

The Latest Buzz with G&C Accounting

Wednesday, Nov. 17, 2021

1:00 – 2:30 PM



Agenda

Topic	Presenter(s)
Welcome, Research Updates, Reporting and Training	Josh Rosenberg
Commitment Accounting Update	Terryl Barnes
Project Accounting Update	Glenn Campopiano
Compliance and Audit Update	Cassandra Belton
Updates: Effort Reporting	Jonathon Jeffries
Workday Reporting Updates	Amy Zhang
Training	Rob Roy
Closing	Josh Rosenberg

Post Award Research Updates

Josh Rosenberg

Sr. Director, Grants and Contracts

Research Trends

Total GT Awards : FY22 v. FY21 YOY

AWARDS: Cumulative Report thru: OCTOBER					
College/Unit	FY22		FY21		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$11,858,552	48	\$15,278,763	83	-22.4%
COS	\$35,024,619	151	\$28,393,232	136	23.4%
DSGN	\$6,173,031	260	\$6,687,353	243	-7.7%
ENGR	\$121,168,071	479	\$115,481,597	443	4.9%
GTRI	\$300,093,505	321	\$352,615,785	345	-14.9%
IAC	\$1,952,618	17	\$2,639,437	15	-26.0%
OTHERS	\$45,661,524	127	\$21,807,122	121	109.4%
SCB	\$223,225	2	\$315,000	1	-29.1%
Total	\$522,155,144	1,405	\$543,218,289	1,387	-3.9%
Resident Instruction and Other	\$222,061,639	1,084	\$190,602,504	1,042	16.5%

Research Trends

RI Awards – Sponsor Detail: FY22 v. FY21 YOY

RI NEW AWARDS (Through October)						
Federal Agency or Sponsor Type	FY22	% of RI Portfolio	FY21	22 v. 21 \$ Variance	22 v. 21 % Variance	5 Year Avg
NATIONAL SCIENCE FOUNDATION (NSF)	61,426,704	28%	38,652,606	22,774,098	59%	53,723,454
DHHS	24,953,285	11%	27,500,532	(2,547,247)	-9%	22,760,992
INDUSTRIAL SPONSORS	23,830,400	11%	19,773,939	4,056,461	21%	20,842,687
US DEPT OF ENERGY	21,705,335	10%	21,183,748	521,587	2%	15,596,587
US DEPT OF EDUCATION	18,550,955	8%	3,879,000	14,671,955	378%	5,430,591
INDUS RES INST/FDNS/SOC	16,450,974	7%	12,719,588	3,731,386	29%	11,374,815
COLL/UNIV/RES INSTITUTES	15,720,152	7%	17,419,067	(1,698,915)	-10%	16,541,583
NASA	9,926,568	4%	4,574,201	5,352,367	117%	6,722,753
NAVY	7,337,622	3%	1,416,405	5,921,217	418%	4,475,445
US DEPT OF COMMERCE	6,953,744	3%	5,282,401	1,671,343	32%	5,484,805
US DEPT OF TRANSPORTATION	3,264,968	1%	8,284,207	(5,019,239)	-61%	2,970,813
STATE & LOCAL GOVERNMENT	2,337,176	1%	5,063,428	(2,726,252)	-54%	4,625,533
AIR FORCE	2,171,254	1%	4,435,872	(2,264,618)	-51%	5,135,344
GOVT-OWNED/CONTRACTOR OP	2,103,536	1%	3,384,603	(1,281,067)	-38%	2,852,131
ARMY	1,745,210	1%	2,961,536	(1,216,326)	-41%	1,747,916
US DEPT OF DEFENSE	1,587,127	1%	10,572,437	(8,985,310)	-85%	3,048,587
ENVIRONMENTAL PROTECTION AGENCY	759,980	0%	90,000	669,980	744%	299,993
LIBRARY OF CONGRESS	606,888	0%	450,460	156,427	35%	344,460
US DEPT OF LABOR	302,179	0%	822,460	(520,281)	-63%	445,872
US DEPT OF INTERIOR	145,964	0%	456,505	(310,541)	-68%	297,164
NATIONAL FOUNDATION ON THE ARTS & HUMANITIES	106,250	0%	-	106,250		89,415
US DEPT OF AGRICULTURE	50,000	0%	50,000	-	0%	1,067,652
VETERANS ADMINISTRATION	20,000	0%	17,875	2,125	12%	44,119
MULTILATERAL ORGANIZATIONS	4,690	0%	5,278	(588)	-11%	31,123
NATIONAL LIBRARY SERVICES FOR THE BLIND AND PRINT DISABLED	677	0%	-	677		677
DEPT OF HOMELAND SECURITY	-	0%	1,000,000	(1,000,000)	-100%	440,956
NUCLEAR REGULATORY COMM	-	0%	499,927	(499,927)	-100%	506,603
US DEPT OF JUSTICE	-	0%	86,428	(86,428)	-100%	86,428
US INTERNATIONAL TRADE COMMISSION	-	0%	20,000	(20,000)	-100%	20,000
Grand Total	222,061,639	100%	190,602,504	31,459,136	16.5%	187,008,500

