The Latest Buzz with G&C Accounting

Tuesday, December 20, 2022
10:30 – 11:30 AM

Agenda

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

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Post Award Research Updates

Josh Rosenberg

Sr. Director, Grants and Contracts

RI Sponsored Programs

AWARD DATA: FY19 – 23 (YTD through Period 5: November)

AWARDS: Cumulative Report thru: NOVEMBER					
College/Unit	FY23		FY22		Award Dollar Variance
	Awarded Amount	Awards	Awarded Amount	Awards	
COMP	$25,909,275	77	$13,340,328	59	94.2%
COS	$26,781,755	144	$37,377,606	176	-28.3%
DSGN	$7,116,330	231	$8,086,498	297	-12.0%
ENGR	$155,312,720	580	$140,411,264	561	10.6%
GTRI	$360,495,296	413	$370,761,863	381	-2.8%
IAC	$5,285,363	35	$1,952,618	17	170.7%
OTHERS	$58,336,183	148	$47,090,104	155	23.9%
SCB	$638,207	5	$358,225	3	
Total	**$639,875,128**	**1,633**	**$619,378,506**	**1,649**	**3.3%**
Resident Instruction and Other	**$279,379,833**	**1,220**	**$248,616,643**	**1,268**	**12.4%**

Awards		
	YTD (Nov.)	Full Year
FY23	$ 279,379,833	456,464,800
FY22	$ 248,616,643	443,169,708
FY21	$ 209,532,905	415,738,536
FY20	$ 188,221,144	402,520,391
FY19	$ 198,081,564	406,662,163

Key Takeaways:
- Awards for Georgia Tech totaled over $639 million, with the average award size at $391K.
- On the RI side, awards increased 12.4% to $279 million (the big driver was a large award related to the Build Back Better Program under the Department of Commerce).
- We are projecting 3.0% growth for RI awards relative to last year, as award growth often slows in the latter part of the fiscal year.

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RI Sponsored Programs

SPONSOR AWARD DATA: FY22 – 23 (YTD through Period 5: November)

RI NEW AWARDS (Through November)						
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)	72,963,743	26%	63,898,913	9,064,830	14%	59,052,100
INDUSTRIAL SPONSORS	29,789,425	11%	27,925,193	1,864,232	7%	25,411,803
DHHS	28,908,003	10%	25,726,408	3,181,595	12%	25,108,246
US DEPT OF COMMERCE	25,742,436	9%	6,953,744	18,788,692	270%	9,528,598
COLL/UNIV/RES INST.	20,756,848	7%	19,867,980	888,869	4%	20,700,023
US DEPT OF ENERGY	18,546,491	7%	23,706,463	(5,159,972)	-22%	19,003,956
INDUS RES INST/FDNS/SOC	16,247,344	6%	23,248,837	(7,001,494)	-30%	15,387,619
NAVY	9,705,109	3%	7,754,022	1,951,087	0%	5,879,519
ARMY	9,560,933	3%	1,821,065	7,739,868	425%	3,563,099
NASA	8,539,627	3%	10,405,488	(1,865,861)	-18%	8,228,093
AIR FORCE	7,785,623	3%	2,736,775	5,048,848	184%	5,437,173
STATE & LOCAL GOVERNMENT	5,867,321	2%	2,365,221	3,502,100	148%	4,736,836
US DEPT OF TRANSPORTATION	4,441,132	2%	6,149,967	(1,708,835)	-28%	4,158,112
US DEPT OF EDUCATION	4,193,319	2%	18,550,955	(14,357,636)	-77%	6,276,255
GOVT-OWNED/CONTRACTOR OP	4,037,264	1%	3,037,534	999,730	33%	4,017,189
Grand Total	279,379,833	100%	248,616,643	30,763,190	12.4%	226,591,166

Key Takeaways:
- Top 15 sponsor types/agencies by award dollars in FY23 listed above; totals at the bottom reflect awards from all sponsors.
- While NSF continues to be our largest sponsor, the distribution has become less concentrated in recent months.

