



Year End Close & Workday

Part 1

April 15, 2020

Agenda

- Timeline Overview
- Year End Checklist topics
 - Payments & Invoices
 - RQs & Commitments
 - POs & Obligations
 - PCard
 - Travel Spend Auths & Commitments
 - Travel Expense Reports
- Closing and Q&A

Timeline Overview

- 5/15 - Deadline to submit new supplier registration
- 5/29 - Deadline for FY20 Change Orders
- 6/12 - Deadline to submit supplier invoice requests (SIRs), adhoc payments, and wire transfers
- 6/12 - Deadline for Expense Report submission to Expense Partners to guarantee FY20 payment
- 6/18 - PCard transactions that hit the bank by 6/18 to post in FY20
- 6/19 - Last day to create & approve small dollar catalog RQs
- 6/24 - Travel reimbursements will be processed through 4pm
- 6/26 - Deadline for Accounting Journals and Adjustments

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2020

DATE	DAY	TIME	DESCRIPTION
January 3, 2020	THURS	8am	Summer Semester Pay Panels opened in HR System
March 6, 2020	FRI	5pm	Purchase Order Obligation and Expense Summary Report – GTCR posted to Controller’s Office website. Posted monthly through May month end close and Weekly in June.
March 13, 2020	FRI	5pm	Deadline to enter Summer Pay for May pay date. Information entered after

*View the full schedule at
controller.gatech.edu

What Are We Working On?

- Accounts Payable
 - Match Exceptions – Report sent weekly to Cost Center Managers
 - WebNow Reports – Reports sent to departments for invoices with errors
- Travel
 - Closing old spend auths & expense reports
- Procurement
 - Identifying and correcting liquidation errors
 - Closing legacy POs

Payments & Invoices

- **Purpose:** To ensure all invoices and supplier payments were processed timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Invoices received	Find Supplier Invoice for Campus - GTCR	Track supplier invoices
Invoices matched	Supplier Invoices in Match Exception – CR	Find invoices not matched
Invoice payments posted to ledger	Find Journal Lines by Organization – CR	View transaction detail
Invoice payments posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail - LITE report
Payments resolved	Open Obligation Campus - CR	View open POs and amounts remaining
Payments posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu

RQs & Commitments

- **Purpose:** To ensure all valid requisitions were processed timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Open Requisitions resolved	Find Requisitions by Organization - CR	View and track requisitions
Open Requisition balances resolved & obligation issues	Requisition Line Commitment Report for Campus - CR	View balances and find requisition liquidation errors
Requisitions/PO's posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
Requisitions/PO's posted to the ledger	Find Journal Lines by Organization – CR	View transaction detail

POs and Obligations

- **Purpose:** To ensure all valid purchase orders were processed timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Open POs resolved	Open Obligation Campus - CR	View open POs and amounts remaining
Open POs resolved	Find Purchase Order by Organization – CR	View and track purchase orders
Open POs resolved	Find Purchase Order Line and Line Splits by Organization - CR	View additional detail on PO's
Prior Year PO's verified	Purchase Order Obligation and Expense Summary Report – GTCR	View PY POs – www.controller.gatech.edu/monthyear-end
Obligation issues	Purchase Order Line Obligation Report for Campus – CR	View PO liquidation issues
PO's posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
PO's posted to the ledger	Find Journal Lines by Organization – CR	View transaction detail & change orders

*6/23 - Mass close of FY19 PY POs of \$500 or less (excluding PY OSP, construction, FF&E, and R&M)

Procurement Cards (PCard)

- **Purpose:** To ensure all valid PCard charges and verifications were processed timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
PCard transactions verified	Find Procurement Card Transaction Verifications	View status of PCard verifications
PCard transactions verified	Find PCard Transactions – CR	View status of PCard verifications
PCard transactions posted to ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
PCard transactions posted to ledger	Find Journal Lines by Organization – CR	View transaction detail

Travel Spend Auths & Commitments

- **Purpose:** To ensure all valid spend authorizations were processed timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Spend authorizations verified	Find Spend Authorizations by Organization - CR	View status of spend authorizations
Spend authorizations posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
Spend authorizations posted to the ledger	Find Journal Lines by Organization – CR	View transaction detail

*6/25 - Mass close of FY20 spend authorizations. Fully approved Spend Auths with travel dates of 4/30 or later will be loaded & committed in FY21 by 7/6.

