

# Departmental Sales and Services (DSS)

Updated: September 14, 2023

# 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

# 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 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**

# Departmental Sales and Services

## Carry Forward (Fund Balance):

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

Analysis of Fund Balance by Balancing Unit - GTCR



### Details

Company: CO503 Georgia Institute of Technology  
Fiscal Period: FY23 - Jun  
Current Year Worktags and Budget Reference: Budget Reference: BR23  
Prior Year Worktags and Budget Reference: Budget Reference: BR19  
Budget Reference: BR20  
Budget Reference: BR21  
Budget Reference: BR22  
Fund: FD14100 Dept Sales and Services (DSS) - Other

171 items



Fund	Balancing Unit	Beginning Fund Balance	Fund Balance	Reserve Fund Balance	Subtotal Fund Balance and Reserves	Current Year Budget Reference Revenue	Current Year Budget Reference Expense	Current Year Budget Reference Obligations	Prior Year Budget Reference Expense	Prior Year Budget Reference Obligations	Total Current Year F/B	Ending Fund Balance	Current Bud Ref Excess
FD14100 Dept Sales and Services (DSS) - Other	BU001 DSS - Mechanical Engineering	(199,799.12)	0.00	0.00	(199,799.12)	(184,441.37)	131,499.49	25,957.14	9,920.48	36,805.37	19,741.11	(180,058.01)	(26,984.74)
FD14100 Dept Sales and Services (DSS) - Other	BU002 DSS - Ferst Center	(79,363.00)	0.00	0.00	(79,363.00)	(618,031.44)	645,635.00	18,441.99	11,650.71	2,399.00	60,095.26	(19,267.74)	46,045.55
FD14100 Dept Sales and Services (DSS) - Other	BU003 DSS - IDEAS Institute for Data Engineering and Science	(27,603.24)	0.00	0.00	(27,603.24)	0.00	0.00	0.00	0.00	0.00	0.00	(27,603.24)	0.00
FD14100 Dept Sales and Services (DSS) - Other	BU004 DSS - IPST Museum	(5,349.03)	0.00	0.00	(5,349.03)	(18,882.24)	6,887.98	5,723.10	628.58	0.00	(5,642.58)	(10,991.61)	(6,271.16)
FD14100 Dept Sales and Services (DSS) - Other	BU005 DSS - RBI Renewable Bioproducts Institute	151,301.91	0.00	0.00	151,301.91	(449,821.34)	354,564.93	11,696.11	241.42	0.00	(83,318.88)	67,983.03	(83,560.30)
FD14100 Dept Sales and Services (DSS) - Other	BU006 DSS - Interactive Media Tech Center	4,108.72	0.00	0.00	4,108.72	0.00	2,105.53	0.00	0.00	0.00	2,105.53	6,214.25	2,105.53
FD14100 Dept Sales and Services (DSS) - Other	BU008 DSS - SVCT - IBB Bioengineering and Bioscience	(916,698.24)	0.00	0.00	(916,698.24)	(1,372,498.74)	1,591,675.22	86,620.40	163,657.06	4,465.73	473,919.67	(442,778.57)	305,796.88

# Departmental Sales and Services

## **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**