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RI Sponsored Programs

EXPENSE DATA: FY19 – 23 (YTD through Period 5: November)

Expenditure Analysis: November	FY23 YTD	FY22 YTD	Change
Salaries and Wages	56,896,953	54,755,876	3.9%
Other Direct Costs	13,270,052	24,248,956	-45.3%
Subcontracts	21,968,883	25,515,209	-13.9%
Fringe Benefits	11,017,415	10,966,746	0.5%
Tuition Remission	13,599,233	13,097,169	3.8%
M&S	12,595,924	10,191,540	23.6%
Equipment	5,397,561	2,082,897	159.1%
Domestic Travel	2,732,108	533,622	412.0%
Foreign Travel	742,147	149,269	397.2%
Unallocated	6,229	379,289	-98.4%
High Performance Computing	30,791	13,558	100.0%
DIRECT	**138,257,298**	**141,934,130**	**-2.6%**
IDC	**42,748,028**	**39,484,764**	**8.3%**
Total	**181,005,325**	**181,418,894**	**-0.2%**

Expenditures - Direct		YTD (Nov.)	Full Year
FY23	$	138,257,298	333,204,696
FY22	$	141,934,130	330,920,330
FY21	$	116,750,805	294,248,586
FY20	$	115,895,209	286,744,676
FY19	$	120,191,078	279,599,249

Expenditures - Indirect		YTD (Nov.)	Full Year
FY23	$	42,748,028	98,839,370
FY22	$	39,484,764	93,079,082
FY21	$	35,081,791	86,156,912
FY20	$	36,663,736	84,764,909
FY19	$	36,922,994	86,087,217

Key Takeaways:
- Direct expenditures are down 2.6% YOY and indirect expenditures are up 8.3% YOY.
- The big decrease in direct expenditures is due to HEERF funding (found in "Other Direct Costs") in FY22 not occurring in FY23.
- Salaries and fringe benefits combined have increased 3.3% YOY.
- Subcontract expenses have continued to be down YOY (13.9%).
- Equipment costs are up over 159%, with a significant increase in November ($1.1M) associated with one award.
- Domestic and foreign travel expenses have increased significantly with the relaxing of travel restrictions.

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RI Sponsored Programs

Grants and Contracts INVOICING and FINANCIAL REPORTING
FY22 – FY23 (YTD through Period 5: November)

INVOICING

Invoicing YTD FY2022 vs. FY2023 (thru November)

Invoice Types	FY23 (November)	Monthly FY23 average	FY22 (November)
G&C GIT Standard	$ 391,076	$ 78,215	$ 1,328,158
G&C GIT Standard Certification Required	$ 235,782	$ 47,156	$ 175,413
G&C GTRC Custom Certification Required	$ 1,587,116	$ 317,423	$ 2,949,826
G&C GTRC Standard	$ 11,514,663	$ 2,302,933	$ 20,192,196
G&C GTRC Standard Certification Required	$ 35,568,473	$ 7,113,695	$ 28,631,749
G&C In House	$ 21,972,740	$ 4,394,548	$ 20,778,387
G&C LOC Draw	$ 75,282,100	$ 15,056,420	$ 63,557,484
G&C SF1034	$ 4,882,351	$ 976,470	$ 3,959,427
G&C SF 270	$ 23,033,472	$ 4,606,694	$ 19,587,095
Grand Total	**$ 174,467,773**	**$ 34,893,554.62**	**$ 161,159,734**
Raw Invoice Counts	**5,432**	**1,086.40**	**6,107**

Year over Year Invoicing Change	Dollars	Invoice Counts
YTD change in FY23 over FY22	$ 13,308,039	(675)
YTD percentage change	8.3%	-11.1%

FINANCIAL REPORTS

Financial Reports YTD FY2022 vs. FY2023 (thru November)

Report Types	FY23 (Nov.)	FY22 (Nov.)
Annual Financial Report	55	48
Final Financial Report	100	74
Revised Financial Report	2	1
Monthly Financial Report	79	80
Quarterly Financial Report	255	265
Semi-Annual Financial Report	25	18
TOTALS	**516**	**486**

Year over Year Invoicing Change	Report Counts
YTD change in FY23 over FY22	30
YTD percentage change	6.2%

Notes:
- G&C continues to reduce the counts of outstanding financial reports and invoices. Efficiency reports show reductions in unbilled invoices (counts and dollars) of 10 – 15% relative to the prior month.
- Invoice counts are lower primarily due to the number of LOC draws performed per month. It doesn't impact the dollars collected, but it does impact the counts.

