

The Latest Buzz with G&C Accounting

Tuesday, September 20, 2022
1:30 – 2:30 PM



Agenda

Topic	Presenter(s)
Welcome, Post Award Research Updates	Josh Rosenberg
Commitment Accounting Updates	Terryl Barnes
Project Accounting Updates	Glenn Campopiano
Cost Accounting Updates	Jonathon Jeffries / Andrew Chung
Compliance Updates	Charles Derricotte III
Workday and Reporting Updates	Amy Zhang
Training Updates	Rob Roy
Closing	Josh Rosenberg

Post Award Research Updates

Josh Rosenberg

Sr. Director, Grants and Contracts

RI Sponsored Programs

AWARD DATA: FY19 – 23 (YTD through Period 2: August)

AWARDS: Cumulative Report thru: AUGUST					
College/Unit	FY23		FY22		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$11,986,966	40	\$8,415,621	27	42.4%
COS	\$11,661,111	73	\$21,486,868	91	-45.7%
DSGN	\$1,732,810	99	\$5,018,993	119	-65.5%
ENGR	\$60,607,750	237	\$60,193,791	248	0.7%
GTRI	\$146,373,867	172	\$165,061,629	167	-11.3%
IAC	\$3,357,933	15	\$1,027,347	9	226.9%
OTHERS	\$19,170,297	66	\$36,598,299	68	-47.6%
SCB	\$0	0	\$0	0	
Total	\$254,890,735	702	\$297,802,548	729	-14.4%
Resident Instruction and Other	\$108,516,868	530	\$132,740,919	562	-18.2%

Key Takeaways:

- Awards for Georgia Tech totaled almost \$255 million, with the average award size at \$363K.
- On the RI side, awards decreased 18.2% to \$108 million (we had a few very large NSF, Dept. of Education, and Dept. of Energy awards in early FY22).
- After a relatively slow July, RI awards came in at over \$72 million in August.

Awards		
	YTD (August)	Full Year
FY23	\$ 108,516,868	
FY22	\$ 132,740,919	443,169,708
FY21	\$ 104,376,664	415,738,536
FY20	\$ 82,733,125	402,520,391
FY19	\$ 98,198,627	406,662,163

RI Sponsored Programs

SPONSOR AWARD DATA: FY22 – 23 (YTD through Period 2: August)

RI NEW AWARDS (Through August)						
Federal Agency or Sponsor Type	FY23	% of RI Portfolio	FY22	23 v. 22 \$ Variance	23 v. 22 % Variance	5 Year Avg
NATIONAL SCIENCE FOUNDATION (NSF)	42,952,314	40%	43,358,341	(406,027)	-1%	37,944,865
INDUSTRIAL SPONSORS	13,116,215	12%	13,894,172	(777,957)	-6%	9,815,965
DHHS	13,094,807	12%	17,909,938	(4,815,131)	-27%	14,166,515
NAVY	8,138,311	7%	4,735,445	3,402,866	72%	3,366,087
COLL/UNIV/RES INST.	5,731,937	5%	6,871,585	(1,139,649)	-17%	7,247,734
US DEPT OF ENERGY	3,985,003	4%	10,531,606	(6,546,603)	-62%	6,113,481
NASA	3,757,605	3%	5,047,849	(1,290,244)	-26%	3,120,557
US DEPT OF COMMERCE	3,598,486	3%	1,306,382	2,292,104	175%	1,393,445
US DEPT OF EDUCATION	3,263,506	3%	17,097,371	(13,833,865)	-81%	6,809,969
ARMY	2,846,004	3%	1,168,808	1,677,196	143%	1,070,053
INDUS RES INST/FDNS/SOC	2,754,447	3%	4,276,537	(1,522,090)	-36%	5,263,717
GOVT-OWNED/CONTRACTOR OP	1,186,077	1%	812,417	373,660	46%	1,284,942
STATE & LOCAL GOVERNMENT	1,051,977	1%	1,698,591	(646,614)	-38%	2,387,253
ENVIRONMENTAL PROTECTION AGENCY	749,999	1%	759,980	(9,981)	-1%	754,990
AIR FORCE	716,362	1%	1,566,653	(850,291)	-54%	2,412,924
Grand Total	108,516,868	100%	132,740,919	(24,224,052)	-18.2%	109,344,766

Key Takeaways:

- Almost two-thirds of our award dollars come from three sponsor types (NSF, Industry, and DHHS)
- Biggest decreases in DHHS, Dept. of Energy, and Dept. of Education.

