



Workday Grants Lunch and Learn

Thursday, August 20, 2020
12:00-1:00PM



Don Cochran
Enterprise Resource Planning
Systems Lead

Serena Simpson
Grants & Contracts Accounting, Systems
Systems Lead

Doug Feller
Grants & Contracts Accounting, Project Accounting
G&C Financial Analyst III

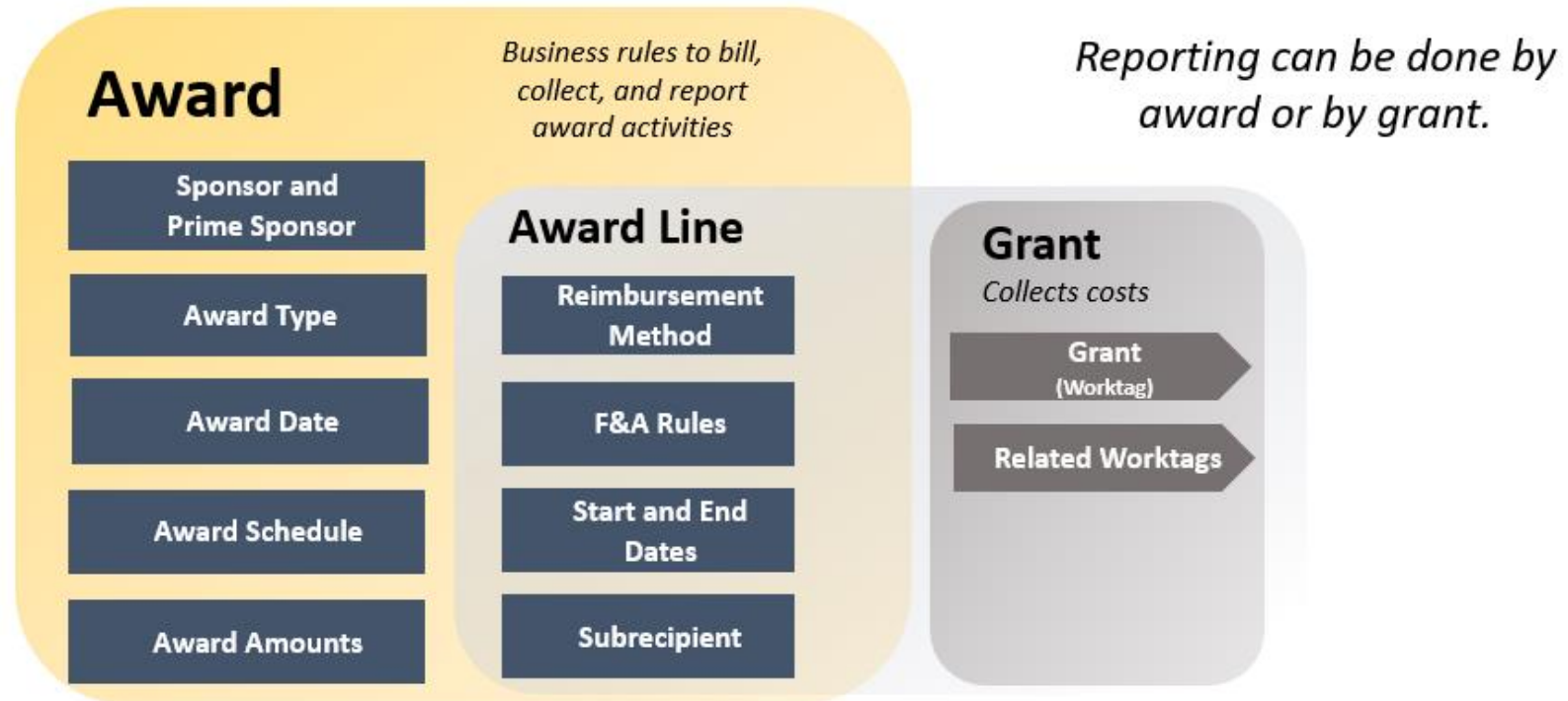
Agenda

Topic	Presenter(s)
Welcome - Introductions	Don Cochran
Workday Grants Reporting – SABER Overview	Serena Simpson
Workday Basics – Award, Award Line, Grant	Serena Simpson
Workday Grants Reporting – Tips and Tricks, Demo SABER	Serena Simpson
Helpful Reports	Serena Simpson
Award - (Search and View capability, demographics, billing, CIS)	Doug Feller
Grant – (Search and View capability, demographics)	Doug Feller
Warning and Critical Errors	Doug Feller
Request Framework	Doug Feller
Prior Year Salary Transfers	Doug Feller
Workday Now and Beyond	Don Cochran
Knowledge Articles	Don Cochran
Questions	Don Cochran

Workday Grants Reporting

Serena Simpson
Grants and Contracts Accounting
Systems Analyst Lead

Award, Award Line, and Grant



SPONSORED AWARD BUDGET EXPENSE REPORT (SABER)

Type of Reports:

SABER

SABER BY OBJECT CLASS



SABER BY AWARD



TIPS AND TRICKS

Question: How do I view actuals for a specific period of time?