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RI Sponsored Programs

Grants and Contracts: FINANCIAL ANALYSIS: FY22 – FY23 (YTD through Period 5: November)

JOURNALS BY THE ANALYST TEAM	FY23	% of Total	FY22	% of Total	% Chg FY
Journals (Total)	640		387		65%
Appropriate Grants Management	498	78%	261	67%	
"Red Flag" Grants Management	142	22%	126	33%	

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 65% YOY, the percentage that reflect "appropriate" grants management has improved from 67% to 78%!
- Independent of journal activity through November, the analyst team managed 505 award initiations, 1,110 award modifications, 2,875 award corrections, and 184 service now tickets.

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RI Sponsored Programs

Award Dollars in Exception Status

AWARD EXCEPTIONS (Overspent) - as of Dec. 1			
Row Labels	Past-term	In-Performance	Grand Total
School of Computer Science	(799,834.97)	(244,087.15)	(1,043,922.12)
Financial Aid	(736,764.00)	(7,544,656.00)	(8,281,420.00)
General Institutional Expense	(444,336.23)	(122,658.33)	(566,994.56)
Electrical and Computer Engineering	(400,611.10)	(1,286,819.75)	(1,687,430.85)
Institute for Bioengineering & Bioscience	(320,293.05)	(638,798.48)	(959,091.53)
Mechanical Engineering	(116,174.42)	(2,094,579.04)	(2,210,753.46)
Industrial And Systems Engineering	(83,809.71)	(403,591.61)	(487,401.32)
Materials Science and Engineering	(59,410.67)	(394,799.13)	(454,209.80)
Chemical and Biomolecular Engineering	(59,184.68)	(457,382.23)	(516,566.91)
Aerospace Engineering	(52,780.92)	(1,337,891.62)	(1,390,672.54)
Chemistry and Biochemistry	(33,200.36)	(739,528.54)	(772,728.90)
The Machine Learning Center	(25,997.35)		(25,997.35)
Institute for Data Engineering and Science	(25,968.56)		(25,968.56)
School of Interactive Computing	(22,928.09)	(169,983.51)	(192,911.60)
Georgia Tech Manufacturing Institute	(20,120.54)		(20,120.54)
Grand Total	(3,251,785.20)	(18,805,279.92)	(22,057,065.12)
Non-Financial Aid	(2,515,021.20)	(11,260,623.92)	(13,775,645.12)

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.
- We are also now sending out a cost share exception report to help units manage cost share requirements.
- The exception dollars past-term continue to improve each month, which reduces our compliance risk considerably.

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PI Articles

PI ARTICLE: Cost Sharing – Nuts and Bolts. *(November, 2022) (PDF Download)*

PI ARTICLE: An Inventory of Sponsor Required Reports. *(October, 2022) (PDF Download)*

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)*

PI ARTICLE: My sponsor says they haven't been invoiced…..so what do I do? *(Mar, 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).

2023 Upcoming Spring Semester Classes & Events

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

Offered virtually, via Zoom, unless otherwise noted

JANUARY 2023

January 18th
Advanced Topics #1
9:00AM – 11:00AM
(Dalney 180)

January 24th
Pre-Award Part 1
1:00PM – 3:00PM **(Virtual)**

January 26th
Pre-Award Part 2
10:00AM – 12:00PM **(Virtual)**

January 31st
Post Award & Compliance Part 1
9:30AM – 12:00PM **(Virtual)**

FEBRUARY 2023

February 1st
Post Award & Compliance Part 2
12:30PM – 3:00PM **(Virtual)**

February 7th
2 CFR 2OO Workshop
9:00PM – 4:00PM
(Dalney 180) Lunch Provided

UPCOMING EVENTS

Research Administrator's Buzz (RAB) Meeting
January 18, 2023
Hybrid (Dalney 180 & Virtual)
- **Dalney 180** – 11:30PM – 2:00PM
- **Virtual** – 12:00PM – 2:00PM

ONGOING COURSES

- *NIH Proposal Preparation & Review Tips*
- *NSF Proposal Review Tips*
- *Subawards: Request, Monitor, & Risk*
- *Pivot: Finding Funding*

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Commitment Accounting Updates

