

The Business Office is Excited to announce the roll out of **NEW Accounting Summary Sheets**. You will find them saved on the shared drive inside of your [FY 25 CENGR Accounting Spreadsheets & Account Balances](#) folder.

What is the NEW Accounting Summary Sheet?

- A one-stop-shop that will summarize ALL your funding sources
- Provides you with the most accurate updated balances for each of your funding sources
 - The balance section is pulling live data from the General Ledger as well as obligations (such as TA's, Summer Salary, Benefits etc.)

How to review:

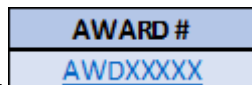
Account_Summary

- Name and Dept ID of the funding owner

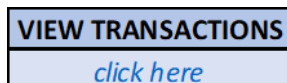


- **Grant Accounts (FUND TYPES: 20000; 213xx)**

- Speedtypes
- Combocode
- Project ID



- Award ID – (Hyperlink) In the Grant section of the summary under "Award#". Click on the intended award # to open UGA Grants Portal for the respective grant. Useful for: Viewing original approved budget, grant details, certifying payroll, etc.
- Sponsor
- End Date
- Grant Title
- Balance



- View Transaction - (Hyperlink) In the Grant section of the above summary under "View Transactions". Click on the intended grant's "click here" to open the UGA PSR report for the respective grant: *Operating, Equipment & Travel expenses transactions only (Payroll found on payroll tab)
- Notes

Grant Accounts (FUND TYPES: 20000; 213xx)			Hyperlink: Grants Portal			Hyperlink: Project Status Report		
SPEEDTYPES	COMBICODE	PROJECT ID	AWARD #	SPONSOR	END DATE	GRANT TITLE	BALANCE	VIEW TRANSACTIONS
								NOTES

- **Non-Grant Accounts (STATE, TUITION, IDC, UGARF, DSS, ETC.)**

- Speedtypes
- Combocode
- Fund Type

- Fund #
- Class #
- Chartfield1
- Fund Description
- Balance

VIEW TRANSACTIONS

- View Transactions - [click here](#) (Hyperlink) In the Non-Grant, Foundation, and Startup sections of the summary under "View Transactions". Click on the intended account's "click here" to open the UGA BSR report for the respective account: *Operating, Equipment & Travel expenses transactions only (Payroll found on payroll tab)
- Notes

Non-Grant Accounts (STATE, TUITION, IDC, USARF, DSS, ETC.)								Hyperlink: Budget Status Report	
SPEEDTYPES	COMBICODE	FUND TYPE	FUND #	CLASS #	CHARTFIELDS	FUND DESCRIPTION	BALANCE	VIEW TRANSACTIONS	NOTES

• Foundation Accounts (FUND TYPE: 20200 ONLY)

- Speedtypes
- Combocode
- Fund Type
- Fund #
- Class #
- Chartfield1
- Fund Description
- Balance

VIEW TRANSACTIONS

- View Transactions - [click here](#) (Hyperlink) In the Non-Grant, Foundation, and Startup sections of the summary under "View Transactions". Click on the intended account's "click here" to open the UGA BSR report for the respective account: *Operating, Equipment & Travel expenses transactions only (Payroll found on payroll tab)
- Notes

Foundation Accounts (FUND TYPE: 20200 ONLY)								Hyperlink: Budget Status Report	
SPEEDTYPES	COMBICODE	FUND TYPE	FUND #	CLASS #	CHARTFIELDS	FUND DESCRIPTION	BALANCE	VIEW TRANSACTIONS	NOTES

• Startup Funds – (PROGRAM CODE 122212 ONLY) optional Funding (If you do not have start up funding you will not have this section or tab)

- Speedtypes
- Combocode
- Fund Type
- Fund #
- Class #
- Chartfield1
- Fund Description
- Balance

VIEW TRANSACTIONS

[click here](#)

- View Transactions - (Hyperlink) In the Non-Grant, Foundation, and Startup sections of the summary under "View Transactions". Click on the intended account's "click here" to open the UGA BSR report for the respective account: *Operating, Equipment & Travel expenses transactions only (Payroll found on payroll tab)
 - Notes
- **Business Office Accouncements & Reminders** – This section will be updated with any important announcements or reminder form the business office

BUSINESS OFFICE ANNOUNCEMENTS & REMINDERS

STATE (FUND TYPE 10000) & TUITION (FUND TYPE 10500) WILL EXPIRE ON 6/30/2025!!!! PLEASE MAKE A PLAN TO EXPEND

- **Key Things To Know** – This section will provide information for you about each link, tab, and additional resources/policy information available to you.

KEY THINGS TO KNOW:		
Hyperlinks to Grants Portal:	In the Grant section of the above summary under "Award#". Click on the intended award # to open UGA Grants Portal for the respective grant. Useful for: Viewing original approved budget, grant details, certifying payroll, etc.	
Hyperlinks to PSR Report: (view transactions)	In the Grant section of the above summary under "View Transactions". Click on the intended grant's "click here" to open the UGA PSR report for the respective grant: *Operating, Equipment & Travel expenses transactions only (Payroll found on payroll tab)	
Hyperlinks to Budget Status Report: (view transactions)	In the Non-Grant, Foundation, and Startup sections of the above summary under "View Transactions". Click on the intended account's "click here" to open the UGA BSR rep for the respective account: *Operating, Equipment & Travel expenses transactions only (Payroll found on payroll tab)	
Obligations tab:	The obligations tab is to capture any known expenses (or credits) that are not yet captured in UGA Reporting. The above summary balances incorporates any obligations and reduces that amount from UGA Reporting balances. <i>Obligations are usually for: known upcoming travel (captured via travel authorities submitted) and payroll expenses for known upcoming hires.</i>	
Payroll tab:	The payroll tab will capture all employees and their pay details that are funded on any of your accounts. There are two reports seperating payroll: Accounts that do not incur benefit charges and accounts that do incur benefit charges.	
Food/Entertainment expenses:	Accounts that can incur food/entertainment expenses are listed in the notes section next to the respective account. If alcohol or there is not a non-UGA employee present, the expense must be processed via Foundation Check Request. <i>*please note ALL food/entertainment expenses must support the College's mission and supporting documentation must be submitted with the reimbursement/invoice payment.</i> <div style="display: flex; justify-content: space-between;"> <div> Link: UGA Food Reference Chart </div> <div> (documentation requirements per entertainment type: business related meals, employee group meals, food for conferences & workshops, etc) </div> </div>	
Allowable & Unallowable expenses by fund type:	Link: UGA Allowable & Unallowable expenses	Lists allowable & unallowable expenses per fund type
UGA Finance & Administration policies:	Link: UGA Finance & Administration policies	
CENGR Business Office:	Link: CENGR Business Office Resource page	

The following tabs will house the cube balances pulled in nightly from UGA Datawarehouse:

1. Non-Grant
2. Foundation
3. Startup
4. Foundation

5. Payroll (No Benefits)
6. Payroll (incurs Benefits)

Obligations:

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We will be reaching back out soon with available times to discuss and answer questions via zoom.

We look forward to working with you in the account summary sheets.