will work with Purchasing to review material transactions and record a prepaid expense

Journal Entry Approvals

- Audit Deficiency for missing approval documentation on Campus Service Center Journal Entries
- Reminder – ALL journal entries are required to have approvals
Balance Sheet Reconciliations

- GT required to reconcile all balance sheet accounts regularly
  - Asset Accounts – Cash in Bank, Petty Cash, A/R, Capital Assets, etc
  - Liability Accounts – Payables, Deferred Revenue, Deposits, etc.
  - Fund Balance Accounts – Reserves, Fund Balance

- Units required to submit June 30th recon for the annual audit
- State Auditors review reconciliations each year
- Audit deficiencies noted when accounts not reconciled
- IFST has list of all balance sheet accounts and who is responsible
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 Encumbrance Report (262), Sum PY PO Report (718) & PY Expense Ledger (306)
Allowable Cost Matrix

- Decision tool for common campus expenses
- Designed by Expense Type and Fund Group
- Matrix is not inclusive of all expenses
- When in doubt, ask these questions:
  - Is this an appropriate use of these resources?
  - Am I comfortable explaining this to an auditor?
  - Would a reasonable person have purchased item & paid this price?
  - Is it allocable or applicable to the project or fund group?
  - Is it allowable per the parameters of the fund group?
  - Is it consistent with other expenses for similar purposes?
Allowable Cost Matrix

- April 1, 2017 – updated matrix on Controller’s Office Website
- Changes highlighted in YELLOW
  - Agency Funds
  - Gifts to Students, Employees, Faculty and Researchers
    - New policy as of July 1, 2017
  - Food/Meals
  - Other Miscellaneous
- Website - www.controller.gatech.edu/allowable-cost-matrix
- Questions – accounting.ask@business.gatech.edu
Ethics Point Hotline

- Report issues of non-compliance, fraud, waste, abuse, etc. to EthicsPoint Hotline
- Phone: 866-294-5565

When one of us is not compliant,
Georgia Tech is not compliant!!
Lisa Godfrey
Director of Institutional & Capital Planning and Budget Management
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=14652](http://forms.budgets.gatech.edu/view.php?id=14652)
  - Requestors are be able to edit previously submitted request.
    - [http://www.budgets.gatech.edu/CarryForward](http://www.budgets.gatech.edu/CarryForward)

- **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.
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:
  - Ebony Thompson (4-4338)
  - Isabel Lynch (4-5557)
  - Daphne Bronner (4-4393)
Sponsored Adjustments
- Complete sponsored adjustments as early as possible, especially any personal services 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 all funds – General Operations, Department Sales and Services (DSS) and Technology Fee balances.
- **DO NOT** leave a deficit in Gen Ops and a balance in DSS - They will not offset one another.
Align Personal Services and Non-Personal Services (by category: Travel, OSE & Equip) budgets to actual expenses

<table>
<thead>
<tr>
<th>Fund Source/Description</th>
<th>Original Budget</th>
<th>Amended Budget</th>
<th>Encumbrances</th>
<th>Expenditures</th>
<th>Current Balance</th>
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<td>Indirect Cost Recoveries</td>
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<tr>
<td>Personal Services</td>
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<tr>
<td>Wages &amp; Salaries</td>
<td>1,737,715</td>
<td>1,956,279</td>
<td>571,485</td>
<td>1,109,392</td>
<td>275,402</td>
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<td>Dept Fringe Benefits</td>
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<tr>
<td>Total Personal Services</td>
<td>1,737,715</td>
<td>1,956,279</td>
<td>571,485</td>
<td>1,109,392</td>
<td>275,402</td>
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<tr>
<td>Non-Personal Services</td>
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<tr>
<td>Travel</td>
<td>7,000</td>
<td>12,000</td>
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<td>4,446</td>
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<td>Operating Expenses</td>
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<td>28,833</td>
<td>7,085</td>
<td>20,984</td>
<td>764</td>
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<td>Equipment</td>
<td>72</td>
<td>71</td>
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<td>71</td>
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<tr>
<td>Total Non-Personal</td>
<td>21,333</td>
<td>40,905</td>
<td>7,085</td>
<td>25,501</td>
<td>8,319</td>
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<tr>
<td>Services</td>
<td></td>
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<td>Total Indirect Cost</td>
<td>1,759,048</td>
<td>1,997,184</td>
<td>578,570</td>
<td>1,134,892</td>
<td>283,722</td>
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</table>
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 6th and close Friday June 10th