RI Sponsored Programs

EXPENSE DATA: FY19 – 23 (YTD through Period 2: August)

Expenditure Analysis: August	FY23 YTD	FY22 YTD	Change
Salaries and Wages	25,869,187	24,600,165	5.2%
Other Direct Costs	9,975,992	9,318,075	7.1%
Subcontracts	11,149,217	12,685,144	-12.1%
Fringe Benefits	5,617,882	5,568,668	0.9%
Tuition Remission	4,512,132	4,308,558	4.7%
M&S	4,446,935	3,579,949	24.2%
Equipment	1,426,806	1,297,232	10.0%
Domestic Travel	1,204,023	148,672	709.9%
Foreign Travel	423,649	66,033	541.6%
Unallocated	24,228	14,556	66.5%
High Performance Computing	10,978	5,036	100.0%
DIRECT	64,661,029	61,592,087	5.0%
IDC	19,345,488	18,074,986	7.0%
Total	84,006,517	79,667,073	5.4%

Expenditures - Direct		
	YTD (August)	Full Year
FY23	\$ 64,661,029	
FY22	\$ 61,592,087	330,920,330
FY21	\$ 52,570,991	294,248,586
FY20	\$ 49,259,730	286,744,676
FY19	\$ 56,108,445	279,599,249
Expenditures - Indirect		
	YTD (August)	Full Year
FY23	\$ 19,345,488	
FY22	\$ 18,074,986	93,079,082
FY21	\$ 15,682,091	86,156,912
FY20	\$ 16,463,028	84,764,909
FY19	\$ 16,784,479	86,087,217

Key Takeaways:

- Direct expenditures are up 5.0% YOY and indirect expenditures are up 7.0% YOY.
- Salaries and fringe benefits combined have increased 4.4% YOY.
- For the first time in the last several years, subcontracts have decreased YOY (12.1%).
- Materials and Supplies are up over 24% YOY.
- Domestic and foreign travel expenses have increased significantly with the relaxing of travel restrictions.

RI Sponsored Programs

Grants and Contracts INVOICING and FINANCIAL REPORTING FY22 – FY23 (YTD through Period 2: August)

INVOICING			
Invoicing YTD FY2022 vs. FY2023 (thru August)			
Invoice Types	FY23 (August)	Monthly FY23 average	FY22 (August)
G&C GIT Standard	\$ 14,791	\$ 7,396	\$ 178,317
G&C GIT Standard Certification Required	\$ 80,152	\$ 40,076	\$ 134,053
G&C GTRC Custom Certification Required	\$ 747,742	\$ 373,871	\$ 1,483,165
G&C GTRC Standard	\$ 5,926,481	\$ 2,963,240	\$ 7,501,997
G&C GTRC Standard Certification Required	\$ 13,408,476	\$ 6,704,238	\$ 12,570,719
G&C In House	\$ 4,043,772	\$ 2,021,886	\$ 7,058,934
G&C LOC Draw	\$ 30,600,632	\$ 15,300,316	\$ 24,213,844
G&C SF1034	\$ 2,784,878	\$ 1,392,439	\$ 2,968,822
G&C SF 270	\$ 10,345,356	\$ 5,172,678	\$ 8,895,775
Grand Total	\$ 67,952,281	\$ 33,976,140	\$ 65,005,626
Raw Invoice Counts	2,249	1,125	2,694
Year over Year Invoicing Change	Dollars	Invoice Counts	
YTD change in FY23 over FY22	\$ 2,946,655	(445)	
YTD percentage change	4.5%	-16.5%	

FINANCIAL REPORTS		
Financial Reports YTD FY2022 vs. FY2023 (thru August)		
Report Types	FY23 (August)	FY22 (August)
Annual Financial Report	52	18
Final Financial Report	26	37
Revised Financial Report	-	1
Monthly Financial Report	32	38
Quarterly Financial Report	150	173
Semi-Annual Financial Report	3	51
TOTALS	263	318
Year over Year Invoicing Change	Report Counts	
YTD change in FY23 over FY22	(55)	
YTD percentage change	-17.3%	

Notes:

- GTRC cash position (as of Sept. 1) → largely funded through G&C invoicing: \$96.2 million.
- The increase in invoiced dollars year over year reflects the increase in expenditures, which typically lags increases in awards.
- The big news is the pending roll-out of BOTS that will assist with the preparation of GTRC standard invoices, supporting documentation pulls, and the preparations of the SF-425 financial reports.

