The Latest *Buzz* with G&C Accounting

Thursday, August 26, 2021

1:00 - 2:30PM



Agenda

Topic	Presenter(s)
Welcome, Research Updates, Grants on the Financial Statements	Josh Rosenberg
Commitment Accounting Update	Kimberly Short
Project Accounting Update	Glenn Campopiano
Pre-Award Expense Grant Line	Doug Feller
Updates: Effort Reporting, Fringe Rates, Costing	Jonathon Jeffries
Workday Updates and Reporting Updates	Amy
Training Update	Josh Rosenberg



Post Award Research Updates

Josh Rosenberg

Sr. Director, Grants and Contracts





Research Trends

Resident Instruction (through July):

- Awards: up \$2.0 million (3.6%) to \$55.3 million.
- Expenditures:
 - Direct: up \$6.1 million (27.2%) to \$28.4 million.
 - Indirect: up \$1.4 million (17.6%) to \$9.7 million.

GTRI (through June):

 Awards: down \$22.4 million (30.2%) to \$51.7 million (but awards are up big in August).



Research Trends

RI Expenditures: FY22 v. FY21 YOY

Expenditure Analysis: July	FY22 YTD	FY21 YTD	Change
Salaries and Wages	13,411,245	12,179,711	10.1%
Subcontracts	6,522,145	2,502,106	160.7%
Other Direct Costs	1,336,455	986,041	35.5%
Tuition Remission	2,087,210	2,059,103	1.4%
Fringe Benefits	3,128,083	2,805,476	11.5%
M&S	1,559,101	1,249,082	24.8%
Equipment	268,800	490,540	-45.2%
Domestic Travel	50,014	11,611	330.7%
Foreign Travel	15,431	2,548	505.6%
High Performance Computing	982	-	100.0%
Unallocated	14,849	35,093	-57.7%
DIRECT	28,394,315	22,321,311	27.2%
IDC //	9,685,775	8,238,531	17.6%
Total	38,080,090	30,559,842	24.6%



Invoices and Financial Reports

- Invoices
 - G&C invoiced \$33.2 million in July (FY22) versus \$30.6 million in July (FY21). This represents a \$2.6 million (or 8.6%) increase.
- Financial Reports
 - 153 so far in FY22 through July.



GEORGIA INSTITUTE OF TECHNOLOGY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION FOR FISCAL YEAR ENDED JUNE 30, 2020

> Georgia Institute of Technology

Component Units

OPERATING REVENUES

Student Tuition and Fees (net)

Grants and Contracts

Federal

State

Other

Sales and Services

Rents and Royalties

Auxiliary Enterprises

Residence Halls

Bookstore

Food Services

Parking/Transportation

Health Services

Other Organizations

Gifts and Contributions

Endowment Income

Other Operating Revenues

Total Operating Revenues

Funds:

15000 – Indirect Cost Recoveries (Education & General)

15015 - Indirect Cost Recoveries (EII)

15021 – Indirect Cost Recoveries (GTRI)

20000 - Restricted (Education & General)

20100 - Restricted (Student Financial Aid)

20300 – Restricted (Research Organization – GTRC)

21015 - Restricted (EII)

21021 - Restricted (GTRI)

Ledger Accounts:

421100 - Federal Grants and Contracts

421900 - Other Federal Grants and Contacts

472100 - Indirect Cost Recovery - Federal

422100 - State Grants and Contracts

422900 - Other State Grants and Contracts

472200 - Indirect Cost Recovery - State

423100 - Local Grants and Contracts

424100 - Private Grants and Contracts

472300 – Indirect Cost Recovery – Local

472400 – Indirect Cost Recovery – Private

Federal

State

Other



GEORGIA INSTITUTE OF TECHNOLOGY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION FOR FISCAL YEAR ENDED JUNE 30, 2020

> Georgia Institute of Technology

Component Units

OPERATING EXPENSES

Faculty Salaries

Staff Salaries Employee Benefits

Other Personal Services

Travel

Scholarships and Fellowships

Utilities

Supplies and Other Services

Depreciation

Total Operating Expenses

Operating Income (Loss)

Charges to sponsored projects appear in all of these lines.