Contact your assigned budget analyst (http://www.budgets.gatech.edu/Staff) with any questions
BREAK

10 Minutes
Procurement & Business Services Update

Ajay Patel
Director of Purchasing

Abbie Coker
Director of Accounts Payable and Travel
IMPORTANT PURCHASING DEADLINES

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

- All requisitions **must** have required documentation attached prior to processing

- Requisitions missing documentation will be returned to the Requester
IMPORTANT PURCHASING DEADLINES

BuzzMart - Unavailable from 5 pm June 27th to July 3rd

- Notice of Intent to Issue Purchase Order form is located on the Purchasing forms bank (only to be used during this time period and must be approved by Purchasing)

FY2018 PO’s

- Users will delete ALL shopping carts from FY2017
- FY 2018 requisitions cannot be entered until Monday July 3rd
- FY 2018 transactions will not be available on financial reports until Thursday, July 13th
Transactions with a posted date of May 26th and before

- Please submit and approve all May 27th statements prior to June 29th.
- All unapproved statements will not have any accounting changes made in Concur carry forward to the GL
- A list of unsubmitted statements and unapproved statements will be posted on the procurement website
  - This list will be refreshed at least 3 times a week starting on June 12th
Transactions with a posted date of May 29\textsuperscript{th} – June 19\textsuperscript{th}

- These transactions will continue to post to the ledger every 10 days – the transactions with a posted date of June 19\textsuperscript{th} will post to the ledger on June 30\textsuperscript{th}

- These transactions will be considered final and can only be changed using a CPC process once posted to the GL
PCARD DEADLINES

Transactions with a posted date of June 20\textsuperscript{th} to June 27\textsuperscript{th}

- Changes can be made in Concur up to 5 pm on June 29\textsuperscript{th}
- All changes in Concur after 5pm on the 29\textsuperscript{th} will be ignored
- Transactions will post to the GL on June 30\textsuperscript{th}
- Redistributions can take place via CPC process on June 30\textsuperscript{th}

Transactions with a posted date of June 28\textsuperscript{th} and later

- These transactions will hit your FY2018 budgets
- These transactions will continue to post to the ledger every 10 days
- These transactions can be changed in Concur and follow the normal process.
PCARD POLICY

State of Georgia released a new PCard Policy that will be effective April 1, 2017

• No extensions will be granted

• PCard Policy exceptions must be approved in advance via a PCard Plan
  • Plan was due and submitted on 2/28/2017
  • Plan approved by CFO and President
  • Response to plan has not been received yet
PCARD POLICY CHANGES

Policy Requires:

1) All purchases under $5,000 to follow a requisition process.
   Exceptions provided for:
   - Emergency Purchases Under $1,000
   - Other exceptions as granted in our PCard Plan

2) Two approvers required for all transactions
   - Approvers cannot be subordinates
PCARD POLICY CHANGES

Number of cards and card limits

➢ Justification required for any card over $1,000 Single Transaction Limit (STL)
➢ Justification required for the total number of cards
➢ PCard Plan to include plan to reduce the number of cards
➢ Multiple cards per person is not allowed
➢ GT will reduce number of cards by 366 from 1,426 to 1,060
New card approvals

- Requires justification, departmental approval, purchasing approval and approval by CFO
  - Approval can no longer be delegated to the PCard Coordinator
- New card approvals to be signed off monthly by CFO
PCARD POLICY-IMPLEMENTATION

- Cards designated for closure by departments and those not allowed by State Policy will be closed starting March 23\textsuperscript{rd}

- Credit cards tied to courier companies: Instructions were provided to Coordinators on how to change the card linked to their courier account

- Requisition form will be created and posted on the PCard forms bank on the procurement website (link will also be provided in Concur)
Training

- Can only be finalized once PCard plan is approved
- Annual training postponed to ensure training is only conducted once
- Once PCard plan is approved, training will be updated and rolled out – it will be required for all cardholders, approvers and coordinators
### Contact Information

<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>
IMPORTANT ACCOUNTS PAYABLE DEADLINES

Wednesday, June 14, 2017 at noon

- **Vendor Invoices**
  - Reference a valid BuzzMart PO# with sufficient encumbrance balance
  - Supporting documentation
  - Food/Group Meal Documentation Form
  - Receipts entered in BuzzMart for all POs > $3000 or where requested on the requisition

- **All AP Payment Forms**
  - AP Payment Requests
  - Honorarium Requests
  - Student Payment Requests
  - e-Payments
  - Recurring Payments
All invoices and payment requests submitted by June 14, 2017 at noon, and meet the year end requirements will be processed through June 27, 2017, 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.