RI Sponsored Programs

Grants and Contracts: FINANCIAL ANALYSIS: FY22 – FY23 (YTD through Period 2: August)

JOURNALS BY THE ANALYST TEAM	FY23	% of Total	FY22	% of Total	% Chg FY
Journals (Total)	224		171		31%
Appropriate Grants Management	164	73%	99	58%	
"Red Flag" Grants Management	60	27%	72	42%	

Appropriate Grants Management: F&A adjustments, accounting adjustments, in-kind cost sharing, month-end entries, audit, blank object class, tuition correction, equipment entries.

"Red Flag" Grants Management: Primarily prior year Salary and Planning Distribution (SPD) transfers, past term/overages.

Key Takeaways:

- While journals have increased 31% YOY, the percentage that reflect “appropriate” grants management has improved from 58% to 73% (this is a very positive increase from a compliance standpoint).
- Independent of journal activity through August, the analyst team managed 166 award initiations, 495 award modifications, 949 award corrections, and 96 service now tickets.

RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of Sept. 1			
Department	Past-term	In-Performance	Grand Total
Financial Aid	(11,087,223)	(7,322,288)	(18,409,511)
General Institutional Expense	(444,336)	(25,241)	(469,577)
School of Computer Science	(407,861)	(723,391)	(1,131,252)
Institute for Bioengineering & Bioscience	(333,022)	(638,798)	(971,821)
Electrical and Computer Engineering	(331,560)	(1,828,733)	(2,160,293)
Mechanical Engineering	(245,133)	(2,779,434)	(3,024,567)
Industrial And Systems Engineering	(153,021)	(484,131)	(637,152)
Institute for Robotics and Intelligent Machines	(149,467)		(149,467)
Institute for People and Technology	(138,570)		(138,570)
Aerospace Engineering	(120,275)	(1,233,996)	(1,354,271)
GT/Emory Biomedical Engineering	(84,068)	(1,191,796)	(1,275,864)
School of Interactive Computing	(78,079)	(189,285)	(267,364)
Materials Science and Engineering	(55,909)	(1,036,516)	(1,092,425)
Institute for Electronics and Nanotechnology	(37,372)		(37,372)
Chemistry and Biochemistry	(22,232)	(456,182)	(478,414)
Grand Total	(13,829,995)	(23,964,915)	(37,794,910)
Non-Financial Aid	(2,742,772)	(16,642,627)	(19,385,399)

Key Takeaways:

- This data represents awards where actual spending plus obligations and commitments exceeds the current budget.
- The biggest risk area is dollars associated with “past-term” awards (the end date has passed).
- Each month at the beginning of the month, Grants and Contracts provides exception reports at both the award and individual grant level to unit financial managers.
- Campus now has the ability to run their own exception reports in LITE and in Workday.

For your reading pleasure....

PI Articles

[PI ARTICLE: How do Fringe Benefit Rates work at Georgia Tech?](#) (September, 2022) ([PDF Download](#))

[PI ARTICLE: The Mysterious and Very Important F&A Cost Reimbursement Rate](#) (August, 2022) ([PDF Download](#))

[PI ARTICLE: Subrecipient Monitoring – Roles and Responsibilities](#) (July, 2022) ([PDF Download](#))

[PI ARTICLE: OSP and G&C – Who Does What?](#) (June, 2022) ([PDF Download](#))

[PI ARTICLE: How Much Money Do I Have?](#) (May, 2022) ([PDF Download](#))

[PI ARTICLE: Sponsored Award Management – Timeline and Tasks](#) (Apr, 2022) ([PDF Download](#))

Notes:

- PI Articles that I will be writing and issuing each month for research faculty and unit financial staff are available on our grants and contracts website (<https://www.grants.gatech.edu/pi-articles>).
- The first six are shown in the screen shot above and available online.
- These are also distributed through various list servs and I send them directly to department chairs.

