### Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>Carol Gibson</td>
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<tr>
<td>Payroll</td>
<td>Zach Rogers</td>
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<tr>
<td>Commitment Accounting</td>
<td>Terryl Barnes</td>
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<td>oneUSG HCM Connect</td>
<td>Greg Phillips</td>
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<td>Procurement &amp; PCard</td>
<td>Ajay Patel</td>
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<tr>
<td>Supplier Accounts &amp; Travel</td>
<td>Abbie Coker</td>
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<tr>
<td>Grants and Contracts</td>
<td>Sandy Mason</td>
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<td>Restricted Gifts</td>
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<td>Budget</td>
<td>Isabel Lynch</td>
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<td>Fiscal Year-End Closing Review Checklist</td>
<td>Nate Watkins</td>
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**APPENDIX**

<table>
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<tr>
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<tr>
<td>Financial Accounting</td>
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<td>Sandy Mason</td>
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<td>Campus Guidance Policy Review</td>
<td>Amy Herron</td>
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<tr>
<td>Workday Financials Policy Review</td>
<td>Amy Herron</td>
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</table>
Financial Accounting Update

Carol Gibson
Institute Controller and Chief Accounting Officer
Closeout and Financial Reporting

• Closeout Memo, Chron Schedule & Calendar
  ▪ [www.controller.gatech.edu](http://www.controller.gatech.edu) > Month/Year End

• Year End Closing Review Checklist
  • Due Friday, July 10th

• Financial Reporting Deadlines
  • Budgetary Compliance Report (BCR) due ~ August 14
  • Annual Financial Report (AFR) due ~ August 14
  • Annual Expenditure Report (AER) due ~ August 31
  • AFR with Component Units due ~ September 18
Institute policy 1.4.1 – Daily Cash Deposits
- Funds received should be deposited no later than the next business day
- Funds less than $100 may be held for no more than five business days
- Units must have operating procedures to comply with daily or weekly deposit requirements
- Units are responsible for submitting information related to funds received to the Bursar’s Office for posting transactions to the Institute’s ledger

Not Doing This?
- The Institute’s accounting records are inaccurate
- The Institute’s bank and credit card recons are carrying old reconciling items
- The Institute doesn’t know if someone is stealing or misappropriating funds
- The department is violating agreement with Institute on handling funds and deposits

Funds IN and OUT of the Bank Include:
- Cash, Checks and Credit Card transactions
- Credit card chargebacks
- Deposits in transit
- Unbooked deposits
- Fees to be booked

Institute will begin centrally booking bank and credit card transactions that are not booked within 90 days
Custodial Funds Update

• **Overview**
  - Funds do not belong to the Institute - Institute is acting as a fiscal agent
  - Funds should be consistent with and supportive of Georgia Tech’s mission
  - Organization must have a relationship to the Institute

• **Clubs/Organizations - Ledger Account/Spend Category Restrictions**
  - University System of Georgia (USG) only allows certain ledger accounts to be used with custodial funds for Clubs and Organizations
  - **Revenue**
    - Revenue Category - RC496400 – Custodial Revenues - Clubs and Organizations
    - Ledger Account - 496400 – Clubs and Organizations
  - **Expense**
    - Spend Category – SC796400 – Clubs and Organizations
    - Ledger Account - 796400 – Custodial Expenses - Clubs and Organizations

• **Travel**
  - Travel should not be charged to custodial entity funds
  - Funds should be transferred from the custodial entity to appropriate fund source to fund travel expenses

• **Controller’s Office Corrections**
  - Incorrect spend categories and ledger accounts on transactions
  - Processed corrections via journal entry on Saturday, March 7th
    - Supplier Invoices, Expense Reports, PCard Verifications
  - Custom validations have been added to prevent future issues

Questions… [www.services.gatech.edu](http://www.services.gatech.edu) > Financials > Financial Accounting > Request Help
New Program Worktag
PG00001 – Coronavirus (COVID-19) Expenses

• **Expenses to Tag**
  • Travel/Conference cancellation costs
  • Additional cleaning costs
    • Disinfectant, Sanitizing services
  • Equipment
    • Facilities personal protection equipment, Equipment purchased to enable teleworking
  • Supplies
    • Plastic gloves, Hand Sanitizer Stations
  • Additional Technology Costs
    • Setup for additional online services for teaching/student services
  • Additional Personnel Costs
    • Campus security overtime, Facilities additional or temporary staff
  • Additional contractual services beyond the current scope
  • Salaries for Graduate Research Assistants (GRAs), Faculty or Staff required to be moved off of a sponsored grant

• **Need a New Driver Worktag**
  • Contact the Budget Office via ServiceNow
FDM - Changing Related Worktags on Transactions

• **DO NOT CHANGE**
  • Cost Center, Fund, Function, Class, Budget Ref, Balancing Unit, etc.
  • Worktags must match setup in the FDM (source)

• **ISSUES**
  • Campus and Regulatory Reporting

• **COMMENTS**
  • This was not allowed in PeopleSoft
  • This is not possible with OneUSG Connect HCM for salary charges
  • Integrating systems only send driver worktag to Workday

• **QUESTION**
  • Contact the Controller’s Office via ServiceNow ([www.services.gatech.edu](http://www.services.gatech.edu) > Financials > Financial Accounting > Request Help)
New Financial Accounting Reports
• Used to manage PY PO’s – Replaces Summary PY PO Report (718) in PeopleSoft

• Summary line per PO and FDM combination (i.e. cost center, driver worktags, related worktags, etc.)

• Posted every Monday by noon on Controller’s Office website www.controller.gatech.edu/monthyear-end

Questions -www.services.gatech.edu> Financials > Financial Accounting > Request Help
Expense Budgetary Balance Report (EBBR) – Transaction Detail

- Replaces 38 Report in PeopleSoft
- Released yesterday!! – www.lite.gatech.edu
- Job Aid in ServiceNow – www.services.gatech.edu
Expense Budgetary Balance Report (EBBR) – Transaction Detail

Report Header Information

Download report to Excel – One tab per Driver Worktag Combination
<table>
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<th>Date</th>
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Revenue Budgetary Balance Report (EBBR) – Transaction Detail

- 46 Report (Revenue Ledger) Replacement in EDW
- Job Aid will be in ServiceNow – [www.services.gatech.edu](http://www.services.gatech.edu)
- Release date – Mid-April – [www.lite.gatech.edu](http://www.lite.gatech.edu)

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Questions – Financial Accounting

• Is there a report on Workday similar to a 518 report that is considered our “report of record” that can be used to report to external agencies?
Payroll Update

Zach Rogers
Director, Payroll Operations
Payroll Update

Agenda

• Go Live Action Items
• Workflow and Time Reporting
• Year End Processing Dates
Go Live Date for OneUSGConnect—March 22

Items of Note to Prepare for Go Live Week

- Current Employee Self Service (ESS) is Read Only Until March 23rd
- Monthly employees will need to resubmit all Timeout absences after March 21st into OneUSGConnect*
- Biweekly employees will need to submit future absence requests after March 21st*
- All employees should check their address, direct deposit information, compensation, and tax withholdings the week of March 22.
- Pay.ask and Time.ask will no longer exist after March 21st. Managers and practitioners should utilize the HR Instance of ServiceNow for all requests or issues or call 404-385-5555 for time sensitive matters.
- Take Training! (transformation.gatech.edu)

* Excludes GTRI Employees
Payroll Update

Workflow and Time Reporting

- All biweekly employees will submit time electronically starting March 22nd either by Kaba Clock, Web Clock, or Online Timesheet (GTRI will use an enhanced version of their E Time).