There will be no campus access to BuzzMart for Receipts or Match Exceptions from June 27, 2017 (after 5pm) until July 3, 2017.
AP YEAR END ACCRUALS


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

- Do not “hold” paper invoices or other paper-based payment requests. Submit all invoices to apinvoices@gatech.edu to be scanned into the invoice queue and accrued.
FY18 AP TRANSACTIONS

- First check run for FY18 will be on Monday, July 3, 2017

- Expenses for payments made after June 30\textsuperscript{th} will not post to FY18 ledgers until Thursday, July 13\textsuperscript{th}

  but

  \textit{TRUST US,}

  “The check is in the mail”

  and

  “The ACH has been sent”
T&E will be available throughout close-out for entry & approval of Travel Authorizations and Expense Reports.

Expense Reports will be processed on a first-in, first-out basis through June 28, 2017 at 10AM.

If you have an approved FY17 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 and time permits.
Approvers and T&E Admins should review and take action on all TAs and Expense Reports in ‘Pending’ and ‘Supervisor Approved’ status.

Search by department #, status, date range, etc.
Most items in ‘Pending’ status require employee review/submission due to the following reasons:

- Employee has not taken the oath
- Returned by Travel Team or Department for further action or missing information
NON-EMPLOYEE TRAVEL

- Wednesday, June 14, 2017 at noon
  - Deadline for Employee Payment Request Forms and Travel Expense Reports (TES) for Nonemployees
    - Valid project
    - Supporting receipts

- Payments will continue to be processed through June 28th. Send urgent payment requests for lapsing funds to travel.ask@business.gatech.edu
Airline tickets will be paid against FY17 funds if included on the AirPlus invoice for June 14th.

Registrations and airfare purchases being paid with state funds prior to June 30th for a FY18 conference/trip, will be posted to a pre-paid account.

Provide valid FY18 project ID at time of reservation. Expenses will post to the FY18 project ID/expense account in July.
# CUSTOMER SERVICE SUPPORT

<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>
</tbody>
</table>
PAYROLL UPDATE

Jerry Jobe

Director of Payroll
PAYROLL UPDATE

- PSF’S
  - Completed ePSF By:
    - **May 19** For May Payroll/Summer Pay
    - **June 15** For June Payroll/Summer Pay
PAYROLL UPDATE

TIME DOCUMENTS

- TIME EDITOR WILL BE AVAILABLE FROM
  - 8 AM June 08 Through Noon June 9
  - 8 AM June 22 Through Noon June 23

OFF CYCLE CHECK REQUESTS

- Final FY2017 off-cycle check requests for Biweekly Payroll is Due in Payroll by Wednesday, June 28, 2017 at Noon
- Final FY2017 off-cycle check requests for Monthly Payroll Due in Payroll Monday, June 26 by Noon
The accrual for biweekly wages earned in June but not paid until July will include 7 days.

• Period Ending 07/05/2017 – 7 days

– Tech Temp and Student wages are not accrued
  • Immaterial to the Institute as a whole
<table>
<thead>
<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
<th>New Hire PSFs Due in HRIP</th>
<th>Enter Summer Pay for this Pay Period By:</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 16</td>
<td>May 31</td>
<td>May 18</td>
<td>May 23</td>
<td>May 31</td>
</tr>
<tr>
<td>2</td>
<td>Jun 1</td>
<td>Jun 30</td>
<td>June 15</td>
<td>June 21</td>
<td>June 30</td>
</tr>
<tr>
<td>3</td>
<td>Jul 1</td>
<td>Jul 31</td>
<td>July 18</td>
<td>July 24</td>
<td>July 31</td>
</tr>
<tr>
<td>4</td>
<td>Aug 1</td>
<td>Aug 15</td>
<td>17-Aug</td>
<td>August 23</td>
<td>Aug 31</td>
</tr>
</tbody>
</table>
• 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.
Electronic Workload Assignment Form (eWAF)

Employees covered by the Plan Confirmation System **MUST**...