Answer: Use the Budgets & Actuals On or After and Budgets & Actuals On or Before criteria

Period	× FY21 - Jul
Budgets & Actuals On or After	07 / 01 / 2020 
Budgets & Actuals On or Before	07 / 31 / 2020 



TIPS AND TRICKS

Question: How do I view just the Sponsored portion of my Award, not the cost share (vice versa)?

Answer: Use the Grant Hierarchy field to filter.

Grant Hierarchy

× Federal Grants



Grant Hierarchy

× Cost Share Resident
Instruction



TIPS AND TRICKS

Question: How do I save a filter if I want to view the same criteria on a regular basis?

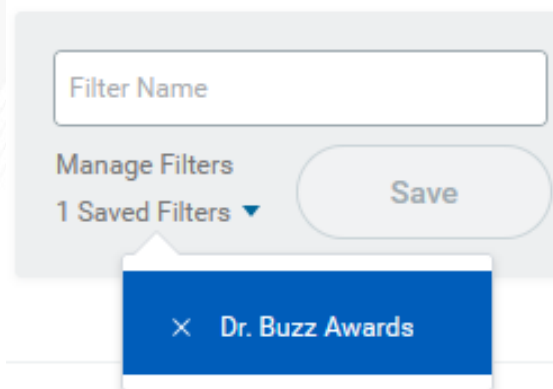
Answer: Enter Criteria, Create filter name, and Save filter

Question: How do I modify filters?

Answer: You can't modify a filter. The filter will need to be deleted by selecting the 'X' next to the filter name.

Question: Can I create multiple filters?

Answer: Yes, you must create unique filter name. All filters will display in the drop down.



Filter Name

Manage Filters

1 Saved Filters ▾

Save

× Dr. Buzz Awards



TIPS AND TRICKS

Question: How do I view actual costs by Object Class?

Answer: Drill down on total for Award and/or Grant and view by Object Class and refresh

Criteria View by: **Object Class** and then by: Select a Field... **Refresh**

9 items

Object Class	Actuals
Georgia Tech: 1000 Salaries and Wages	\$82,126.97
Georgia Tech: 2000 Fringe Benefits	\$17,857.33
Georgia Tech: 2500 Tuition Remission	\$27,835.48
Georgia Tech: 3000 Domestic Travel	\$11,244.53
Georgia Tech: 4000 Materials and Supplies	\$542.50
Georgia Tech: 9000 Sponsored Indirect	\$1,971.45
Georgia Tech: 9100 Sponsored Indirect Other	\$62,632.36
Georgia Tech: Unallocated	\$0.00
Total	\$204,210.62

version 0)

Date	Original Budget	Amendments	Current Budget	Actuals
10/1/2024	\$199,998.00		\$199,998.00	\$204,210.62
	\$212,004.59	\$1,101.82	\$213,106.41	\$213,106.41

Actuals
\$204,210.62
\$213,106.41
\$417,317.03

TIPS AND TRICKS



HELPFUL REPORTS

WORKDAY REPORTS:

- **SABER**
- **SABER BY OBJECT CLASS**
- **SABER BY AWARD**
- **EXTRACT AWARDS**
- **EXTRACT AWARD LINES**
- **EXTRACT GRANTS**



Doug Feller
Grants & Contracts Accounting, Project
Accounting
G&C Financial Analyst III

AWARD – Overview/Summary

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) Actions

Sponsor Award Reference Number 1727668

Sponsor Direct Cost / Sponsor Facilities And Administration 174,239.00 / 61,911.00

Award Contract Dates 09/01/2017 - 08/31/2021

Sponsor NATIONAL SCIENCE FOUNDATION (NSF) GENERAL

CFDA Number 47 -

Overview Award Lines Budget Award Tasks Billing & Receivables Additional Data Additional Reports Amendments Set Up & History

Summary Sponsor Funding Details

Company C0503 Georgia Institute of Technology

Award Status Approved

Govt Prime Contract Number (empty)

Name COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO...