GEORGIA INSTITUTE OF TECHNOLOGY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION FOR FISCAL YEAR ENDED JUNE 30, 2020

> Georgia Institute of Technology

Component Units

NONOPERATING REVENUES (EXPENSES)

State Appropriations

Grants and Contracts Federal

Gifts

Investment Income

Interest Expense

Other Nonoperating Revenues (Expenses)

Net Nonoperating Revenues (Expenses)

Ledger Accounts:

491100 - G&C Non-Operating

491101 - Federal Pell Non Operating

491102 - Federal SEOG Non Operating

491103 - Federal Work Study Non-Operating

491100 - Federal CARES/HEERF II



GEORGIA INSTITUTE OF TECHNOLOGY STATEMENT OF NET POSITION JUNE 30, 2020

Georgia Institute of Technology

Component Units

ASSETS

Current Assets

Cash and Cash Equivalents

Cash and Cash Equivalents (Externally Restricted)

Short-term Investments (Externally Restricted)

Accounts Receivable, net

Federal Financial Assistance

Affiliated Organizations

Component Units

Primary Government

Pledges and Contributions

Other

Notes Receivable, net

Investment in Capital Leases - Primary Government

Investment in Capital Leases - Other

Inventories

Prepaid Items

Other Assets

Total Current Assets

Funds:

20000 - Restricted (Education & General)

20100 - Restricted (Student Financial Aid)

20300 – Restricted (Research Organization – GTRC)

21015 - Restricted (EII)

21021 - Restricted (GTRI)

Ledger Accounts:

124000 - Receivables - Federal Funds

125002 - Receivables - State Funds

127100 - Receivables - Other

127200 - Receivables - Local Funds

127300 - Receivables - Private Funds

127997 - Clearing - Grants - Unbilled Receivables

Ledger Accounts (Across Fund 15 and 20)

126801 - Due From GTRC



Commitment Accounting Updates

Kimberly Short, PhD

Commitment Accounting

Institute Budget Planning and Administration



2021 Summer Pay Data Entry Deadlines

Summer Pay	Deadline for Summer Pay
Month	Page Data Entry
August 2021	08/23/2021

At **5:00 p.m.** on the deadline date, a process will run that will gray out the data entry fields for that month. Once this process is complete, the Summer Pay data entry field will be disabled for the associated month. Any additional summer pay earnings for that month will need to be manually entered by the payroll department.

If you have questions or concerns, please contact oneusgsupport@usg.edu.



Review FY2022 Position Funding:

- Initial FY2022 position funding in OneUSG determined by annual budget developed in April 2021. If necessary, correct FY2022 funding with a Change Position Funding (CPF) transaction. EDRs should be avoided.
- Review grants that are ending (use Workday end date). Employees paid on grants that have ended will cause funding to post to suspense and will necessitate EDRs (which are to be avoided).
- Review expenses and encumbrances on undesignated and cost overrun worktags.
 - Extend end date or transfer funding to valid funding source
 - Prorate position funding if grant ends in middle of month.
- Establish cost share as soon as possible (ASAP) to avoid over 90 day cost transfer requests.



Beginning July 1, 2021; up to three (3) weeks of paid Parental Leave will be available to state employees as part of House Bill 146. Eligible employees who have their leave requests approved will have their funding for parental leave payments allocated to 03DE00019145 IBPA/Fringe Parental Leave.

The associated earnings codes will be:

Group	Associated Earnings Code				
Non-Exempt for hourly employees	PRH - Parental Leave				
Exempt for monthly employees	PRM - Parental Leave				

Please do not change the funding or submit an EDR to transfer parental leave payments from the 03DE00019145 IBPA/Fringe Parental Leave worktag. No further action is required. For additional information regarding parental leave please visit the following link.



