

The Latest Buzz with G&C Accounting

Tuesday, May 24, 2022

1:00 – 2:30 PM



Agenda

Topic	Presenter(s)
Welcome, Post Award Research Updates, Training Updates	Josh Rosenberg
Commitment Accounting Updates	Terryl Barnes
Project Accounting Updates	Glenn Campopiano
Cost Transfers – Deep Dive	Doug Feller
Project Types	David Lyons
Cost Accounting Updates	Jonathon Jeffries
Workday Reporting Updates	Amy Zhang
Closing	Josh Rosenberg

Post Award Research Updates

Josh Rosenberg

Sr. Director, Grants and Contracts

RI Sponsored Programs

AWARD DATA: FY18 – 22 (YTD through Period 10: April)

AWARDS: Cumulative Report thru: APRIL					
College/Unit	FY22		FY21		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	\$27,134,292	147	\$27,241,075	153	-0.4%
COS	\$51,792,003	282	\$50,622,895	305	2.3%
DSGN	\$12,583,862	565	\$11,940,310	634	5.4%
ENGR	\$237,601,197	1,088	\$219,324,510	1,057	8.3%
GTRI	\$676,534,925	762	\$662,713,076	750	2.1%
IAC	\$3,887,085	30	\$4,199,667	42	-7.4%
OTHERS	\$59,335,526	292	\$32,382,745	264	83.2%
SCB	\$553,600	6	\$507,187	4	9.2%
Total	\$1,069,422,489	3,172	\$1,008,931,465	3,209	6.0%
Resident Instruction and Other	\$392,887,565	2,410	\$346,218,389	2,459	13.5%

Awards		
	YTD (Apr.)	Full Year
FY22	\$ 392,887,565	\$ 468,036,186
FY21	\$ 346,218,389	\$ 415,738,536
FY20	\$ 328,276,525	\$ 402,520,391
FY19	\$ 340,065,776	\$ 406,662,163
FY18	\$ 297,618,919	\$ 354,545,260

Key Takeaways:

- April continued to reflect very strong growth in RI awards. Annual projection relatively consistent with projection from the prior month.
- The colleges of Engineering and Sciences led the way, with combined growth of over \$19 million YOY.
- GTRI numbers reflect growth of over 2% in awards YOY.

RI Sponsored Programs

SPONSOR AWARD DATA: FY21 – 22 (YTD through Period 10: April)

RI NEW AWARDS (Through April)						
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)	78,926,301	20%	48,166,103	30,760,198	64%	68,654,670
INDUSTRIAL SPONSORS	66,005,926	17%	53,663,655	12,342,271	23%	55,758,197
INDUS RES INST/FDNS/SOC	45,705,308	12%	29,794,298	15,911,010	53%	29,550,149
COLL/UNIV/RES INSTITUTES	39,165,678	10%	46,325,574	(7,159,896)	-15%	40,293,246
DHHS	38,867,231	10%	43,733,749	(4,866,518)	-11%	37,644,566
US DEPT OF ENERGY	24,768,518	6%	29,547,659	(4,779,141)	-16%	20,261,083
US DEPT OF EDUCATION	18,550,955	5%	3,879,000	14,671,955	378%	5,643,044
NASA	15,338,957	4%	9,488,310	5,850,647	62%	11,140,625
NAVY	11,862,439	3%	9,748,182	2,114,257		13,579,865
US DEPT OF DEFENSE	8,891,104	2%	20,035,731	(11,144,627)	-56%	10,531,331
GOVT-OWNED/CONTRACTOR OP	8,484,412	2%	9,509,656	(1,025,243)	-11%	8,244,961
US DEPT OF COMMERCE	7,653,425	2%	7,017,710	635,715	9%	6,581,454
AIR FORCE	6,776,625	2%	8,044,705	(1,268,080)	-16%	10,898,007
US DEPT OF TRANSPORTATION	6,236,467	2%	8,595,756	(2,359,289)	-27%	4,730,271
STATE & LOCAL GOVERNMENT	5,449,091	1%	6,667,788	(1,218,698)	-18%	7,188,161

Key Takeaways:

- 97% of RI sponsored funding comes from the 15 agency/sponsor types listed above.
- Our largest area of growth this year continues to come from NSF awards.
- Through April, we continue to be on pace to exceed our FY21 and 5-year average totals.