Version 1

CFDA Number 47 -

Description COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO...

Version Status Award In Effect

CFDA Description (empty)

Award Lifecycle Status Active

Sponsor Award Reference Number 1727668

1 item

Award Date 09/01/2017

Billing Schedule	Schedule Status
BILLING_SCHEDULE-6-1280	Approved

OSP Document ID 134791

Award Signed Date 09/01/2017

Award Group Billing Portfolio 1

Award Type Grant

Award Contract Owner (empty)

Contract Entity STRC

Award Calendar

Award Schedule COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO...

Start Date 09/01/2017

End Date 08/31/2021

Contract Start Date 09/01/2017

Contract End Date 08/31/2021

1 item

Period Name	Period Number	Start Date	Contract Start Date	End Date	Contract End Date	Award Posting Interval Name	Posting Interval	Start Date	End Date
	1	09/01/2017	Yes	08/31/2021	Yes		Year	09/01/2017	08/31/2021

AWARD – Overview/Funding Details

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) [Actions](#)



Sponsor Award Reference Number 1727668

Sponsor Direct Cost / Sponsor Facilities And Administration 174,239.00 / 61,911.00

Award Contract Dates 09/01/2017 - 08/31/2021

Sponsor NATIONAL SCIENCE FOUNDATION (NSF)/GENERAL

CFDA Number 47 -

[Overview](#) [Award Lines](#) [Budget](#) [Award Tasks](#) [Billing & Receivables](#) [Additional Data](#) [Additional Reports](#) [Amendments](#) [Set Up & History](#)

[Summary](#) [Sponsor](#) [Funding Details](#)

Currency	USD	Zero Amount Award	No	Anticipated Sponsor Total	0.00
Sponsor Direct Cost	174,239.00	Entered Line Amount	236,150.00		
Sponsor Facilities And Administration	61,911.00	Authorized Amount	236,150.00		
Sponsor Total	236,150.00	Billing Limit Override	0.00		
Cost Share Total	0.00	Billed To Date	222,660.16		
Cost Share Required by Sponsor	No				
Award Total	236,150.00				

AWARD – Award Lines Overview

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) Actions



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Sponsor NATIONAL SCIENCE FOUNDATION (NSF)/GENERAL

CFDA Number 47-

Overview **Award Lines** Budget Award Tasks Billing & Receivables Additional Data Additional Reports Amendments Set Up & History

Award Lines Overview Award Line Summary Award Lines GT Award Lines Custom Objects

2 items



Contract Line	Line Number	Status	Award Line Lifecycle Status	Company	From Date	To Date	Current Amount	Billed Amount	Grant	Billing Schedule	Contract Line Type	Current Rate	Rate Agreement	Basis Type	Cost Rate Type
Q	1	Active	Active	C0503 Georgia Institute of Technology	09/01/2017	08/31/2021	\$228,150.00	\$215,780.56	GR1006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO.	BILLING_SCHEDULE-6-1280	Cost Reimbursable	57.80%	FY 2017/2018/2019 Federal F&A Rate Agreement (07/01/2016)	MTDC	On Campus Organized Research (Capped)
Q	2	Active	Active	C0503 Georgia Institute of Technology	09/01/2017	08/31/2021	\$8,000.00	\$6,879.60	GR10004744 PART SUPP COLLAB RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO	BILLING_SCHEDULE-6-1280	Cost Reimbursable	0.00%	RI 0% (07/01/2017)	MTDC	On Campus RI 0%

AWARD – Award Lines

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) Actions



Sponsor Award Reference Number 1727668

Sponsor Direct Cost / Sponsor Facilities And Administration 174,239.00 / 61,911.00

Award Contract Dates 09/01/2017 - 08/31/2021

Sponsor NATIONAL SCIENCE FOUNDATION (NSF)/GENERAL

CFDA Number 47 -

Overview **Award Lines** Budget Award Tasks Billing & Receivables Additional Data Additional Reports Amendments Set Up & History

Award Lines Overview Award Line Summary **Award Lines** GT Award Lines Custom Objects

Authorized Amount 236,150.00 Entered Line Amount 236,150.00

Viewing

[Click here to sort](#)

GR10006908 PRIME228,150.00
GRANT
COLLABORATIVE
RESEARCH: CO-
EXTRUSION OF
ORGANIC-
INORGANIC
COLLOIDAL NANO. .
08/31/2021