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<th>GT System Prior to 3/22/2020</th>
<th>OneUSG Connect</th>
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<td>Kronos Time Clock Users</td>
<td>Kaba Time Clock</td>
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<td>Tech Time Users</td>
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<tr>
<td>(Access timesheet through TechWorks &gt; Time Reporting)</td>
<td>• Student Workers = Web Clock</td>
</tr>
<tr>
<td></td>
<td>• Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</td>
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<td>Paper Timesheet</td>
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<tr>
<td>(Hours keyed manually via a departmental administrator)</td>
<td>• Student Workers = Web Clock</td>
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<td>• Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</td>
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<tr>
<td>Departmental Home-Grown System</td>
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<tr>
<td>(Hours keyed manually via a departmental administrator)</td>
<td>• Student Workers = Web Clock</td>
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<tr>
<td></td>
<td>• Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</td>
</tr>
</tbody>
</table>

Managers can approve time at any time – strongly encouraged to approve time more frequently than once a pay period.
Payroll Update

Workflow and Time Reporting

• All employees will submit absence requests in ESS—routed to manager for approval (MSS). Be Aware of Biweekly Employee Impact
• Managers can assign delegates if they are out of the office
• All leave is tracked within the OneUSGPlatform, including comp time
• Late time up to 28 days can be updated by manager directly on timesheet (ticket must be submitted for all others)
• Off-cycle checks are now direct deposit and paid every two weeks
• Take Training! (transformation.gatech.edu)
# Payroll Update

## Year End Processing Dates (see Closeout Memo)

### MSS Transactions for Payroll Actions

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### Timesheet Approval (including late time)

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**Final FY 20 Off-Cycle Requests** – Due in ServiceNow by June 18th
Contact Information

zachary.rogers@ohr.gatech.edu
kedrich.claiborne@ohr.gatech.edu (Payroll Accounting)
angela.petty@ohr.gatech.edu (Payroll)
rhonda.patton@ohr.gatech.edu (Time & Labor)

www.services.gatech.edu (After March 21st)
QUESTIONS
Commitment Accounting Update

Terryl Barnes
Associate Director – SPD Center
Commitment Accounting Update

SPD becomes Commitment Accounting

- Commitment Accounting reports to Budget Office
- Funding at position level instead of employee level
- USG requires 03 prefix on all driver worktags
- New employee IDs
- Suspense default driver worktag for employees funded with expired

Manager Self Service allows...

- “Express Direct Retros” replace SPD Past Pay Period Changes
- Change Positions Funding by Effective Date
- Workflow Approval on all Funding Changes
# Commitment Accounting Update

<table>
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<th>Details</th>
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</table>
| March 23, 2020     | OneUSG System live for biweekly employees  
* Biweekly employees should only submit hours on time sheet  
* No worktag is available for them to select |
| March 27, 2020     | 2pm - Last day to enter past pay period changes in GT SPD system         |
| April 1, 2020      | OneUSG System live for all employees                                    |
# Commitment Accounting Update

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Self-Service: Commitment Accounting</td>
<td>3/18/2020</td>
<td>1-5pm</td>
<td>ERP</td>
</tr>
<tr>
<td>Manager Self-Service: Commitment Accounting</td>
<td>3/19/2020</td>
<td>1-3 pm</td>
<td>Webex</td>
</tr>
<tr>
<td>Manager Self-Service: Commitment Accounting</td>
<td>3/25/2020</td>
<td>1-5 pm</td>
<td>ERP</td>
</tr>
<tr>
<td>Manager Self-Service: Commitment Accounting</td>
<td>3/20/2020</td>
<td>9-1 pm</td>
<td>811 Marietta</td>
</tr>
<tr>
<td>Manager Self-Service: Commitment Accounting</td>
<td>3/26/2020</td>
<td>1-3 pm</td>
<td>Webex</td>
</tr>
</tbody>
</table>
## Commitment Accounting Update

<table>
<thead>
<tr>
<th>Year End Close Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 12, 2020</td>
</tr>
<tr>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects</td>
</tr>
<tr>
<td>June 26, 2020</td>
</tr>
<tr>
<td>Last Day for Campus Online EDR Redistributions</td>
</tr>
<tr>
<td>July 13, 2020</td>
</tr>
<tr>
<td>Commitment Accounting Open for FY2021</td>
</tr>
</tbody>
</table>
Questions – Commitment Accounting

• Will there be virtual options for labs while we are working remotely?

• What is a Suspense Worktag
  • How do I find the suspense worktag report?
  • How do I proceed with cleaning up this report?
  • What additional information can you provide about the importance of suspense worktags?
OneUSG Connect

Greg Phillips
Director, Enterprise Resource Planning
Agenda

- Key Dates
- Upcoming Changes
- Stabilization
- Service Now Support and Assistance
- Training Updates
- Post Go-Live Readiness
**Key Cutover Dates**

- **Feb 28**: Deadline to submit completed PSFs to GTHR
- **Mar 2**: Biweekly employees begin to enter time
- **Mar 6**: PSF Processing Unavailable
- **Mar 13**: Personal information becomes read only in TechWorks
- **Mar 22**: OneUSG Connect Down @ 6:00 PM
- **Mar 23**: PSF Processing Available
- **Mar 27**: OneUSG Connect Available @ 7:00 AM
- **Apr 1**: Monthly Employees begin to enter leave requests in OneUSG Connect
- **Apr 6**: Faculty Data Self-Service Available
- **Apr 6**: Careers available to campus for posting openings
Upcoming Changes

Beginning in August of 2020, academic pay will be evenly distributed from the August through May time period.

<table>
<thead>
<tr>
<th>CURRENT STATE – GEORGIA TECH</th>
<th>FUTURE STATE – ONEUSG CONNECT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Pay</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td>AUG</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>SEP</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>OCT</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>NOV</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>DEC</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>JAN</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>FEB</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>MAR</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>APR</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>MAY</td>
<td>$ 5,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL</strong></th>
<th><strong>TOTAL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 90,000</td>
<td>$ 90,000</td>
</tr>
</tbody>
</table>
Upcoming Changes

Summer pay will not change from the current process, and is expected to be aligned with when the work will be performed.

<table>
<thead>
<tr>
<th>Current State – Georgia Tech</th>
<th>Future State – OneUSG Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Pay</strong></td>
<td><strong>Summer Pay</strong></td>
</tr>
<tr>
<td>AUG</td>
<td>$5,000</td>
</tr>
<tr>
<td>SEP</td>
<td>$10,000</td>
</tr>
<tr>
<td>OCT</td>
<td>$10,000</td>
</tr>
<tr>
<td>NOV</td>
<td>$10,000</td>
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<tr>
<td>DEC</td>
<td>$10,000</td>
</tr>
<tr>
<td>JAN</td>
<td>$10,000</td>
</tr>
<tr>
<td>FEB</td>
<td>$10,000</td>
</tr>
<tr>
<td>MAR</td>
<td>$10,000</td>
</tr>
<tr>
<td>APR</td>
<td>$10,000</td>
</tr>
<tr>
<td>MAY</td>
<td>$5,000</td>
</tr>
<tr>
<td>JUN</td>
<td></td>
</tr>
<tr>
<td>JUL</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$90,000</strong></td>
</tr>
</tbody>
</table>
Shared Services Center – Trending Issues

- Security/Account Administration
- Single Sign-On/TechWorks
- Web Clock/Kaba Clock
- Reports To/TL Approvers
- Direct Hires
- W2 Requests
- Timesheet Navigation
- Leave Request Education
- Rounding Rules
- MSS Navigation (New)
- Late Time Submission (New)
ServiceNow Support & Assistance

How to get help?