Office Hours will now be held once a week **every Thursday from 1:00 – 4:00 p.m. via** Microsoft Teams until August 26th 2021.

Office Hours can be found on the under the <u>Training Calendar</u> and <u>News & Events</u>.

If you have any questions about the Commitment Accounting Office Hours, please contact erp.training@gatech.edu



Project Accounting Topics

Glenn Campopiano, CRA

Project Accounting Director of Project Accounting



If you are looking to verify billing to a sponsor there are a few places to look before contacting a G&C Accountant for assistance.

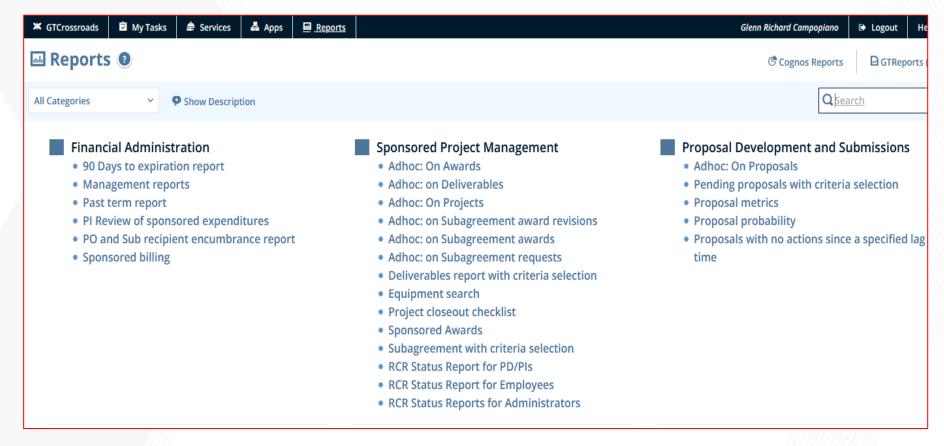
For awards with GTRC as contract entity one can go to "Sponsored Billing Activity".

You can get there through Contract Information System (CIS) also known as WebWise or through Cognos reporting via GT Crossroads.

If you need to see the actual invoice or find the invoice number (CI-123456) you have to use Workday.

For awards with GIT as contract entity one must use Workday.







Sponsored Billing Activity						
Award/Fund Number: AWD-002370	(Format: A1234)	Old Project Number: ?	(1	Format: A-1234)	Filter Type	Submit
Award/Fund Number: AWD-002370 Old Project Number: Project Title: VLTD-SCALABLE ENGINE MOD Contract: 80ARC021F0055	ELS	Sponsor: CFD RESEARCH Major#: Type: MN Award: \$130,841.00	CORPORATION/HUNTSV	'ILLE, AL	Start Date: 03/01/2021 Terminated:	
	Costs: Overhead:	\$12,322.64 \$7,171.78	Invoices: Collections:	\$5,462.30 \$5,462.30		

Costs:	\$12,322.64	Invoices:	\$5,462.30	
Overhead:	\$7,171.78	Collections:	\$5,462.30	
Checks:	\$0.00	Write Offs:	\$0.00	
Fees:	\$0.00	AR Balance:	\$0.00	
FCCoM:	\$0.00			
Charges:	\$19,494.42			
Invoices:	\$5,462.30			
WID Ralance:	\$1/ 032 12			

	Expenses						Activity	
Date	Cost Overhead Checks Fees Cost of Money				Invoice	Collection	Write Off	
05/31/2021	\$3,452.78	\$2,009.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06/25/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,462.30	\$0.00	\$0.00
06/30/2021	\$8,869.86	\$5,162.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
08/06/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,462.30	\$0.00
Total	\$12,322.64	\$7,171.78	\$0.00	\$0.00	\$0.00	\$5,462.30	\$5,462.30	\$0.00



- In Workday to view the invoices
- Go to award and click on Billing & Receivables tab.
- Click on View Sponsored invoices
- Click on invoice you want to see.
- Click on printing run tab to download pdf of invoice.
- Some awards do not have printable invoices, ask G&C to provide if needed. (SF270, SF1034)