GR10004744 PART 8,000.00
SUPP COLLAB
RESEARCH: CO-
EXTRUSION OF
ORGANIC-INORGANIC
COLLOIDAL NANO
08/31/2021

Award Lines

Award Line AWD-101483 RC421100 - Federal Grants and Contracts (Line 1) Line Number 1 Billed Amount 215,780.56 Line Status Active

Line Item Details

Company O0503 Georgia Institute of Technology
Line Type Cost Reimbursable
Primary Yes
Grant GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. .
Line Amount 228,150.00
Revenue Category RC421100 - Federal Grants and Contracts
Award Line Lifecycle Status [Active](#)
Spend Restriction (empty)
Line Item Description (empty)
Deferred Revenue No
Line CFDA Number (empty)
Line CFDA Description (empty)

Facilities And Administration

Current Rate 57.80%
Rate Agreement FY 2017/2018/2019 Federal F&A Rate Agreement (07/01/2016)
Basis Type MTDC
Object Class Set Georgia Tech
Cost Rate Type On Campus Organized Research (Capped)
Exception (empty)
Revenue Allocation Profile Standard
Basis Limit (empty)

Additional Information

From Date 09/01/2017
To Date 08/31/2021
Memo (empty)
*Fund FD20000 Restricted - Education and General
*Cost Center CC000259 BWH-AE - George W. Woodruff Mechanical Engineering
*Function FN12100 Individual or Project Research
*Class CL61000 Sponsored Operations - Federal Government
*Budget Reference BR21
Additional Worktags (empty)
Subrecipient (empty)
Line Federal Award Id Number (empty)

AWARD – GT Award Lines Custom Objects Class

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) Actions



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Award Lines Overview Award Line Summary Award Lines **GT Award Lines Custom Objects**

2 items



Reference ID	Grant	Grant Type	Legacy Project	Legacy Fund
AWARD_CONTRACT_LINE_14624	GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO.	Primary	2506A08	RJ145
AWARD_CONTRACT_LINE_14625	GR10004744 PART SUPP COLLAB RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO	Participant Support	2506G0V	RJ145

AWARD - Budget

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) Actions



Sponsor Award Reference Number 1727668

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Sponsor NATIONAL SCIENCE FOUNDATION (NSF)/GENERAL

CFDA Number 47 -

Overview Award Lines **Budget** Award Tasks Billing & Receivables Additional Data Additional Reports Amendments Set Up & History

Details

Budget Template Award : AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1)

Budget AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1)

Edit Budget Check Enabled No

[Edit Budget Check Options](#)

Budget Information

Company C0503 Georgia Institute of Technology

Budget Structure Award

Years 1

Entry Type Original

Currency USD

5 items



*Grant	*Object Class	Year	
			Amount
GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. .	Georgia Tech: 9000 Sponsored Indirect		61,911.00
GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. .	Georgia Tech: 2000 Fringe Benefits		8,682.00
GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. .	Georgia Tech: 1000 Salaries and Wages		98,429.00
BR10004744 PART SUPP COLLAB RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO	Georgia Tech: 4000 Materials and Supplies		8,000.00
GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. .	Georgia Tech: 2500 Tuition Remission		59,128.00

Subtotals

Year 236,150.00

Budget - Amendments

View Budget



Budget AWD-102098: COLLABORATIVE RESEARCH: EFFICIENT LEARNING OF PROC 06/01/2018 (version 1)
Company CO503 Georgia Institute of Technology
Budget Structure Award
Budget Name AWD-102098: COLLABORATIVE RESEARCH: EFFICIENT LEARNING OF PROC 06/01/2018 (version 1)
Budget Template Award : AWD-102098: COLLABORATIVE RESEARCH: EFFICIENT LEARNING OF PROC 06/01/2018 (version 1)
Budget Status Available
Default Balanced Amendment Yes
Enable for Allocations No
Translation Currency USD
Account Translation Rule Set Account Translation Rule Set

Period **Amendments**

Amendments 1 item



Amendment	Date	Amendment Type	Description	Status	Total Debits	Total Credits	Variance
Q	09/16/2019	Budgetary Increase	New Funding	Available	55,000.00	0.00	55,000.00
Total:					55,000.00	0.00	55,000.00

AWARD –Billing and Receivables

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) [Access](#)

Sponsor Award Reference Number 1727668

Sponsor Direct Cost / Sponsor Facilities And Administration 174,239.00 / 61,911.00

