Departmental Sales and Services

FY2024 Update:

• 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
  – Current reconciliation is by designated worktag

• Available fund balance/carry forward amounts can be obtained from WD reports

• DSS Institute Policy has been updated

• DSS Continuation of Process Clean Up-
  – Individual Balancing Units (BU) to aid in reporting have been and still are being created for:
    • EVNT - Events and Conference
    • INTL - International Campus
    • STAB - Study Abroad Programs
    • SVCT - Service Centers – with approved rates from Grants & Contracts
    • PREM - Scheller College of Business Premium Programs as approved by BOR

• Over 130 Balancing Units have been created or updated for this project

• Working with Controller’s Office for fund balances (FY19 - FY23) to be moved to the appropriate Balancing Unit (BU) and driver worktag
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 only Scheller College of Business programs
Departmental Sales and Services

Balancing Units (BU)

• New BU’s should be requested via ServiceNow

• Individual Balancing Units (BU) should be requested for:
  – **EVNT** - Events and Conference
  – **INTL** - International Campus
  – **STAB** - Study Abroad Programs
  – **SVCT** - Service Centers – with approved rates from Grants & Contracts
  – **PREM** - Scheller College of Business Premium Programs as approved by BOR
  – **DSS** – new departmental sales and services with at least 50% external to GT sources

• Assists with USG, internal and external reporting of DSS
Departmental Sales and Services

Revenue Posting:

• DSS revenue categories to use for posting revenue and revenue budgets:
  • RC452590 – DSS External to GT/GT Affiliate (ledger acct 452500)
  • RC471111 – Quasi/Internal Revenue – Sponsored Grant (ledger acct 471100)
  • RC471101 – Quasi/Internal DSS (ledger acct 471100)
  • RC499103 – Funds from Prior Year – DSS (budget only) (ledger acct 499100)

• All internal ONLY revenue should post to FD10600Other General, and is not DSS, no BU needed, no carry forward allowed
  • RC471100 – Quasi – Revenue from Interdepartmental Sales and Services(ledger acct 471100)
  • RC471110 – Quasi/Internal – GTRI (ledger acct 471100)
Departmental Sales and Services

Workday Reporting Tools:

• Analysis of Fund Balance by Balancing Unit – GTCR
  • Run the report for FD14000, FD14100 and/or FD14200

• IBPA - Balancing Unit & Cost Center Recon – GTCR

• Reconciliation by Balancing Unit and Designated - DSS & Student Activity Funding Sources – CR
### Carry Forward (Fund Balance):

Below is how to view carry forward amounts from FY23, ($xx,xxx) indicates a positive balance.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balancing Unit</th>
<th>Beginning Fund Balance</th>
<th>Fund Balance</th>
<th>Reserve Fund Balance</th>
<th>Subtotal Fund Balance and Reserves</th>
<th>Current Year Budget Reference Revenue</th>
<th>Current Year Budget Reference Expense</th>
<th>Current Year Budget Reference Obligations</th>
<th>Prior Year Budget Reference Expense</th>
<th>Prior Year Budget Reference Obligations</th>
<th>Total Current Year F II</th>
<th>Ending Fund Balance</th>
<th>Current Bud Ref Excess</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDI4100 Dept Sales and Services (ISS) - Other</td>
<td>BU001 ISS - Mechanical Engineering</td>
<td>(199,799.12)</td>
<td>0.00</td>
<td>0.00</td>
<td>(199,799.12)</td>
<td>(184,441.37)</td>
<td>151,499.49</td>
<td>25,957.14</td>
<td>5,029.48</td>
<td>36,805.37</td>
<td>19,741.11</td>
<td>(180,058.61)</td>
<td>(35,984.74)</td>
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<tr>
<td>FDI4100 Dept Sales and Services (ISS) - Other</td>
<td>BU002 ISS - First Center</td>
<td>(79,363.00)</td>
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<td>0.00</td>
<td>(79,363.00)</td>
<td>(61,803.44)</td>
<td>645,635.00</td>
<td>18,441.99</td>
<td>11,690.71</td>
<td>2,399.00</td>
<td>60,095.26</td>
<td>(19,287.74)</td>
<td>46,045.55</td>
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<tr>
<td>FDI4100 Dept Sales and Services (ISS) - Other</td>
<td>BU003 ISS - IDEAS Institute for Data Engineering and Science</td>
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<td>0.00</td>
<td>0.00</td>
<td>(27,002.24)</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>(27,002.24)</td>
<td>0.00</td>
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<tr>
<td>FDI4100 Dept Sales and Services (ISS) - Other</td>
<td>BU004 ISS - IPST Museum</td>
<td>(5,349.03)</td>
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<td>0.00</td>
<td>(5,349.03)</td>
<td>(1,888.24)</td>
<td>6,887.98</td>
<td>5,723.10</td>
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<td>(5,642.58)</td>
<td>(10,991.61)</td>
<td>(6,271.16)</td>
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<tr>
<td>FDI4100 Dept Sales and Services (ISS) - Other</td>
<td>BU005 ISS - RSB Renewable Bioresources Institute</td>
<td>151,301.91</td>
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<td>0.00</td>
<td>151,301.91</td>
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<td>(83,560.30)</td>
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<tr>
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<td>BU006 ISS - Interactive Media Tech Center</td>
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<td>6,214.25</td>
<td>2,105.53</td>
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<tr>
<td>FDI4100 Dept Sales and Services (ISS) - Other</td>
<td>BU008 ISS - SVCT - IBBI Bioengineering and Bioscience</td>
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<td>(916,698.24)</td>
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<td>160,651.96</td>
<td>4,465.73</td>
<td>473,919.67</td>
<td>(442,778.67)</td>
<td>305,799.88</td>
</tr>
</tbody>
</table>
Reminders:

- 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.
- All DSS transactions must have a BU related worktag.
Departmental Sales and Services

Looking Forward:
Goals -
• BU and DE worktags will be in place and in use
• All BU/DE fund balance moves will be completed
• All DSS transactions must 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