Grants Management

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Workday Financials Training on the UVAFinance Website

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Introduction | Course Objectives

After completing this course, you will be able to:

- Understand the Awards and Grants set-up in Workday (roles and responsibilities)
- View Awards and Award Lines with Grant worktag
- Review Subaward Grants and Supplier Contracts
- Review & approve Subaward Supplier Invoices
- Create a Budget Amendment
- Find and complete award tasks assigned to you
- Find Reports for Grants Management

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Introduction to Grants & Awards
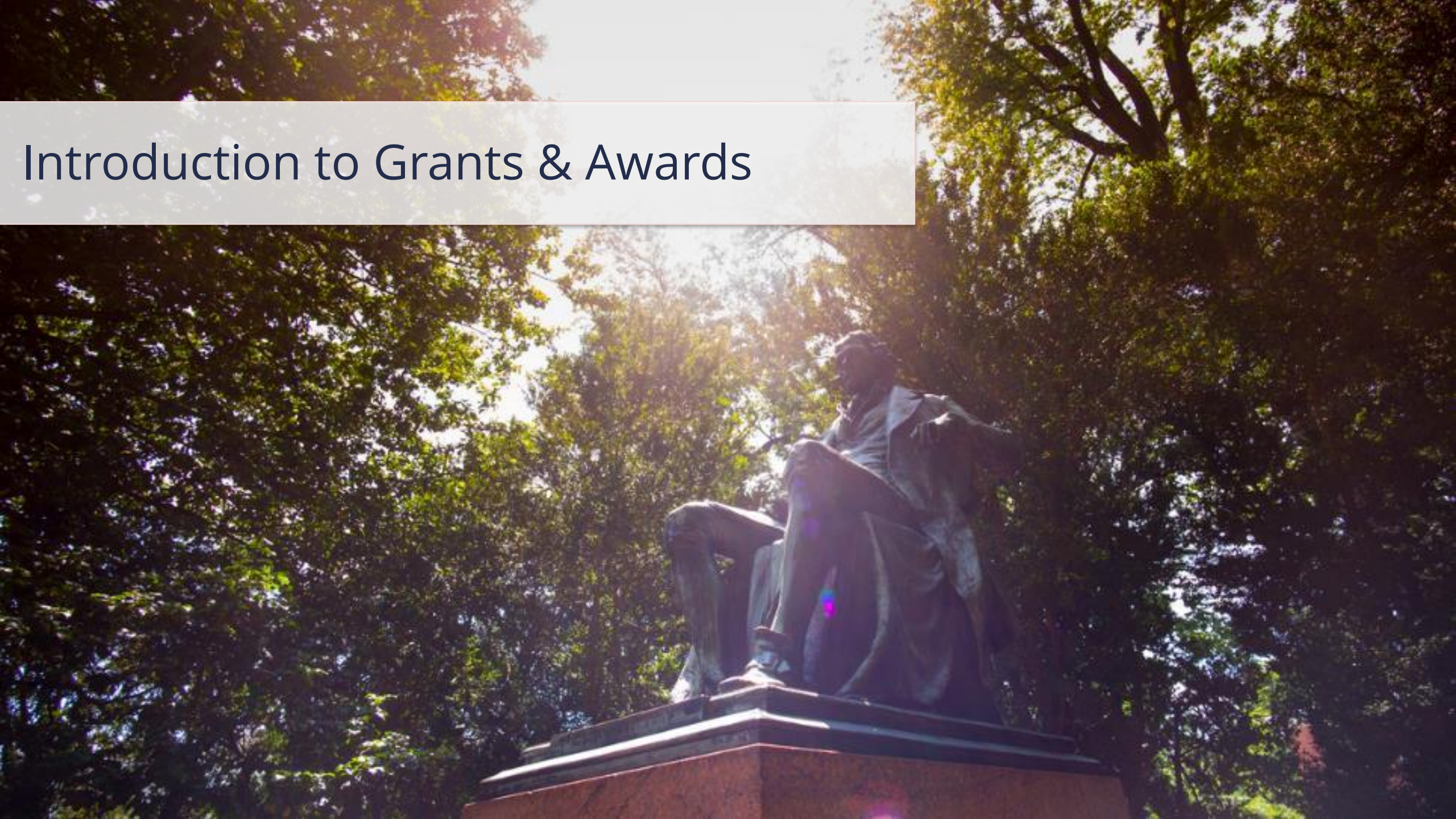
Intro to Grants & Awards | Key Process Changes