Award Contract Dates 09/01/2017 - 08/31/2021

Sponsor NATIONAL SCIENCE FOUNDATION (NSF)/GENERAL

CFDA Number 47 -

Overview Award Lines Budget Award Tasks **Billing & Receivables** Additional Data Additional Reports Amendments Set Up & History

Schedules **View Sponsor Invoices for Award** Award Prepayment Summary

21 Items

Invoice	Invoice Status	Award Billing Sequence Number	Adjustment Reason	Invoice Type	Invoice Date	Invoice Amount	Amount Due	Currency	Due Date	Invoice Followup Date	Is On Hold	Collection Code	Dispute Reason	Payment Status	Payment Type	Memo
Customer Invoice: CI-0000182	Approved			G&G LOC Draw	06/30/2019	160,729.18	0.00	USD	06/30/2019					Paid		
Customer Invoice: CI-0000273	Approved			G&G LOC Draw	08/29/2019	10,092.20	0.00	USD	08/29/2019					Paid		
Customer Invoice: CI-00004246	Approved			G&G LOC Draw	10/02/2019	5,495.21	0.00	USD	10/02/2019					Paid		
Customer Invoice: CI-00005038	Approved			G&G LOC Draw	10/16/2019	192.00	0.00	USD	10/16/2019					Paid		
Customer Invoice: CI-00005681	Approved			G&G LOC Draw	10/30/2019	1,990.91	0.00	USD	10/30/2019					Paid		
Customer Invoice: CI-00006314	Approved			G&G LOC Draw	10/30/2019	3,708.80	0.00	USD	10/30/2019					Paid		
Customer Invoice: CI-00007520	Approved			G&G LOC Draw	11/25/2019	5,495.21	0.00	USD	11/25/2019					Paid		
Customer Invoice: CI-00009164	Approved			G&G LOC Draw	12/20/2019	5,759.21	0.00	USD	12/20/2019					Paid		
Customer Invoice Adjustment: CI-00010225	Approved			G&G LOC Draw	01/16/2020	0.00	0.00	USD	01/16/2020							
Customer Invoice: CI-00011125	Approved			G&G LOC Draw	01/29/2020	5,495.21	0.00	USD	01/29/2020					Paid		
Customer Invoice: CI-00011813	Approved			G&G LOC Draw	02/10/2020	144.00	0.00	USD	02/10/2020					Paid		
Customer Invoice: CI-00012799	Approved			G&G LOC Draw	02/26/2020	5,687.21	0.00	USD	02/26/2020					Paid		
Customer Invoice: CI-00013519	Approved			G&G LOC Draw	03/16/2020	306.00	0.00	USD	03/16/2020					Paid		
Customer Invoice: CI-00014374	Approved			G&G LOC Draw	03/30/2020	5,495.21	0.00	USD	03/30/2020					Paid		
Customer Invoice: CI-00015537	Approved			G&G LOC Draw	04/15/2020	74.40	0.00	USD	04/15/2020					Paid		
Customer Invoice Adjustment: CI-00016274	Approved			G&G LOC Draw	04/29/2020	0.00	0.00	USD	04/29/2020							
Customer Invoice: CI-00016689	Approved			G&G LOC Draw	05/07/2020	6,309.46	4,309.46	USD	05/07/2020					Partially Paid		
Customer Invoice: CI-00017850	Approved			G&G LOC Draw	05/29/2020	2,716.85	716.85	USD	05/29/2020					Partially Paid		
Customer Invoice Adjustment: CI-00020230	Approved			G&G LOC Draw	07/14/2020	0.00	0.00	USD	07/14/2020							
Customer Invoice: CI-00020909	Approved			G&G LOC Draw	07/30/2020	1,000.00	1,000.00	USD	07/30/2020					Unpaid		
Customer Invoice: CI-00021651	Approved			G&G LOC Draw	08/13/2020	2,000.00	2,000.00	USD	08/13/2020					Unpaid		

AWARD – Additional Data

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) [Actions](#)

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Sponsor NATIONAL SCIENCE FOUNDATION (NSF)/GENERAL

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View As Of 08/16/2020

Legacy Fund for Award

Legacy Fund on Award RJ145

[Edit](#)

AWARD – Additional Reports

AWD-101483: COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-IN 09/01/2017 (version 1) [Actions](#)



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CFDA Number 47 -

Overview Award Lines Budget Award Tasks Billing & Receivables Additional Data **Additional Reports** Amendments Set Up & History

