WELCOME & OPENING REMARKS

Carol Gibson
Controller
AGENDA

- Administration and Finance Updates: Jim Fortner
- Financial Compliance: Teisha Alsobrook
- Grants and Contracts: Jennifer Camp/Jonathon Jeffries
- Salary Planning & Distribution: Terryl Barnes
- Controller’s Office: Lee Wates/Amy Herron
- Break: 10 minutes
- Budget Office: Lisa Godfrey
- Procurement and Business Services: Ajay Patel/Abbie Coker
- Payroll: Kedrich Claiborne
- Workday Financial Transformation: Greg Phillips
- Questions, Wrap Up and Resources: Carol Gibson
ADMIN AND FINANCE UPDATE

Jim Fortner
Interim Vice President for Finance
## Financial Council Membership

**Financial Council**  
Chair: Jim Fortner, Interim VP Finance  
Coordinator: Jennifer Hubert, Interim Exec. Dir., Institute Planning & Resource Management

### Academic/Research Subcouncil

Chair: **Alan Katz**, Asst. Dean for Fin. & Admin., College of Computing  
Representatives from academic and research units, with central A&F unit reps. participating upon invite

### Administrative Subcouncil

Co-chairs: **Melanie Megenity**, Director, Resource Mgmt., OIT; **Tina Clonts**, Director, Institute Finance Support Team  
Representatives from A&F and other institutional support units

### Affiliate Subcouncil

Chair: **Marvin Lewis**, Assoc. AD for Finance & Admin., GT Athletic Association  
Representatives from GT Affiliates (e.g., GTF, GTRC, Alumni Association) and central units who work closely with these units
FINANCIAL COUNCIL

- Communication pathways
  - Campus led Sub-councils
  - Sharing best practices
  - Feedback loops – *Example: Audit results and lessons learned*

- Collaboration in matters of financial management
  - Cross-functional working groups
  - Streamlined, on-line financial training (FMKD)
  - Fiscal Year-end Closing Review Checklist

- On deck – Workday!
  - Goals (some, not all)
    - Identify and meet common institutional needs
    - Improve functionality and integrations
    - Enhance reporting capabilities
    - Embed key business rules/logic into workflow
Financial Management Knowledge Development (FMKD)

- Goal – Develop consistent, accurate and thorough understanding of business operations and 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
- Visit training.hr.gatech.edu to access the FMKD courses
• Employees hired after May 1, 2017 or who have a change in their security roles are auto-enrolled in FMKD courses
• Employee has 60 days to complete course(s)
• Employee receives 3 reminder emails to take course(s)
• Non-compliant users receive an email if course(s) not completed after 60 days
• Supervisor and division financial manager copied on email
• Employee is allowed 2 weeks to comply
• System access is removed for non-compliant users
• Employee must take courses to restore system access
Inability to:

• **Approve** requisitions in BuzzMart

• **Approve** travel authorizations and travel expense reports
  
  • Travel documents in process **will not** move through the workflow process until system access is reinstated

  • This may cause **delays** in approvals and lead to **delays** in **employee reimbursements**

• **Enter** budget revisions, cost transfers, summer payroll

• **Run** general ledger reports (i.e. Expense Ledger, PY Expense Ledger, Agency Fund, Revenue Ledger, etc.)
FISCAL YEAR-END CLOSING REVIEW CHECKLIST

- Introduced during FY2015 Year End

- Benefits
  - Serves as a communication and planning tool for campus units
  - Helpful in identifying financial adjustments or issues of importance that should be considered when preparing the Annual Financial Report (AFR)
  - Confirms the financial representations made by President Peterson and Steve Swant (EVPAF) in the annual audit representation letter

- Distribution - College-level/Primary Unit Finance Officers

- FY2018 Due Date – Tuesday, July 10, 2018
FY2017 Submissions
- 104 Checklists Submitted by 18 Colleges/Primary Units
- 220 Balance Sheet Accounts reviewed

FY2017 Checklist Review
- Areas with consistent N/A answers
- Unchecked Items
- Notable area of improvement
- Timely submissions
- Checklist updates
Areas with consistent N/A answers

- Consistent with responses in FY2016
- Top 4 items with consistent N/A answers

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.

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?
Unchecked Items

☐ Top 4 items with most consistent N/A answers

**Gifts**: Has your department received any gifts? (e.g. Tangible Gifts, Gifts-In-Kind, Capital Gifts, Gifts of Property, Monetary Gifts, etc.). If yes, please answer the question below.

All relevant BuzzMart Change Order Requests have been submitted for year-end encumbrance adjustments.