• Access job aids, FAQs, known issues, etc.
• Request Help

What can you expect once an inquiry is submitted?

• Visibility into incidents and requests
• Updates via services.gatech.edu portal and email

Contact Shared Services

• Email: oneusgsupport@usg.edu
• Call: 1-855-214-2644
• Visit: www.usg.edu/oneusg_connect/need_assistance
Reminders

Within OneUSGConnect:
- Verify your personal information
- Verify your monthly schedule
  - Managers can change for employees if any corrections are needed
- Verify your direct deposit information
- Review your converted leave balances (leave eligible employees)

How-to guides are available: transformation.gatech.edu/ campus-readiness
OneUSG Connect Open Labs – Starting 3/31

Who is This For

• Individuals who perform transactions, or other functions like reporting, on behalf of another person in OneUSG Connect. If you need assistance performing a transaction for yourself, please contact ServiceNow - [www.services.gatech.edu](http://www.services.gatech.edu).

• Each appointment is designated to cover a certain topic:

<table>
<thead>
<tr>
<th>HR Related Transactions</th>
<th>Compensation Related Tractions</th>
<th>Time and Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Management</td>
<td>Workforce Administration (WFA)</td>
<td>Commitment Accounting</td>
</tr>
<tr>
<td>Summer Pay</td>
<td>Approving Transactions</td>
<td>Recruiting and Hiring</td>
</tr>
<tr>
<td>Other: If none of these topics are appropriate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How Does It Work?

• Use Moodle to complete the Intake Questionnaire via the ERP Training Website ([www.training.erp.gatech.edu](http://www.training.erp.gatech.edu)). Select OneUSG Connect Open Lab under My Courses.

• Training team will review your questionnaire to determine proper routing

• If request is escalated to area lead, you will receive an email to book an appointment

Housekeeping

• Only use Open Labs if your issue concerns a transaction on behalf of another individual

• Please do not book more than one session at a time

• You will have a one-on-one session with an area lead for 30 minutes

• You will need to use WebEx/Zoom for the sessions
 ..........We can do this
Procurement and PCard Update

Ajay Patel
Director, Purchasing
Procurement Update

Sorry. Yesterday was the deadline for all complaints.
Procurement Update

• Deadlines are listed in the Closeout memo
  • In general dates are similar to last year.

• Make sure to close obligations (open encumbrances) early!
  • Run the “Open Obligation Campus - CR” Report in Workday
  • Submit a Service Now ticket for the Items to be Closed
  • Open Obligations Closed within 3 Business Days

• Campus access to Workday Procurement will be removed at 5pm on Friday, June 19th.
Procurement Update

• Legacy PO’s

• Change orders to legacy PO’s will only be done to pay a current invoice.

• Procurement is closing all legacy PO’s with a remaining balance of less than $500 for year end. You will need to submit a ServiceNow ticket if you need to keep any of these PO’s open (with a justification).
Procurement Update

• PO Liquidation Issues
  
  • Procurement is working to resolve FY19 obligations that have not liquidated.
  
  • Priority is being given to Lapsable FY19 PO’s.
    • These should be completed at the end of March.
  
  • If there are obligations left after March that need to be liquidated, including FY20 obligations, please log a ServiceNow ticket.
Procurement Update

• Training

  • Procurement will begin mandatory training for any new RQ reviewers in September.

  • These training sessions will be in person similar to the policies and procedures training in the past.

  • We recommend all RQ reviewers take the training as a refresher.
Procurement Update

• ServiceNow is live for purchasing communication!

  • The purchasing.ask email has been decommissioned and all communication should now be routed through ServiceNow.

  • Questions regarding PCard should continue to go to the pcard.ask email – Transition date TBD.
Procurement Update

• Workday 2020 R1 Release

  • Requisitions now have a different look and there are some fields that have been moved to different screens.

  • Specific details on the changes can be found in the updated Job Aides in ServiceNow.

  • This has been deemed the “Year of Procurement” for Workday so new enhancements are also expected in the fall release.
Please run the **Find PCard Transactions - CR** Report

Report can be run by **Cardholder** and **Departments**

Enter Transaction Status as “New” and/or “Pending”

**Deadlines for fully verified transactions**

Transactions on or before **6/18/2020** must be fully verified by **6/24/2020**

All transactions posted between **6/18/2020 - 6/30/2020** must be fully verified by **7/15/2020**
PCard Trends
Workday PCard Verifications

Past Due PCard Transactions

[Graph showing the trend of past due PCard transactions]
PCards are suspended when the cardholder have transactions greater than 45 days past due.
Questions

Questions are guaranteed in life; Answers aren't.
Supplier Accounts and Travel

Abbie Coker
Director, Accounts Payable and Travel
Supplier Accounts

• Please remind suppliers to save their log in information. Their log in information is required for checking registration status – No email notification and/or reminder will be sent.

• It is imperative that you reach out to the vendor for information on their registration status – which can only be obtained via their log in.

• EIN (Tax ID) and/or Social Security that matches the registration name is required for set up.

• Please indicate to all Foreign Suppliers that a W8BEN for (individuals) or W8BEN-E for (entities) must be uploaded with their submission – in order to eliminate a delay in processing.

• Please remind students when they registered for an award – their personal information (name and social) is required – NOT the award name and etc.

• Current suppliers are required to submit a new W-9 form in order make any updates to their records
Supplier Accounts Deadlines

• **Deadline** to submit new supplier registration through the Supplier Portal is May 15, 2020 at 5pm

• **Deadline** to submit invoices and SIR’s for payment is June 12, 2020 at 5pm

  This includes:
  • Supplier Invoices *(must have a valid PO#)*
  • Supplier Invoice Requests (SIR’s)
    • AP Payment Requests
    • Honorarium Requests
    • Student Payment Requests
    • Recurring Payments
    • Wire Requests
  • **Utility bills!!**
“BACKLOG” of Outstanding Invoices

An Invoice is outstanding if it is not paid within 30 days, per GT’s payment terms.

• What causes a “backlog” of invoices?
  • Invoices sent to units and not forwarded to AP
  • Invoices with no PO#
  • Invoices in match exception
How can you help us clear out the backlog?

• **Send all invoices** in the dept to **apinvoices@gatech.edu** immediately

• **Do not order** goods or services if you do not have a PO#
  - Contact Purchasing for any exceptions

• **Do not send duplicate invoices** to **apinvoices@gatech.edu**
  - This will slow down the process

• **Clear out match exceptions**
  - Enter receipts
  - Create Change orders
How can you help us clear out the backlog?

• **Review all invoices** in match exception report.

• Run **“Supplier Invoices in Match Exception – CR”** report in Workday weekly.

• Take necessary action in order for invoice to be processed
  • Create change order to increase funds
  • Enter receipts

• Invoice status would reflect “Matched” once match exception has been cleared.
Where are we with the match exceptions?

Supplier Invoices In Match Exception By Exception

- Receipt Required (530):
  - Converted: 153
  - Native: 377

- Change Order Required (247):
  - Converted: 71
  - Native: 176

- Both (24):
  - Converted: 16
  - Native: 8
How can you help us clear out the backlog?