Commitment Accounting Updates

Terryl Barnes

Commitment Accounting Manager

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.
- Exceptions to EDR salary cost transfers over the 90-day limit will be considered:
 - 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-day requests via GT Servicenow (Financials)

CPFs: Key Points

Note: CPFs change the distribution of only current and/or future payroll expenditures- impact only **unprocessed** payrolls

- **Be sure to have complied all necessary information BEFORE trying to submit the transaction. Necessary information includes:**
 - Position Number
 - Combo Codes/Worktags for the new funding distribution
 - Effective Date/s
 - Percent of distribution for each effective date, in case there are multiple effective dates
 - Any Ad Hoc approvers who will need to be added in the approval flow, if applicable (contact **BEFORE** and FOLLOW UP)
- **Avoid causing the position to lock while entering the transaction.**
 - Remaining on the CPF page too long without submitting the transaction will cause the position to lock without a transaction number.
 - Entering the same combo code in the new distribution section more than once with the same earnings code or blank earnings code can cause the position to lock.
 - Submit ticket to OneUSG to have the position unlocked.


CPFs: Key Points

Note: CPFs change the distribution of only current and/or future payroll expenditures- impact only **unprocessed** payrolls

- **Effective date on CPF transactions must be the beginning of the current pay period or a future pay period (not the employee start date or semester start date).** For monthly positions, this is the first of the month. For bi-weekly positions, please refer to the bi-weekly calendar, and note the **bi-weekly pay periods begin on a Sunday.**
<https://hr.gatech.edu/payroll>
- The funding end date on combo codes pertains to grants only and is the OneUSG grant end date. The funding end date is auto populated. Do not enter, remove, or change the end date manually. Typically, 45 days are added to the Workday grant end date to arrive at the OneUSG grant end date to allow final close out adjustments. The Workday end date is the official grant end date to go by, and so do not charge funding after the grant has ended even if the transaction in OneUSG will allow it.
- **A Level 2 financial approver from each of the From and To combo codes must be on the approval flow.** If a combo code belongs to another department, please contact the financial approver from that department **prior** to inserting them in the approval flow.
- When submitting a CPF transaction, with an Effective Date say 9/1/2022, please note that you do **not** need to insert a separate row for each month after September if the funding distribution is to stay the same for future pay periods. You need to add a row only if the distribution will change for another future pay period.
- CPF transactions must be approved and processed prior to payroll processing to be effective for monthly payroll processing. Please submit and approve these transactions timely so that EDRs are avoided.

Review/Approve Change Position Funding

- Are all effective date(s) beginning of a future pay period?

Effective Date: 10/1/2025 

- Is the current incumbent info correct?

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

- Review Distribution as of change effective date (click chartfield details)

ChartField Details

Combination Code: P3DE0005210

ChartField Detail

Account	Fund Code	Department
999999	21021	012

Ok Cancel

- Review new information section

- Combo codes
- Funding end dates (only applicable to grants)
- Percent of distribution
- Attachments (if needed)
- Comments
- Workflow/Ad-hoc approvers

File Attachment

Attached File:

Attach



EDRs: Key Points

Note: An EDR is needed to reallocate past pay period expenditures (processed payrolls)

- When submitting an EDR, only one row is needed and recommended if you are moving off only one partial amount to another combo code. In this case, you do not need to insert another row for the amount that is staying on the original combo code (the amount you are not moving).
- Insert another row only if you are moving off partial amounts to multiple combo codes. When inserting a row, the entire amount of the original distribution will need to be accounted for amongst the rows.
- The ECD report attached must be:
 - **From (run within) the current pay period (month), AND**
 - **The salary to be transferred must be clearly viewable as a past pay period amount (and NOT an encumbrance) on the report.**
- **Carefully select the applicable EDR justification option. This is important for audit purposes. If 'Other' is selected, please provide a detailed explanation of why the salary wasn't charged correctly to the original combo code, just stating "Reallocating to correct worktag" isn't a sufficient response.**
- **A financial approver from each of the From and To combo codes must be on the approval flow.** A list of CA approvers can be found under the Commitment Acctg menu of the Budget Office website at <https://www.budgets.gatech.edu/rCmtAcctg/CAApproverList>
- **Please establish cost share early and often. Over 90 day policy applies when moving salaries on to a grant worktag, including cost share.** Please note that cost share grants should have a class code and function that begins with 1. Cost share worktags with a class code beginning with 6 (Sponsored Operations) will break a Workday custom validation.
- Please note the monthly EDR approval deadline which is communicated via email at the beginning of every month. EDRs that are not fully approved by the deadline will need to be denied and reentered.