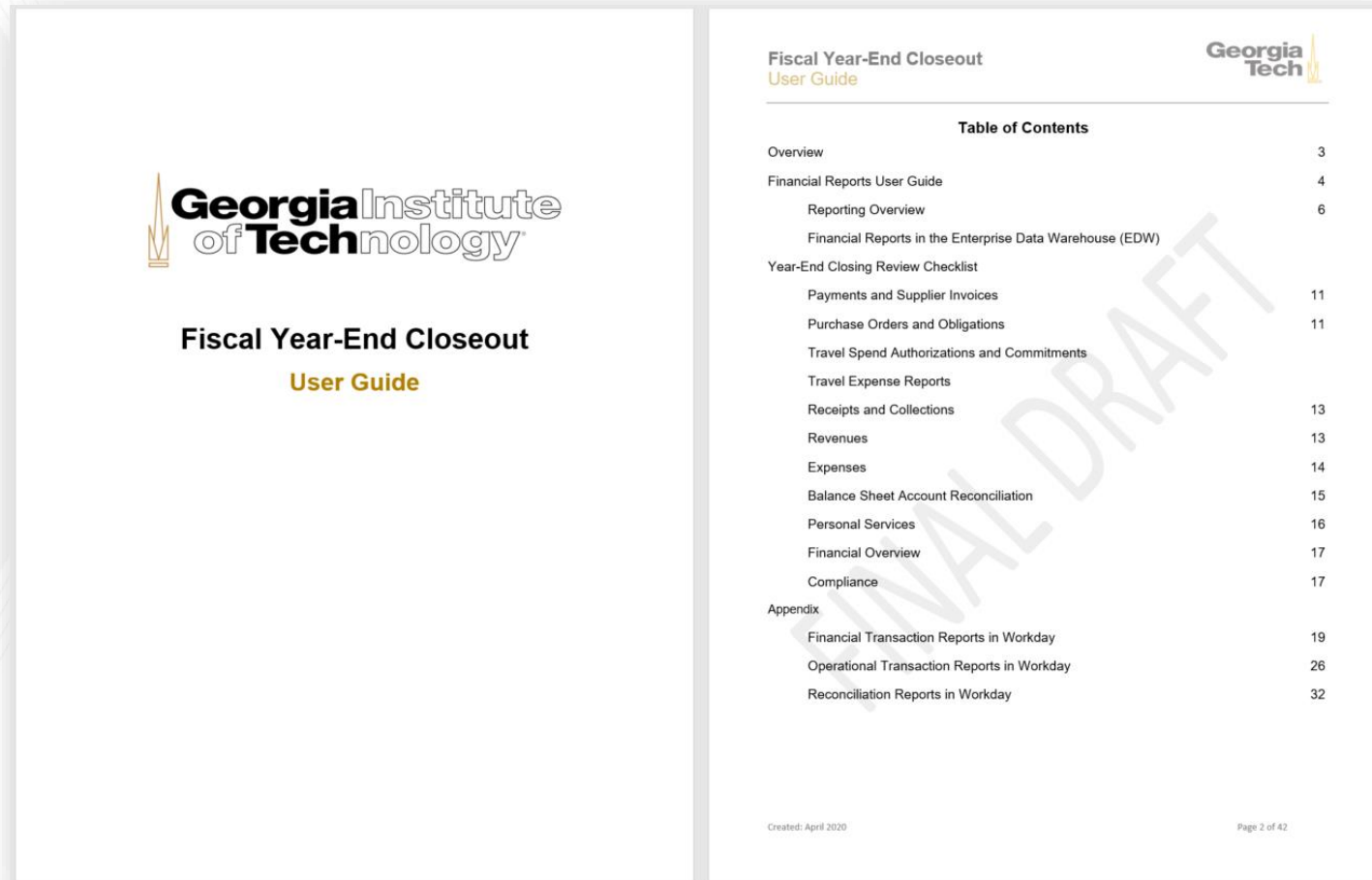
Travel Expense Reports

- **Purpose:** To ensure all valid spend authorizations were processed timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Expense Reports verified	Find Spend Expense Reports by Organization - CR	View status of spend authorizations
Expense Reports posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
Expense Reports posted to the ledger	Find Journal Lines by Organization – CR	View transaction detail

View the Full Fiscal Year-End Closeout User Guide

- Controller.gatech.edu



The image displays two pages from a user guide. The left page is the cover, featuring the Georgia Institute of Technology logo and the title "Fiscal Year-End Closeout User Guide". The right page is the Table of Contents, listing various sections and their corresponding page numbers. A large "FINAL DRAFT" watermark is visible across the right page.