- Review all invoices in your department WebNow Queue
  - Review the sticky note with action needed
  - Take necessary action in order for invoice to be processed
  - Route the invoice forward by selecting “Approved for AP to Pay”
How can you find payment status?

- Run the "**Find Supplier Invoice for Campus – GTCR**" report in Workday.
- No need to contact ServiceNow
- It also provides what is in match exception
Questions – Supplier Accounts

• What is the current turn-around time for processing invoices that are past the due date?
Expenses Deadlines

• Deadline to submit expense reports to Expense Partners (Travel Team) to guarantee FY2020 payment is June 12, 2020 at 5pm
  • Approvals must be complete and documentation must be attached.
  • Expense report must be awaiting action in the Expense Partners’ queue in order to be processed for fiscal year 2020.
  • Expense Partners cannot guarantee reimbursement for expense reports submitted after this deadline.
  • Expense reports need to be submitted within 10 days and no later than 45 calendar days

• Expense reports not paid on June 24th will be denied by the Expense Partners, and will need to be re-entered in FY21. Impacted employees or expense preparers for External Committee Members (ECMs) will be notified.
Spend Authorizations

• Deadline for spend authorizations to be submitted and approved is Wednesday, June 24, 2020 at 5pm

• On March 31st
  • There will be a mass close of “Approved” spend authorizations with a travel end date of December 31, 2019 or earlier. This will release committed/reserved funds.

• All spend authorizations with a status of “Draft” or “In Progress” with a travel end date of December 31, 2019 or earlier, will be cancelled.
On June 25th

- There will be a **mass close** of ALL “**Approved**” spend authorizations

- There will be a **cancellation** of ALL spend authorizations with a status of “**Draft**” or “**In Progress**”

- Spend Authorizations with a **travel end date of April 30th** and after that **do not have an expense report associated**, will be reloaded into fiscal year 2021 in an approved status.
  
  - Please note that approval of spend authorizations entered in FY20 for travel that will occur in FY21 is in essence approving commitment of FY21 funds

- These documents will have a new spend authorization (AUTH-xxxxxxx) number, and the old spend authorization (AUTHxxxxxxx) number will be referenced in the memo field.
Prepaid Airfare

- Airfare transactions included in the Monday, June 15, 2020 AirPlus bill will be paid against fiscal year 2020 funds by Wednesday, June 17, 2020.

- Airfare with a travel date of July 1st or later will be posted to a pre-paid expense account and transferred as a FY2021 expense after July 1, 2020.
Expense Reports

Travelers and Approvers should:

• Review expense reports in “draft” or in “progress’ status and either cancel or approve

• You may check the status of an expense report by running the ”Find Expense Reports by Organization - CR” Report OR

• Enter the expense report number in the search field & click enter:

  • Check Business Process  
  • Expense Reports that have an approved status have been paid

• As we approach year-end, expense reports in “Draft” or “In Progress” status will be cancelled if no further action is taken
Reimbursement Process for COVID-19 Cancellations

• The normal cancellation process as outlined in travel policy 6.9 applies to the COVID-19.

• Exceptions should be handled on a case by case basis.

• To be reimbursed, submit the following information with the expense report:
  • Official documentation from the event sponsor stating that the event was cancelled.
  • Approval from head of department/Chair/Dean or similar authority is required in order to be reimbursed for cancellations.
  • Proof of Payment.
What **CAN** be reimbursed for COVID-19?

- Cancellation Fees, Registration Fees and Hotel Deposits **can be** reimbursed

- **Funding source to use**
  - Typically should be the same funding source as the original payment
  - Funding source for the reimbursement must be within GT policy for the type of expense reimbursed
What CANNOT be reimbursed for COVID-19?

- Airfare **cannot** be reimbursed
  - When non-refundable airfare is cancelled, the airline issues a credit to the traveler that is valid for 12 months
  - The traveler can use the credit globally for business related travel within 12 months
  - A change/cancellation fee is also assessed
    - Due to COVID-19, most airlines are providing waivers for change fees and cancellation fee penalties
- To cancel a reservation booked via Concur/Travel Inc., contact Travel Inc.
- To cancel a reservation booked via other air carriers contact the airline directly
Supplier Accounts and Travel

And now....

I need a day off. Just 365 of them.
You know that feeling you get when all your work is done and you can sit back and relax and do nothing at all...?
Yeah, me neither.
Questions – Expenses

• What is the current turn-around time for employee expense reimbursements that are past the due date? and processing of invoices that are at, or past, the due date?
Grants and Contracts Update

Sandy Mason
Senior Director
Effort Reporting Update

- Effort Reporting will remain in the Office of Grants & Contracts Acctg
- Monthly Workload Assignments & Annual Certification forms will not change
- Some biweekly employees charged to Grants may be included beginning in April

<table>
<thead>
<tr>
<th>Effort Reporting Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 17, 2020</td>
</tr>
<tr>
<td>FY20 ASR’s available electronically</td>
</tr>
<tr>
<td>August 31, 2020</td>
</tr>
<tr>
<td>Certified and Approved ASR Deadline</td>
</tr>
</tbody>
</table>
Sponsored Compliance Update

• NSF conducting virtual audit week of May 11, 2020
  • Recall 9/23/19 NSF letter referencing “strengthening expenditure review/processing, cost transfers, accounting, and other associated policies and procedures to ensure” timely closeout.

• NCURA Webinar: Cost Transfers: Minimizing the Need, Monitoring the Process and Managing the Risk available via Compliance Channel on GT Research Administrators Network Microsoft Teams
  • Email training@osp.gatech.edu for access

• Enhancement to adjustment and journal approval workflow involving Grant Driver Worktags coming
  • Business process modifications to require G&C and/or Compliance approval consistent with training material (similar to legacy “Type B” ECT validations)

• Reminder to attach a cost transfer form to all accounting adjustments and journal transactions involving Grant Driver Worktags

• Reviews for unallowable expenditures & cost transfer compliance initiated!
  • We’re on the look out for…
    • Adequacy of attachments
    • Missing cost transfer forms
    • Erroneous budget dates
    • Unallowable costs
    • High risk transactions
### Grants and Contracts Accounting

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Prior Year Cost Transfer Requests for Grants</td>
<td>Friday, June 19(^{th})</td>
</tr>
<tr>
<td>Written Cost Transfer Requests for Grants &lt; 90 Days</td>
<td>Monday, June 22(^{nd})</td>
</tr>
<tr>
<td>Request Framework Submissions (New Award Line/Grant and Change Grant Attributes)</td>
<td>Tuesday, June 30(^{th})</td>
</tr>
<tr>
<td>Budget Amendment by Organization Requests for Grants</td>
<td>Monday, July 6(^{th})</td>
</tr>
<tr>
<td>Accounting Journals and Adjustments for Grants</td>
<td>Friday, June 26(^{th})</td>
</tr>
</tbody>
</table>

- Last day for Office of Sponsored Programs (OSP) integration to Workday Grants for new awards and modifications is Friday, June 26, 2020
- ICOL notices should be received by appropriate parties once new awards and mods are completed in Workday.
Grants Reports

- **Sponsored Award Budget Expense Report (SABER)**

- **SABER by Object Class** - Similar to the SABER but displays award real-time budgets, commitments, obligations, spend, remaining balance at the object class level. Drill down into transactions originated in Workday including supplier invoices, expense reports, purchase orders, requisitions, and accounting journals.