F&A Revenue Distribution

>>>>>>>>>>>>>
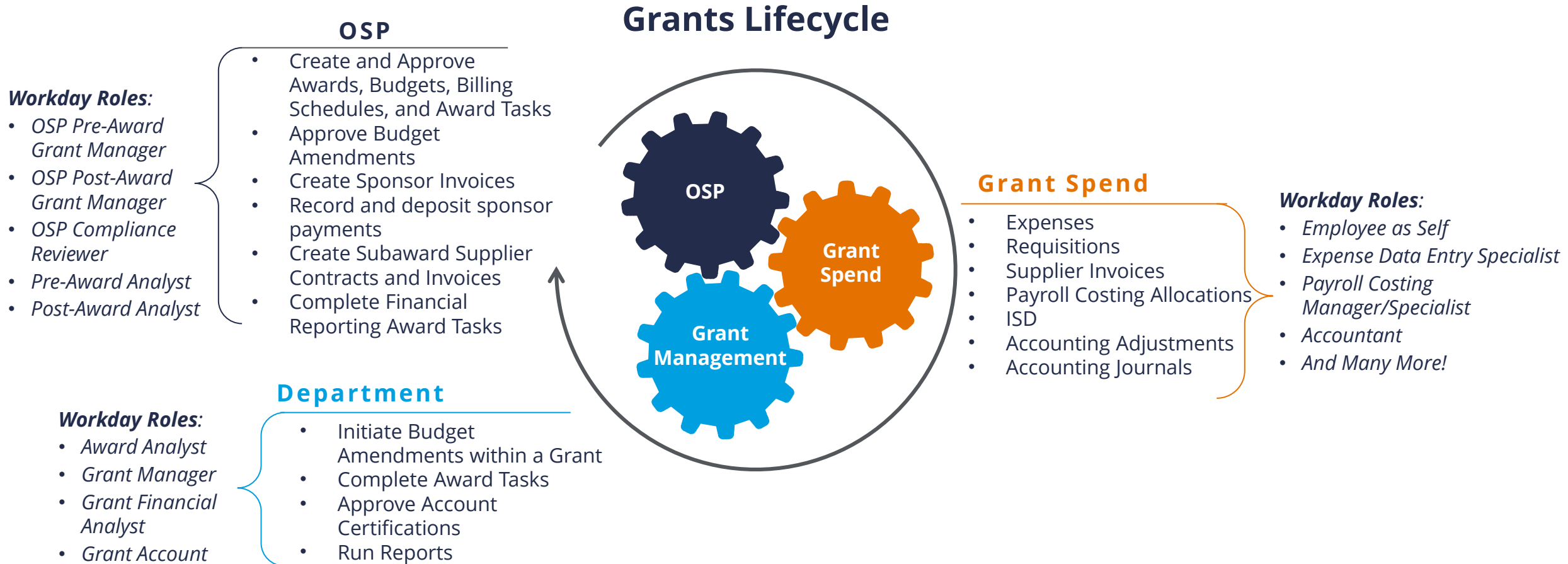
Subaward Payments

>>>>>>>>>>>>>

Award Budget Amendments

>>>>>>>>>>>>>

Intro to Grants & Awards | Grants Lifecycle

The following represents the **overall Grants Lifecycle**. Each area impacts the next as the **Grant Manager** can serve as an **initiator** to certain processes or can perform certain actions that are **initiated** from **OSP** or **Grant Spend**.

Grants Lifecycle

OSP

- Create and Approve Awards, Budgets, Billing Schedules, and Award Tasks
- Approve Budget Amendments
- Create Sponsor Invoices
- Record and deposit sponsor payments
- Create Subaward Supplier Contracts and Invoices
- Complete Financial Reporting Award Tasks

Workday Roles:
- *OSP Pre-Award Grant Manager*
- *OSP Post-Award Grant Manager*
- *OSP Compliance Reviewer*
- *Pre-Award Analyst*
- *Post-Award Analyst*

Grant Spend

- Expenses
- Requisitions
- Supplier Invoices
- Payroll Costing Allocations
- ISD
- Accounting Adjustments
- Accounting Journals

Workday Roles:
- *Employee as Self*
- *Expense Data Entry Specialist*
- *Payroll Costing Manager/Specialist*
- *Accountant*
- *And Many More!*

Department

- Initiate Budget Amendments within a Grant
- Complete Award Tasks
- Approve Account Certifications
- Run Reports

Workday Roles:
- *Award Analyst*
- *Grant Manager*
- *Grant Financial Analyst*
- *Grant Account Certifier*

OSP · Grant Spend · Grant Management

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Intro to Grants & Awards | Award Structure and Set-up in Workday

The diagram below shows the structure of awards in Workday. An **Award** contains **Grant** worktags, which need to be associated with an **Award Line.** A **Grant** can be associated with multiple **Award Lines** without overlapping Start and End dates. The boxes in white show the various worktags associated with awards, award lines, and grants.