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 Area of Improvement

- Timely checklist submissions
  - 74% - received by the deadline
  - 14% - submitted within a week and/or provided notice of foreseeable delays in submission
  - 97% - checklists were submitted via fy.review@gatech.edu
FISCAL YEAR-END CLOSING REVIEW CHECKLIST

Checklist Updates

- Emphasized follow-up questions

Does your department record unearned/deferred revenue? (e.g. GEMBA & MOT - Scheller College of Business, EMIL - School of Industrial & Systems Engineering, etc.).

If yes, please answer the questions below.

- Updated verbiage to provide clarity

  - Purchase Orders and Encumbrances

Any/all prior year and current year open purchase order (PO) encumbrances have been reviewed for validity via the Open Encumbrance Report.

Did your department/unit have any PO changes (i.e. additional lines, increase/decrease amount, account/project changes, etc.) or PO encumbrance closures at year end? If yes, please answer the question below.

Have all PO changes been submitted to Procurement and Business Services for year-end PO encumbrance adjustments?
Checklist Updates

- Updated verbiage to provide clarity

  - Balance Sheet Account Reconciliations (Gifts)
    
    **Gifts:** Has your department/unit received any gifts for FY2018 (e.g., Tangible Gifts, Gifts-In-Kind, Capital Gifts, Gifts of Property, Monetary Gifts, etc.)? **Please note that this IS NOT a gift to the Georgia Tech Foundation, but a gift made directly to Georgia Tech. If yes, please answer the questions below.**

    - Has your department communicated the gift information to the Office of Development via your department’s assigned Development Officer?

    - Has the gift been recorded in the Institute’s financial system?

- Personal Services

  - Were there any known employee salary overpayments for the department/unit? **If yes,** please answer the question below.

    - Has the Payroll Office been notified of all known employee salary overpayments for the department/unit?
Jennifer Camp
Director of Project Accounting
## GRANTS & CONTRACTS - DEADLINES

<table>
<thead>
<tr>
<th>TYPE OF ENTRY</th>
<th>DEADLINE DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Cost Transfer Requests over 90 days <em>Allow time for additional approvals</em></td>
<td>Friday, June 15, 2018</td>
<td>5pm</td>
</tr>
<tr>
<td>Sponsored Project Budget Revisions</td>
<td>Friday, June 29, 2018</td>
<td>5pm</td>
</tr>
<tr>
<td>Written Cost Transfer Requests &lt; 90 days</td>
<td>Friday, June 29, 2018</td>
<td>5pm</td>
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<tr>
<td>Electronic Cost Transfers (ECT) – Type A and B</td>
<td>Friday, June 29, 2018</td>
<td>5pm</td>
</tr>
<tr>
<td>TYPE OF ENTRY</td>
<td>DEADLINE DATE</td>
<td>TIME</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Sponsored Project Exceptions</td>
<td>Friday, June 29, 2018</td>
<td>5pm</td>
</tr>
<tr>
<td>• Over budget and/or past-term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Undocumented exceptions must be cleared</td>
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<td></td>
</tr>
<tr>
<td>• Collaborate with G&amp;C Financial Analysts</td>
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<td></td>
</tr>
<tr>
<td>Undesignated Projects</td>
<td>Friday, June 29, 2018</td>
<td>5pm</td>
</tr>
<tr>
<td>• Non-personal services expenses are not allowable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All expenses must be allocated to an allowable project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Jonathon Jeffries

Director of Cost Accounting
GRANTS & CONTRACTS

Goal
✓ Enhance cost recovery and financial performance
✓ Improve compliance oversight

Action Item
☐ Establish Service Center Companion Projects for FY19
  ▪ Department Sales and Service fund expense cannot exceed revenue at year end
  ▪ Currently, these service center costs may be included in department administration projects
  ▪ Separate projects will improve cost transparency and streamline rate studies and Service Center Annual Validation (SCARV) reporting
  ▪ Expect further joint communication from Grants and Budget Office once projects are established in FY19 chart of accounts
Terryl Barnes
Associate Director, SPD Center
Employees covered by the Plan Confirmation System MUST...

- View their report each period to confirm the accuracy of their current and future salary distribution (REVIEW)

- Notify their supervisor or unit financial manager if their salary distribution is off by 5% or more. (REPORT)

- Retain a copy of each report for the duration of the fiscal year until their ASR is certified. (RETAIN)

- 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 23 Submit your list of May Terminating employees to the SPD Center. (Please have PSF Term actions processed and final distribution correct in SPD)

• Monday, April 30, SPD Center prints early ASR’s & mails back to the Dept for employee and Financial Manager 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. Please submit a copy of the employee’s EWAF report with each SPD request greater than 90 days.
## Year End Close Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15, 2018</td>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects</td>
</tr>
<tr>
<td>June 29, 2018</td>
<td>Last Day for Campus Online SPD Redistributions</td>
</tr>
<tr>
<td>July 5, 2018</td>
<td>FY 2018 eASR’s available electronically</td>
</tr>
<tr>
<td>July 13, 2018</td>
<td>SPD Open for FY 2018</td>
</tr>
<tr>
<td>August 31, 2018</td>
<td>Certified and Approved eASRs &amp; manual ASRs Deadline</td>
</tr>
</tbody>
</table>
Closeout Memo, Chron Schedule & Calendar