Project #: Doc ID: 146640 Cost Share #: Award/Fund # AWD-002370 PeopleSoft Cost Share ID #: Prime Grant #/P/S Project Number: GR00010258 Old P/S Project Number: PeopleSoft Cost Share Fund Id: Old Fund Number: Sponsor/divison name: CFD RESEARCH CORPORATION/HUNTSVILLE, AL Award Period: 01-MAR-2021 to 30-JAN-2022 (Performance) Sponsor Amt New this change Total to date 130,841.00 130.841.00 Contract value: 130,841.00 Funded: 130,841.00 0.00 0.00 **Cost Sharing amount:** Bill To: Via: Phone: Phone: Fax: Fax: Email: Email: Copy To: Second Copy To: Phone: Phone: Fax: Fax: Email: Email:

Click here to view Sponsor Billing Activity



View Award: AWD-002370: VLTD-SCALABLE ENGINE MODELS 03/01/2021 (version 0) 09:25 AM 08/18/2021 Page 1 of 1

Sponsor Award Reference Number 80ARC021F0055

Prime Sponsor NASA/GENERAL

Sponsor CFD RESEARCH CORPORATION/HUNTSVILLE, AL

Sponsor Direct Cost / Sponsor Facilities And Administration 89,666.00 / 41,175.00

Award Contract Dates 03/01/2021 - 01/30/2022

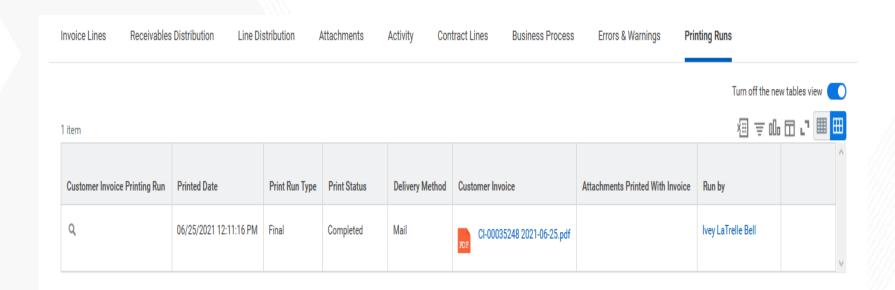
CFDA Number NA -

Billing & Receivables

View Sponsor Invoices for Award

Invoice	Invoice Status	Award Billing Sequence Number	Adjustment Reason	Invoice Type	Invoice Date	Invoice Amount	Amount Due	Currency	Due Date	Invoice Followup Date	Is On Hold	Collection Code	Dispute Reason	Payment Status	Payment Type	Memo
Customer Invoice: CI- 00035248	Approved			G&C GTRC Standard Certification Required	06/25/2021	5,462.30	0.00	USD	06/25/2021					Paid		
Customer Invoice Adjustment: CI- 00035248CR	Approved		GTRC Invoice Adjustments		06/30/2021	(5,462.30)	0.00	USD	06/30/2021					Paid		
Customer Invoice: CI- 00038223	Approved			G&C GTRC Standard Certification Required	08/18/2021	26,354.10	26,354.10	USD	08/18/2021					Unpaid		







Doug Feller Project Accounting G&C Interim Financial Manager



Pre-Award Expense Grant Line

- Georgia Tech has expanded authority to manage Federal Awards
- Approval has been waived for 90-day pre-award expenses
- Agencies include:
 - NSF, Dept. of Energy, NIH, USDA NIFA, Dept. of Commerce, and NASA



Pre-Award Expense Grant Line

- New process established by the G&C Project Accounting; add a pre-award grant line if the award meets certain criteria
- G&C will monitor expenses posted on pre-award grant line and determine if expenses are allowable
 - 2 CFR 200.458 Definition of pre-award costs
- Goal: Allow departments to charge allowable preaward expenses on projects and begin work as soon as possible