RI Sponsored Programs

EXPENSE DATA: FY18 – 22 (YTD through Period 10: April)

Expenditure Analysis: April	FY22 YTD	FY21 YTD	Change
Salaries and Wages	106,769,946	97,269,428	9.8%
Other Direct Costs	39,745,789	29,486,681	34.8%
Subcontracts	48,245,120	39,724,365	21.4%
Fringe Benefits	19,883,534	19,360,565	2.7%
Tuition Remission	29,426,823	24,939,256	18.0%
M&S	21,974,747	15,561,395	41.2%
Equipment	4,992,973	6,787,449	-26.4%
Domestic Travel	1,763,748	123,222	1331.4%
Foreign Travel	288,502	34,260	742.1%
Unallocated	497,671	110,022	352.3%
High Performance Computing	29,584	3,151	100.0%
DIRECT	273,618,438	233,399,794	17.2%
IDC	73,052,711	67,865,487	7.6%
Total	346,671,148	301,265,280	15.1%

Expenditures - Direct		
	YTD (Apr.)	Full Year
FY22	\$ 273,618,438	\$ 327,184,620
FY21	\$ 233,399,794	\$ 294,248,586
FY20	\$ 228,998,037	\$ 286,744,676
FY19	\$ 233,823,673	\$ 279,599,249
FY18	\$ 222,729,891	\$ 267,645,605
Expenditures - Indirect		
	YTD (Apr.)	Full Year
FY22	\$ 73,052,711	\$ 89,514,667
FY21	\$ 67,865,487	\$ 86,156,912
FY20	\$ 69,176,444	\$ 84,764,909
FY19	\$ 68,502,317	\$ 86,087,217
FY18	\$ 65,481,585	\$ 82,706,390

Key Takeaways:

- Direct expenditures are up 17.2% YOY and indirect expenditures are up 7.6% YOY. These increases have been relatively consistent throughout the year.
- Salaries and fringe benefits combined have increased 8.6% YOY.
- Subcontracts continue to be up significantly (over 21%).
- Materials and Supplies are up over 41% YOY.
- Domestic and foreign travel expenses have increased significantly with the relaxing of travel restrictions.
- Other direct costs are up 35% due in large part to HEERF III student aid expenditures.

RI Sponsored Programs

Grants and Contracts INVOICING and FINANCIAL REPORTING FY21 – FY22 (YTD through Period 10: April)

INVOICING			
Invoicing YTD FY2021 vs. FY2022 (thru April)			
Invoice Types	FY22 (July - April)	Monthly FY22 average	FY21 (July - April)
G&C GIT Standard	\$ 1,695,775	\$ 169,577.54	\$ 3,167,742
G&C GIT Standard Certification Required	\$ 306,514	\$ 30,651	\$ 483,338
G&C GTRC Custom Certification Required	\$ 5,341,946	\$ 534,195	\$ 4,165,550
G&C GTRC Standard	\$ 35,310,601	\$ 3,531,060	\$ 36,668,655
G&C GTRC Standard Certification Required	\$ 60,967,887	\$ 6,096,789	\$ 35,886,868
G&C In House	\$ 42,292,681	\$ 4,229,268	\$ 36,239,421
G&C LOC Draw	\$ 103,008,628	\$ 10,300,863	\$ 109,177,932
G&C SF1034	\$ 11,220,801	\$ 1,122,080	\$ 11,695,722
G&C SF 270	\$ 59,523,315	\$ 5,952,331	\$ 46,470,912
Blank	\$ -	\$ -	\$ 125,968
Grand Total	\$ 319,668,148	\$ 31,966,815	\$ 284,082,109
Raw Invoice Counts	11,025	1,103	11,038
Year over Year Invoicing Change	Dollars*	Invoice Counts*	
YTD change in FY22 over FY21	\$ 35,586,038	(13)	
YTD percentage change	12.5%	-0.1%	

FINANCIAL REPORTS		
Financial Reports YTD FY2021 vs. FY2022 (thru April)		
Report Types	FY22 (July - April)	FY21 (July - April)
Annual Financial Report	74	109
Final Financial Report	131	180
Financial Report Conversion/Milestone	-	3
Monthly Financial Report	112	151
Quarterly Financial Report	555	382
Semi-Annual Financial Report	42	40
Revised Financial Report	5	2
TOTALS	919	867
Year over Year Invoicing Change	Report Counts	
YTD change in FY22 over FY21	52	
YTD percentage change	6.0%	

Notes:

- GTRC cash position (as of May 17) → largely funded through G&C invoicing: \$115 million.

RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of May 1			
Top 15 Departments	Past-term	In-Performance	Grand Total
Institute for Bioengineering & Bioscience	(817,733)	(130,177)	(947,910)
Aerospace Engineering	(783,717)	(688,019)	(1,471,737)
Electrical and Computer Engineering	(479,301)	(1,142,548)	(1,621,849)
Mechanical Engineering	(302,041)	(1,361,548)	(1,663,588)
GT/Emory Biomedical Engineering	(202,992)	(595,298)	(798,290)
Industrial And Systems Engineering	(136,307)	(304,238)	(440,545)
Institute for People and Technology	(134,157)		(134,157)
Chemistry and Biochemistry	(77,617)	(476,527)	(554,144)
School of Interactive Computing	(76,043)	(205,551)	(281,594)
Materials Science and Engineering	(72,128)	(389,904)	(462,032)
Chemical and Biomolecular Engineering	(71,607)	(85,046)	(156,653)
School of Computer Science	(48,948)	(1,042,844)	(1,091,792)
EI2 Industry Services	(31,679)	(1,292)	(32,971)
Georgia Tech Manufacturing Institute	(31,017)		(31,017)
Civil And Environmental Engineering	(23,074)	(194,210)	(217,284)
Grand Total	(3,401,810)	(18,895,356)	(22,297,166)

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).
- As of Feb. 1, there was over \$4.9 million in the past-term category. As of May 1, the number is down to \$3.4 million. Exceptions within the “in-performance” category are also down below \$19 million for the first time since this report has been issued.
- While the award is still “in-performance,” there may be budget modifications forthcoming and other adjustments.
- 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.

PI Articles



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 three are shown in the screen shot above and available online.
- These are also distributed through various list servs.

Training

Upcoming Research Administration Classes

Events

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

Offered virtually, via Zoom, unless otherwise noted

May 26th

What are GTRC and GTARC?,
10:00am – 11:30am **(Virtual)**

July TBD

Mentor Panel Discussion & Networking,
Time TBD **(Hybrid)**

This session will be available for anyone who has taken the *GT Basic Certification Workshop* and the *What are GTRC and GTARC?* sessions.

Be on the lookout for additional training and professional development opportunities!

Commitment Accounting Updates

Terryl Barnes

Commitment Accounting Manager

COLA Worktags

The worktags below were used for the one-time COLA payments disbursed in April. These worktags must **not** be used in EDR/CPF transactions. If the COLA worktags are used, those transactions will be denied.

- **DE00020702** IBPA/GIE/STAP FY22 Amended Budget Cost of Living Adjustment (COLA) \$3,750
- **DE00020707** GTRI COLA Supp Pay
- **DE00020703** IBPA/GIE/STAP GTAA FY22 Amended Budget Cost of Living Adjustment (COLA) \$3,750
- **DE00020794** EI2 COLA Supplement Pay FY22

EDR: Transferring a partial amount to only one combo code

- **Only one row is needed and recommended** if you are moving off partial amounts of salary to one combo code. In this case, you do not need to insert another row for the amount that is to stay on the original combo code (the amount you are not moving)
- Original combo code is where the salary currently is
- Click chartfield details to enter new combo code (where is salary is going to)
- For the 'Revised Amount', enter the partial amount that needs to be transferred/moved off the original combo code. Ensure that this amount is available to be transferred and has not been already moved off via a previous EDR.

Current Distribution

Employee Information										
Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code	Amount
1 030	30023094	03G	01/31/2022	4944415	1	3595419	A20	523101	03GR10001872	2417.00

New Distribution

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details	New Combo Code	Revised Amount	Paycheck Total
1 030	30023094	03G	01/31/2022	4944415	3595419	A20	523101	1	2417.00	03GR10001872	523101	Chartfield Details	03DE00002083	805.66	2417.00

EDR: Transferring partial amounts to multiple combo codes

- You need to 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.

Current Distribution

Employee Information											
Combo Code Details											
Request Details											
	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Line Number	Emplid	Earnings, Tax, Deduction Ind	Account	Combo Code	Amount
1	030	30023094	03G	01/31/2022	4944415	1	3595419	A20	523101	03GR10001872	2417.00

New Distribution

1-3 of 3																
	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Earnings, Tax, Deduction Ind	Account	Line Number	Original Amount	Original Combo Code	Original Account	Chartfield Details	New Combo Code	Revised Amount	Paycheck Total
1	030	30023094	03G	01/31/2022	4944415	3595419	A20	523101	1		03GR10001872	523101	Chartfield Details	03DE00002083	805.66	+
2	030	30023094	03G	01/31/2022	4944415	3595419	A20	523101	1	2417.00	03GR10001872	523101	Chartfield Details	03DE00019668	805.66	2417.00 +
3	030	30023094	03G	01/31/2022	4944415	3595419	A20	523101	1		03GR10001872	523101	Chartfield Details	03GR10001872	805.67	+

EDR continued..