Award defines the business rules to correctly bill, collect, and report activities related to a sponsored award.

- Award ID
- Sponsor
- Award Demographics
- Award Amounts
- Salary Cap Defaults
- Owning Organizations
- Award Tasks
- Award Roles

Award Line defines the components to be managed during award.

- Reimbursement Method
- Start and End Dates
- Line Amount
- Spend Restrictions
- F&A Parameters

Grants record the cost and revenues generated by cost line.

- Grant ID
- Grant Name
- Grant Hierarchies
- Related Worktags
- Grant Roles

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Intro to Grants & Awards | Role Allocation: Grant Hierarchy

A **Grant Hierarchy** is an organizational structure that allows for **categorization** of grants, also used for Post Award Accountant assignments (Project Manager in Oracle). **All Grants** will belong to the **OSP Post-Award Portfolio** hierarchy. They may also belong to **additional hierarchies**, such as **Cost Sharing**, **Federal Financial Aid**, etc. in order to filter awards with these unique requirements.
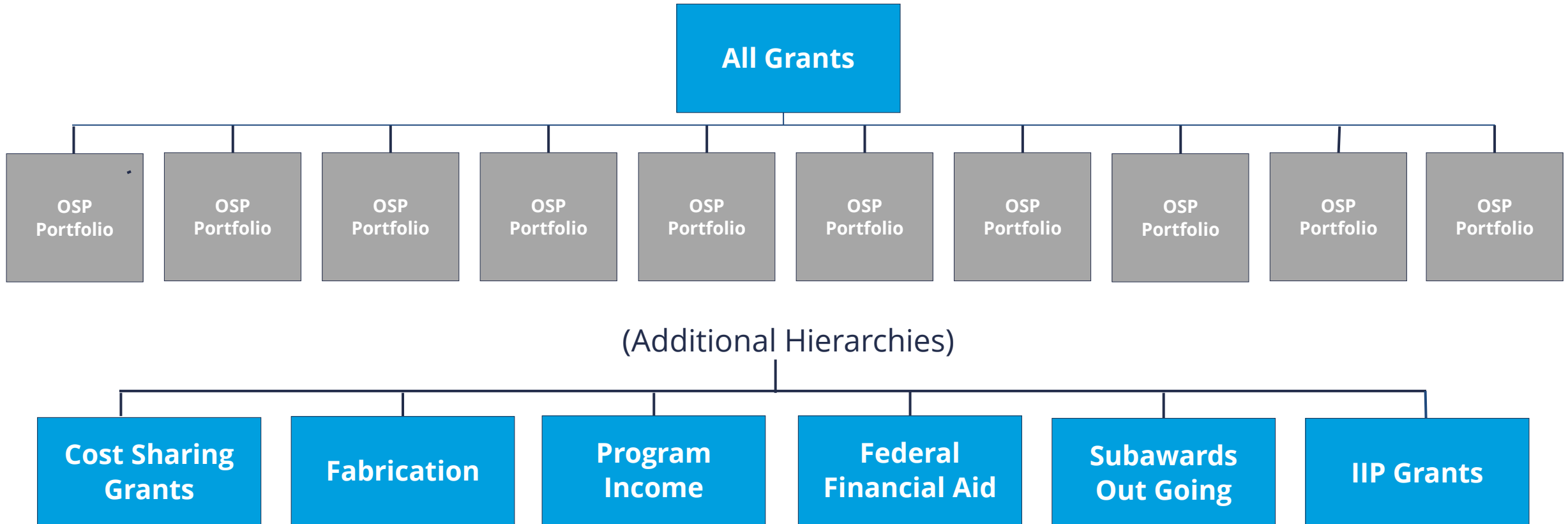
Intro to Grants & Awards | Department Award Roles in Workday

Below is a list of departmental security roles assigned to the Grant.

Grant Manager

- Notified of Award Setup and Modifications

- Responsible for approval of expenditures, accounting adjustments, payroll costing allocations and supplier invoices

- Responsible for creation of budget amendments

Principal Investigator

- Notified of Award Setup and Modifications

- Responsible for approval of subaward invoices and Retro Accounting Journals/Adjustments

Grant Financial Analyst

- Prepares the account reconciliation

Grant Account Certifier

- Approves account reconciliation

*Important to Note: Tasks can be assigned to any roles listed on the Grant or Award.