Award Header Roles Grant Roles

Assigned Roles 4 items



Assignable Role	Assigned To	Role From	Effective Date
Award Principal Investigator	Marta Hatzell	Assigned	06/24/2019 12:00 AM GMT-05:00 Eastern Time (New York)
Award Report Viewer	Darren T Nowell	Assigned	06/26/2019 12:00 AM GMT-05:00 Eastern Time (New York)
G&C Financial Analyst	Gabrielle A Slappey	Assigned	06/24/2019 12:00 AM GMT-05:00 Eastern Time (New York)
G&C Sponsored Accountant	Kevin Colston	Assigned	03/31/2020 12:00 AM GMT-05:00 Eastern Time (New York)

GRANT - Details

GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. . [Actions](#)

[Details](#) [Related Worktags](#) [Roles](#)

Grant Name	PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. .	Usages	1
Grant ID	GR10006908		
Include Grant ID in Name	Yes		
Inactive	No		
Included In	Federal Grants		

GRANT – Related Worktags

GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. . [Actions](#)

Details **Related Worktags** Roles

Related Worktags

12 Items

Worktag Type	Allowed Worktags	Default Required	Default Worktag	Required on Transaction
Program				
Cost Center		Yes	CC000259 GWW-ME - George W. Woodruff Mechanical Engineering	Yes
Fund		Yes	FD20000 Restricted - Education and General	Yes
Function		Yes	FN12100 Individual or Project Research	Yes
Class		Yes	CL61000 Sponsored Operations - Federal Government	Yes
Budget Reference		Yes	BR21	Yes
Assignee			Marta Hatzell - mhatzell3	
Balancing Unit				
Designated				
Gift				
GTRI Charge Code				
Project				

GRANTS - Roles

GR10006908 PRIME GRANT COLLABORATIVE RESEARCH: CO-EXTRUSION OF ORGANIC-INORGANIC COLLOIDAL NANO. . [Actions](#)



Details Related Worktags **Roles**

298 items



Assignable Role	Assigned To	Role From	Effective Date
G&C Financial Specialist	Gabrielle A Slappey	Assigned	06/23/2019 12:00 AM GMT-05:00 Eastern Time (New York)
Grant Manager	Tamara Tucker Putnal	Assigned	03/17/2020 12:00 AM GMT-05:00 Eastern Time (New York)
Grant Principal Investigator	Marta Hatzell	Assigned	06/23/2019 12:00 AM GMT-05:00 Eastern Time (New York)

Request Framework – New Award Line/Grant

- Add detailed description of the request
 - “This is a Subaward request for the University of Georgia.”
 - General Comments is also useful for this
- Choose the correct Purpose
 - Subawards – External (i.e. University of Georgia)
 - Internal Collaboration – Internal (i.e. COPI)
- Important to specify the correct Cost Center for new grant line
 - New grant will need to be created if incorrect
- Use the Award number
 - Not the Prime Grant

Prior Year Salary Cost Transfer

- Backup Documentation
 - Cost Transfer Form
 - Detail about “WHY” the transfer is requested
 - Detail about “HOW” the transfer benefits the new worktag
 - All related Spend Categories; i.e Salary, Fringe, and Tuition
 - Employee Monthly Cost Detail
 - Revised and Signed ASR
 - 2 Signatures –Employee and Financial Unit Manager
 - Exception used if Employee has left GT
 - Additional Information

Example – Prior Year Cost Transfer

Georgia Tech		GEORGIA INSTITUTE OF TECHNOLOGY REQUEST FOR COST TRANSFER SPONSORED AWARDS			
<p>As outlined in Georgia Tech Administrative Policy No. 3.6 "Cost Transfer Requests," this form must be completed for any cost transfer requested on sponsored awards. A late cost transfer is defined as one that is requested more than 90 calendar days after the original General Ledger posting date of the initial expense (Complete Late Request Form - Tab 3 Required).</p> <p>Exclusions: Restricted Gifts funded by the Georgia Tech Foundation or Georgia Tech Research Corporation and transfers between grants associated within the same award are not subject to the 90 day limitation.</p>					
FROM: Cost Center Name: _____					
Expense Date: _____		Date of Request: _____		Days Late: _____ 0	
Cost Transfer of Charges FROM:		Driver Worktag #	Award #	Funding Source (e.g., Sponsor, GTF)	
Cost Transfer of Charges TO:		Driver Worktag #	Award #	Funding Source (e.g., Sponsor, GTF)	
Original Posting Date	Business Doc #	Description	Emp. ID #	Spend category	Direct Cost Amount (\$)
(Use a continuation sheet Tab 2, if necessary)					TOTAL
<p>JUSTIFICATION FOR TRANSFER (Attach appropriate supporting documentation and additional pages if necessary)</p> <p>(a) Explain why the expense was not originally charged to the correct worktag.</p> <p> </p> <p>(b) Explain how the expense benefits the scope of work on the "TO" worktag.</p> <p> </p>					
<p>COST CENTER CERTIFICATION (Cost transfers between multiple cost centers require certification from both units)</p> <p>By requesting this transfer, I certify that the expenses being moved to the worktag identified above are directly related to the award scope, allowable under the terms and conditions of the award, within the budget, and incurred in a timely manner to directly benefit award activities. I have first hand knowledge as to the accuracy of this cost transfer within the cost center and have been delegated authority to certify this request.</p>					
Certified By (Print Name and Title)			Signature		Date
Certified By (Print Name and Title)			Signature		Date
<p>GRANTS & CONTRACTS ACCOUNTING CERTIFICATION</p> <p>Approved By G&C Financial Analyst:</p>					
Signature			Date		
Approved By: _____					
Grants & Contracts Authorized Official			Date		