- [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End

Key Closing Dates

- PeopleSoft Financials downtime, July 10th and 11th
- BuzzMart available during Financials downtime
- Financials open for FY 2019 on Thursday, July 12th

Budgetary Compliance Report (BCR) due ~ 8/8

Annual Financial Report (AFR) due ~ 8/15
JOURNAL ENTRY COMPLIANCE

- All journal entries are required to have two signatures
  - Preparer and approver – Printed and signed
  - Manual/Standard and Online JE’s

- Adequate documentation is necessary to support the entry

- Manual/Standard JE’s
  - Do not alter the excel template
  - Do not change the font type or font size
  - Do not add lines to page 1
  - Number the pages appropriately
    - i.e. Page 1 of 1, Page 1 of 2, Page 2 of 3
  - www.controller.gatech.edu/forms
TEST YOUR KNOWLEDGE!!
QUESTION #1

The Scheller College of Business carried forward a $5,000 encumbrance on state funds for PY PO #1 for three laptop computers. When the invoice was received, the amount was $5,500. Can this entire amount be paid against the PY PO?

ANSWER

NO. $5,000 of the invoice can be paid against the PY PO. The remaining $500 must be paid from current year funds.
QUESTION #2

OIT carried forward a $15,000 encumbrance on state funds for PY PO #2 for a new check printer for the Workday Financials implementation. The invoice amount was $12,500 - $2,500 less than the encumbrance. Can the department use the remaining funds to buy a new laptop for the Chief Technology Officer?

ANSWER

NO. The $2,500 can be used to purchase a “like item”. It cannot be repurposed for something else.
QUESTION #3

In the previous scenario, what happens to certain non-sponsored funds if OIT cannot find a “like item”?

ANSWER

Once we cross into the new fiscal year, the funds lapse and are surplused to the State of Georgia. The funds cannot be recovered by the Institute to be used by the department or central administration.
QUESTION #4

College of Design carried forward a $10,000 encumbrance on state funds for PY PO #4 for paint and carpet for the Dean’s suite. The vendor went out of business and cannot deliver the goods/services? Can the department still use these funds?

ANSWER

YES. The department can contact the Controller’s Office and request permission to use a “like vendor” to deliver the goods/services. They would then work with Purchasing to cancel PY PO #4 and establish a new PY PO.
QUESTION #5

EI² carried forward a $20,000 encumbrance on state funds for PY PO #5 for business development services. When the invoice was received, the payment was made in the current fiscal year (FY18) instead of the prior fiscal year (FY17). Can EI² somehow use the prior year funds for this payment?

ANSWER

YES. If the PO is still open, EI² can contact Accounts Payable to move the funds to the PY. If the PO is closed, EI² can process a prior year journal entry to move the transaction to the prior year and in essence use the prior year funds.
QUESTION #6

The Office of Strategic Consulting created a $7,500 encumbrance on state funds for PO #6 for consulting services in FY18. On June 15, 2018, they requested the PO be closed as it was no longer needed. On August 15, 2018 (FY19), they received an invoice for PY PO. There was a miscommunication in the office and this PO should not have been closed. Can this PO be reinstated so they can use the funds?

ANSWER

NO. Once we cross into the new fiscal year, the funds have lapsed to the state and are no longer available. Thus, the PO cannot be reinstated. Current year funds will need to be used to pay for this invoice.
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](http://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)
Assets – 1XXXXX

- Assets are items of value that are owned by the Institute and their value is expected to last beyond the current fiscal year.
- Examples are Cash, Receivables, Inventory, Prepaid Expenses, and Equipment.
Liabilities – 2XXXXX

- Liabilities are agreements to delay payments.
- Liabilities provide a way to acquire or pay for goods and services without a direct transfer of cash at the time of the exchange.
- Examples are Payables, Deposits Hold for Other Organizations, Compensated Absences, Deferred Revenue, and Lease Purchase Obligations.
Fund Balance – 3XXXXX

- Fund Balance is the net worth of a fund measured by total assets minus total liabilities.
- Fund Balance can be unrestricted or externally restricted by laws or by donors.
- Unrestricted Fund Balance can be internally restricted by the Institute.
Revenue – 4XXXXX

Revenue is a source of funds that are earned by the Institute or allocated to the Institute from other sources.