Terryl Barnes

Commitment Accounting Manager

OneUSG Connect 6.36 December 2022 Release

Commitment Accounting Updates	
Change Position Funding – Enhanced Chartfield Details Display	**Issue:** Users requested Enhanced Chartfield Details display, which will display Fund, Dept, Program, Class, Project/Grant ID, instead of only the combo code view. **Solution:** Tab added to display chartfield details for Current/New Distribution sections of Change Position Funding Transactions.
GT Only – Encumbrance Process – Prorate Terminations	**Issue:** Prorate encumbrances for all encumbered GT paygroups for terminations. **Solution:** Update Code at FETCH-PAY-PERIOD_EARNING step to include EMPL_STATUS. Change step to use pay end instead of mid. Also, added call to new procedure Get-Term-Prorate using WORKDAYS().
Express Direct Retro (EDR) – EDR Past Grant End Date	**Issue:** Users request to be able to enter an EDR transaction if the grant has ended and the Pay Period End date is within the grant period and (for GT) within the 90 day limit configuration. **Solution:** SYSDATE/Acct date replaced with PAY_END_DATE when verifying Project End Date.

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Commitment Accounting Update

To post supplemental pay with a Change Position Funding transaction

- Select an earnings code for the type of payment - If an earnings code isn't specified for supplemental payment, the payment will be disbursed according to the regular pay of the position funding distribution.

- Select the distribution percentage - The funding distribution must equal 100% per earnings code.
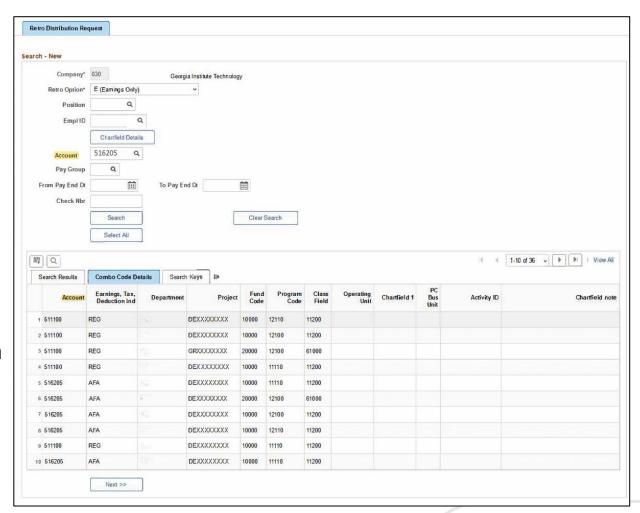
- Select the correct worktag

Commitment Accounting Update

Specific ledger accounts can be selected for EDR transactions. For example, if you need to move supplemental pay only:

- Search by employee ID > select ledger account and pay period end date

    Or

- Click the Combo Code Details tab on the EDR search page, confirm you have selected the correct ledger account for the transaction and click 'next'.

Over 90 Day Salary Cost Transfer

- **Only applies to EDRs when moving salary onto a grant (e.g. 03GR00000000**)

- **Complete transmittal form with detail explanations**
  - Found on <u>Budget Office Website</u>
  - Provide responses that will pass audit scrutiny

- **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: <u>How Do I Submit A Current Fiscal Year Late Express Direct Retro (over 90 days) Request?</u>

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Over 90 Day Salary Cost Transfer Form

- Provide detailed responses to all justification reason questions that pass audit
- 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.
X 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:
7/31/2021	12/1/2021	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 correctly 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

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Additional Resources

- Helpful queries: Enter Query name in Query viewer

    o BOR_CA_POSITION_FUNDING – view position funding

    o BOR_CA_EDR_STATUS – view status of EDR transactions

    o BOR_CA_EDR_LOCKS – Locked EDR transactions

    o BOR_HR_VACANT_POSITIONS - Vacant Positions

    o BOR_CA_CHG_FUND_LOCK - Change Position Funding Locks

- On demand training videos:

    o Media Space: https://mediaspace.gatech.edu/playlist/details/1_8lgt469g

    o HR Geniussis Training Site: https://gatech.geniussis.com/FERegistration.aspx

Project Accounting Updates

Glenn Campopiano

Director, Project Accounting

Grant lines & Budget Revisions

A few slides on Requesting a New award/ Grant line and Budget Revisions.