Research Trends

RI Expenditures: FY22 v. FY21 YOY

Expenditure Analysis: Oct.	FY22 YTD	FY21 YTD	Change
Salaries and Wages	44,614,220	41,595,146	7.3%
Other Direct Costs	23,257,463	12,447,419	86.8%
Subcontracts	22,246,498	16,154,742	37.7%
Fringe Benefits	9,155,594	8,783,723	4.2%
Tuition Remission	10,126,141	9,605,955	5.4%
M&S	8,033,791	5,979,609	34.4%
Equipment	1,905,497	1,944,226	-2.0%
Domestic Travel	355,507	43,827	711.2%
Foreign Travel	125,171	19,998	525.9%
Unallocated	93,852	68,404	37.2%
High Performance Computing	10,630	-	100.0%
DIRECT	119,924,365	96,643,049	24.1%
IDC	32,354,840	28,926,852	11.9%
Total	152,279,206	125,569,901	21.3%

Invoices and Financial Reports

INVOICING			
Invoicing YTD FY2021 vs. FY2022 (October)			
Row Labels	July - Oct. 2021 (FY22)	Monthly FY22 average	July - Oct. 2020 (FY21)
G&C GIT Standard	\$ 1,210,190	\$ 302,548	\$ 448,388
G&C GIT Standard Certification Required	\$ 169,730	\$ 42,433	\$ 166,325
G&C GTRC Custom Certification Required	\$ 2,937,696	\$ 734,424	\$ 2,042,449
G&C GTRC Standard	\$ 17,047,471	\$ 4,261,868	\$ 11,160,506
G&C GTRC Standard Certification Required	\$ 24,392,307	\$ 6,098,077	\$ 15,457,348
G&C In House	\$ 14,872,558	\$ 3,718,140	\$ 15,176,869
G&C LOC Draw	\$ 59,073,007	\$ 14,768,252	\$ 45,289,856
G&C SF1034	\$ 3,619,593	\$ 904,898	\$ 4,171,211
G&C SF 270	\$ 16,455,023	\$ 4,113,756	\$ 14,424,425
Blank	\$ -	\$ -	\$ 71,240
Grand Total	\$ 139,777,576	\$ 34,944,394	\$ 108,408,616
Raw Invoice Counts	5,416	1,354	4,529
Year over Year Invoicing Change	Dollars	Invoice Counts	
YTD Increase in FY22 over FY21	\$ 31,368,959	887	
YTD percentage increase	28.9%	19.6%	
FINANCIAL REPORTS			
Financial Reports YTD FY2021			
Financial Reports (July - October 2021)	TOTAL		
Annual Financial Report	38		
Final Financial Report	70		
Financial Report Conversion	1		
Monthly Financial Report	54		
Quarterly Financial Report	293		
Semi-Annual Financial Report	16		
Revised Financial Report	1		
TOTALS	473		

Reporting and Training

PILLARS

- Access
- Efficiency
- Trust

Commitment Accounting Updates

Terryl Barnes

Commitment Accounting Manager

Institute Budget Planning and
Administration

Commitment Accounting Position Funding


Review FY2022 Position Funding:



- 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.