Revenue can be classified as:

- Operating – Related to Business Operations
  - Tuition & Fees
  - Sponsored Operations
- Non-Operating – Unrelated to Business Operations
  - State Appropriations
  - Gifts
Expense – 5XXXXX Through 8XXXXX

- Expenses are consumable items that benefit the Institute but may have small or no lasting value beyond the current fiscal year.
- Expenses are broken into two main categories:
  - Personal Services
    - Salaries & Wages
    - Fringe Benefits
  - Non-Personal Services
    - Travel
    - Materials & Supplies
    - Equipment
GT is 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 are required to submit a June 30th recon for the annual audit

State Auditors review reconciliations each year

Audit deficiencies are noted when accounts are not reconciled

Controller’s Office has list of all balance sheet accounts and the responsible custodian
**BALANCE SHEET RECONCILIATION**

**Example of Reconciliation:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CAMPUS REF</th>
<th>OTHER REF</th>
<th>DEBITS</th>
<th>CREDITS</th>
<th>TOTAL DEBITS</th>
<th>TOTAL CREDITS</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01-JUL-2016</strong></td>
<td><strong>BALANCE PRIOR TO 01-JUL-2016</strong></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td><strong>43,381.05</strong></td>
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<tr>
<td>10/11/2016</td>
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<td>556KC17025</td>
<td>01077840</td>
<td>14,755.80</td>
<td>14,755.80</td>
<td>21,675.80</td>
<td>21,675.80</td>
<td>28,625.25</td>
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<tr>
<td>10/27/2016</td>
<td>Atlanta Symphony Orchestra</td>
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<td>170533</td>
<td>6,920.00</td>
<td>17.00</td>
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<td>21,705.25</td>
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<tr>
<td>02/22/2017</td>
<td>Deferred Season</td>
<td>2645927</td>
<td>171173</td>
<td>3,127.81</td>
<td>1,097.70</td>
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<td>21,675.80</td>
<td>29,462.76</td>
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<td>286.50</td>
<td>21,675.80</td>
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**TOTAL D/R- Perst Center**

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<tr>
<th>DEBITS</th>
<th>CREDITS</th>
<th>TOTAL DEBITS</th>
<th>TOTAL CREDITS</th>
<th>BALANCE</th>
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<td>21,675.80</td>
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<td>21,675.80</td>
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<td><strong>43,761.56</strong></td>
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# BALANCE SHEET RECONCILIATIONS

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
<th>Comment/Action</th>
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<tbody>
<tr>
<td>Balance per Ledger as of 7/1/2016</td>
<td>$43,381.05</td>
<td></td>
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<tr>
<td>DR: JE10-223-D-R - FY17</td>
<td>$(14,755.80)</td>
<td>completed 10/11/2016</td>
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<tr>
<td>DR: ASO D-R</td>
<td>$(6,920.00)</td>
<td>completed 10/27/2016</td>
</tr>
<tr>
<td>Other Credits carried forward</td>
<td>$22,056.31</td>
<td></td>
</tr>
<tr>
<td>Balance per Ledger as of 6/30/2017</td>
<td>$43,761.56</td>
<td></td>
</tr>
</tbody>
</table>

- **2017-18 Season Ticket Sales**: $4,760.70, to 5564106-452900
- **2017-18 Season Ticket Sales Tax**: $423.70, to FUND 14102-219933
- **2017-18 Ticket Fees**: $3.10, to 5564106-452900
- **2017-18 Season Support with ticket sales**: $- , to 751B500-485700
- **Event 171014 deposit - Tower of Talent**: $2,417.81
- **Event 170701 deposit - Hip Hop Orchestra**: $710.00
- **Event 170812 deposit - Panchamrut**: $2,241.00
- **Event 170805 deposit - Mike Bend Comedy**: $1,000.00
- **Event 171204 deposit - True Colors**: $9,000.00
- **Event 171013 deposit - Stanton Lanier**: $1,500.00
- **Event 150313 deposit**: $3,290.00
- **Event 140719 deposit**: $1,500.00
- **Event 140824 deposit**: $1,550.00
- **Event 141108 deposit**: $1,550.00
- **Event 150207 deposit**: $1,462.50
- **Event 150321 deposit**: $1,625.00
- **Event 150214 deposit**: $1,525.00
- **Event 140711 deposit**: $1,530.00
- **Event 151027 deposit**: $1,550.00
- **Event 150703 deposit**: $1,551.25
- **Event 150711 deposit**: $1,000.00
- **Event 150906 deposit**: $1,550.00
- **Event 150829 deposit**: $2,021.50

**All going to 5564108-452900**

- Of the beginning balance only $21,675.80 was moved out of the account.
- Other Credits carried forward is the CY activity credits in the account that is part of the ending balance.
- Subsidiary Documentation maintained by the department.
- Ties to General Ledger Balance. Includes all outstanding balances CY and PY.
GASB Statement 84 – Effective July 1, 2019

Statement establishes criteria for identifying fiduciary activities associated with Custodial Funds (replaces Agency Funds):