- **NOTE:** Always prompt by Award (AWD-xxxxxx) to review the scope of the overall budget balance before initiating actions on an individual Grant (GRxxxxxxxx). All contractual matters with Sponsors are at the Award level, regardless of the number of Grants internally assigned.
Restricted Gifts Update

Lee Wates
Associate Controller
Restricted Gifts Update

• **GTF Restricted Gifts**
  - GTF Number is now the Main Gift Number
  - A separate Gift must be set up for every gift at the Foundation

• **All Restricted Gifts (GTF, GTRC)**
  - Sub Gifts are either a Designated or Grant Worktag
    - Main gift number is a related worktag
    - Cannot request a Designated without a main gift

• GTF Gifts set-up in Controller’s Office
• GTRC Gifts set-up in Grants & Contracts Accounting
• GTARC Gifts set-up in GTRI
GTF Other Memo and Daily Budget Journals

- The Georgia Tech Foundation (GTF) is working to create automated daily journal loads for “Other Memo” and “Budget” transactions
- GT is currently receiving and loading manual files as received with this information
- GT has requested daily files going forward until the automated process is complete
GTRC Restricted Gifts

- GTRC/OSP/Industry Engagement – Gifts in Support of Research
  - Interim process – submit eRouting request to capture required information and determine if funds are appropriate as a restricted Gift to GTRC or should be a Grant**
  - Expectation to communicate to G&C Accounting to establish a GTRC Restricted Gift when appropriate to reduce duplication of effort in request process

- For the time being, all awards logged into the Contracting Information System (CIS) are still being reviewed by the Executive Vice President for Research (EVPR). These are currently being administered as Grants with waived overhead (F&A), regardless of whether the determination is a Gift or a Grant. Logging as a Grant rather than as a Research Gift routes the award to the EVPR for review and approval.
Key Reports for Restricted Gifts

- Other Funding Sources – Funding by Gift and Designated – CR
- Expense Budgetary Balance Report – GTCR (EBBR)
- Find Budget Lines – GTCR
- View Budget or Current Budget
- Find Journal Lines – CR
- Composite Trial Balance Report
- Ledger Detail

Always use the “Gift Budget Structure” anytime the budget structure is listed as a prompt
The report only breaks out designated worktags. Grants are included in the Gift line with blank.

This report shows gift funds for selected organization(s). Budget is broken down by both Gift and Designated to view any breakdown of a Gift. Any Designated field with a blank represents the ‘main’ Gift. This can be run for individual gifts or cost centers or by multiple gifts or cost centers.

<table>
<thead>
<tr>
<th>Gifts</th>
<th>Designated</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 of 97 items</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Amendments</th>
<th>Current Budget</th>
<th>Commitments</th>
<th>Obligations</th>
<th>Actuals</th>
<th>Balance</th>
</tr>
</thead>
</table>

- **STF13000007 SE- General**
  - DE00000007 STF13000007 - CoS - STF13000007 Summer Proposal
  - 0.00 0.00 0.00 0.00 0.00 1,712.60
  - **($1,712.60)**

- **STF13000012 COS Nelson Abell Fund**
  - (Blank)
  - 500.00 0.00 500.00 0.00 0.00 0.00 0.00 $500.00

- **STF13000019 Grettengger, Ralph & Jewel**
  - (Blank)
  - 14,201.10 1,725.00 15,926.10 0.00 0.00 0.00 0.00 $15,926.10

- **STF13000021 Blanchard, Elwood Doc Early Career Prof Endow**
  - (Blank)
  - 73,028.40 55,576.00 128,702.40 0.00 0.00 0.00 12,212.15 1,559.55 **($13,751.70)**

- **STF13012011 CoS - College of Science Dean's Office - MCO CoS FY20**
  - DE00012344 CoS MCO Undergrad FY20
  - 0.00 0.00 0.00 0.00 12,212.15 1,559.55 **($13,751.70)**

- **STF13020112 CoS - College of Science Dean's Office - MCO CoS FY20**
  - (Blank)
  - 0.00 128,000.00 128,000.00 0.00 3,022.27 37,141.73 $87,836.00

- **STF130100015 GTRC FUNDS-DIRECT FROM GTRC TO COLLEGE OF SCIENCES**
  - (Blank)
  - 961.83 0.00 961.83 0.00 0.00 0.00 0.00 $961.83
Budgets are expense only for Gifts. You will see GTF amendments & any amendments you enter in the amendment column. The Original Budget is the amount brought forward from the prior year.

**Expense Budgetary Balance Report (EBBR)**

**Gift: GTF310200122 CoS - College of Science Dean's Office - MSN CoSFY20**

Always use Gift Budget Structure

---

<table>
<thead>
<tr>
<th>Ledger Account Group</th>
<th>Original Budget</th>
<th>Amendments</th>
<th>Current Budget</th>
<th>Commitments</th>
<th>Obligations</th>
<th>Actuals</th>
<th>Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Operating Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>476.75</td>
<td>3,049.36</td>
<td>▲</td>
<td>(32,025.11)</td>
<td>0.02%</td>
</tr>
<tr>
<td>Rents Non-Real Estate</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>94.82</td>
<td>▲</td>
<td>(9,934.32)</td>
<td>0.02%</td>
</tr>
<tr>
<td>Scholarships/Fellowships</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>276.00</td>
<td>▲</td>
<td>(2,270.00)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Services</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,175.69</td>
<td></td>
<td>26,510.30</td>
<td>(333,659.59)</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>131.28</td>
<td>▲</td>
<td>(131.28)</td>
<td>0.02%</td>
</tr>
<tr>
<td><strong>Total Capital Gtdby</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,546.35</td>
<td>11,768.86</td>
<td></td>
<td>$116,241.14</td>
<td>90.01%</td>
</tr>
<tr>
<td><strong>Total Other Memo</strong></td>
<td>0.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
<td>0.00</td>
<td>11,768.86</td>
<td></td>
<td>$116,241.14</td>
<td>90.01%</td>
</tr>
<tr>
<td><strong>Memo</strong></td>
<td>0.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
<td>0.00</td>
<td>11,768.86</td>
<td></td>
<td>$116,241.14</td>
<td>90.01%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,646.35</td>
<td>11,768.86</td>
<td></td>
<td>$116,241.14</td>
<td>90.01%</td>
</tr>
</tbody>
</table>

Delinquent Grand Total

0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | ▲ | (905,654.91) | 46.61%
Always use Gift Budget Structure

