Departmental Sales and Services (DSS)

Updated: August 17, 2022
Departmental Sales and Services (DSS)

Resident Instruction DSS funds:

- FD14000 Continuing Education - Georgia Tech Professional Education (GTPE)
  - Used by GTPE

- FD14100 Dept Sales and Services (DSS) – Other
  - Used by all others not in the other 2 funds

- FD14200 Dept Sales and Services (DSS) - Premium Programs
  - Premium Programs as approved by BOR- currently on Scheller College of Business programs
FY2022-2023

• DSS Carry Forward Status ongoing reconciliation
  • Reconciliation of fund balance from FY19 - FY22 completed by Controller’s Office May/June 2022
  • Current reconciliation involves moving fund balance to appropriate BU within cost centers
    • Available fund balance/carry forward amounts can be obtained from WD reports

• DSS Continuation of Process Clean Up
  • Individual Balancing Units (BU) have been and still are being created for:
    – Events and Conferences – EVNT
    – International Campus – INTL
    – Study Abroad Programs – STAB
    – Service Centers – with approved rates from Grants & Contracts – SVCT
  • Scheller College of Business Premium Programs as approved by BOR- PREM
  • Over 130 Balancing Units have been created or updated for this project
  • Working with Controller’s Office for fund balances (FY19, FY20 and FY21)
    to be moved to the appropriate Balancing Unit (BU) and driver worktag

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**Reporting Tools - Workday Reports:**

- Analysis of Fund Balance by Balancing Unit – GTCR –
  - (once run the report filter report for FD14000, FD14100 and FD14200)

- IBPA - Balancing Unit & Cost Center Recon – GTCR

- Reconciliation by Balancing Unit and Designated - DSS & Student Activity Funding Sources – CR

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Reminders:

- DSS revenue categories to use for posting revenue and revenue budgets:
  - RC452590 – DSS External to GT/GT Affiliate (ledger acct 452500)
  - RC470131 – Spon Award (ledger acct 471100)
  - RC471101 – Quasi/Internal DSS (ledger acct 471100)
  - RC499103 – Funds from Prior Year – DSS (budget only) (ledger acct 499100)

- All internal revenue only will post to FD10600, Other General, and will no longer be DSS
  - no BU needed, no carry forward
    - RC471100 – Quasi – Revenue from Interdepartmental Sales and Services(ledger acct 471100)
    - RC471110 – Quasi/Internal – GTRI (ledger acct 471100)

- New BU and DE worktags should be requested via ServiceNow

Each Cost Center must track DSS during the year and report at year-end:

- Positive fund balance with a spend plan
- Negative (deficit) fund balance with a coverage plan

- Study Abroad and International must report annually to the Office of International Education (OIE) on balances and spend plans
- Associated salaries and fringe must be charged to DSS
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Looking Forward

FY23 Goals -

• BU and DE worktags will be in place and in use
• All BU/DE fund balance moves will be completed
• All DSS transactions will have a BU related worktag
• Analysis of Fund Balance by BU report will provide info for DSS carry forward

What is Needed from You

• Review Reports
• Ensure revenue is posting to the correct revenue category
• Budget DSS
• Ensure DSS transactions have a BU related worktag
• Use Your Funds!! GT is experiencing increased scrutiny from USG on balances – please use your funds

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