- Whether the Institute controls the assets of the activity
- The assets are not derived from the Institute’s own source Revenues (or from government-mandated or voluntary non-exchange transactions)
- For the benefit of individuals and the government has no administrative or direct financial involvement with the assets
July 1, 2019 - Agency Funds will be replaced with Custodial Funds

Next Steps:

- Each Agency Fund will be reviewed
- The review will look closely at conference and student organization agency funds
- Non-custodial activity will be moved to the appropriate fund group (DSS, Student Activities, etc)
- After the review:
  - Each remaining fund will require a new Custodial Fund Agreement
  - Instructions on moving the funds to the appropriate fund source for non-custodial activity will be provided
## Future Process

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fund 10500 (Tuition)</th>
<th>Fund 10600 (Fees)</th>
<th>Fund 20000 (Restricted)</th>
<th>Fund 60000 (Custodial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tuition Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Fees Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studies Abroad Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Salaries and Benefits Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses – Supplies, Training, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Travel (Airfare, Lodging, Food, Excursions, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency Activity (5% to 10%)</td>
<td></td>
<td></td>
<td>Emergency Only/Per Program/Overall</td>
<td></td>
</tr>
<tr>
<td>Program Assessment Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Expenses: Red
- Revenues: Blue

Remaining funds after each cycle will be returned to students.
Ethics Point Hotline

- Report issues of non-compliance, fraud, waste, abuse, etc. to EthicsPoint Hotline
- Phone: 866-294-5565
- Web: https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html

When one of us is not compliant,
Georgia Tech is not compliant!!
BREAK
10 Minutes
General Operations

- Must be requested online by Division financial administrators by **April 16th**
- Requestors are able to edit previously submitted request until **May 31st**

Departmental Sales and Services (DSS)

- Fund Codes like 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

Policies: [http://policies.gatech.edu/budget](http://policies.gatech.edu/budget)
### Departmental Budget Clean Up

- Align Personal Services and Non-Personal Services (by category: Travel, OSE & Equip) budgets to actuals expenses

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Amended Budget</th>
<th>Encumbs</th>
<th>Expenses</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages &amp; Salaries</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>25,000</td>
<td>950,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Dept Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>25,000</td>
<td>950,000</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Non-Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>10,000</td>
<td>5,000</td>
<td></td>
<td>4,500</td>
<td>500</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>15,000</td>
<td>20,000</td>
<td>2,500</td>
<td>15,000</td>
<td>2,500</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Personal Services</strong></td>
<td>25,000</td>
<td>25,000</td>
<td>2,500</td>
<td>19,500</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total Department</strong></td>
<td>1,025,000</td>
<td>1,025,000</td>
<td>27,500</td>
<td>969,500</td>
<td>28,000</td>
</tr>
</tbody>
</table>
More Departmental Budget Clean up....

- 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*

**Sponsored Adjustments**

- Complete sponsored adjustments as early as possible, especially any personal services adjustments.

- Personal Services adjustments not only impact General Operations (Gen Ops) balances, but also the actual centrally-budgeted fringe benefits the Institute pays
Final Budget Amendment (tentative)
• Tuesday, June 5th through Monday, June 11th

Questions - Contact your assigned analyst or Lisa Godfrey:
• Ebony Thompson (4-4338)
• Isabel Lynch (4-5557)
• Kevin McConnell (5-5646)
• Scott Mussak (4-5560)
Ajay Patel
Director of Purchasing

Abbie Coker
Director of Accounts Payable and Travel
PROCUREMENT - DEADLINES

- Deadlines are listed in the Closeout Memo/Schedule/Calendar
- State and USG deadlines are much earlier
- All requisitions **must** have required documentation attached prior to processing

Important Dates

- April 27th - Sole sources >$500K requiring posting
- June 19th (Forms will be removed from BuzzMart)
PCard Year-End Deadlines

- Deadlines and process similar to the process pre-Concur
- Transactions with a posted date June 18\textsuperscript{th} or prior – no change
- Transactions with a posted date June 19\textsuperscript{th} – 27\textsuperscript{th}
  - Will be posted to GL on the June 29\textsuperscript{th}
  - Available for redistribution via CPC journal entry until 6 pm on June 29\textsuperscript{th}
- Transactions with a posted date of June 28\textsuperscript{th} – 30\textsuperscript{th}
  - Will be posted to the GL on Thursday, July 12, 2018 - FY19
PROCUREMENT - AMAZON CATALOG
Amazon catalog in BuzzMart is live!