<table>
<thead>
<tr>
<th>Budget</th>
<th>Company</th>
<th>Budget Entry Document Status</th>
<th>Budget Period</th>
<th>Amendment Date</th>
<th>Budget Period Start Date</th>
<th>Budget Period End Date</th>
<th>Plan Type</th>
<th>Entry Type</th>
<th>Ledger Type</th>
<th>Ledger Account</th>
<th>Ledger Account Type</th>
<th>Ledger Budget Debit Amount</th>
<th>Ledger Budget Credit Amount</th>
<th>Line Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>07/01/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>952400.GTRC / GTF Direct Expenditures</td>
<td>Memo</td>
<td>73,206.40</td>
<td>0.00</td>
<td>Gift Balance Conversion</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GTF)</td>
<td>Available</td>
<td>07/01/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>952400.GTRC / GTF Direct Expenditures</td>
<td>Memo</td>
<td>0.62</td>
<td>0.00</td>
<td>Gift Balance Conversion</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>09/01/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>952400.GTRC / GTF Direct Expenditures</td>
<td>Memo</td>
<td>90,576.00</td>
<td>0.00</td>
<td>To transfer CoS from Prime to our Schools designated</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>09/01/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>416000.GTRC (Budget Only)</td>
<td>Revenue</td>
<td>0.00</td>
<td>60,000.00</td>
<td>MB-Science Foundation</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>09/01/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>416000.GTRC (Budget Only)</td>
<td>Revenue</td>
<td>29,000.00</td>
<td>0.00</td>
<td></td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>10/01/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>952400.GTRC / GTF Direct Expenditures</td>
<td>Memo</td>
<td>0.00</td>
<td>35,000.00</td>
<td>Yr 2 funding for Pete La Pierre Blanchard Jr. Faculty</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>12/12/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>952400.GTRC / GTF Direct Expenditures</td>
<td>Memo</td>
<td>7,000.00</td>
<td>0.00</td>
<td>Tim to 220-20-0194</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 Year (FY20 GF &amp; GTF)</td>
<td>Available</td>
<td>12/12/2019</td>
<td>06/30/2020</td>
<td>Financial</td>
<td>Amendment</td>
<td>952400.GTRC / GTF Direct Expenditures</td>
<td>Memo</td>
<td>4,000.00</td>
<td>0.00</td>
<td>Tim to 420-20-0059</td>
<td>CC000086 CoS - College of Science Deans Office GTF31000014 Elwood Doc Endow</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do not use revenue ledger accounts when doing a budget amendment.
Gift Budget – Create Amendment

The description in the Memo field will be in the Memo field on the “Find Budget Lines Report”. Be as descriptive as you need. This will also include GTF Budget description for GTF budget amendments.
Budget Update

Isabel Lynch
Budget Manager, Institute Budget Planning and Administration
Carry Forward Requests

• General Operations Carry Forward Requests
  • Must be requested online by Division financial administrators by April 15th
  • Requestors are able to edit previously submitted request until May 29th

• Departmental Sales and Services (DSS) Carry Forward Requests
  • Fund 14xxx
  • Must be requested online to determine carry forward eligibility by June 26th.
  • Final carry-forward amount will be determined after year end close
  • All Service Center requests will be reviewed by Grants and Contracts

• Link to Budget Policies in the Policy Library
### Departmental Budget Clean-Up

- **It’s never too early to start (March, May & June BA’s)**
  - 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

• More Departmental Budget Clean up . . . .
  • **Revenue** - please ensure that your revenue budget exceeds the actual receipts you expect to receive through the end of the FY. Make you best estimate based on prior year experience

  • Clean up all funds – General Operations, Department Sales and Services (DSS) and Technology Fee balances

  • **DO NOT** leave a deficit in Gen Ops (State App, Tuition, ICR, Other General) 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 impact
    • General Operations (Gen Ops) balances
    • Centrally-budgeted fringe benefits the Institute pays
Final Budget Amendment

- **Final Budget Amendment of FY19** tentatively scheduled for Monday June 8th - Friday June 12th

- Any questions please contact your **assigned analyst** or Lisa Godfrey:
  - Ebony Thompson (4-4338)
  - Isabel Lynch (4-5557)
  - Kevin McConnell (5-5646)
  - Scott Mussak (4-5560)
Questions - Budgets

• Will training be provided for those who are new to this process?
Fiscal Year-End Closing Review Checklist

Nate Watkins
ERP System Analyst Lead, Academic and Research
How to Confirm Items on Checklist?

• Fiscal Year-End Closeout User Guide
• Report tools and definitions
  • Understanding report concepts
  • Terminology
• List of common reports and useful prompts
  • Set of instructions on using various reports
• Specific reports to run by checklist section
• Primary goal: Clean up outstanding transactions and balance books
Fiscal Year-End Closeout User Guide

Financial Transaction Reports in Workday

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Expense Budgetary Balance Report – GTCR (EBBR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This report displays budget-to-actuals basis report displaying activity by functional and ledger account grouping.</td>
</tr>
</tbody>
</table>

How to Use

The report displays data in a summarized format to give a mid-level overview of balances for the selected worktags. To see additional details, use the drilling features, which can also be used to export data. If worktags for the report are across several organizations, such as a gift with multiple allocations (designated worktags), select all relevant organizations in the Organization prompt.

Prompts

- Company – Defaults to Georgia Institute of Technology (CC0503)
- Organization – Select the organization(s) to report on. If results are not as expected, choose All Cost Centers.
- Period – Defaults to current Accounting Period
- Time Period – Defaults to Current Period Year-To-Date, which provides data from July 1 of the current fiscal year to current date.
- Budget Structure – Defaults to oneBudget Structure. Users can select other budget structures for which they may want to run the report. Note – The Award Budget Structure is not available for this report.
- Book – Defaults to Common. Do not change.
- Worktags – Input specific driver worktags or related worktags.
- Budget Reference – Defaults to current budget reference. Change this prompt if you want to run the report for prior year transactions.
- Additional Options – Defaults to “Report by Accounting Date using Plan Structure”. Do not change this. The user can choose “Include Reserved Journals” if they want to see transactions “in progress” on the report.

Results

Results are displayed on the screen in outline format. Click on the arrows prompts next to Ledger Account Group to see more specific ledger account balances. The amounts for Budgets, Commitments, Obligations, Actuals and Balance are drillable. Use the "View-By" criteria to change how the data is displayed.

Purchase Orders and Obligations

Purpose: Purchase orders are a contractual obligation between Georgia Tech and the supplier. All open POs are part of our carryforward obligation and represent a liability to the Institute. It’s important to close all open POs that are not needed for the next fiscal year.

Tasks:

1. Any/all prior year and current year open purchase order (PO) obligations have been reviewed for validity via the “Open Obligation Campus – CR” report.
   a. Run Open Obligation Campus
   b. Review purchase orders and determine which can be closed
   c. Extract report, note closures, and send to Procurement via ServiceNow
   
2. Did your department/unit have any PO changes (i.e. additional lines, increase/decrease amount, account driver worktag changes, etc.) or PO obligation closures at year end? If yes, please answer the question below.
   a. Have all PO changes been submitted to Procurement and Business Services for year-end PO obligation adjustments?
   i. Review department records for needed PO changes
   ii. Run Find Requisitions by Organization
   iii. Determine whether all necessary requisitions have been submitted

Reports:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Reports</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open POs resolved</td>
<td>Open Obligation Campus - CR</td>
<td>View open POs and amounts remaining</td>
</tr>
<tr>
<td>Open POs resolved</td>
<td>Find Purchase Order by Organization - CR</td>
<td>Track purchase orders</td>
</tr>
<tr>
<td>Open POs resolved</td>
<td>Find Purchase Order Lines and Line Splits by Organization - CR</td>
<td>See more detail on purchase orders</td>
</tr>
<tr>
<td>Requisitions submitted &amp; resolved</td>
<td>Find Requisitions by Organization - CR</td>
<td>Track requisitions</td>
</tr>
<tr>
<td>Open PO balances resolved</td>
<td>Purchase Order Line Obligation Report for Campus - CR</td>
<td>Find PO liquidation errors for resolution</td>
</tr>
<tr>
<td>Open Requisition balances resolved</td>
<td>Requisition Line Commitment Report for Campus - CR</td>
<td>Find report liquidation errors for resolution</td>
</tr>
</tbody>
</table>
Year End Webinars!