Thank you for your cooperation in submitting, reviewing, and approving CPFs and EDRs timely!

Review/Approve Express Direct Retro

- Is the employee information correct?

Search Criteria	
Empl ID:	
Position:	Accounting Mgr
Company:	Georgia Institute Technology
Pay Group:	

- Is the accounting date in the current accounting period?

Accounting Date	10/31/2025	
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- Is the current combo code outside of my department?

Current Distribution				
Employee Information				
Combo Code Details				
Request Details				
Combo Descr	Account Descr	Dept ID	Project	
1 GTRI GTRI Payroll Clearing Acc	Salaries-Professional/Admin	012	DE00005210	

- Is the new combo code correct?
- Is the transfer amount correct?
- Current employee cost detail report attached?
- Appropriate cost transfer justification/Comments?
- Ad hoc approvers included?

<u>New Combo Code</u>	<u>Amount to Transfer</u>



Additional Resources

- Helpful queries: Enter Query name in Query viewer
 - BOR_CA_POSITION_FUNDING – view position funding
 - BOR_CA_EDR_STATUS – view status of EDR transactions
 - BOR_CA_EDR_LOCKS – Locked EDR transactions
 - BOR_HR_VACANT_POSITIONS - Vacant Positions
 - BOR_CA_CHG_FUND_LOCK - Change Position Funding Locks
- On demand training videos:
 - Media Space: https://mediaspace.gatech.edu/playlist/details/1_8lgt469g
 - HR Geniussis Training Site: <https://gatech.geniussis.com/FERegistration.aspx>

Project Accounting Updates

Glenn Campopiano

Director, Project Accounting

New Cost Share Exception Report

Prior to WorkDay G&C provided a cost share progress report. G&C helped develop the Cost Share Fund in Progress Report. (GT RPT Cost Share Fund in Progress Report) This report is very helpful to get a picture of your cost share progress.

Many sponsors are now requiring cost share expenses and matching expenses to be in step with the sponsor burn rates. They are not paying invoices if cost share is not met month to month.

G&C has developed a Cost Share Exception report that will go out monthly with the Award/Grant exception report. This report compares the burn rate of the sponsored funds to the burn rate of the cost share funds in the correct ratio i.e. 1 to 1. Cost share that is not within 10% of this ratio will be flagged as in exception.

It will be up to the unit to decide if any action is needed as there are many valid reasons for being in exception – for example waiting on an equipment purchase or 3rd party in kind. Please use this report to identify those grants that need additional cost share that for whatever reason has not posted.