- GT was the lead USG and state institution to roll out with e-Invoicing
- Access to a Amazon catalog
  - Training and communication rolled out
  - Extra steps required if you have used your GT email address to register your personal Amazon account
- Features
  - Amazon Prime (2 day shipping for all campus)
  - e-Invoicing
  - Enhancements being worked on
Amazon catalog *(continued)*

- Users are responsible for ensuring that purchases meet GT policies

- Catalog has been restricted (Hard stops and warnings)
  - Let us know if we have restricted an item that should be open *(purchasing.ask@business.gatech.edu)*

- Training materials on the purchasing website at:
  - [http://www.procurement.gatech.edu/purchasing](http://www.procurement.gatech.edu/purchasing)
Homdox Car Air Purifier, True HEPA Travel USB Auto Air Cleaner with Cigarette Adapter, Sedan Air Freshener Remove Cigarette Smoke, Odor Smell, Bacteria for Small Bedroom, Pets Room, Refrigerator, Traveling

Price: $55.99

5% off 2 item(s) 1 Applicable Promotion

In Stock.
Want it tomorrow, March 15? Order within 2 hrs 8 mins and choose One-Day Shipping at checkout. Details

Business Seller *  Sold by Homdox * and Fulfilled by Amazon. Gift-wrap available.

* Captures 99.97% of allergens with True HEPA filtration including: dust mites, pet dander, plant pollens and more.
* With activated carbon treatment removes of formaldehyde within one hour more than 99%. Reduces odors from pets, cooking and smoking with this activated carbon.
* According to the American Academy of Pediatric Allergy and Immunology Doctors recommend HEPA air filtration to reduce exposure to car asthma triggers
Company Blocked
This item has been blocked from purchases by your organization.

BOR Univ System of Georgia by and behalf of the Georgia Inst of Technology employees: This item is not approved for purchase from Amazon. Email purchasing.ask@business.gatech.edu if you have any questions.
GATechpunchout employees: This item is not approved for purchase from Amazon. Email purchasing.ask@business.gatech.edu if you have any questions.

Epic Furnishings
Deluxe 8" Loft Cotton/Foam Futon Mattress, Full, Twill Huntergreen

Price: $171.31 FREE Shipping for Prime members Details

Ships when available in 1-2 days.
Ships from and sold by Amazon.com.

Size: Full
Twin  Full  Queen

Color: Twill Hunter Green

Qty: 1

Add to Cart

1-Click ordering is not available for this item.

Ship to:
Select a shipping address: 

Add to List

Add to your Dash Buttons
Amazon Questions

- Account Registration questions or problems
  - AB-Services@amazon.com

- Orders, Transactions, Shipment, General Amazon-related inquiries
  - Corporate-PunchOut@amazon.com

- Procurement related questions or problems
  - Purchasing.ask@business.gatech.edu
PCard Requisition Form

and

DocuSign

The Global Standard for eSignature
DocuSign forms available for PCard Requisition Form

- Collaboration with OIT
- Pilot group from campus engaged to test
- Training and email notifications distributed
- PCard requisition form (envelope)
  - DocuSign is not mandatory (but highly recommended)
  - Date and time stamped
  - Notifications received via email
  - Transferring envelopes allowed
PROCUREMENT - DOCUSIGN

PCard Requisition Form

Completion of this form is required, per PCard policy, prior to making any purchase that is not considered urgent, unplanned or non-routine or a state approved exception. If your purchase is urgent, unplanned or non-routine or falls into one of the exception categories, you must note it as such in the comment section of Concur for that transaction. Any transaction missing either this form or an exception comment in Concur will cause the statement to be returned by the approver to the cardholder. Approvers of this form cannot be a subordinate of the cardholder. The form should be attached in Concur along with the receipt image. By signing this form, Approvers are stating that they acknowledge the cardholder is requesting prior approval, as required, and the purchase, to the best of his/her knowledge has followed Georgia Tech policy up to this point.

Cardholder Name: Marissa Mandley
Last Four Card Digits: 1234
Department: 047 - GTRI- ACL
Vendor Name: Testing
Date of Purchase: 04/01/2018

Allocations
Value of Purchase: $1500
Project Number: 16289862; 13875962
Benefit to the Project: Demo DocuSign
Description: Testing

Approvals
Approver 1 Name: Jessica Letterle
Approver 1 Signature: [Signature]
Date and Time of Approval: 3/16/2018 | 10:46 AM EDT

Approver 2 Name: [Name]
Approver 2 Signature: [Signature]
Date and Time of Approval: 3/16/2018 | 10:46 AM EDT

Date of Purchase: 04/01/2018
E-Signatures

Date and time of approval
DocuSign is not a document storage service (please attach these to transactions in Concur)
  • Documents only kept for 6 months in DocuSign

Beware of phishing scams

More forms in Procurement & Business Services will be converted to Docusign

Training guides and information on registering can be found at http://www.procurement.gatech.edu/pcard
Deadline to submit invoices and AP Payment Request Forms is Wednesday, June 13, 2018 at **NOON**

- Vendor Invoices
- All AP Payment Forms
  - AP Payment Requests
  - Honorarium Requests
  - Student Payment Requests
  - Recurring Payments
  - Wire Requests
  - e-payments
ACCOUNTS PAYABLE - INVOICES “IN PROCESS”

All invoices with an ‘In Process’ status (Match Exceptions) in BuzzMart with a past due date need to be reviewed.

