## Agenda

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

Josh Rosenberg
Sr. Director, Grants and Contracts
RI Sponsored Programs

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

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.

### AWARDS: Cumulative Report thru: APRIL

<table>
<thead>
<tr>
<th>College/Unit</th>
<th>FY22 Awarded Amount</th>
<th>FY22 Awards</th>
<th>FY21 Awarded Amount</th>
<th>FY21 Awards</th>
<th>Award Dollar Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>$27,134,292</td>
<td>147</td>
<td>$27,241,075</td>
<td>153</td>
<td>-0.4%</td>
</tr>
<tr>
<td>COS</td>
<td>$51,792,003</td>
<td>282</td>
<td>$50,622,895</td>
<td>305</td>
<td>2.3%</td>
</tr>
<tr>
<td>DSGN</td>
<td>$12,583,862</td>
<td>565</td>
<td>$11,940,310</td>
<td>634</td>
<td>5.4%</td>
</tr>
<tr>
<td>ENGR</td>
<td>$237,601,197</td>
<td>1,088</td>
<td>$219,324,510</td>
<td>1,057</td>
<td>8.3%</td>
</tr>
<tr>
<td>GTRI</td>
<td>$676,534,925</td>
<td>762</td>
<td>$662,713,076</td>
<td>750</td>
<td>2.1%</td>
</tr>
<tr>
<td>IAC</td>
<td>$3,887,085</td>
<td>30</td>
<td>$4,199,667</td>
<td>42</td>
<td>-7.4%</td>
</tr>
<tr>
<td>OTHERS</td>
<td>$59,335,526</td>
<td>292</td>
<td>$32,382,745</td>
<td>264</td>
<td>83.2%</td>
</tr>
<tr>
<td>SCB</td>
<td>$553,600</td>
<td>6</td>
<td>$507,187</td>
<td>4</td>
<td>9.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,069,422,489</td>
<td>3,172</td>
<td>$1,008,931,465</td>
<td>3,209</td>
<td>6.0%</td>
</tr>
</tbody>
</table>

| Resident Instruction and Other | $392,887,565 | 2,410 | $346,218,389 | 2,459 | 13.5% |

### Awards

<table>
<thead>
<tr>
<th>FY22</th>
<th>FY21</th>
<th>FY20</th>
<th>FY19</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD (Apr.)</td>
<td>$392,887,565</td>
<td>$346,218,389</td>
<td>$328,276,525</td>
<td>$340,065,776</td>
</tr>
<tr>
<td>Full Year</td>
<td>$468,036,186</td>
<td>$415,738,536</td>
<td>$402,520,391</td>
<td>$406,662,163</td>
</tr>
</tbody>
</table>
RI Sponsored Programs