Pre-award Expense Grant Line Criteria

- Award must be from the following sponsors
 - NSF, Dept. of Energy, NIH, USDA NIFA, Dept. of Commerce, and NASA
- Award must be fully executed by OSP
 - Note: Advance award requests are when the award has not been fully executed by OSP; department is confident it will be awarded
- Award must integrate into Workday before the award's official start date
 - Ex: Integrates on 10/1/21 but the official start date is 12/1/21



Grant Line Attributes

- Grant line will have a 90 day project period
- Grant line will change to "Closeout" status after the official start date begins
 - All expenses must be charged to the prime grant after the 90 day pre-award period
 - Prime grant is create at the same time as the pre-award expense grant line
- Pre-award expenses will be billed after the award's official start date



Jonathon Jeffries, CPA

Director of Cost Accounting



Effort Reporting – ASRs (Annual Statement of Reasonableness

- Currently available for online certification
 - UFMs are assigned based on department that owns the position in OneUSG, not based on Grant department
- ASRs deadline is August 31st
 - May extend an extra week due large number of ASRs outstanding
 - Manual ASRs will be distributed electronically due to Campus Mail issues



Effort Reporting – ASRs (Annual Statement of Reasonableness

Manual ASRs

- Certifications for limited circumstances, normally due to system access or errors on ASR
 - Approved First Hand Knowledge Supervisor, PI, or Department/Organizational Head
 - Unit Financial Manger signs confirming overall salary not workload distribution for employee
 - Employee <u>should</u> electronically sign if possible
 - Complete ASAP- Required Audit Documentation



SCARV - Service Center Annual Rate Validate

- Sent this week to department contacts
- Due September 30th with supporting documentation
- SCAV forms slightly updated with a completed example and instructions
- Reported usage should tie to total collected revenue, free use must be reported on SCARV
- Questions servicecenter.ask@lists.gatech.edu or andrew.chung@business.gatech.edu



Year End Date Issues

- Do not change worktags related to Driver (this included fund, class, cost center, and function)
- NIH Cost Share must be linked to the Award
 - Changing the fund on Grant does not create Cost Share, must be separate Grant Line
- Gifts Worktags (GTF and GTRC) require the Gift as a related worktag, do not delete the Gift Worktag



Workday Grants Reporting

Amy Zhang
Application Support Analyst Lead

Grants and Contracts Accounting

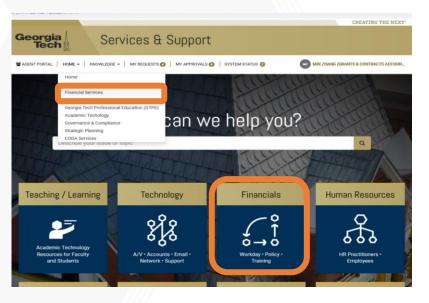
Georgia Tech

How to request Workday Security Roles

https://gatech.service-now.com/home

Home → Financial Services → Workday App Security → Workday Security Roles - Request New and fill out the security form. This will allow the request to go through the normal approval workflow process.

- New employees have to be put in the HR system before you can send a request for Workday security
- Their name appears in Workday through an automated process that sends their information from HR to Workday.-