Georgia Institute of Technology

**Fiscal Year-End Closeout
User Guide**


**Fiscal Year-End Closeout
User Guide** 

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Closing and Q&A



Year End Close & Workday

Part 2

April 22, 2020

Agenda

- Year End Checklist topics
 - Receipts & Collections
 - Revenues
 - Expenses
 - Balance Sheet Account Reconciliations
 - Financial Overview
 - Compliance
- Closing and Q&A

Receipts and Collections

- **Purpose:** To ensure revenue and funds received were receipted timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Transactions have posted	Ledger Account Activity Summary	View summary and transaction-level detail; Confirm balances are correct
Transactions have posted	Find Journal Lines – CR	View transaction-level detail
DSS inflows and outflows	Departmental Sales and Services Financial Statement - GTCR	View details of DSS activity and balances
Revenue collections	Revenue Budgetary Balance Report - GTCR	View transaction level detail for revenue activity

Revenues

- **Purpose:** To ensure revenues were receipted timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
DSS inflows and outflows	Departmental Sales and Services Financial Statement - GTCR	View details of DSS activity and balances
Revenue collections	Revenue Budgetary Balance Report - GTCR	View transaction detail for revenue activity
Transactions have posted	Ledger Account Activity Summary	Confirm balances are correct
Transactions have posted	Find Journal Lines – CR	View transaction-level detail
Account Balances	Balance Sheet – GTCR	View balances of balance sheet accounts to ensure they are correct

Expenses

- Purpose: To ensure non-personal services expenses are reconciled timely and posted to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Expenses are posted to the ledger	Expense Budgetary Balance Report (EBBR) – Transaction Detail – GTCR	View transaction detail – www.lite.gatech.edu
Expenses are posted to the ledger	Ledger Account Activity Summary	View summary and transaction-level detail; Confirm balances are correct
Expenses are posted to the ledger	Find Journal Lines – CR	View transaction-level detail
Expenses are posted to the ledger	Find Journal Lines by Organization – CR	View transaction-level detail

Balance Sheet Account Reconciliations

- **Purpose:** To ensure units who manager certain balance sheet type transactions process them timely and post them to the ledger accurately.

ACTIVITY	REPORT	PURPOSE
Account Balances	Balance Sheet – GTCR	View balances of balance sheet accounts to ensure they are correct
Transactions have posted to the ledger	Ledger Account Activity Summary	View summary and transaction-level detail; Confirm balances are correct
Transactions have posted to the ledger	Other Funding Sources Dashboard – GTCR, Funding by Gift and Designated	View transactions
Transactions have posted to the ledger	Find Journal Lines – CR	View transaction-level detail
Transactions have posted to the ledger	Find Journal Lines by Organization – CR	View transaction-level detail

Financial Overview

- **Purpose:** To ensure a final overview of financial transactions for the current fiscal year.

ACTIVITY	REPORT	PURPOSE
Expenses posted to correct FDM string	General Operations Dashboard – GTCR	View expense transactions
Expenses posted to correct FDM string	Other Funding Sources Dashboard - GTCR	View expense transactions
HR Transactions posted correctly	HR Ad-Hoc Report	View detailed HR transactions and their financial impact – www.lite.gatech.edu
Revenues are posted to the ledger	Revenue Budgetary Balance Report – GTCR	View revenue transactions (summary)
Expenses are posted to the ledger	Expense Budgetary Balance Report - (EBBR)	View expense transactions (summary)
Transactions have posted to the ledger	Find Journal Lines by Organization – CR	View transaction-level detail

Compliance

- **Purpose:** To ensure finance and accounting staff confirm compliance with policies, procedures, laws, rules and regulations and that violations are reported.
 - All recognized cases of theft, fraud, abuse of assets or abuse of property have been reported
 - All recognized conflicts of interest have been reported
 - All recognized violations of laws or regulations have been reported
- **Resources:**
 - Institute's EthicsPoint Fraud & Compliance Hotline:
 - Web Link: <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>
 - Phone Number: 866-294-5565