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

**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.

<table>
<thead>
<tr>
<th>Federal Agency or Sponsor Type</th>
<th>FY22</th>
<th>% of RI Portfolio</th>
<th>FY21</th>
<th>22 v. 21 $ Variance</th>
<th>22 v. 21 % Variance</th>
<th>5 Year Avg</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL SCIENCE FOUNDATION (NSF)</td>
<td>78,926,301</td>
<td>20%</td>
<td>48,166,103</td>
<td>30,760,198</td>
<td>64%</td>
<td>68,654,670</td>
</tr>
<tr>
<td>INDUSTRIAL SPONSORS</td>
<td>66,005,926</td>
<td>17%</td>
<td>53,663,555</td>
<td>12,342,271</td>
<td>23%</td>
<td>55,758,197</td>
</tr>
<tr>
<td>INDUS RES INST/FDNS/SOC</td>
<td>45,705,308</td>
<td>12%</td>
<td>29,794,298</td>
<td>15,911,010</td>
<td>53%</td>
<td>29,550,149</td>
</tr>
<tr>
<td>COLL/UNIV/RES INSTITUTES</td>
<td>39,165,678</td>
<td>10%</td>
<td>46,325,574</td>
<td>(7,159,896)</td>
<td>-15%</td>
<td>40,293,246</td>
</tr>
<tr>
<td>DHHS</td>
<td>38,867,231</td>
<td>10%</td>
<td>43,733,749</td>
<td>(4,866,518)</td>
<td>-11%</td>
<td>37,644,566</td>
</tr>
<tr>
<td>US DEPT OF ENERGY</td>
<td>24,768,518</td>
<td>6%</td>
<td>29,547,659</td>
<td>(4,779,141)</td>
<td>-16%</td>
<td>20,261,083</td>
</tr>
<tr>
<td>US DEPT OF EDUCATION</td>
<td>18,550,955</td>
<td>5%</td>
<td>3,879,000</td>
<td>14,671,955</td>
<td>378%</td>
<td>11,140,625</td>
</tr>
<tr>
<td>NASA</td>
<td>15,338,957</td>
<td>4%</td>
<td>9,488,310</td>
<td>5,850,647</td>
<td>62%</td>
<td>10,531,331</td>
</tr>
<tr>
<td>NAVY</td>
<td>11,862,439</td>
<td>3%</td>
<td>9,748,182</td>
<td>2,114,257</td>
<td>9%</td>
<td>13,579,865</td>
</tr>
<tr>
<td>US DEPT OF DEFENSE</td>
<td>8,891,104</td>
<td>2%</td>
<td>20,035,731</td>
<td>(11,144,627)</td>
<td>-56%</td>
<td>10,531,331</td>
</tr>
<tr>
<td>GOVT-OWNED/CONTRACTOR OP</td>
<td>8,484,412</td>
<td>2%</td>
<td>9,509,656</td>
<td>(1,025,243)</td>
<td>-11%</td>
<td>8,244,961</td>
</tr>
<tr>
<td>US DEPT OF COMMERCE</td>
<td>7,653,425</td>
<td>2%</td>
<td>7,017,710</td>
<td>635,715</td>
<td>9%</td>
<td>6,581,454</td>
</tr>
<tr>
<td>AIR FORCE</td>
<td>6,776,625</td>
<td>2%</td>
<td>8,044,705</td>
<td>(1,268,080)</td>
<td>-16%</td>
<td>10,898,007</td>
</tr>
<tr>
<td>US DEPT OF TRANSPORTATION</td>
<td>6,236,467</td>
<td>2%</td>
<td>8,595,756</td>
<td>(2,359,289)</td>
<td>-27%</td>
<td>4,730,271</td>
</tr>
<tr>
<td>STATE &amp; LOCAL GOVERNMENT</td>
<td>5,449,091</td>
<td>1%</td>
<td>6,667,788</td>
<td>(1,218,698)</td>
<td>-18%</td>
<td>7,188,161</td>
</tr>
</tbody>
</table>
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.
Notes:
• GTRC cash position (as of May 17) → largely funded through G&C invoicing: $115 million.
### 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.

### Award Dollars in Exception Status

**AWARD EXCEPTIONS (Overspent) - as of May 1**

<table>
<thead>
<tr>
<th>Top 15 Departments</th>
<th>Past-term</th>
<th>In-Performance</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute for Bioengineering &amp; Bioscience</td>
<td>(817,733)</td>
<td>(130,177)</td>
<td>(947,910)</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
<td>(783,717)</td>
<td>(688,019)</td>
<td>(1,471,736)</td>
</tr>
<tr>
<td>Electrical and Computer Engineering</td>
<td>(479,301)</td>
<td>(1,142,548)</td>
<td>(1,621,849)</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>(302,041)</td>
<td>(1,361,548)</td>
<td>(1,663,588)</td>
</tr>
<tr>
<td>GT/Emory Biomedical Engineering</td>
<td>(202,992)</td>
<td>(595,298)</td>
<td>(798,290)</td>
</tr>
<tr>
<td>Industrial And Systems Engineering</td>
<td>(136,307)</td>
<td>(304,238)</td>
<td>(440,545)</td>
</tr>
<tr>
<td>Institute for People and Technology</td>
<td>(134,157)</td>
<td></td>
<td>(134,157)</td>
</tr>
<tr>
<td>Chemistry and Biochemistry</td>
<td>(77,617)</td>
<td>(476,527)</td>
<td>(554,144)</td>
</tr>
<tr>
<td>School of Interactive Computing</td>
<td>(76,043)</td>
<td>(205,551)</td>
<td>(281,594)</td>
</tr>
<tr>
<td>Materials Science and Engineering</td>
<td>(72,128)</td>
<td>(389,904)</td>
<td>(462,032)</td>
</tr>
<tr>
<td>Chemical and Biomolecular Engineering</td>
<td>(71,607)</td>
<td>(85,046)</td>
<td>(156,653)</td>
</tr>
<tr>
<td>School of Computer Science</td>
<td>(48,948)</td>
<td>(1,042,844)</td>
<td>(1,091,792)</td>
</tr>
<tr>
<td>EI2 Industry Services</td>
<td>(31,679)</td>
<td>(1,292)</td>
<td>(32,971)</td>
</tr>
<tr>
<td>Georgia Tech Manufacturing Institute</td>
<td>(31,017)</td>
<td></td>
<td>(31,017)</td>
</tr>
<tr>
<td>Civil And Environmental Engineering</td>
<td>(23,074)</td>
<td>(194,210)</td>
<td>(217,284)</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>(3,401,810)</strong></td>
<td><strong>(18,895,356)</strong></td>
<td><strong>(22,297,166)</strong></td>
</tr>
</tbody>
</table>
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.
Upcoming Research Administration Classes