- The ECD report attached must be from the current pay period (month). The salary to be transferred must be clearly viewable as a **past pay period amount** (and not an encumbrance) on the report.
- Please carefully select the applicable EDR justification option. This is important for auditing purposes. If 'Other' is selected, please provide additional detail.
- 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.

Over 90 Day Salary Cost Transfer

- **Only applies to EDRs when moving salary on to a grant (e.g. 03GR000000000)**
- **Complete transmittal form with detail explanations**
 - Found on [Budget Office Website](#)
- **Common reasons to exceptions**
 - Initial or continuing sponsor funding delayed beyond 90 days.
 - Specific approval received by sponsored agency
 - Transfers to cost share or between grants within the same award
- Job Aid: [How Do I Submit A Current Fiscal Year Late Express Direct Retro \(over 90 days\) Request?](#)

5/24/2022

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Revised Over 90 Day Salary Cost Transfer Form

- Provide detailed responses to all 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 7/31/2021

Date of Request: 12/1/2021

Days Late: 123

(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 OSP more often. Request an advanced grant number so that expenditures are posted timely.

Cost Transfer of Charges FROM:	Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)		Prime Sponsor/ Agency
	Start Date	End Date	Cost Share Obligation	Balance	

Cost Transfer of Charges TO:	Project #	Fund #	Source (e.g. Sponsor Name, GTF, etc.)		Prime Sponsor/ Agency
	Start Date	End Date	Cost Share Obligation	Balance	F&A Rate

PERSONAL SERVICES						
Pay End Date	Salaries	Fringe	Tuition	Subtotal	F&A	Total transfer
			-	-	-	-
		-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

Revised 4/2022

Deadline to clear undesignated worktags: **Friday, June 17th**

- Departments must clear their undesignated worktags prior to fiscal year close. **Please review these worktags and submit EDR transactions for the salary amounts latest by Friday, June 17th.**
- We do not expect to see charges remaining on undesignated worktags after this date. However, any charges remaining on undesignated worktags after this date will be moved to your department's cost overrun by the Commitment Accounting central office team.

Commitment Accounting Year-End

Year End Close Dates	
June 10, 2022	Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects (includes cost share)
June 17, 2022	Salary charges still on Undesignated moved to Cost Overrun
June 27, 2022	Liquidate encumbrances post biweekly accrual
June 30, 2022	Last Day for Campus Online EDR Redistributions
July 11, 2022	Commitment Accounting Open for FY2023

Project Accounting Updates

Glenn Campopiano, CRA

Director, Project Accounting

Project Accounting

G&C Invoicing Process Overview

G&C invoices sponsors in accordance with the terms and conditions of the contract or award. This is summarized in CIS:

Showing the billing instruction for INIT Package (latest available)

Inv Form: Georgia Tech Research Corp.

Copies:

Reserve:

Financial Reports:

Billing Schedule: Fixed Payment Schedule - Industry

Carry Forward Approval Rqd: N

Purchase Order Number:

Special Instructions:

No billing required; first payment of \$200,000 already received by GTF and transferred to GTRC; second payment of \$99,321 scheduled to be sent 6/30/2022.

Project Accounting

- Most awards are invoiced monthly on a cost reimbursable basis. G&C only bills for actual expenses posted we do not invoice for obligations.
- We bill the following month for the previous months expenses.
- The common forms of invoicing types:

Prepaid – sponsor pays upfront – no invoicing required.

Installment payments – sponsor makes regular payments – no invoicing required.

Installment invoice- sponsor is billed on a regular schedule for fixed amounts.

Monthly, quarterly, semi annually, annually – sponsor is billed for expenses incurred in the defined period.

Project Accounting

Government Letter of Credit – NSF, NIH and other Federal agencies allow GT to draw down funds as required to pay for expenses incurred.

We have a LOC process that groups all expenses for an agency into a large monthly draw. For example we may draw \$8 million from NSF for the monthly expenses of over 500 NSF awards. Funds are usually received next business day by GTRC.

If expense are not posted in WD (SABER) we cannot invoice for them.