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Intro to Grants & Awards | Department Award Roles in Workday

Below is a list of departmental security roles assigned to the Award.

Award Analyst

- Provides ability to view their Awards, access reports secured by Award role, and receive Award Tasks or related notifications, as applicable

Lead Principal Investigator

- Primary investigator for assigned awards

Finance Reporting Viewer

- Provided to all administrators to provide access to view Grants, Gifts, Projects, and Designated worktag activities

- View only role

Cost Center Sponsored Programs Manager

- Approves grant transactions when Grant Manager is the initiator.

- Approval authority for grant and award processes.

- Assigned to the Cost Center

*Important to Note: Tasks can be assigned to any roles listed on the Grant or Award.

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Intro to Grants & Awards | Inbox Messages and Notifications

INBOX MESSAGE

- You will receive messages in your Workday inbox when an action is required.
- This will happen when you as a **Grant Manager** have an assigned role on the associated award.
- You can select the **Inbox** icon on the Workday homepage, click on the relevant item, and complete the action.
- Examples of Inbox Messages (i.e., Action Items):
  - Approve Accounting Adjustments and Journals
  - Approve Expense Reports
  - Approve Payroll Costing Allocations
  - Approve Supplier Invoices (subawards and others)

NOTIFICATIONS

- You will receive notifications/alerts in your Workday notification section.
- Notifications do not require any action.
- Examples of Notifications:
  - Award Creation/ Amendment/Correction Notifications
  - Award Task 30 days past end date alert
  - Award line end date in 90 days

Important to Note: There are many other review, approval, and to-do activities that may be received in the Inbox.

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Grants Spend & Management

Grants Spend & Management | Cross Functional Business Processes

Grant Managers are involved in the approval process for **spend**, **payroll**, and **financial accounting transactions**. The following displays the specific business processes that fall under each functional area:

SPEND	PAYROLL	FINANCIAL ACCOUNTING
Expense Report	Requisition	Assign Costing Allocation	Accounting Journal
Supplier Invoice	Supplier Invoice Request		
Internal Service Delivery	Payroll Accounting Adjustments	Accounting Adjustment

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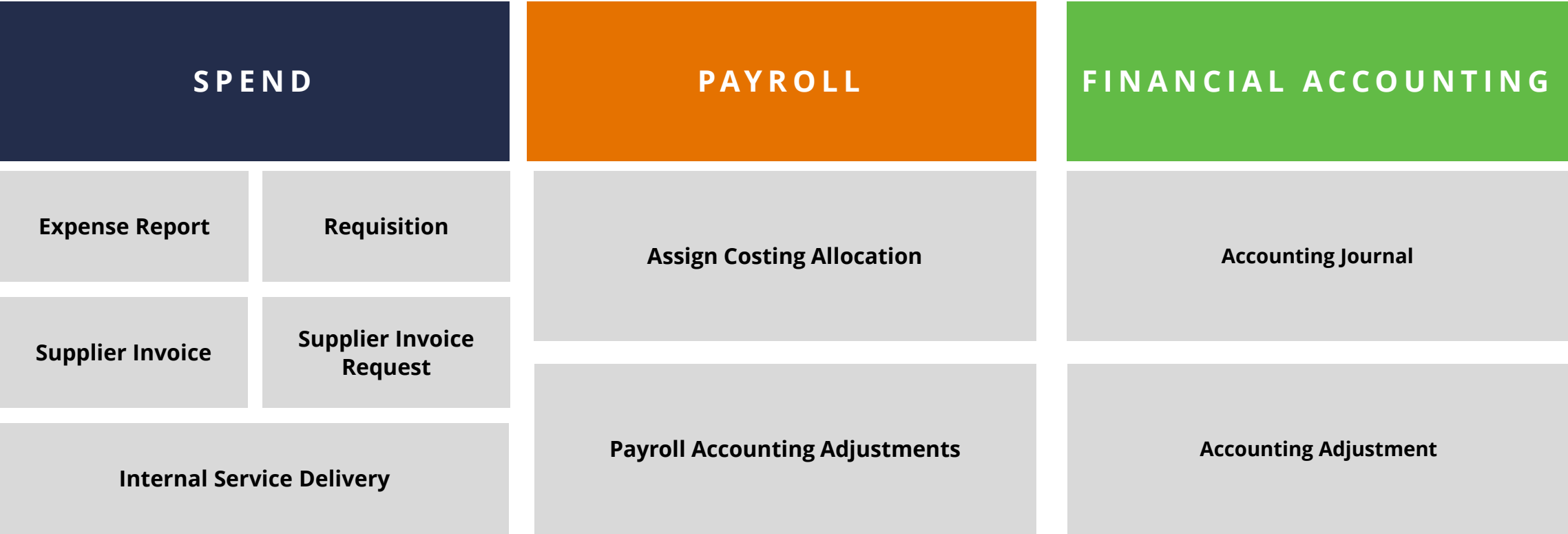
Grants Spend & Management | Spend Transactions