**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
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.
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.
• 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. 03GR00000000)

• 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
Revised Over 90 Day Salary Cost Transfer Form

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10, 2022</td>
<td>Deadline for 90 Day Late Salary cost transfer requests to externally funded sponsored projects (includes cost share)</td>
</tr>
<tr>
<td>June 17, 2022</td>
<td>Salary charges still on Undesignated moved to Cost Overrun</td>
</tr>
<tr>
<td>June 27, 2022</td>
<td>Liquidate encumbrances post biweekly accrual</td>
</tr>
<tr>
<td>June 30, 2022</td>
<td>Last Day for Campus Online EDR Redistributions</td>
</tr>
<tr>
<td>July 11, 2022</td>
<td>Commitment Accounting Open for FY2023</td>
</tr>
</tbody>
</table>
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.
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.
# Project Accounting

## Sponsored Billing Activity

<table>
<thead>
<tr>
<th>Award/Fund Number: AWD-002632</th>
<th>Old Project Number:</th>
<th>Filter Type: Award/Fund Number:</th>
<th>Old Project Number:</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title: INTEGRATED UNIVERSITY PROGRAM SCHOLARSHIP AND FELLOWSHIP SUPP</td>
<td>Sponsor: US DEPT OF ENERGY/DOE/IDAHO FALLS, ID</td>
<td>Start Date: 06/01/2021</td>
<td>Termination:</td>
<td></td>
</tr>
<tr>
<td>Contract: DE-NE0003969</td>
<td>Major:</td>
<td>Type:</td>
<td>Award: $7,500.00</td>
<td></td>
</tr>
<tr>
<td>Costs: $7,500.00</td>
<td>Invoices: $7,500.00</td>
<td>Collections: $7,500.00</td>
<td>Write Offs: $0.00</td>
<td>AR Balance: $0.00</td>
</tr>
<tr>
<td>Overhead: $0.00</td>
<td>Checks: $0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Fees: $0.00</td>
<td>FCoM: $0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Charges: $7,500.00</td>
<td>Invoices: $7,500.00</td>
<td>Collections: $7,500.00</td>
<td>Write Offs: $0.00</td>
<td>AR Balance: $0.00</td>
</tr>
<tr>
<td>WIP Balance: $0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost</th>
<th>Overhead</th>
<th>Checks</th>
<th>Fees</th>
<th>Cost of Money</th>
<th>Invoice</th>
<th>Collection</th>
<th>Write Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/2021</td>
<td>$3,750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>09/21/2021</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,750.00</td>
<td>$3,750.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>01/22/2022</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,750.00</td>
<td>$3,750.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>01/31/2022</td>
<td>$3,750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,500.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$7,500.00</strong></td>
<td><strong>$7,500.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
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 go to the Printing Runs tab. You will find a .pdf of invoice to click on.
### Project Accounting