- View their report each period to confirm the accuracy of their current and future salary distribution.
- Notify their supervisor or unit financial manager if their salary distribution is off by 5% or more.
- Retain a copy of each report for the duration of the fiscal year until their ASR is certified.
- **Provide additional documentation to their supervisor or unit financial manager for any change in salary distribution over 90 days after the pay date.**
Early Annual Statement of Reasonableness (ASR) Form

For Plan Confirmation System employees terminating in May

- By Mon, 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)*

- Friday, 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.

- No changes to the distribution on the early ASR can occur in SPD after they are printed or the certification is void and will have to be recertified.
Electronic Annual Statement 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 Year End Close.
NIH Over Salary Cap Analysis

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

90 Day Late Redistributions

- Remind employees to review EWAF monthly and report errors timely to reduce the need for 90 Day Late Cost transfers not due to delayed funding.
## SPD UPDATE

<table>
<thead>
<tr>
<th>Year End</th>
<th>Close Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 16</td>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects</td>
</tr>
<tr>
<td>June 29</td>
<td>Last Day for Paper SPD’s</td>
</tr>
<tr>
<td>June 30</td>
<td>Last Day for Campus Online SPD Redistributions</td>
</tr>
<tr>
<td>July 5</td>
<td>FY 2017 eASR’s available electronically</td>
</tr>
<tr>
<td>July 13</td>
<td>SPD Open for FY 2018</td>
</tr>
<tr>
<td>August 31</td>
<td>Certified and Approved eASRs &amp; manual ASRs Deadline</td>
</tr>
</tbody>
</table>
Sandy Mason

Senior Director - Grants and Contracts
GRANTS & CONTRACTS UPDATE

- **Written Late Cost Transfer Deadline** – June 16
  - Greater than 90 days from original posting date requires additional approval

- **Written Cost Transfer Deadline < 90 days** – June 30

- **Electronic Cost Transfer Deadline** – June 30
GRANTS & CONTRACTS UPDATE

- Sponsored Project Budget Revisions – June 30
- 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
Audit Lessons Learned

- Reliance on Internal Controls
- Spotlight on late term and past term charges
- Salary allocation
- Benefit to award
- Subrecipient monitoring
- Expectation of PI oversight of programmatic and financial progress – must be able to document

Cost Transfers

- Salary Planning and Distribution (SPD)
- Electronic Cost Transfers (ECT)
- Campus Pcard (CPC)
- Journal Entry (JE)
Invoice/financial reporting certification statements:

“I certify that to the best of my knowledge and belief the data are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.”

“By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties.”
OMB Uniform Requirements – 2 CFR 200

- Admin salaries (200.413) – following criteria must be met:
  - Services are integral to the project or activity
  - Individuals involved can be specifically identified with the project or activity
  - Costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency
OMB Uniform Requirements – 2 CFR 200

- Equipment (200.439)
  - Special purpose equipment is allowable as a direct charge with *prior written approval* of the Federal awarding agency or pass-through entity
  - General purpose equipment is unallowable as a direct charge, except with the *prior written approval* of the Federal awarding agency or pass-through entity
QUESTIONS, WRAP UP AND RESOURCES

Carol Gibson
Controller
WRAP UP AND RESOURCES

- **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
  - Concur PCard Manager System
  - Salary Planning & Distribution (SPD)
  - Travel and Expenses (T&E)
WRAP UP AND RESOURCES

- Allowable Cost Matrix
  - www.controller.gatech.edu > Allowable Cost Matrix

- Key Accounting and Finance Departments
  - www.controller.gatech.edu > Financial Resources

- Accounting and Finance Help Desks
  - www.controller.gatech.edu > Financial Resources

- Networking and Information Groups
  - www.controller.gatech.edu > Financial Resources

- Closeout Memo/Schedule/Calendar/TownHallSlides
  - www.controller.gatech.edu > Month/Year End Information
THANK YOU!!