These vouchers may be “In Process” for any of the following reasons:

- No Receipt
- Matched, but Held for Receiving
- Match Exception – Price Issue
- Match Exception – Quantity Issue

<table>
<thead>
<tr>
<th>General</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Type</td>
<td>Voucher</td>
</tr>
<tr>
<td>Pay Status</td>
<td>In Process</td>
</tr>
<tr>
<td>Voucher Number</td>
<td>Q0633728</td>
</tr>
<tr>
<td>Supplier Invoice No.</td>
<td>8081644726</td>
</tr>
</tbody>
</table>
ACCOUNTS PAYABLE - INVOICES “IN PROCESS”

Additional action is required:

☐ Review vouchers

☐ Take the necessary action – receive items, change letter etc.

☐ If items are actually still “In Process,” indicate this by entering the reason as a **comment in BuzzMart**

☐ Vouchers corrected will change to “Payable” status

☐ For further questions please email [ap.ask@business.gatech.edu](mailto:ap.ask@business.gatech.edu)
Additional action is required:

- Review the notes on invoices sent back to your WebNow queues from AP for the following reasons:
  - Insufficient funds, PO needs to be flipped, missing information or issue with funding source

- Take necessary action in order for invoice to be processed

- Route the invoice forward by selecting “Approved for AP to Pay”

- For further questions please email ap.ask@business.gatech.edu
ACCOUNTS PAYABLE – YEAR-END ACCRUALS

- All unpaid invoices dated June 30, 2018 and prior must be accrued in the FY 2018 Annual Financial Report.
- All invoices in the department queues that can be approved should be approved and routed to the “Approved for AP to Pay” queue 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.
Deadline to submit approved travel expense reports is Wednesday, June 13, 2018 at noon

☑ Travel expense reports will be processed on a first in, first out basis through Tuesday, June 26, 2018 at 5pm.

☑ Every effort will be made to process travel expense reports to FY2018, however this cannot be guaranteed if submitted after the June 13, 2018, deadline.

☑ Airline transactions included in the Friday, June 15, 2018 Travel Inc./AirPlus invoice will be paid against FY2018 funds
TRAVEL & EXPENSE - PENDING TRANSACTIONS

Additional action required on Travel Authorizations and Expense Reports in “Pending” and “Supervisor Approved” status.

- Search by Department, date range etc.

- Most items are in “Pending” status due the following reasons:
  - Employee has not taken the oath
  - Returned by Travel Team or Department for further action or missing information

- For further questions please email travel.ask@business.gatech.edu
ACCOUNTS PAYABLE - PREPAID AND FY2019 TRANSACTIONS

- Use the AP Payment Request form to indicate prepaid expenses for FY2019 that must be paid prior to Friday, June 29, 2018
- The expense will be booked to the prepaid account in FY2018
- Provide a valid FY2019 project ID at the time of submission of payment request
- Airline transactions submitted on the AirPlus invoice after June 15, 2018, will be posted to FY2019
- First pay cycle for FY2019 will be on Monday July 2, 2018
- Expenses for FY2019 will not post to the ledger until after July 12, 2018.
- Special prepaid expense requests emailed to apaccounting.ask@business.gatech.edu
**AP & TRAVEL - DROP IN SESSIONS NOW AVAILABLE!!**

<table>
<thead>
<tr>
<th>Name of Session</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>March 15, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>April 5, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>April 19, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>May 3, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>May 17, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>June 7, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>March 15, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>April 5, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>April 19, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>May 3, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>May 17, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
<tr>
<td>Travel &amp; Expense</td>
<td>June 7, 2018</td>
<td>10:00 - 11:30am</td>
</tr>
</tbody>
</table>

All sessions will be held at PBS Large Conference Room
Kedrich Claiborne
Assistant Director - Payroll
Complete PSFs by

- **May 16** for May Payroll/Summer Pay
- **June 13** for June Payroll/Summer Pay
Payroll – Time Docs & Off-Cycle Checks

Time Documents

Time Editor will be available:

- 8am June 7 – noon June 8
- 8am June 21 – noon June 22

Off-Cycle Check Requests

- Final FY2018 off-cycle check requests for Biweekly Payroll is Due in Payroll by Wednesday, June 27 by noon.
- Final FY2018 off-cycle check requests for Monthly Payroll Due in Payroll Monday, June 25 by noon.
The accrual for biweekly wages earned in June but not paid until July will include **seven** days.

Period Ending 07/04/2018 – 7 days

Tech Temp and Student wages are **not** accrued.