<table>
<thead>
<tr>
<th>Sponsor Award Reference Number</th>
<th>Sponsor Direct Cost / Sponsor Facilities And Administration</th>
<th>Award Contract Dates</th>
<th>CFDA Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>255609</td>
<td>11,358.00 / 6,611.00</td>
<td>08/11/2021</td>
<td>NA -</td>
</tr>
</tbody>
</table>

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

**Sponsor**: IDAHO NATIONAL LAB/BEA/IDAHO FALLS

### Billing & Receivables

#### Schedules

- View Sponsor Invoices for Award
- Award Prepayment Summary

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Invoice Status</th>
<th>Billing Sequence</th>
<th>Adjustment Reason</th>
<th>Invoice Type</th>
<th>Invoice Date</th>
<th>Invoice Amount</th>
<th>Amount Due</th>
<th>Currency</th>
<th>Due Date</th>
<th>Invoice Follow Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Invoice: CI-00044515</td>
<td>Approved</td>
<td></td>
<td></td>
<td>G&amp;G GTRC Standard Certification Required</td>
<td>12/07/2021</td>
<td>2,076.79</td>
<td>0.00</td>
<td>USD</td>
<td>12/07/2021</td>
<td></td>
</tr>
<tr>
<td>Customer Invoice Adjustment: CI-00044515CS</td>
<td>Approved</td>
<td></td>
<td></td>
<td>GTRC Invoice Adjustments</td>
<td>12/31/2021</td>
<td>(2,076.79)</td>
<td>0.00</td>
<td>USD</td>
<td>12/31/2021</td>
<td></td>
</tr>
</tbody>
</table>
Project Accounting

Billing Schedule: BILLING_SCHEDULE-9-7283

Award: AWD-002926: STRUCTURE CHARACTERIZATION OF ELECTROCHEMICAL CELL 08/11/2021 (version 0)

1 Item

<table>
<thead>
<tr>
<th>Invoice Printing</th>
<th>Printed Date</th>
<th>Print Run Type</th>
<th>Print Status</th>
<th>Delivery Type</th>
<th>Customer Invoice</th>
<th>Attachments Printed With Invoice</th>
<th>Run by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>12/07/2021 04:09:27 PM</td>
<td>Final</td>
<td>Completed</td>
<td>Mail</td>
<td><img src="ch-00044515_2021-12-07.pdf" alt="Image" /></td>
<td>Glenn Richard Campopiano</td>
<td></td>
</tr>
</tbody>
</table>
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
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
- 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 05/08/2022
- Request Process: Change Grant Attributes: Christy Dalton Lanoue
  - 7 day(s) ago - Due 05/08/2022

Go to Inbox

Applications
- 11 items
  - Favorites
  - Requests
  - My Awards
  - Expenses
  - My Spend
  - My Requisitions
  - Purchases
  - My Recent Purchase Orders
  - Campus Reporting Dashboard
  - LTE - Financial Reporting
  - Financial Compliance Dashboard
Actions
Create Requests:

- Create Request
- All Requests
- My Requests
- My Recent Requests
- View Request Types
- Requests In Progress
Request Types

Create Request

- 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
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.
<table>
<thead>
<tr>
<th>AWARD_NUMBER</th>
<th>GRANT_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWD-000512</td>
<td>GR00002555</td>
</tr>
<tr>
<td>AWD-000265</td>
<td>GR00000934</td>
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<tr>
<td>AWD-000291</td>
<td>GR00001256</td>
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<tr>
<td>AWD-000021</td>
<td>GR10029891</td>
</tr>
<tr>
<td>AWD-000012</td>
<td>GR10029892</td>
</tr>
<tr>
<td>AWD-000068</td>
<td>GR00000009</td>
</tr>
<tr>
<td>AWD-000824</td>
<td>GR00003518</td>
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</tr>
<tr>
<td>AWD-001129</td>
<td>GR00004918</td>
</tr>
<tr>
<td>AWD-000801</td>
<td>GR00003435</td>
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<tr>
<td>AWD-001722</td>
<td>GR00007855</td>
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<td>AWD-002955</td>
<td>GR00012831</td>
</tr>
<tr>
<td>AWD-003379</td>
<td>GR00015009</td>
</tr>
</tbody>
</table>
My Report in Workday

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

GRANTS.GATECH.EDU