New Cost Share Exception Report

	Award	Award Sponsor	Award Lifecycle Status	Cost Center	Award End Date	Funded amount	Sponsor Expenses	Sponsored PCT	Total Cost Share Amount	Cost Share Expenses	Cost share PCT	Months Left for Award	Cost share required	Total Cost share Amount /Funded Amount ratio	Cost share PCT should be	10%	minimum Cost Share PCT	Exception
2	AWD-002262:	PRATT & WHITNEY	Administrative Review	CC000003 AE -	12/31/2021	148,000.00	\$170,358.03	115.11%	\$44,400.00	\$6,317.40	14.23%	(8)	38,082.60	30%	100%	10%	90%	Exception
3	AWD-002261:	PRATT & WHITNEY	Close Out	CC000003 AE -	12/31/2021	148,000.00	\$125,300.83	84.66%	\$44,400.00	\$29,080.98	65.50%	(8)	8,509.27	30%	85%	10%	75%	Exception
4	AWD-103278: A	ALFRED P SLOAN	Close Out	CC000003 AE -	6/30/2022	320,000.00	\$314,146.49	98.17%	\$16,080,645.00	\$9,438,664.46	58.70%	(2)	6,347,829.86	5025%	98%	10%	88%	Exception
5	AWD-101190:	ARMY/FT EUSTIS/ VA	Close Out	CC000003 AE -	6/30/2022	7,728,192.00	\$7,721,548.12	99.91%	\$8,086,656.92	\$5,670,826.55	70.13%	(2)	2,408,878.32	105%	100%	10%	90%	Exception
6	AWD-101660:	US DEPT OF	Close Out	CC000003 AE -	6/30/2022	789,796.00	\$838,720.04	106.19%	\$197,544.00	\$143,539.58	72.66%	(2)	54,004.42	25%	100%	10%	90%	Exception
7	AWD-001222:	US DEPT OF	Active	CC000003 AE -	9/30/2022	1,000,000.00	\$516,803.40	51.68%	\$1,000,000.00	\$268,857.43	26.89%	0	247,945.97	100%	52%	10%	42%	Exception
8	AWD-003244:	AEROSPACE CORP	Active	CC000003 AE -	9/30/2022	80,001.00	\$74,148.50	92.68%	\$15,148.35	\$7,417.64	48.97%	0	6,622.53	19%	93%	10%	83%	Exception
9	AWD-003507:	PRATT & WHITNEY	Active	CC000003 AE -	12/31/2022	148,000.00	\$114,322.93	77.25%	\$44,453.00	\$10,024.74	22.55%	3	24,313.08	30%	77%	10%	67%	Exception
10	AWD-003510:	PRATT & WHITNEY	Active	CC000003 AE -	12/31/2022	148,000.00	\$100,047.36	67.60%	\$44,400.00	\$10,024.74	22.58%	3	19,989.47	30%	68%	10%	58%	Exception
11	AWD-000844:	US DEPT OF	Active	CC000003 AE -	1/13/2023	3,499,984.00	\$2,611,963.78	74.63%	\$2,999,984.00	\$1,647,232.01	54.91%	4	591,592.38	86%	75%	10%	65%	Exception
12	AWD-001709:	US DEPT OF	Active	CC000003 AE -	8/31/2023	1,000,000.00	\$559,814.37	55.98%	\$1,000,000.00	\$391,070.53	39.11%	11	168,743.84	100%	56%	10%	46%	Exception
13	AWD-001667:	US DEPT OF	Active	CC000003 AE -	9/30/2023	1,999,995.00	\$1,694,509.81	84.73%	\$1,999,995.00	\$979,076.91	48.95%	12	715,432.90	100%	85%	10%	75%	Exception
14	AWD-002709:	NASA/GENERAL	Active	CC000003 AE -	7/31/2024	1,808,252.28	\$900,318.28	49.79%	\$459,789.21	\$49,294.31	10.72%	22	179,632.06	25%	50%	10%	40%	Exception
15	AWD-002830:	US DEPT OF	Active	CC000003 AE -	9/14/2024	799,997.00	\$208,068.11	26.01%	\$200,002.00	\$5,593.88	2.80%	24	46,423.86	25%	26%	10%	16%	Exception
16	AWD-002983:	ARMY/FT EUSTIS/ VA	Active	CC000003 AE -	9/30/2026	1,704,502.61	\$402,772.48	23.63%	\$1,816,468.63	\$11,743.06	0.65%	48	417,486.89	107%	24%	10%	14%	Exception
17	AWD-001305:	US DEPT OF	Active	CC000004 ASDL -	9/30/2022	470,000.00	\$409,409.43	87.11%	\$470,000.00	\$295,834.07	62.94%	0	113,575.36	100%	87%	10%	77%	Exception
18	AWD-001659:	NATIONAL INSTITUTE OF	Active	CC000004 ASDL -	12/31/2022	525,434.00	\$475,118.47	90.42%	\$246,847.00	\$118,542.49	48.02%	3	104,666.46	47%	90%	10%	80%	Exception
19	AWD-000921:	US DEPT OF	Active	CC000004 ASDL -	2/4/2023	590,000.00	\$594,398.05	100.75%	\$590,000.00	\$438,596.86	74.34%	4	151,403.14	100%	100%	10%	90%	Exception

Project Accounting

Grants and Contracts Accounting Office Hours

The Project Accounting Management Team is hosting monthly, virtual “Office Hours” for campus. Anyone is welcome to join and ask questions on **the last Monday of each month, between 10:00am and 11:00am.**

- For billing and reporting questions: **Mary Balsor, CRA - Accounting Manager** - Invoicing & Financial Reporting,
- For award set-up, modifications, grant and award line questions: **Douglas Feller, CRA - Financial Manager** - Financial Administration,
- For general G&C questions: **Glenn Campopiano, CRA - Director - Project Accounting.**