OneUSG Funding End Dates

- Funding end dates in OneUSG apply to grant worktag only (03GR)
+ 45 days or + 90 days (central administrative review)
- Funding end dates should not be altered in OneUSG
- End dates are auto populated
- To stop funding a position on a worktag, enter a new effective date or terminate the employee






OneUSG Funding End Dates

Effective Date:  Incumbent data will not populate until an effective date is entered.

1 of 1  


Current Incumbents

	Empl ID	Empl Record	Display Name	Pay Group	Comp Rate	Comp Freq
1		0				

New Distribution  |   1 of 1   | [View All](#)

Effective Date 11/01/2021

New Information

Current 

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details
1		03DE00000502		12.000	ChartField Details
2		03DE00000458		20.000	ChartField Details
3		03GR00011118	09/14/2023	48.000	ChartField Details
4		03DE00000491		20.000	ChartField Details

Commitment Accounting Reminders

- Review salaries allocated to your department's undesignated and suspense work tags to ensure balances posted to these work tags are cleared timely.
- Sponsor funding exceptions when moving salary over the 90-day limit:
 - In situations where initial or continuing sponsor funding is delayed beyond 90 days after the effective date, consideration for recognition of cost transfers beyond the limit will be addressed by the Grants & Contracts Accounting Office if the transfer is requested within the reporting period of the sponsored project (typically 60 -90 days after the expiration date of the project).
 - If the terms and conditions of the sponsored agreement provide for acceptance and payment of the expenses covered by the proposed cost transfer and appropriate supporting documentation is provided, the Senior Director of Grants & Contracts Accounting may approve the proposed transfer.
 - Submit over 90 requests via GT financials service now.

Commitment Accounting Reminders

- Provide detailed responses to justification reason questions
- Provide supporting documentation

JUSTIFICATION DETAIL

*NOTE: For all changes made TO externally-funded sponsored projects**, you must choose a justification reason. If "Other" is selected, enter detailed explanation.*

1. Correction of labor charges based on review by employee, PD/PI, or authorized delegate.
2. Correction of clerical error or data input identified by authorized unit financial personnel.
3. New Award costs incurred during the award period charged temporarily to other allowable funds pending establishment of a new award/fund.
4. Allowable pre-award costs (incurred prior to the award period) initially charged to other allowable funds.
5. Renewal award costs charged originally to prior sponsored increment or to other allowable funds.
6. Other: Please specify:

JUSTIFICATION FOR LATE TRANSFER (Complete this section for requests over 90 days) **

Pay Period End Date Date of Request: Days Late:

(a) Explain why the expense was not originally charged to the correct project.

The reason the expense wasn't originally charged to the correct project is due to the award being set up late. Funding for the award was received November 25th however the period of performance began July 1st.

(b) Explain how the expense benefits the scope of work on the "TO" project.

This expense is for the employee that worked on the "To" grant. The employee tested lab samples and analyzed the results

(c) Explain why the error was not identified and corrected timely (within 90 days of the Pay Period End date).

This error was not identified and corrected timely because the award and funding were received late.

(d) Explain what steps are in place to prevent the need for a late cost transfer going forward.

The following steps are in place to prevent the need for a last cost transfer going forward. Follow up with PI, sponsor, and QSP more often. Request an advanced grant number so that expenditures are posted timely.

Project Accounting Topics

Glenn Campopiano, CRA

Director of Project Accounting

Grants and Contracts Accounting

Project Management

A few slides on Monitoring a grant, Allowable Costs, Budgets vs. Actuals and Cost Transfers.

Grants and Contracts Accounting

Monitoring

- Requires that:
 - Actual expenses are periodically compared with budget
 - Actual expenses are accurate, i.e., reasonable, allocable, allowable and consistently charged
 - Mischarges are corrected in a timely manner (cost transfers)
 - Prior approvals are obtained when required
 - **Sub-recipient** expenses are monitored - (pass through entity's {Grantee's} responsibility)

Grants and Contracts Accounting

Budget vs. Actual

- Actual expenses should be compared at least monthly to the budget to ensure:
- Total funds on the grant have not been exceeded (overrun)
- Total funds are used appropriately
- Total funds for any cost category have not been exceeded.