Project Accounting

Because of the relationship of GTRC to GT, GT is paid monthly for all the expenses on awards contracted through GTRC. GT is never waiting on invoices to be paid. GTRC waits for and receives the payments from sponsors.

A small amount of awards are contracted directly with GT. G&C bills those awards and manages the collections and postings of payments. On these awards GT must wait to be reimbursed from the sponsor and not GTRC.

Project Accounting

GT incurs expenses paid by GT funds and then GT is reimbursed for those expenses every month by GTRC – the process for awards contracted with GTRC is:

1. GTRC contacts with ABC company for a \$10 research contract.
2. GT researchers perform the work and expend \$10 doing so.
3. After the month ends G&C bills ABC on behalf of GTRC for \$10
4. GT bills GTRC for \$10
5. GTRC pays GT \$10
6. GTRC waits for ABC to pay their invoice.
7. GTRC is paid by sponsor.

GT is paid every month by GTRC for its research expenditures.

Project Accounting

Where to view invoices-

So you can see invoice dates and collection dates in GTRC Sponsored Billing Activity. Under the billing tab in CIS there is a link for the report

Phone:	Phone:
Fax:	Fax:
Email:	Email:

[Click here to view Sponsor Billing Activity](#)

Inv Form: Government
Copies:
Reserve:
Financial Reports: quarterly sf425
Billing Schedule: Monthly
Carry Forward Approval Rqd: N

Sponsored Billing Activity

Award/Fund Number:	<input type="text" value="AWD-002632"/>	(Format: A1234)	Old Project Number:	<input type="text" value="?"/>	(Format: A-1234)	Filter Type	<input checked="" type="radio"/> Award/Fund Number: <input type="radio"/> Old Project Number	<input type="button" value="Submit"/>
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Project Accounting

Sponsored Billing Activity

Award/Fund Number: (Format: A1234)

Old Project Number: (Format: A-1234)

Filter Type

☒ Award/Fund Number:
☐ Old Project Number

Award/Fund Number: AWD-002632

Sponsor: US DEPT OF ENERGY/DOE/IDAHO FALLS, ID

Start Date: 08/01/2021

Old Project Number:

Major#:

Terminated:

Project Title: INTEGRTRD UNIVERSITY PROGRAM SCHOLARSHIP AND FELLOWSHIP SUPP

Type: MN

Contract: DE-NE0009059

Award: \$7,500.00

Costs:	\$7,500.00	Invoices:	\$7,500.00
Overhead:	\$0.00	Collections:	\$7,500.00
Checks:	\$0.00	Write Offs:	\$0.00
Fees:	\$0.00	AR Balance:	\$0.00
FCCoM:	\$0.00		
Charges:	\$7,500.00		
Invoices:	\$7,500.00		
WIP Balance:	\$0.00		

	Expenses					Activity		
Date	Cost	Overhead	Checks	Fees	Cost of Money	Invoice	Collection	Write Off
08/31/2021	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
09/21/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,750.00	\$3,750.00	\$0.00
01/22/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,750.00	\$3,750.00	\$0.00
01/31/2022	\$3,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00

Project Accounting

- To see invoices in Workday go to the award overview page and click on the Billing & Receivables tab and then the View Sponsored Invoice for Award tab. A list of invoices will appear. To see the actual invoice drill down on the invoice number and got to the Printing Runs tab. You will find a .pdf of invoice to click on.

Project Accounting

Sponsor Award Reference Number	255609	Sponsor Direct Cost / Sponsor Facilities And Administration	11,358.00 / 6,611.00	Award Contract Dates	08/11/2021
Prime Sponsor	US DEPT OF ENERGY/DOE/IDAHO FALLS, ID			CFDA Number	NA -
Sponsor	IDAHO NATIONAL LAB/BEA/IDAHO FALLS				

Overview

Award Lines

Budget

Award Tasks

Billing & Receivables

Additional Data

Additional Reports

Set Up & History

Schedules

View Sponsor Invoices for Award

Award Prepayment Summary

7 items

Invoice	Invoice Status	Billing Sequence	Adjustment Reason	Invoice Type	Invoice Date	Invoice Amount	Amount Due	Currency	Due Date	Invoice Follow Date
Customer Invoice: CI-00044515	Approved			G&C GTRC Standard Certification Required	12/07/2021	2,076.79	0.00	USD	12/07/2021	
Customer Invoice Adjustment: CI-00044515CR	Approved		GTRC Invoice Adjustments	G&C GTRC Standard Certification Required	12/31/2021	(2,076.79)	0.00	USD	12/31/2021	