Office hour with Glenn Campopiano

via Microsoft Teams

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 470-705-2566,,23697690# United States, Atlanta

Phone Conference ID: 236 976 90#

Find a local number | Reset PIN

Learn More | [Help](#) | Meeting options

Join Office Hour with Glenn

Office hour with Douglas Feller

via Microsoft Teams

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 470-705-2566,,539330189# United States, Atlanta

Phone Conference ID: 539 330 189#

Find a local number | Reset PIN

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Join Office Hour with Doug

Office hour with Mary Balsor

via Microsoft Teams

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 470-705-2566,,951280427# United States, Atlanta

Phone Conference ID: 951 280 427#

Find a local number | Reset PIN

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Join Office Hour with Mary

Cost Accounting Updates

Jonathon Jeffries

Director - Cost Accounting

Cost Accounting Updates

Andrew Chung

Cost Accountant II

SCARV - Service Center Annual Rate Validation

- Due **September 30th** with supporting documentation
- Purpose of SCARV is to ensure the charge rates were at or below cost during prior fiscal year(s)
- At GT, the service center charge rates are validated annually. Currently, we are in FY23 so we are asking for FY22 SCARV information
- All personnel, effort allocation, equipment & space information needs to be documented within the SCARV form
- Must include ALL service center expenses - including ones posted to Non-DSS worktags.
 - *E.g. Expenses for supplies used for service center posted to dept Worktag*
- Reported usage should tie out to total collected revenue
 - *E.g. 10hrs of labor (usage) * \$25/hr (rate) = \$250 (revenue)*
- Free use must also be reported on the SCARV form
- Questions – Andrew.Chung@business.gatech.edu or servicecenter.ask@list.gatech.edu

Service Center Billing

- Billing to a Worktag established in the Financial System
 - Ledger Account 471100 Quasi- Revenue
 - RC471101 (Quasi/Internal DSS) - State, GTF, and GTRC Funds
 - RC471111 (New Revenue Category) –Sponsored Awards
 - Billing to external sources without a Worktag
 - Ledger Account 452500 –Sales Miscellaneous
 - RC452590 -DSS -External to GT

Compliance Updates

Charles H. Derricotte III

Financial Compliance Program Manager

Meet the G&C Compliance Team

G&C Compliance

Financial Compliance Program Manager: Charles H. Derricotte III

Financial Reporting & Compliance System Specialist: Karon Gray (8/8/22
– OSP)

Financial Reporting & Compliance System Specialist: Curran Campbell
(9/12)

Quality Assurance Verification FY23

- Evaluation of NPS Cost Transfer in FY22 and FY23 (excluding over 90 days)
 - Test for transfers made outside or close to period of performance dates of sponsored awards.
- Use monthly ledger to review accounts not normally charged to grants
- Considers High Risk Vendors
- Consider High Risk Sponsors
- Review high risk ledger account transactions that are most commonly under review during Sponsor audits.

Focused Salary Reviews

- Continue review of Supplemental Pay on Sponsored Awards on a quarterly basis to reduce deviation percentage from FY22.
- Review Salary Parameters as it relates to NSF & NIH Awards
- Review Summer Pay
- More Admin focused Salary Reviews.