Workday App Security

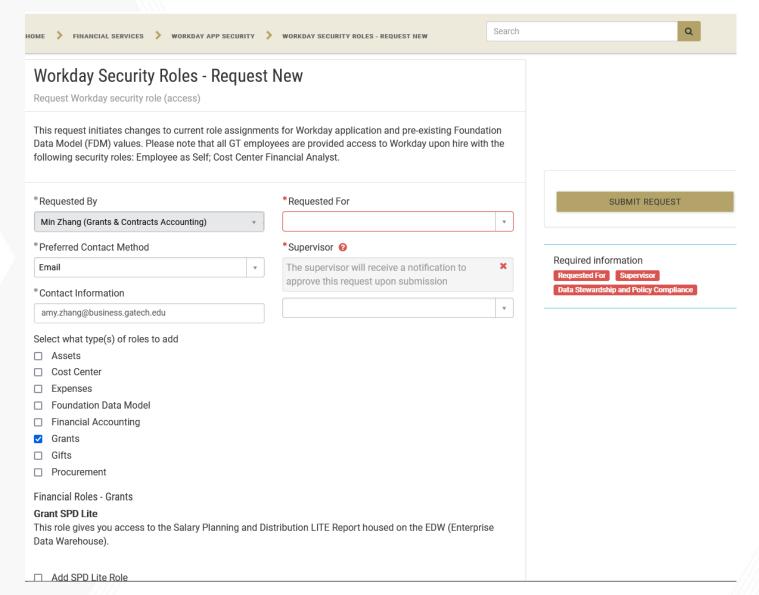
Access • Reports • Integrations



Workday Security Roles - Request New Request Workday security role (access)



How to request Workday Security Roles





How to request Workday Security Roles

Grant Manager

This role will serve as the "Spend Approver" for assigned grants. It is typically assigned to administrative personnel and provides access to grant spend analytics as well as approval authority for financial business processes.

Add Grant Manager Role

Grant Principal Investigator

This role is designed for investigators and approvers for assigned grants across one or more award lines. It is typically assigned to faculty members. This role has approval authority for grant award business processes.

Add Grant Principal Investigator Role

GT Sponsored Report Viewer

This role grants user access to additional sponsored reports. It also ensures the user can see appropriate details in sponsored reports within Workday. This role is appropriate for anyone that works with sponsored programs.

☐ Add GT Sponsored Report Viewer Role

Additional Comments

Add additional comments here, or use the paper clip icon to attach a document.



Required info





Security Roles for Grant Worktag

- -- It is very important that Resident Instruction grants have a PI and a Grant Manager assigned. Missing roles could block an invoice from being routed.
- -- The Grant Manager can not be the same as the Grant PI. The approval routing will be incomplete without two different users in these roles.
- -- Our Project Accounting team and system team are constantly monitoring these security roles to ensure the grant manager and grant PI are correctly assigned. Your support may be needed to identify the proper users for assignment.

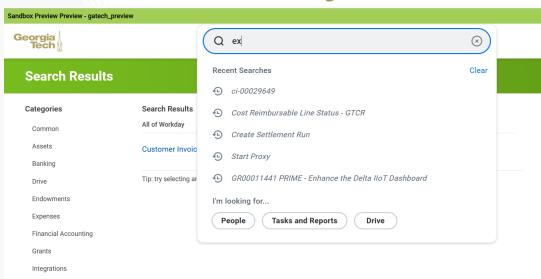


G&C on Workday 2021R2 Release

- -- Workday releases enhancements to functionality twice per year. G&C system team has been testing the 2021R2 release.
- -- We have tested Award Setup, Award Billing, Role Assignment, some Customer Reports and Business Processes
- -- A couple changes of the new release are
- The search bar is located in the center top of the home page, and the search font is now default to bold
- The report or task prompt will display as a pop up window instead of a separate page. This allows you input your search criteria directly and saves some time.
 - Click Report in search bar drop down
 - Click Report in Search Results panel
 - Create Budget Amendment
 - Create Customer Invoice for Billing Installment



G&C on Workday 2021R2 Release



Georgia Tech		Q extrac award	ı	(A)	
Search Results		Extract Awards		×	
Categories	Search Results 10 items	Extract Awards	•		
Common	Tasks and Reports	Award Lifecycle Status	∷≡	_	
Assets Banking	SABER - Sponsored Award Budget Expense Report Returns budget and expenses for selected awards and grants. Useful for grant detail level.	Award Groups	i≡		
Endowments Expenses	SABER - Sponsored Award Budget Expense Report - AWARD Returns budget and expenses for selected awards and grants. Useful for grant detail level.	Award	:=		
Financial Accounting Grants Integrations	SABER - Sponsored Award Budget Expense by Object Class Always prompt by Award to review the scope of the overall budget balan matters with Sponsors are at the Award level, regardless of the number of	Filter Name Manage Filters	Save		
Inventory	Grants	0 Saved Filters		_	
Organizations People	D8434.01.04.0N.000T TRIDENT SABER TRAVEL Grant				
Processes	D8434.01.04.0L.000H TRIDENT SABER LABOR SYE Grant	ОК	Cancel	_	
Procurement	D8434.01.04.0L.000J Trident Saber Labor NuGIT Grant				