• Reconciliation Troubleshooting
  • Wednesday, April 8th from 1-3pm
  • Answer FAQs
  • Walk through reports to align balances
• Detailed Year-End webinars in mid-late April
Appendix
Financial Accounting
Grants and Contracts
Campus Guidance Policy Review
Workday Policy Review
Financial Accounting Update

Carol Gibson
Institute Controller and Chief Accounting Officer
Journal Entry Compliance

• All journal entries are **required** to have at least one approval

• Journals that charge balance sheet or salary/fringe ledger accounts require additional review and approval from the Controllers’ Office

• Adequate documentation must be uploaded to support the entry
  • Invoice
  • Recept
  • Email requesting change

• Documentation must be able to pass an audit

• Control total must match up to backup documentation
<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TYPE OF MOVE</th>
<th>JOURNAL TO USE</th>
</tr>
</thead>
</table>
| Expense Report  
EXP-XXXXXXX | *Change Driver Worktag: 
Move entire dollar amt  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
*Change expense item cat | Operational Journal Accounting Adjustment  
• Find Expense Reports by Organization ➔ Related Action ➔ Accounting ➔ Adjust Acctg  
If Paid ➔ Accounting Journal  
• Create Journal  
If Not Paid ➔ Edit transaction and re-submit |
| Payroll/Salary  
PAY_YYYYMMDD_01  
EDR_YYYYMMDD_01 | *Change Driver Worktag: 
Move entire dollar amt  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
(Commitment Acctg Office Only) | oneUSG Connect ➔ Express Direct Retro |
| Procurement Card Verification  
PCV-XXXXXXX | *Change Driver Worktag: 
Move entire dollar amt  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
*Change spend category | Accounting Journal  
• Create Journal |
| Purchase Order  
(Bill Only and Catalog)  
PO-XXXXXXX | *Change Driver Worktag: 
Move entire dollar amt  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
*Change spend category | Adjust transaction after payment  
• See Supplier Invoice |
| Purchase Order  
(All Other)  
PO-XXXXXXX | *Change Driver Worktag: 
Move entire dollar amt  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
*Change spend category | Enter a Change Order Requisition |
| Supplier Invoice  
INV-XXXXXXX | *Change Driver Worktag: 
Move entire dollar amt  
*Change spend category | Operational Journal Accounting Adjustment  
• Find Supplier Invoice for Campus - GTCR ➔ Related Action ➔ Accctg ➔ Adjust Accctg  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
*Change spend category  
If Paid ➔ Accounting Journal ➔  
• Create Journal  
If Not Paid ➔ Edit transaction and re-submit |
| Other Accounting Transaction  
JE-XXXXXXXXXX  
BAN_YYYYMMDD_01  
COM_YYYYMMDD_02  
GIT_YYYYMMDD_03 | *Change Driver Worktag: 
Move entire dollar amt  
*Change Driver Worktag: 
Move partial dollar amt  
*Change ledger account  
*Change spend category | Accounting Journal  
• Create Journal |
# Add Program for COVID-19 (PG00001) to Transactions

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>TYPE OF MOVE</th>
<th>JOURNAL TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report EXP-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar amount - Add Program to expense</td>
<td>Operational Journal Accounting Adjustment • Find Expense Reports by Organization ➔ Related Action ➔ Accounting ➔ Adjust Acctg</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar amount</td>
<td>If Paid ➔ Accounting Journal • Create Journal • If Not Paid ➔ Edit transaction, re-submit</td>
</tr>
<tr>
<td>Payroll/Salary PAY_YYYYMMDD_01</td>
<td>*Change Driver Worktag: Move entire dollar amount - Move partial dollar amount - No option to add Program to salary expense in Workday</td>
<td>oneUSG Connect ➔ Express Direct Retro</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar amount - Add Program to PCD expense</td>
<td></td>
</tr>
<tr>
<td>Procurement Card Verification PCV-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar amount - Move partial dollar amount - Add Program to PCD expense</td>
<td>Accounting Journal • Create Journal</td>
</tr>
<tr>
<td>Purchase Order (Bill Only and Catalog) PO-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar amount - Move partial dollar amount - Add Program to purchase</td>
<td>Adjust transaction after payment • See Supplier Invoice</td>
</tr>
<tr>
<td>Purchase Order (All Other) PO-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar amount - Move partial dollar amount - Add Program to purchase</td>
<td>Enter a Change Order Requisition</td>
</tr>
<tr>
<td>Supplier Invoice INV-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar amount - Add Program to expense</td>
<td>Operational Journal Accounting Adjustment • Find Supplier Invoice for Campus - GTCR ➔ Related Action ➔ Acctg ➔ Adjust Acctg</td>
</tr>
<tr>
<td></td>
<td>*Change Driver Worktag: Move partial dollar amount</td>
<td>If Paid ➔ Accounting Journal ➔ • Create Journal • If Not Paid ➔ Edit transaction, re-submit</td>
</tr>
<tr>
<td>Other Accounting Transaction JE-XXXXXXX</td>
<td>*Change Driver Worktag: Move entire dollar amount - Move partial dollar amount - Add Program to expense</td>
<td>Accounting Journal • Create Journal</td>
</tr>
<tr>
<td>JE-YYYYMMDD_01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAN_YYYYMMDD_02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM_YYYYMMDD_02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OIT_YYYYMMDD_03</td>
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</tr>
</tbody>
</table>
**Add Program for COVID-19 (PG00001) to Transactions**

**Document Information**
- **Company**: COGEO Georgia Institute of Technology
- **Document Date**: 10/19/2019
- **Transaction Currency**: USD
- **Total Transaction Amount**: $33.40

**Lines**: 9 Rems

### Proposed Adjustment Worktags

<table>
<thead>
<tr>
<th>Gift</th>
<th>Designated</th>
<th>OTRI Charge Code</th>
<th>Custodial Entity</th>
<th>Program</th>
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<tbody>
<tr>
<td></td>
<td>DE00006836 CON - Office Of the Controller</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Worktags**
- Assignee: Lee Wates - lw190
- Budget Reference: FY20
- Class: CL11500 - Indirect Cost Recovery
- Cost Center: CC00311 CON - Office Of the Controller
- Function: FN16200 - Fiscal Operations

(MORE (2))
Balance Sheet Reconciliations

- 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 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
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!!
Grants and Contracts Update

Sandy Mason
Senior Director
Workday Grants Reminders

Spend Restrictions and Custom Validations

• Leverage Workday to manage large/varied portfolios more timely and accurately

• Prevent certain unallowable expenditures (past term, foreign travel, etc)
  • No **new** spend authorizations or requisitions after award end date
  • All **existing** authorizations must post within 75 days of award end date
  • Utilize no cost extensions 90 days before award end date

• Alert administrators of high risk transactions (late term transactions)
  • 30 days before award end date
  • 75 days after award end date

• **NOTE:** Past term transactions continue to be problematic in submitting final invoices to sponsors within deadlines

• Shift from audit support and reactive review to training and proactive review
Workday Grants Reminders

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• Shift from audit support and reactive review to training and proactive review
Incremental Funding Procedure

• Sponsor/PTE initiates a multi-year grant in increments

• Funding gap occurs
  • For example, year 1 POP ends 6/30 and year 2 funding Mod not received until 8/15

• Workday Financials controls automatically restrict initiation of new procurement actions after the award end date
  • In our example, from 6/30 until the Mod is processed by OSP and GCA, new spending to the award/grant cannot be initiated

PTE = Pass-Through Entity
POP = Period of Performance
MOD = Modification
OSP = Office of Sponsored Programs
GCA = Office of Grants & Contracts Accounting
Incremental Funding Procedure

- Use Workday Create Request function (Change Grant Attributes) should be used to request a status change from Closeout to “Central Administrative Review”
  - Unit financial administrative staff submits request in Workday
  - Requires documentation that modification is pending, for example:
    - Email from PTE’s OSP stating it is in process
    - Email from Sponsor or PTE’s PI declaring intent to fund
  - Once approved, allows spending to continue
  - Charges during this period are:
    - Unbillable, but subject to audit
    - At risk and the responsibility of the PI and Unit if additional funding is not awarded
**Question:** How do I view just the Sponsored portion of my Award, not the cost share (or vice versa)?