Creating additional grant lines can help you manage tasks, interdepartmental transfers and incremental funding (especially on awards with no carryforward).

Also for some ONR awards with multiple ACRN payment lines it helps G&C invoice correctly.

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Grant lines & Budget Revisions

- Grant Lines
- Set up distinct period of performance
- Allocate a portion of budget for a task or another researcher.
- Create a line for Equipment purchases or to track specific M&S charges for fabrication later on.
- Group travel or conference expenses
- Participant costs will /should always have a dedicated grant line.
- Instructions in Service Now

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Grant lines & Budget Revisions

KB0022059 - Latest Version

Request New Award Line/Grant

Revised by Thomas Ware · 2y ago · 126 Views · ☆ ☆ ☆ ☆ ☆

Introduction

Overview

This is a department-initiated process to request that a new Award Line/Grant be added to an existing award while the total award amount remains the same.

Considerations

Policies related to this process may be found in the Business & Finance Policy Book.

- Examples of when to initiate this process: Add an internal collaborator to the award, add a new sub-award that was not proposed in the original budget.

- If the total award amount has changed, a modification must be initiated by the Office of Sponsored Programs or Office of Industry Engagement and the Award Amendment process completed by Grants & Contracts Accounting in Workday.

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Grant lines & Budget Revisions

- Budget Revisions
- When you add a grant line you will have to add budget to it.
- After receiving the new grant line the next step is to do the budget revision – moving budget from an existing line to the new line.
- Sometimes a budget revision is needed due to a change in the way the project is progressing. Maybe you received sponsor approval to add more salary expense by reducing travel expense.
- Some sponsors (GDOT) require updated budgets when you spend outside of the original budget.
- Instructions in Service Now

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Grant lines & Budget Revisions

KB0022060 - Latest Version

Budget Amendment for Organization

👤 Revised by Thomas Ware · 📅 2y ago · 👁 389 Views · ★ ★ ★ ☆ ☆

Introduction

Overview

This process is used by Grant Managers to amend and re-allocate funds within a grant or multiple grants within an award.

Considerations

Policies related to this process may be found in the Business & Finance Policy Book.

- The Award and all award lines/grants must be submitted and approved by Grants & Contracts Accounting.

- The employee completing this step must belong to the appropriate company, if not Georgia Tech.

- An original award budget must exist in order to complete this step.

- If re-allocating funds between multiple grants within one award, all funds that are being transferred must be deducted from the original grant and added to the new grant.

- If re-allocating funds between one grant, all funds that are being transferred must be deducted from the original object class and the same amount added to one or more object classes.

Instructions

Travel Expenses

Travel Spend Authority Approvals

- Before approving check the following:

1. Does award allow travel? Do you need prior approval from sponsor?

2. Does award have sufficient budget to cover expenses?

3. Is foreign travel allowed?

4. Will travel occur in POP?

5. Is person traveling being paid by award during travel period?

Travel Expenses

Approving Travel Expense Reports

• Before approving an expense report:

1. Check budget again. If approval was required attach documentation.

2. Review spend codes for accuracy

3. Use correct category – foreign or domestic for spend codes like parking. If trip is outside of US then related expenses like airport parking should be foreign not domestic. Yes I know car is at US airport but the trip is foreign travel. It keeps expenses in correct budget category.

4. Review "other" expenses for allowability

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Cost Accounting Updates

Andrew Chung

Cost Accountant II

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Annual Statement of Reasonableness

- A list of high-risk, unsigned ASRs sent to UFM's

  - Includes ASRs with Federal expenditures (highest risk). Federal ASRs attract more questions and are generally more prone to audit.

  - 225 unsigned ASRs identified as high compliance risk.

  - 381 ASRs that's confirmed by the employee but not yet confirmed by the UFM.

  - The high-risk ASRs need to be returned back ASAP. They can be emailed to easr.ask@business.gatech.edu or to Andrew.chung@business.gatech.edu

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Service Center Compliance Risk

- Need to ensure that service centers are charging the published rates. The rates for all service centers are published on the Grants & Contracts website: https://grants.gatech.edu/policies-and-procedures/facilities-and-administrative

- Pay attention to effective dates of the rates – especially if rates change during a fiscal year. It is department's responsibility to keep track of when the rate changes go into effect and charge for the correct rates.