Project Accounting

Billing Schedule	BILLING_SCHEDULE-3-7283	Grant	(empty)
Award	AWD-002926: STRUCTURE CHARACTERIZATION OF ELECTROCHEMICAL CELL 08/11/2021 (version 0)	Gift	(empty)
		Designated	(empty)
		GTRI Charge Code	(empty)
		Custodial Entity	(empty)
		Additional Worktags	(empty)

- Invoice Lines
- Receivables Distribution
- Line Distribution
- Attachments
- Activity
- Contract Lines
- Business Process
- Errors & Warnings
- Printing Runs

1 item

Turn off the new tables view ☒



Invoice Printing	Printed Date	Print Run Type	Print Status	Delivery Type	Customer Invoice	Attachments Printed With Invoice	Run by	
	12/07/2021 04:09:27 PM	Final	Completed	Mail	CI-00044515 2021-12-07.pdf		Glenn Richard Campopiano	

Project Accounting

- You can always reach out to the accountant for invoicing questions.
- And if that doesn't resolve your issue please contact me directly.

Cost Transfers – Deep Dive

Douglas Feller

G&C Financial Manager

Journals YTD

Grants and Contracts JOURNALS FY21 – FY22 (YTD through Q3)

JOURNALS BY THE ANALYST TEAM		
Row Labels	FY22 (July - March)	FY21 (July - March)
Appropriate Grants Management	545	439
"Red Flag" Grants Management	235	197
Grand Total	780	636
% considered "Poor"	30%	31%
Year over Year Change in JE counts	23%	

Notes:

- The data above shows the number of journals performed by our Financial Analyst team in Grants and Contracts through the first three quarters of the fiscal year relative to last year.
- Appropriate grants management journals include: F&A and accounting adjustments, in-kind cost share, month-end, audit related, blank object class, tuition correction, and equipment.
- “Red Flag” grants management journals include those needed for prior year salary planning & distribution adjustments and past-term/overage journals.
- The increase in journals is not necessarily a negative, as it may naturally reflect more activity and an increasing volume of research. The decrease in the percentage of journals considered “poor” (or red flag) is a good sign.

“Red Flag” Grant Management

Prior Year Cost Transfers

Past Term

Overrun

Prior Year Cost Share

Appropriate Grant Management

F&A Adjustment Requests

In-Kind

Tuition Remission Correction

Equipment

***Prior Year Cost Transfer**

Award/Grant initiated within 90 days

Moving from GTF or GTRC Funding

Reasons G&C declines/sends back Cost Transfers

Decline

- Over 90 days
- Expenses are prior FY state
- “To” grant is over budget

Spend Back

- Lack of backup documentation
- Lack of signatures
- Weak Explanation for cost transfer
- Lacks Grant Worktags
 - DE to DE
 - GTF to DE


Project Types


David Lyons

Financial Analyst III

Workday Main Screen Requests:

Welcome, David Lyons






Inbox
6 items

Request Process : Request Cash Transfer : Lloyd Williams
19 hour(s) ago - Due 05/12/2022


Request Process : Request New Award Line/Grant : Aqila A Monsanto
6 day(s) ago - Due 05/06/2022

Request Process : Change Grant Attributes : Christy Dalton Lanoue
7 day(s) ago - Due 05/06/2022


[Go to Inbox](#)