Grants and Contracts Accounting

Actual expenses should be reviewed at least monthly to ensure they are accurate and

- Reasonable
- Allowable
- Allocable
- Consistently applied

Grants and Contracts Accounting

What does “reasonable” mean?

- A cost may be considered **reasonable** if the nature of the goods or services acquired reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.

Grants and Contracts Accounting

What does “allocable” mean?

A cost is **allocable** to a specific grant if:

- it is incurred solely in order to advance work under the grant;
- if it benefits both the grant and other work of the institution;
- if is necessary to the overall operation of the organization;
- and is deemed assignable, at least in part, to the grant.

Grants and Contracts Accounting

What does “allowable” mean?

- A cost is **allowable** if it is reasonable, allocable and conforms to the cost principles and the sponsored agreement AND is not prohibited by law or regulation
- Conformance with limitations and exclusions as contained in the terms and conditions of award including the cost principles—varies by type of activity, type of recipient, and other characteristics of individual awards.

Grants and Contracts Accounting

Cost Transfers

- Used to correct:
 - Erroneous charges
 - Unreasonable charges
 - Un-allocable charges
 - Unallowable charges
 - Inconsistently applied charges
- Must be well documented
- Must be made within **90 days from the time charge was posted.**

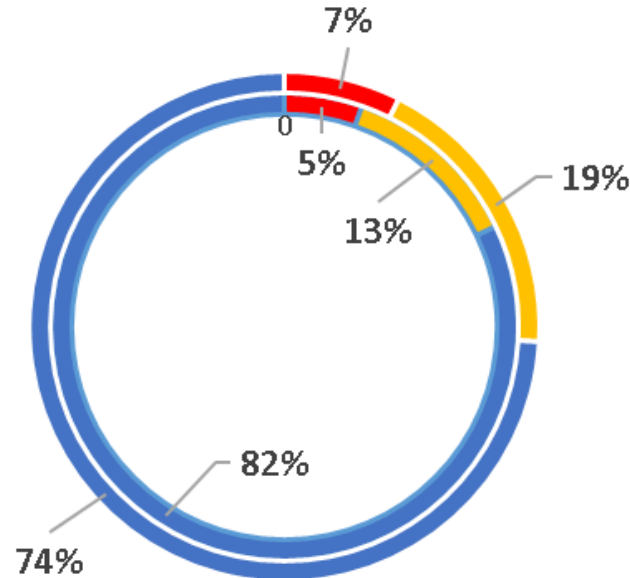
Compliance and Audit Update

Cassandra Belton, MBA, CPA

Cost Accounting
Financial Compliance Program Manager

Compliance Approval Rates for Over 90 Day Cost Transfers

FY	Denied		Sent		Approved		Total	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
FY21	12	5%	28	13%	183	82%	223	100%
FY22*	4	7%	10	19%	40	74%	54	100%
*As of October 31, 2021								



Top Reasons Compliance Sends Cost Transfers Back

1. Incorrect proposed budget date
 - Original budget date or original document/transaction date
 - **NOT** the accounting adjustment or journal date
2. Incomplete or missing supporting documentation
 - Late award modification document/communication
 - Sponsor or PI email communication
 - Missing signatures on revised ASRs
 - Documentation supporting the questionnaire should be attached
3. Missing cost transfer form
 - If over 90 days and not a simple adjustment, a form is required

It Is Not a Simple Adjustment If It Moves...