They are immaterial to the Institute as a whole
# Payroll - Summer Pay Calendar

<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 16</td>
<td>May 23</td>
<td>May 31</td>
</tr>
<tr>
<td>2</td>
<td>Jun 1</td>
<td>Jun 30</td>
<td>June 13</td>
<td>June 20</td>
<td>June 29</td>
</tr>
<tr>
<td>3</td>
<td>Jul 1</td>
<td>Jul 31</td>
<td>July 16</td>
<td>July 23</td>
<td>July 31</td>
</tr>
<tr>
<td>4</td>
<td>Aug 1</td>
<td>Aug 15</td>
<td>Aug 15</td>
<td>August 22</td>
<td>Aug 31</td>
</tr>
</tbody>
</table>
August and May are ½ month pay regardless of the start or end date.

Full months are paid September through April.

Pay for all other months is prorated based on days worked divided by the total work days in the month.
Greg Phillips
Senior Director - Enterprise Resource Planning
PROJECT PHASES

August 2017
- Visioning
- Foundation Data Model & Tenant
- Functional Solution Planning
- Business Process Discovery
- Technical Solution Planning
- Organizational Readiness
- Implementation Plan

March 2018
- Business Process Design & Prototype
- Customer Review Sessions
- Data Clean Up
- Integration Design
- Conversion Design
- Reporting Design
- Test Planning

July 2018
- Iterative Prototyping (End-to-End)
- Configuration, Integration, and Reporting Development & Unit Testing
- Conversion Testing
- Test Preparation
- Customer Confirmation Sessions

December 2018
- End-to-End Testing
- User Acceptance Testing
- Deployment Preparation
- Training Development

May 2019
- Training and Rollout
- Gold Tenant
- Production Configuration and Data Conversion
- Transaction Catch Up

July 2019
- Functional Support
- Integration Support
- Project Close
FOUNDATION DATA MODEL
DESIGN & BUILD PROCESS

1. Gather & Learn
   • Understand strengths, weaknesses and gaps of current COA, budget structure and reporting
   • Gather requirements (i.e. USG, reporting)
   • Review FDM of peer institutions
   • Analyze Workday functionality

2. Analyze & Design
   • Define Dimensions & Usage
   • Old PeopleSoft COA to New Workday FDM Field Mapping
     • Define field lengths, format and representative list of values
     • Define relationship between budgeting & accounting
   • Prototype transactions in new FDM with different working groups

3. Socialize & Refine
   • Socialize new FDM and budget structure with broader campus audiences
   • Refine FDM design as appropriate
   • Assess and plan for impact to legacy systems
   • Develop full value lists
   • Develop COA/FDM value-to-value crosswalk/translation

4. Design & Build FDM Crosswalk Utility
   • Execute mock conversions and testing
   • Validate FDM Mappings
Who is an analyst?

- Representative from a key campus unit
- Dedicated to supporting the Financial Transformation about 25-50% of their time

What does an analyst do?

- Participate as part of the project team in the execution of tasks throughout the project’s lifecycle
- Provide unique perspective based on their knowledge and experiences at Georgia Tech
- Consider the end user in all decisions
CAMPUS ENGAGEMENT

**Champions**
Formal and informal campus leaders and users who actively advocate for initiative by cultivating enthusiasm and setting expectations

**Change Agents**
Group of users who can serve as primary contact to provide feedback and communication between academic, research, administrative units & OR team

**Guru Network**
Community of users who can serve as subject matter experts and provide business process support as a part of their current role

---

**Before Go-Live**
- Create excitement
- Demonstrate support
- Evangelize for the change
- Provide high-level information

**Go-Live**
- Learn about the change
- Be an ambassador for change
- Facilitate two-way communication

---

**After Go-Live**
- Direct users to help resources
- Serve as a liaison
- Direct users to help resources

---

Learn assigned areas of system
Test the system
Serve as SMEs during user training

Provide user support
Serve as a liaison
The Organizational Readiness team is recruiting for the change network during the architect phase.

Are you interested in becoming a change analyst?

- Email erp.readiness@gatech.edu

**Change Agents**

Group of users who can serve as primary contact to provide feedback and communication between academic, research, administrative units & OR team.

**Before Go-Live**
- Learn about the change
- Be an ambassador for change
- Facilitate two-way communication

**After Go-Live**
- Serve as a liaison
- Direct users to help resources
CAMPUS COMMUNICATIONS

- **New website**
  - We’ve relaunched the Enterprise Transformation website
  - [transformation.gatech.edu/](https://transformation.gatech.edu/)

- **Communication team activities**
  - Prepping to meet with individual units to facilitate discussions and raise awareness about the project activities and its progress
  - Working with FDM team to start FDM road shows to raise awareness of the new structure and segments

- **Connect with us!**
  - Share feedback with us about the new website or ask us questions at [erp.ask@gatech.edu](mailto:erp.ask@gatech.edu)
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 GT’s 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

- Workday Financial Transformation
  - www.erp.gatech.edu/fin
THANK YOU!!