Closing and Q&A

Year-End Closeout Overview

- Resources

- Controller's Office Website – www.controller.gatech.edu/monthyear-end
 - Year-End Closeout Memo
 - Year-End Town Hall Meeting Slides and Recorded Session
 - Fiscal Year-End Closing Review Checklist
 - Year-End Closeout User Guide

The screenshot shows the Georgia Tech Controller's Office website. The header includes the logo and navigation links: Home, Units, Training, Financial Reports, Forms, FAQs, Campus Guidance, Financial Services Units, CONTACT US >, and a search bar. The main content area is titled "Month/Year End" and lists several resources:

- Purchase Order Obligation and Expense Summary Report**
[Purchase Order Obligation and Expense Summary](#)
- Year-End Closeout User Guide**
[Fiscal Year-End Closeout User Guide](#)
- Year-End Presentations and Webinars**
 - [Reconciliation Troubleshooting in Workday - Presentation](#)
 - [Reconciliation Troubleshooting in Workday - Recording](#)
 - [Year-End Close & Workday Part 1 and Part 2 - Presentation](#)
 - [Year-End Close & Workday Part 1 - Recording](#)

Webinar Recordings

- <https://transformation.gatech.edu/fin-resources>

View All Resources

🔍 FINANCIAL DOCUMENTS

- [Workday Training Material Links for Temps & Affiliates](#)
TechTemps & Affiliates may have issues accessing training materials due to system limitations. Please use these direct links if needed.
[Delete](#) | [Edit](#)
- [Quick Reference Guide- Workday Financials Register or Cancel Training](#)
Follow this guide to learn how to register for or cancel a Workday Training session.
[Delete](#) | [Edit](#)
- [Financials Change Agent List](#)
List of all the Financials Transformation Change Agents and their associated units.
[Delete](#) | [Edit](#)

🔍 PRESENTATIONS & TUTORIALS

- [Year End Close & Workday webinar slides](#)
Download the presentation from the Year End Close & Workday series of webinars.
[Delete](#) | [Edit](#)
- [Reconciliation Troubleshooting in Workday Slides](#)
Download the presentation from the Reconciliation Troubleshooting in Workday webinar.
[Delete](#) | [Edit](#)
- [Approval Roles Webinar Slides](#)
Download the presentation from the Approval Roles webinar.
[Delete](#) | [Edit](#)

🔍 DEMOS & INFO SESSIONS

- [Year End Close & Workday Pt.1 Recording](#) 📺
Watch the recording from part 1 of the YE Close & Workday series.
[Delete](#) | [Edit](#)
- [Reconciliation Troubleshooting in Workday Webinar](#) 📺
Watch the recording from the Reconciliation Troubleshooting Webinar.
[Delete](#) | [Edit](#)
- [Approval Roles Webinar Recording](#) 📺
Watch the recording from the approval roles in Workday webinar.
[Delete](#) | [Edit](#)

[» View All Archive Links](#)

Reporting Job Aids Available

- Services.gatech.edu
- Access job aids for reports
 - SABER
 - EBBR
 - EBBR Detail
 - Find Journal Lines
 - Gen Ops Dashboard

HOME > FINANCIAL SERVICES > REPORTING

Search

Reporting

Request • Change • Update

Categories

- Known Issues
- General Workday
- Expenses
- Procurement
- Financial Accounting
- Grants
- Business Assets
- Supplier Accounts
- Reporting**
- Banking and Settlement
- Foundation Data Model
- Workday App Security

Service Catalog

- [Financial Reports - Request new](#)
Request a new Financial Report
- [Financial Reports - Request change to existing](#)
Request a change to an existing financial report
- [Request Help](#)
Submit an incident related to financial services

[View all services >>](#)

Browse Knowledge

- [Where is the Expense Ledger \(38\) report in Workday?](#)
10 Views • 15d ago
- [Reporting Troubleshooting Guide](#)
8 Views • 15d ago
- [Budget Structures in Workday Reports](#)
6 Views • 2mo ago
- [What is the SABER report?](#)
1 View • 5mo ago

Job Aids

- [Running the Expense Budgetary Balance Report - Detail](#)
- [Running the Expense Budgetary Balance Report - GTCR](#)
- [Find Procurement Card Transaction Verifications](#)
- [Find Journal Lines by Organization](#)
- [Find PCard Transactions](#)
- [Find Expense Reports and Find Spend Authorizations by Organization](#)
- [Find Purchase Orders by Organization](#)
- [Running the Sponsored Award Budget & Expense Report \(SABER\)](#)

Q&A