1. Charges via a Journal Entry
2. Charges from an overrun award to one with a free balance
3. Past term charges from one award to another active award
4. Substantial charges or equipment charges within 90 days of award termination
5. Charges between two different federal agencies
6. Charges between more than two awards or four lines

ALL OF THE ABOVE REQUIRE A COST TRANSFER FORM

Top Reason Compliance Denies Cost Transfers

Transfer does **NOT** meet any of the following 90 day exceptions

1. Initial or continuing funding is delayed > 90 days after effective date
2. Specific approval received from the receiving sponsor
3. Transfer is between grant lines on the same award or between awards that share the same core contract, e.g. new task order
4. Transfer is to a fixed price or private/industry award where cost are allowable and allocable
5. Write-off of an overrun or unallowable charge to a recognized discretionary source (GTF/State)

Staffing shortages or simply missing a correction is NOT an acceptable reason after 90 days

Effort Reporting

Jonathon Jeffries, CPA

Director of Cost Accounting

Effort Reporting – ASRs (Annual Statement of Reasonableness)

- 482 Unconfirmed ASRs remain for FY21
- ~ 92% Complete --- ALMOST DONE!!
- 50% Student Employees GRA/GTA/Student Assistant
- ~30 Unconfirmed by UFM
- Reach out to ear@business.gatech.edu with questions
- Outstanding list sent to College level leadership

Effort Reporting – Why do we do effort Reporting

- As a major research university Georgia Tech manages many sponsored agreements.
- Salary and fringe benefits charged to sponsored programs normally accounts for the majority of project expenditures.
- Georgia Tech must have financial systems and procedures in place to ensure compliance with the terms and conditions of the agreements, as well as with state and federal regulations governing sponsored awards.

Effort Reporting – Why do we do effort Reporting

- 200.430 Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed.
- 200.430 Be supported by **a** system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
- 200.430 Support the distribution of the employee's salary or wages among specific activities or cost objectives **if** the employee works on more than one federal award; **a** federal award and **a** non-federal award; **an** indirect cost activity and direct cost activity; two or more indirect activities.

Effort Reporting – Georgia Tech Effort Reporting

- Georgia Tech (Non-GTRI) uses the Plan Confirmation System for all faculty, staff and graduate students that charge effort (actual or encumbered) to externally sponsored awards
- Policy 3.2 Personal Services Reporting Using the Plan Confirmation System
- Workload Assignment Form – Review Only
- Annual Statement of Reasonable – Confirmation
- Required Training - Personal Services Training Tutorial

Effort Reporting – Electronic Workload Assignment

Georgia Institute of Technology		Workload Assignment Report												
Home Dept: Name:	210-Electrical & Computer Engr Doe,John	Employee ID:	515151	Work Department: Title:	210-Electrical & Computer Engr Temp Research Engineer II	Fiscal Year: Month:	2010 August							
INSTRUCTIONS:														
This Workload Assignment Report has been provided for review, confirmation, and/or correction in accordance to Plan Confirmation System requirements.														
1. REVIEW the distribution of your salary to projects to determine if it accurately reflects your current and planned activities.														
2. ERRORS. Contact your departmental Financial Manager or click "Report A Change Or Issue" button at the bottom of this page if: <ul style="list-style-type: none"> a. This workload distribution is not correct (deviates 5% or more from your actual effort). b. You are not familiar with one or more of the projects being charged for your effort. 														
3. NO ERRORS. Retain a printed or electronic copy of this Workload Assignment Report and any modifications.														
4. QUESTIONS. Contact Robert Ellington (894-3488), Grants and Contracts Accounting, if you need information about your responsibilities under the Georgia Tech Plan Confirmation System Requirements.														
IMMEDIATELY CONTACT THE SPD CENTER AT SPD.ASK@BUSINESS.GATECH.EDU OR (404) 894-3488 IF ERRORS THAT YOU REPORTED IN A PREVIOUS MONTH HAVE NOT BEEN CORRECTED.														
Project	Sponsor	Project Title	Project Dates											
			Start	Term										
21003123		GRA.VL10.B12-Tepty/G-K Chang	07/01/09	06/30/10										
21065CA	GTF	EMINENT SCHOLAR CHAIR	08/21/87	06/30/09										
2106680	UNDESIGNATED	ELEC ENG UNDESIGNATED SPONSORED RESEARCH	07/01/98	06/30/20										
ALERT: YOUR PERSONAL SERVICES DISTRIBUTION WAS UPDATED DURING THIS REPORT PERIOD. LAST UPDATE: 08-20-2009.														
Current Personal Services Distribution:														
Project	Percent	Total	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
21003123	12.50	6,229.38	2,076.46	2,076.46	2,076.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21065CA	37.50	18,688.14	2,076.46	2,076.46	2,076.46	4,152.92	4,152.92	4,152.92	0.00	0.00	0.00	0.00	0.00	0.00
2106680	50.00	24,917.52	0.00	0.00	0.00	0.00	0.00	0.00	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92
Total	100.00	49,835.04	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92	4,152.92
Report Run on 10/12/2009 at 02:32:30 PM														