Workday Reporting Updates

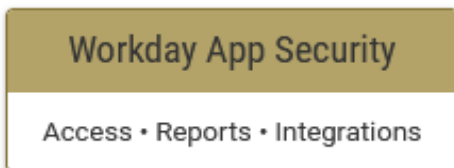
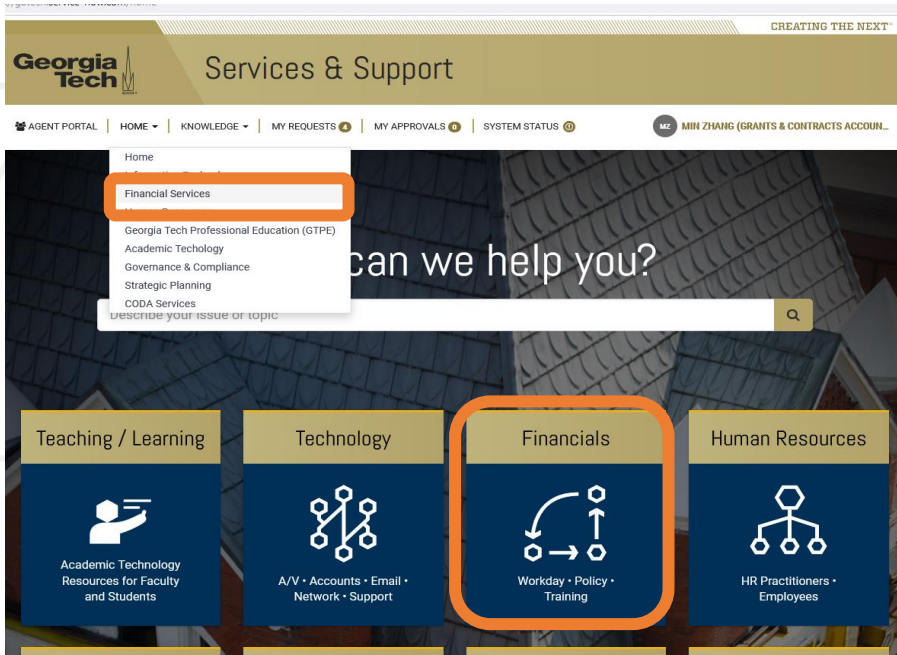
Amy Zhang

Application Support Analyst Lead

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.



→ **Workday App Security**

Access · Reports · Integrations

Service Catalog

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

How to request Workday Security Roles

- Check the type of roles you needed. The individual role and its description will expand in the screen. You can check and add the new role to your request.
- You can also add the specific role to the additional comments box (E.g. specific cost center or Grant)

Grants
 Gifts
 Procurement

Financial Roles - Grants

Grant SPD Lite
This role gives you access to the Salary Planning and Distribution LITE Report housed on the EDW (Enterprise Data Warehouse).

Add SPD Lite Role

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.

How to request Workday Security Roles

- Knowledge Base article is available on service now website. What Workday security roles do I need? (What roles are standard? how do I know what roles I have?)
- https://gatech.servicenow.com/financials?id=kb_article_view&sysparm_article=KB0024679

What roles can be applied for?

The chart below identifies the roles that can be requested by campus users as well as who may need the role.

Role	Description	Who Needs It?
Accountant	<p>This role will have access to create operational and accounting journals and report on accounting transactions for assigned companies. This role provides no approval authority, but an employee may have another role that provides approval authority. This is a Delivered Workday role and will be assigned to Central Business Office and Campus accounting and finance staff.</p> <p>*This role has a training requirement. To apply, the user must complete the Financial Accounting for Campus Financial Managers Instructor-led training as well as the Key Concepts of the Foundation Data Model web-based training. Learn more.</p>	Only Central Office staff and accounting and finance staff should have this role.
Cost Center Manager	This role will have approval authority for financial business processes for the assigned cost center. Cost Center Manager is the same as the Finance Approver in PeopleSoft.	Request this role if you are responsible for management of funds in a cost center. Multiple people can have this role.
Custodial Entity Manager	This role will serve as the "Spend Approver" for assigned Custodial Entities and have approval authority for financial business processes. This role will also be used as the Supplier Administrator for GTAA suppliers.	Request this role if you are responsible for approving appropriateness of transactions, esp. whether it supports the

Training Updates

Rob Roy

Director of BOR Sponsored Programs

Training

Upcoming Spring Semester Classes

Events

[Saba Quest LMS](#) – Sign in with GT credentials and register!

Offered virtually, via Zoom, unless otherwise noted

SEPTEMBER

September 21st

**Post-Award and Compliance
Part 1**

09:30am – 12:00pm **(Virtual)**

September 22nd

**Post-Award and Compliance
Part 2**

12:30pm – 3:00pm **(Virtual)**

September 27th

**Cayuse Proposal System
Training**

2:00pm – 3:30pm **(Virtual)**

September 29th

eRouting Proposals Module

9:00am – 10:30am **(Virtual)**

October

October 3rd

NIH F Series- - Fellowship Program

11:15am – 12:15pm **(Virtual)**

October 3rd

NIH Proposal Preparation & Review Tips

9:30am – 11:00am **(Virtual)**

October 4th

Service Centers & Best Practices

2:00pm – 3:30pm **(Virtual)**

THANK YOU!



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