**Answer:** Use the Grant Hierarchy field to filter.
Workday Grants Reminders

Requesting New Award Lines/Grants

- Select **Create Request** from the search bar or select the **Requests** worklet on the homepage.
Workday Grants Reminders

Requesting New Award Lines/Grants (continued)

- Select Request New Award Line/Grant from the Request Type field.
Requesting New Award Lines/Grants (continued)

- Select OK.
- Complete the questionnaire and select Submit.
Workday Grants Reminders

Requesting New Award Lines/Grants (continued)

- Grants & Contracts Accounting will receive the request at which time they can **Save for Later, Send Back** to the requestor or **Complete** set-up of changes to the existing grant and Submit.

- Once Grants & Contracts submits, the requestor will receive a notification that the request is complete. You may also view the status by navigating to My Requests from the Requests worklet on the home page.
Finding Award/Award Line/Grant Information not in SABER

- Grants are not reflected in SABER until a transaction posts (budget, commitment, obligation, or expense)
  - This is more common for Cost Share or Subaward Grants
- When looking to see if a Grant has been set up, search for the Award number in the Workday search bar
Workday Grants Reminders

Example – AWD-000636

Search for the award

Notice there is no cost share grant listed in SABER
# Workday Grants Reminders

## AWD-000636: TECHNOLOGY & STATECRAFT: UNITED STATES & RUSSIA 09/01/2019

<table>
<thead>
<tr>
<th>Sponsor Award Reference Number</th>
<th>Sponsor Direct Cost / Sponsor Facilities And Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-MAY-17-GIT</td>
<td>130,378.00 / 19,557.00</td>
</tr>
</tbody>
</table>

**Sponsor:** THE U.S. RUSSIA FOUNDATION/WASHINGTON, DC

### Award Lines Overview

<table>
<thead>
<tr>
<th>Award Line Summary</th>
<th>Award Lines</th>
<th>GT Award Lines Custom Objects</th>
</tr>
</thead>
</table>

2 Items

<table>
<thead>
<tr>
<th>Contract Line</th>
<th>Line Number</th>
<th>Status</th>
<th>Award Line Lifecycle Status</th>
<th>Company</th>
<th>From Date</th>
<th>To Date</th>
<th>Current Amount</th>
<th>Billed Amount</th>
<th>Grant</th>
<th>Billing Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Active</td>
<td>Active</td>
<td>COSC03 Georgia Institute of Technology</td>
<td>09/01/2019</td>
<td>08/31/2021</td>
<td>$149,935.00</td>
<td>$20,000.00</td>
<td>GR00002887 PRIME: TECHNOLOGY &amp; STATECRAFT: UNITED STATES &amp; RUSSIA</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Active</td>
<td>Active</td>
<td>COSC03 Georgia Institute of Technology</td>
<td>09/01/2019</td>
<td>08/31/2021</td>
<td>$0.00</td>
<td>$0.00</td>
<td>GR00002888 COST SHARE: TECHNOLOGY &amp; STATECRAFT: UNITED STATES &amp; RUSSIA</td>
<td></td>
</tr>
</tbody>
</table>
Campus Guidance Project & Workday Policy Review

Amy Herron
Associate Controller
## APPENDIX

### Campus Guidance Project – Policy Review

*With Institute Policy Manager for review*

<table>
<thead>
<tr>
<th>Category</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Authorization</td>
<td>Meals</td>
</tr>
<tr>
<td>Travel Reimbursement</td>
<td>Lodging</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>Non-Employee Travel</td>
</tr>
<tr>
<td>Rental Vehicles</td>
<td>Retreats &amp; Campus Workshops</td>
</tr>
<tr>
<td>Trips which include Annual Leave or Personal Leave</td>
<td>Purchase of Gifts for Employees &amp; Students</td>
</tr>
<tr>
<td>Air Travel</td>
<td>Vendor Gifts &amp; Gratuities</td>
</tr>
</tbody>
</table>

### Feedback received from USG

- GTRI Policy 7005.4 – PhD Support

### Awaiting feedback from USG***

- Payment or Reimbursement for Professional Licenses & Certifications
- Payment or Reimbursement for Professional Memberships

***GT operating per previous guidance received from USG***
## APPENDIX

### Workday Financials - Policy Review

**With Institute Policy Manager for Review**

<table>
<thead>
<tr>
<th>Accounts Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets</td>
</tr>
<tr>
<td>Grants &amp; Contracts (1/2 submitted)</td>
</tr>
<tr>
<td>Procurement</td>
</tr>
<tr>
<td>Travel</td>
</tr>
</tbody>
</table>

**Review in Progress by GT Functional Area**

<table>
<thead>
<tr>
<th>Controller’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants &amp; Contracts (1/2 remaining)</td>
</tr>
</tbody>
</table>
APPENDIX
Allowable Cost Matrix

• Where are we?
  • Under review by Institute Controller & Associate Controller

• Publication
  • Target – No later than June 30

| TYPE OF EXPENSE                               | STATE | APPROACH | INCOME | TECHNOLOGY | FUND CODES | TUNION | GENERAL | OPERATING | STUDENT | REGIST RY | D3S | D7 | B2 | BUSE | RENEWAL | RECRUITMENT | AGENCE | SPONSORSHIP | COST CENTER | FOUNDATION | GTP | ECO |
|------------------------------------------------|-------|----------|--------|------------|------------|--------|---------|-----------|---------|---------|-----|----|----|-----|---------|==============|--------|--------------|------------|-------------|-----|-----|
| Travel of Employees - Reimbursable Expenses (meals, lodging, and transportation) | YES   | YES      | NO     | YES        | FUND CODE| YES    | YES     | YES       | YES     | YES     | NO  | NO| NO | NO  | NO      | YES           | YES    | YES          | YES        | YES         | NO  | NO  |
| Travel of Employees - Airfare - First Class (meals, lodging, and transportation) | YES   | YES      | NO     | YES        | FUND CODE| YES    | YES     | YES       | YES     | YES     | NO  | NO| NO | NO  | NO      | YES           | YES    | YES          | YES        | YES         | NO  | NO  |
| Travel of Employees - Airfare - Business Class (meals, lodging, and transportation) | YES   | YES      | NO     | YES        | FUND CODE| YES    | YES     | YES       | YES     | YES     | NO  | NO| NO | NO  | NO      | YES           | YES    | YES          | YES        | YES         | NO  | NO  |
| Travel of Employees - Airfare - Business Class (meals, lodging, and transportation) | YES   | YES      | NO     | YES        | FUND CODE| YES    | YES     | YES       | YES     | YES     | NO  | NO| NO | NO  | NO      | YES           | YES    | YES          | YES        | YES         | NO  | NO  |
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