Example – Cost Detail

Report ID:

PeopleSoft
MONTHLY EMPLOYER COST DETAIL
Fiscal Year 2020 (2019-07-01 through 2020-06-30)

Page No. 3
Run Date 07/29/2020
Run Time 12:30:26

Home Dept: 364 School of Interactive Computing
Org: 364 School of Interactive Computing

Title: Associate Professor

Name:

Empl ID:

Monthly/Hourly Rate: _

FTE: 1.00

Fund	20000 Restricted Education &			20000 Restricted Education &			20000 Restricted Education &			20000 Restricted Education &			Total
Combo Code	03GR00000004 PRIME - IMPROVICATIONAL REINF			03GR10000003 PRIME GRANT CAREER: OPEN STOR			03GR10000002 PRIME GRANT CHS: SCIENTIFIC D			03GR10000001 PRIME GRANT INTERACTIVE MACHI			
Acct/Obj#	513100			513100			513100			511100			
Start/Stop Date	2019-07-01		2020-06-30	2019-07-01		2020-06-30	2019-07-01		2020-06-30	2019-07-01		2020-06-30	
HR_POC# Rod# JCF	30008708 0 201X00			30008708 0 201X00			30008708 0 201X00			30008708 0 201X00			
Past Pay Period	Original Amt	Orig %	Adj \$	Original Amt	Orig %	Adj \$	Original Amt	Orig %	Adj \$	Original Amt	Orig %	Adj \$	
JUL 1 31-JUL-2019	0.00	0.000		5,288.35	33.330		5,288.35	33.330		0.00	0.000		
AUG 2 31-AUG-2019	0.00	0.000		2,644.17	16.500		2,644.17	16.500		0.00	0.000		
SEP 3 30-SEP-2019	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
OCT 4 31-OCT-2019	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
NOV 5 30-NOV-2019	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
DSC 6 31-DEC-2019	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
JAN 7 31-JAN-2020	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
FEB 8 29-FEB-2020	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
MAR 9 31-MAR-2020	0.00	0.000		0.00	0.000		0.00	0.000		4,046.00	25.000		
APR 10 30-APR-2020	0.00	0.000		0.00	0.000		0.00	0.000		4,046.00	25.000		
MAY 11 29-MAY-2020	0.00	0.000		0.00	0.000		0.00	0.000		0.00	0.000		
MAY 11 31-MAY-2020	0.00	0.000		0.00	0.000		0.00	0.000		2,023.00	25.000		
JUN 12 30-JUN-2020	6,069.00	25.000		0.00	0.000		0.00	0.000		0.00	0.000		
Total	6,069.00			7,932.52			7,932.52			10,115.00			
Partial for Mar \$2,233.33 to GR10004155 April 100% to GR10004155 May 100% to GR10004155													
													To be continued..