- Ensure service center usage (Rate * Qty) is being reported correctly on the SCARV. This helps determine whether the center is under or over-recovering for each service.

- E.g. On a recent audit, we found out a service center was charging out for a service that did not have a published rate. A new equipment was added but G&C was not informed. This poses a compliance risk.

Compliance Updates

Charles H. Derricotte III
Financial Compliance Program Manager

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Sandia Awards – Best Practices

- Any significant changes to Senior or other personnel needs a revised budget and approval by Sandia Buyer.
    - Best Practice - Ensure positions are clearly identified on budget/budget justification

- Any purchases of Material's and Supplies or Equipment is budgeted
    - Special attention should be given to any computer purchases to make sure budget and approved

- If no budget exists, make sure the Sandia Buyer approves purchases and revises budget accordingly.

- If Foreign/Domestic Travel was not originally budgeted, then the P.I.s must submit an updated budget to Sandia. The updated budget has required approvals from the SDR (Sandia Designated Representative) and the Sandia Buyer. The Sandia Buyer is the only person authorized to execute and/or administer this subcontract for NTESS (National Technology and Engineering Solutions of Sandia, LLC). The buyer has the authority to determine which costs are allowable on a Sandia award not the SDR.

- [Manuals and Notices | Grants and Contracts Accounting (gatech.edu)](gatech.edu) <Sandia Foreign Travel Guidelines>

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Cost Transfers – Key Information

- Cost Transfers that are required to correct errors or to achieve the proper, consistent, and equitable distribution of costs to sponsored projects will be allowed, provided adequate justification for the change is furnished by the requesting department and necessary approvals that certify the accuracy of the charges are received by Commitment Accounting and Grants and Contracts Accounting.

- A Cost Transfer made within 90 days after the posting date of the transaction will be considered timely.

- In exceptional instances, Cost Transfers may be required after the 90-day period. In such situations, it is acceptable to process a Cost Transfer beyond the 90-day limit if the Cost Transfer request is properly supported and certified, and adequate documentation is provided.

- All requests for a non-personal service Cost Transfer should originate with the department that originally approved the charge. The request will require adequate supporting statements that clearly indicate that the costs being moved to a project are directly related to the project scope, allowable by the project budget, and incurred in a timely manner such that they benefit project activities.

Cost Transfers – Do's and Don'ts

- DO NOT CHANGE the Proposed Budget Date on a Cost Transfer
  - These dates must align with the Requisition of the expense being transferred

- Ensure Line Memo details exact reason of transfer. (I.e, Correcting Posting Error, Delayed Funding, etc)

- Cost Transfer should include sufficient and reliable information regarding expense.
  - Invoice that includes quantity, item, and total charges that matches cost transfer amount on journal entry memo line
  - Relevant email communication
    - Emails with sponsor approvals should be include with support
    - Be aware any documentation is subject to audit so only upload relevant portion of the communication
  - Budget justification if moving equipment to a different grant/award
  - If Salary is being transferred, then include – Employee cost detail & revised ASR (Prior Year Adjustment)
  - Documentation should support conclusions made in Cost Transfer Questionnaire

Cost Transfers – Questionnaire

1. Why is this cost transfer required?

2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.

3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)

3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.

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1. Why is this cost transfer required?

- ○ 1. Clerical Error
- ○ 2. Original grant provided was incorrect
- ○ 3. Reallocation of time entered
- ○ 4. Reallocation of supplies not used
- ○ 5. New grant (grant not previously setup)
- ○ 6. Renewal award
- ○ 7. Pre-award costs
- ○ 8. Other

1. Why is this cost transfer required?	1. Clerical Error
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	moving to new funded worktag, same award
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	was newly funded
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	just received new worktag #

Example ➡

- • Ensure you are listing the correct reason for the cost transfer.

- • Reviews has seen number of transfers use #1 Clerical Error and #8 Other instead of #5 and #6. Cost Transfer will be returned if transfer reason does not match cost transfer documentation and reasoning noted on Questions 2, 3a, and 3b.

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Cost Transfers – Questionnaire

1. Why is this cost transfer required?

2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.

3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)

3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.