Applications
11 items




Favorites




Requests




My Awards




Expenses




My Spend




My Requisitions




Purchases




My Recent Purchase Orders




Campus Reporting Dashboard



LITE - Financial Reporting



Financial Compliance Dashboard

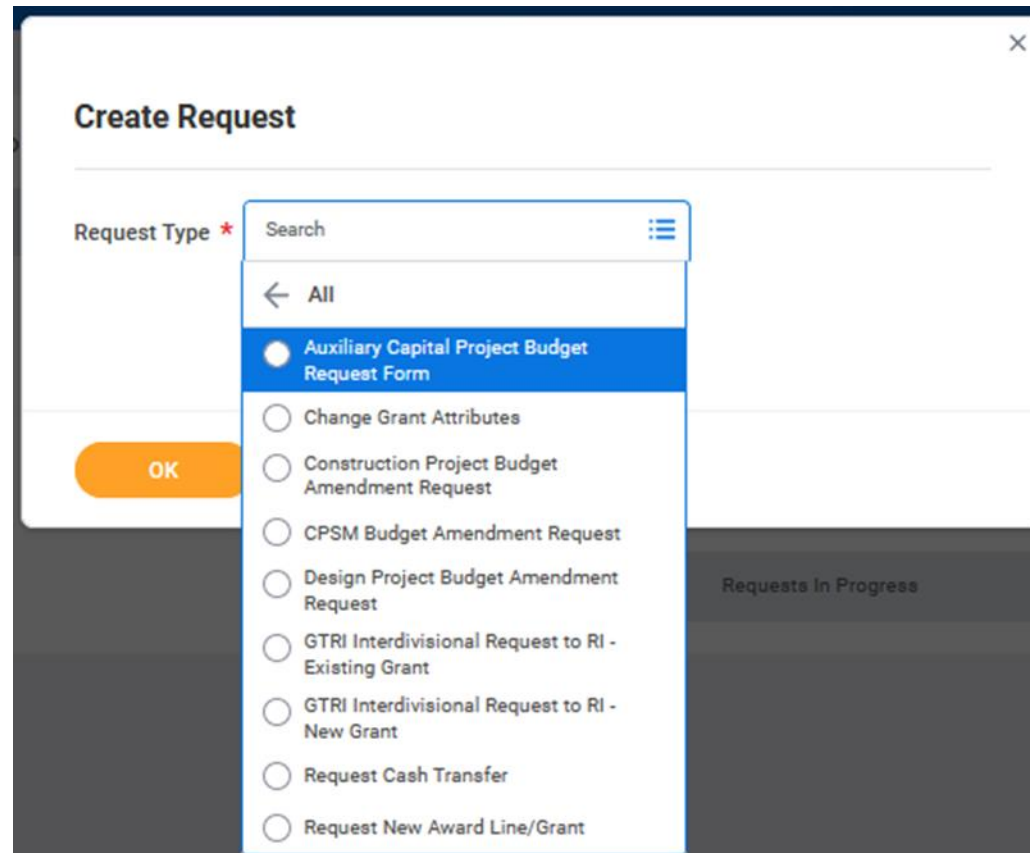
 Georgia
Tech

Actions

Create Requests:



Request Types



The screenshot shows a web application window titled "Create Request" with a close button (X) in the top right corner. Below the title is a horizontal line. The "Request Type" field is marked with a red asterisk and has a search icon. A dropdown menu is open, displaying a list of request types. The first option, "Auxiliary Capital Project Budget Request Form", is selected and highlighted in blue. Below it are several other options, each preceded by a radio button. An orange "OK" button is visible to the left of the dropdown menu. In the background, a section titled "Requests In Progress" is partially visible.

Create Request

Request Type *

Search

← All

- ☒ Auxiliary Capital Project Budget Request Form
- ☐ Change Grant Attributes
- ☐ Construction Project Budget Amendment Request
- ☐ CPSM Budget Amendment Request
- ☐ Design Project Budget Amendment Request
- ☐ GTRI Interdivisional Request to RI - Existing Grant
- ☐ GTRI Interdivisional Request to RI - New Grant
- ☐ Request Cash Transfer
- ☐ Request New Award Line/Grant

OK

Requests In Progress

Request Types

- Change Grant Attributes
 1. Change of Grant Manager
 2. Changing Title Information
 3. Change of Grant Status(to inactive or Central Admin Review)
 4. Changing Cost Center(please email analyst)

Request Types

- Request Cash Transfer

1. Describe the request.
2. Where is the cash being moved from? Please provide AWD# and GR#
3. Where is the cash being moved to?
4. Amount of request. Please check cash balance before sending request

Request types

- Request New Award Line/Grant
 1. Internal Collaboration
 2. Budget Year
 3. Task Order
 4. Cost Share
 5. Subaward
 6. Participant support
 7. NIH Salary Cap
 8. GTRI Interdivisional
 9. Other

What is the purpose/type of this award line request? The answer you select will be used as the prefix of the grant name. (Required)

- ☐ Internal Collaboration
- ☐ Budget Year
- ☐ Task Order
- ☐ Cost Share
- ☐ Subaward
- ☐ Participant Support
- ☐ NIH Salary Cap
- ☐ GTRI Interdivisional
- ☐ Other

Cost Accounting Updates

Jonathon Jeffries

Director of Cost Accounting

NIH Salary Cap Reminders

NIH Salary Cap –

- Updated list to be sent out early June and frequently checks until CA closes
- Dependent on Summer Salary being posted and accurate effort allocation
- Please respond when EDRs are approved and request Cost Share Grant ASAP
- MUST be cleared by Fiscal Close!!! Please help us avoid prior year journals
- Any unique situations (pay issues, etc.) please provide me documentation and calculation to support

Workday Reporting Updates

Amy Zhang

Application Support Analyst Lead

DocuSign to Application Xtender

Application Xtender is the application G&C currently use to archive/index some of our documents.