Effort Reporting – What can Departments do to Help?

- Make sure employees working on Sponsored Awards (Workday Grants) are aware of responsibility
- Encourage new employees working on Sponsored awards to complete Personal Services Tutorial
- If changes are required perform immediately,
 - Current year changes are performed in Commitment Accounting
 - Prior Year Changes required an updated ASR; work with assigned Grants Analyst
- Complete ASRs for College/Department – Major Audit documentation

Workday Reporting Updates

Amy Zhang

Application Support Analyst Lead

Workday Grants Reports

<https://www.grants.gatech.edu/workday-grants-reports>

CREATING THE NEXT



Grants and Contracts Accounting

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GT Home / Admin & Finance

- Reports and Forms
- Sponsored Activity Reports
- Facilities and Administrative Reports
- Audit Reports
- Legacy Campus Reports (GT campus user only)
- Standard Forms
- Legacy Management Reports (GT campus user only)
- Workday Grants Reports**

Workday Grants Reports

<https://www.grants.gatech.edu/workday-grants-reports>

Workday Grants Reports

SABER - Sponsored Award Budget Expense Report (also known as SABER): This report provides visibility and flexibility to manage financial activity for awards and grants. The report presents real-time budget, spend, and remaining balance on awards and grants. You can drill down into transactions that originated in Workday, including supplier invoices, expense reports, purchase orders, requisitions, and accounting journals.

SABER - Sponsored Award Budget Expense by Object Class (also known as SABER by Object Class): Displays budgets, spend, and remaining balance by grant and object class. Search prompts include Period, Award, Grant, Cost Center, Grant Hierarchy and Budget Date.

PI Quick View: A SABER type report embedded in a *Worklet* in *Workday Home* page under *Applications*. The Worklet defaults to the user as the Grant PI and Award PI, enabling Principal Investigators to quickly use the worklet to see information about assigned awards and grants. Users may also edit the Grant PI and Award PI to see any Grant PI or Award PI, which will be especially useful for departmental staff.

GT RPT Cost Share Fund In progress Report: This report is a cost share report which compares the total value of cost share needed and met as of the date entered against the sponsored costs within the same date range. This report rolls up all the grant lines for cost share and sponsored costs together, so that it's easier to compare, and perform a useful analysis of the spend rate for each. This would be useful to help departments manage their cost share projects to ensure that cost share is being met at the same rate as the sponsored costs, and reminds them of the time remaining to spend. This would also help you ensure that the cost share met in their records matches ours, and it lists the person who would assist them if there is an errors/discrepancies.

Extract Awards: This report provides a listing of awards and award header attributes. It returns results quickly when run for all awards. It can be run by award, status, and award group. Grants and Contracts will use this report to identify awards imported from OSP as well as for a master list of awards.

Extract Grants: Provides a listing of all grants and related worktags. It can be run by grant, hierarchy, fund, cost center.

GT Award Lines Extract – GTCR: This report returns demographic information and creation dates on award and grant lines. This would be useful for departments to check the status of their new awards/ new subprojects to see if they are up and who they would contact if there were any errors in the setup. They could also use it to extract all their awards in an overview summary that doesn't include the financials like the Saber. Also, there is a filter for spend restrictions, that could help departments make sure they're managing awards with travel or equipment restrictions.

Find Awards: This report provides a listing of awards, header attributes, line detail amounts, billing amounts, amendments, rate agreements, and award balances. It should not be ran wide open but for specified parameters. Grants and Contracts will use this report to identify awards imported from OSP as well as for a master list of awards.

