Departmental Sales and Services (DSS)

Updated: September 14, 2023



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



Balancing Units (BU)

- New BU's should be requested via <u>ServiceNow</u>
- 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 deptartmental sales and services with at least 50% external to GT sources
- Assists with USG, internal and external reporting of DSS.



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)



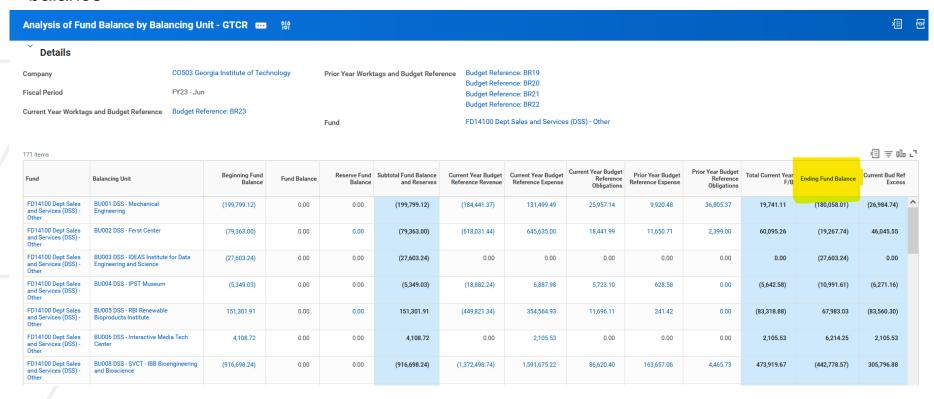
Workday Reporting Tools:

- 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





Reminders:

- New BU and DE worktags should be requested via <u>ServiceNow</u>
- 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 working



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