- State clear description and explanation of why cost transfer is required. (e.g. question no.2/3) (I.e, Awaiting funding, sponsor request) Should correlate with response to question #1.
  - State grant line and prime award number where funds are being transferred from and to as applies.
  - State concise "descriptive change reason" in every transaction.
  - State associated individual name's and or job title's (e.g GRA, Post Doc, Student Assistant, PI) for respective travel, conference & registration costs {e.g. call out conference name, etc.), salary transfer.

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Cost Transfers – Questionnaire

1. Why is this cost transfer required?

2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.

3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)

3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.

- 3a. Include clarifying language (i.e, who identified error and why)
  - Ex) Identified by P.I during closeout process
  - Ex) Identified by department during review of expenditures
  - Best Practice – Review expenditures on awards on a quarterly basis to ensure accuracy.

- 3b. State clear proactive measure taken to prevent further late transfer occurrence
  - DO NOT restate explanation from 3a.
  - Do not leave blank or cost transfer questionnaire will be resent.

Example ➡

1. Why is this cost transfer required?	8. Other
2. In the space below, please explain why the expense was not originally charged to the correct grant, and how the expense benefits the scope of the work on the "to" grant.	This is being charged to a cost-share line, funded by GTRC funds. Previously, the expense was charged directlty to the GTRC funds, so it wasn't captured in Workday as cost-share. We've since set up the lines correctly, and are moving the expense to the GTRC-funded cost-share line from the GTRC account so everything reports correctly.
3a. Explain why the error was not identified and correctly timely (within 90 days of the original transaction)	The department had not done GTRC-funded cost-share previously. We now know the procedure.
3b. Explain what steps are in place to prevent the need for a late cost transfer going forward.	We have documented the process for gift-funded cost-share and can manage this up front and timely moving forward.

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Cost Transfers – Reason Compliance Denies Cost Transfers

Transfer does <u>NOT</u> 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

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Workday Reporting Updates

Amy Zhang
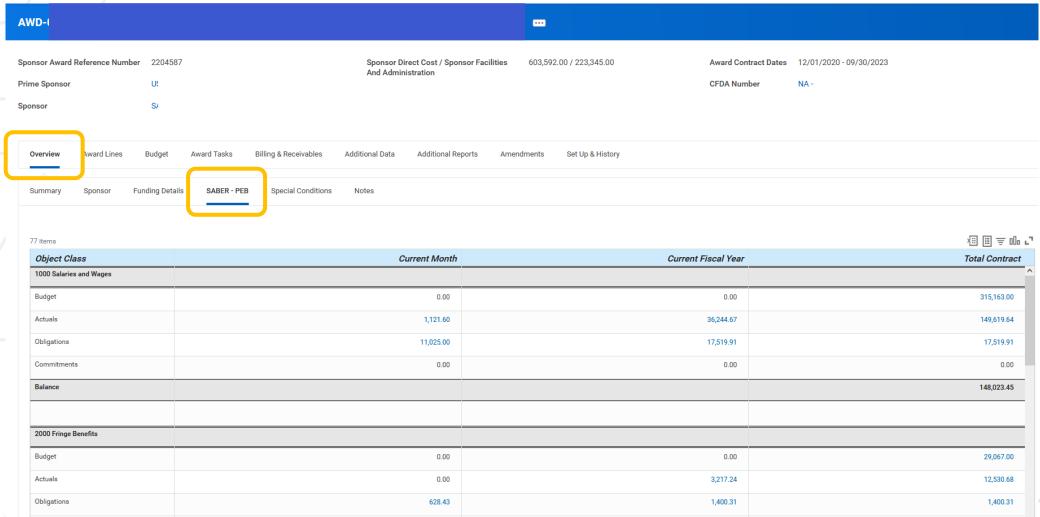
Application Support Analyst Lead

SABER PEB Now Available on Award Overview

- The SABER PEB report can now be found directly on the Award view within the Overview tab.

- Users can now see budget vs actual data directly on the award page without navigating to a separate report.

- The report has been optimized for this view so we recommend using this view if you typically run the SABER report at an individual award level.

- The report data is refreshed every time the tab is accessed and data is always as of current date.

- Special Thanks to The Enterprise Application and Data Integration Team!

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SABER PEB Now Available on Award Overview

THANK YOU!

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