Training Update

Josh Rosenberg

Sr. Director, Grants and Contracts





Georgia Tech

Research Administration Education & Compliance

https://training.osp.gatech.edu - Sign in with GT credentials and

Hybrid = In-peregister Via WebEx option



Friday, August 27th – Friday, November 5th (10 weeks) CRA Study Session, (Hybrid) Fridays, 12:30pm - 2:00pm

Thursday, September 9th
Finding Funding and
Submission Process, (virtual)
7:00pm - 8:00pm

Friday, September 10th
NSF Proposal Prep & Review
Tips, (Hybrid)
9:30am - 11:30am

Tuesday, September 14th
Subawards: Request,
Monitoring and Risk, (Hybrid)
1:00pm - 3:30pm

Wednesday, September 15th GT Basic Certification Workshop, (Hybrid) 9:30am – 3:00pm

Tuesday, September 21st Post-Award & Compliance Part 1, (Hybrid) 1:00pm – 3:30pm Wednesday, September 22nd

Post-Award & Compliance Part 2, (Hybrid) 9:30am – 12:00pm

Thursday, September 23rd
Annual Celebration of
Research Administration
Appreciation Day, (Hybrid)
9:00am - 11:00am

Tuesday, September 28th eRouting Proposal Module, (Hybrid) 10:00am – 11:30am

Pre-Award Part 1, (Hybrid) 12:30pm – 3:00pm

Thursday, September 30th
Pre-Award Part 2, (Hybrid)
9:30am – 12:00pm

Cayuse Proposal System, (Hybrid) 2:00pm – 3:30pm

Wednesday, October 6th
GT Basic Certification
Workshop, (Hybrid) 9:30am
– 3:00pm

Thursday, October 7th
Service Centers and Best
Practices, (Hybrid) 10:00am 11:30am

Tuesday, October 12th
Finding Funding and
Submission Process, (virtual)
7:00pm - 8:00pm

Wednesday, October 13th Research Admin Buzz Meeting,

(virtual) 11:00am - 1:00pm

Wednesday, October 27th
2 CFR 200
Workshop, (Hybrid) 9:00am 4:00pm

Thursday, October 28th eRouting Proposal Module, (Hybrid) 10:00am – 11:30am

Cayuse Proposal System, (Hybrid) 2:00pm – 3:30pm

Wednesday, November 2nd GT Basic Certification Workshop, (Hybrid) 9:30am – 3:00pm Wednesday, November 3rd *Internal Controls Workshop*,
(Hybrid) 9:30am - 3:00pm

Friday, November 5th
NIH Proposal Preparation &
Review Tips, (Hybrid)
9:00am – 10:30am

NIH F Series--Fellowship Programs, (Hybrid) 10:45am – 11:45am

Tuesday, November 9th
Post-Award & Compliance
Part 3, [Advanced]
1:00pm - 3:00pm

November 10th, Wednesday Post-Award & Compliance Part 1, (Hybrid) 9:30am – 12:00pm

Finding Funding and Submission Process, (virtual) 7:00pm - 8:00pm November 11th, Thursday Post-Award & Compliance Part 2, (Hybrid) 9:00am – 11:30am

November 16th, Tuesday Pre-Award Part 1, (Hybrid) 12:30pm – 3:00pm

November 17th, Wednesday Pre-Award Part 2, (Hybrid) 9:30am – 12:00pm



The Latest Buzz with G&C Accounting



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