We have successfully implemented direct archiving files from DocuSign to Application Xtender

DocuSign Template → Signature → Application Xtender

The team helping us for the process is Distributed Application team from EADI. (mark.robinson@oit.gatech.edu)

Known Issue for SABER

SABER is showing different values for obligations when using award prompt vs grant prompt.

The reason is that the obligations were booked before the award contract start date. (Total 26 awards/grants)

Suggested solution:

Please check with our financial analyst team if you need to create a pre-award line for these expense if they become actual expense.

Knowing this issue, you can either run saber using the grant prompt, or run saber using cost center prompt.

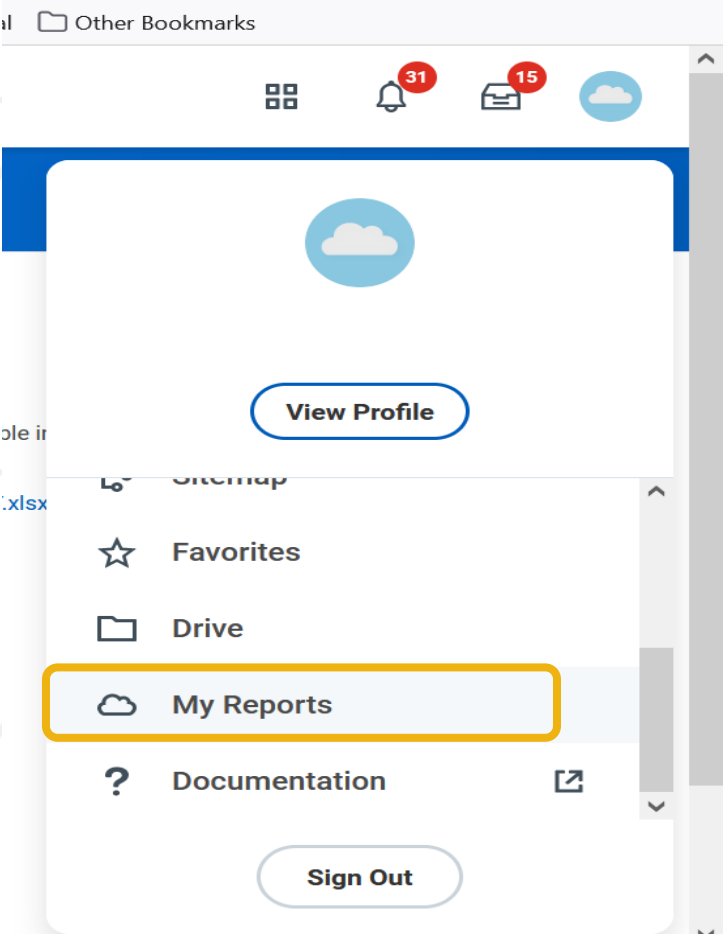
Known Issue for SABER












Awards/Grants list

AWARD_NUMBER	GRANT_ID
AWD-000512	GR00002555
AWD-000265	GR00000934
AWD-000291	GR00001256
AWD-000021	GR10029891
AWD-000012	GR10029892
AWD-000068	GR00000009
AWD-000824	GR00003518
AWD-000051	GR00000001
AWD-001129	GR00004918
AWD-000801	GR00003435
AWD-001722	GR00007855
AWD-002133	GR00009276
AWD-002582	GR00011180
AWD-002635	GR00011460
AWD-002157	GR00009543
AWD-002623	GR00011930
AWD-002623	GR00011978
AWD-002610	GR00011335
AWD-002776	GR00011927
AWD-001084	GR00004929
AWD-003067	GR00013517
AWD-002671	GR00011610
AWD-003191	GR00014142
AWD-002828	GR00012346
AWD-002955	GR00012831
AWD-003379	GR00015009

My Report in Workday

My Report will save the “Notefy me Later” report you ran for the week.



My Reports							 	
10 items							Turn off the new tables view <input type="checkbox"/>	
     								
File Name	Type	File	Created by	Date and Time Created	Number of Shared Users			
 SABER - Sponsored Award Budget Expense Report 2022-05-22 08_49 EDT.xlsx	Excel		Min Zhang	05/22/2022 08:49 AM				

THANK YOU!



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