G&C Participant Support Transaction – GTCR: This report is designed to facilitate monitoring and reporting of participant support expenditures in compliance with 2CFR200 and sponsor program guides. Users may run the report by desired award and period to produce a drillable report summarized by spend category. Report

Change Preferences in Workday

Workday defaults search preferences to “Common” which limits search results to commonly used tasks. The issue with this option is that a user will not be able to locate a specific transaction by searching for the transaction number. Changing preferences to “All of Workday” will enable the specific search.

The image shows a sequence of three screenshots from the Workday interface, illustrating the steps to change search preferences. The first screenshot shows a search for 'AWD-1006' with 'Common' selected under 'Categories'. A yellow box highlights the 'Common' category, and an orange arrow points down to the second screenshot. The second screenshot shows the user profile for 'Min Zhang' with 'My Account' highlighted in a yellow box. An orange arrow points right to the third screenshot. The third screenshot shows the 'My Account' settings page with 'Change Preferences' highlighted in a yellow box. In the top right corner of the first screenshot, a cloud icon is also highlighted with a yellow box.

Change Preferences in Workday

After click "Change Preferences" Navigate down

Preferred Currency

Search Preferences

Preferred Search Category

× All of Workday



Alert: Sign out and sign back in to Workday to apply your Preferred Search Category selection.

Click OK then Click Done

Staffing

Tasks and Reports

All of Workday

AWD-100656: COLLABORATION
Budget

AWD-100657: MODELING
Award

AWD-100657: MODELING
Budget

Workday Report Download

- When we run workday report with a small data set, work day will display the result in your web page.
- The top two download button (excel, pdf) will keep the parameters and timestamp when you download your report
- When we run workday report with a large dataset, we can choose “Notify me later”, work day will generate the excel report for us, with all the parameter we use.

SABER - Sponsored Award Budget Expense Report ⋮

Instructions The following prompts can not be used concurrently: Award PI, Grant PI, Grant Manager, Financial Analyst or Grant G&C Financial Analyst

Period

× FY22 - Sep ⋮

Award

× AWD-002344: NIA TASK ORDER 602015: SYSTEMS ANALYSIS SUPPORT FO 04/16/2021 (version 1) ⋮

Grant

⋮


Budgets & Actuals On or After





09/01/2021 📅

Budgets & Actuals On or Before



09/30/2021 📅

Workday Report Download


Q saber






SABER - Sponsored Award Budget Expense Report

Period FY22 - Sep
Budgets & Actuals On or After 09/01/2021

Award AWD-002344: NIA TASK ORDER 602015: SYSTEMS ANALYSIS SUPPORT FO 04/16/2021 (version 1)
Budgets & Actuals On or Before 09/30/2021

SABER - Sponsored Award Budget Expense Report

3 items






Award	Grant	Award Sponsor	Award PI	Award Lifecycle	Award End	Months	Grant PI	Grant Manager	Grant Lifec
SABER - Sponsored Award Budget Expense Report									
Period		FY22 - Sep							
Award		AWD-002344: NIA TASK ORDER 602015: SYSTEMS ANALYSIS SUPPORT FO 04/16/2021 (version 1)							
Grant									
Cost Center									
Grant Hierarchy									
Sponsor									
Award PI									
Grant PI									
Grant Manager									
Award G&C Sponsored Accountant									
Award G&C Financial Analyst									
Grant G&C Financial Analyst									
Budgets & Actuals On or A		9/1/2021							
Budgets & Actuals On or B		9/30/2021							
SABER - Sponsored Award Budget Expense Report									

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Training Updates

Rob Roy, CRA

Director, BOR Sponsored Operations

Training



Research Administration Education & Compliance

Events

<https://training.osp.gatech.edu> – Sign in with GT credentials and register!

Offered Virtually, via WebEx, unless otherwise noted

Launch of New LMS in early Dec

Spring Schedule will be announced in December and hosted in the new LMS

THANK YOU!



[GRANTS.GATECH.EDU](https://grants.gatech.edu)