Example - ASR

GEORGIA Institute of **TEC**hnology

Annual Statement of Reasonableness for Salary Charges

For the Fiscal Year Ended June 30, 2020

Home Dept: _____
Name: _____

Fiscal Year: _____
Fyplid: _____

Paygroup: _____
Title: _____

Year-end Personal Salary Distribution

Project	Sponsor	Project Title	Academic Fiscal Salary	Percent	Summer Salary	Percent	Total Salary	Percent	
DB0000214			\$2,475.00	8.39%	\$0.00	0.00%	\$2,475.00	8.39%	
DB0000199			\$13,515.76	45.51%	\$0.00	0.00%	\$13,515.76	45.51%	13,515.65
DB0000422			\$3,653.57	12.30%	\$0.00	0.00%	\$3,653.57	12.30%	46.33%
OB0000149	EMORY UNIVERSITY/ATLANTA, GA		\$10,055.67	33.80%	\$0.00	0.00%	\$10,055.67	33.80%	08/03/2020
Total			\$29,700.00	100.00%	\$0.00	0.00%	\$29,700.00	100.00%	33.04%

Column A B C D 08/03/2020

NOTES: (1) COMPLETE DOLLAR CHANGES IN COLUMN C AND PERCENT CHANGES IN COLUMN D ONLY IF ACTUAL ANNUAL EFFORT PERCENTAGES ARE DIFFERENT FROM THOSE SHOWN. IF CHANGES ARE REQUIRED TO BE ENTERED IN COLUMNS C AND D THESE COLUMNS MUST BE COMPLETED FOR EACH PROJECT NUMBER. THE CERTIFIED ANNUAL EFFORT PERCENTAGES SHOWN IN COLUMN D MUST ADD TO 100%.

PLEASE CERTIFY THE ABOVE SALARY CHARGES DISTRIBUTION BY SIGNING THIS BY BELOW
(2) PLEASE COMPLETE SIGNATORY CERTIFICATION REQUIREMENTS ON WORK PERFORMED.

CERTIFICATION OF EFFORT - SIGNATORY CERTIFICATION REQUIREMENTS

THIS SIGNATURE SECTION SHOULD BE USED IN ALL CIRCUMSTANCES EXCEPT FOR UNUSUAL SITUATIONS

OR

(USE ONLY FOR EXCEPTIONS)

I CONFIRM THAT THE DISTRIBUTION OF SALARY CHARGES REPRESENTS A REASONABLE ESTIMATE OF ALL WORK PERFORMED BY ME DURING THE STATED PERIOD.

I CONFIRM THAT I HAVE FIRSTHAND KNOWLEDGE OF ALL THE WORK PERFORMED BY THE ABOVE EMPLOYEE AND THAT THE DISTRIBUTION OF SALARY CHARGES REPRESENTS A REASONABLE ESTIMATE OF WORK.

EMPLOYEE:
SIGNATURE _____
DATE _____

PRINT NAME: _____
TITLE: _____
SIGNATURE _____
DATE _____

UNIT FINANCIAL MANAGER'S CERTIFICATION:

THE AMOUNTS REPORTED ABOVE MATCH THE DEPARTMENT PAYROLL AND COMMITMENT ACCOUNTING RECORDS, THE STATEMENT HAS BEEN SIGNED IN ACCORDANCE WITH REQUIREMENTS

FINANCIAL MANAGER: _____ DATE: 8/3/2020

THE COMPLETED FORM MUST BE RETURNED TO THE OFFICE OF GRANTS AND CONTRACTS ACCOUNTING BY 8/31/2020

Locations for Backup Documents

- Cost Detail
 - NavBar > Navigator > BOR Customization > BOR Commitment Accounting > Monthly Project Detail
- ASR
 - easr.ask@business.gatech.edu
- Cost Transfer Form
 - <http://grants.gatech.edu/standard-forms>

Reasons G&C declines/sends back Cost Transfer

- Decline
 - Over 90 days
 - Expenses are on a State account
 - “To” grant is already over budget
- Spend Back
 - Lack of Backup Docs
 - Lack of Signatures
 - Weak Explanation on the Cost Detail
 - Lacks Grant Worktags
 - DE to DE
 - GTF to DE

Don Cochran
Enterprise Resource Planning
Systems Lead

WORKDAY NOW AND BEYOND

- Workday Configuration
- Workday Reporting





TM

KNOWLEDGE ARTICLES

- Search for Knowledge Articles
- There are some thirty Knowledge Articles related to Grants and Cost Sharing

Service Now

- Security
 - Someone left the department and needs to be replaced
 - Need a new Grant Manager
 - Need to add an Assignee
- Reporting
 - Request a change in an existing report
 - Suggest a new report
 - Reporting is not working properly

Don Cochran
Enterprise Resource Planning
Systems Lead

Serena Simpson
Grants & Contracts Accounting, Systems
Systems Lead

Doug Feller
Grants & Contracts Accounting, Project Accounting
G&C Financial Analyst III

Gabbie Slappey
Grants & Contracts Accounting, Project Accounting
G&C Financial Manager

Chris Cho
Accenture
Grants & Contracts Consultant

THANK
YOU