Grants Managers are involved in the approval process of **spend transactions** such as **expense reports**, **requisitions**, **supplier invoice requests**, **supplier invoices**, and **internal service deliveries**.*

Expense Report, Requisition, & Supplier Invoice Request Approval

- You will receive inbox tasks for approval of expense reports, requisitions, and supplier invoice requests if the **transaction** has a **Grant worktag**.

Internal Service Delivery Approval

- You will receive an inbox task for approval of an ISD if the amount is **over 250k** and a **Grant worktag** is used.

Supplier Invoice Approval

- You will receive an inbox task for approval of a supplier invoice if the **contract type** for supplier contract is **Subaward** (line).

*Important to Note: Workday Spend Restrictions and validations for period of performance are only a guide. Grant Managers working with the Principal Investigators are responsible for ensuring charges are accurate, appropriate, allocable, and allowable in accordance with sponsor terms.

Before Approving:
- *Is the expense within budget?*
- *Is the expense allowable?*
- *Is the expense adhering to university regulations?*

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Grants Managers can be involved in the approval process of **payroll transactions** such as **costing allocations** and **payroll accounting adjustments** based on specific criteria.

Costing Allocation Approval

You will receive an inbox task for approval of costing allocation when the **costing allocation** is for a **Medical Center Worker**, and the **Allocation** is assigned to a **Grant**, and **Costing Company** is either **R&V** or **Wise.**

Before Approving:

- *Is this employee a Medical Center Worker?*
- *Is the costing company R&V or Wise?*
- *Am I aware of this case?*
- *Is this appropriate?*
- *Does anyone else need to be aware of this?*

Grants Spend & Management | Payroll Transactions

Grants Managers can be involved in the approval process of **payroll transactions** such as **costing allocations** and **payroll accounting adjustments** based on specific criteria.

Payroll Accounting Adjustment Approval

You will receive an inbox task for approval of payroll accounting adjustment when the **Initiator** is **not** a **Grants Compliance Reviewer**, and **PAA** meets **Retro PAA Grant Requirements**, and **Designated** is getting impacted, and **Worker's Company** is either **R&V** or **Wise.**

Before Approving:

- *Is the expense within budget?*
- *Is the expense allowable?*
- *Is the expense adhering to university regulations?*
- *Is the cost transfer being requested 90 days after the original accounting date?*
- *Why was the expense originally charged to the worktags from which it is now being transferred?*
- *What internal controls have been implemented as a corrective action to prevent this event from occurring again?*

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Grants Spend & Management | Financial Accounting Transactions

Grants Managers are also involved in the approval process of **financial accounting transactions** such as **accounting journals** & **accounting adjustments**.

Accounting Journal & Accounting Adjustment Approval

You will receive an inbox task for approval of an accounting journal and accounting adjustment if the **transaction** has a **Grant worktag**.

Before Approving:
- *Is the expense within budget?*
- *Is the expense allowable?*
- *Is the expense adhering to university regulations?*
- *Is the cost transfer being requested 90 days after the original accounting date?*
- *Why was the expense originally charged to the worktags from which it is now being transferred?*
- *What internal controls have been implemented as a corrective action to prevent this event from occurring again?*

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Originated by	Danielle L. Hancock
Accounting Date	04/28/2022
Currency	USD
Period	Apr-FY2021-2022 Actuals (The Rector & Visitors of the University of Virginia)
Ledger	The Rector & Visitors of the University of Virginia : Actuals
Journal Source	Grant Cost Transfers
Balancing Fund	FD002 Unrestricted Local Fund
Book Code	(empty)

Memo	dlh5bd FI-Splitting a Requisition
External Reference ID	(empty)
Adjustment Journal	☐
Create Reversal	☐
Balanced	☑
Total As-Entered Ledger Debits	100.00
Total As-Entered Ledger Credits	100.00

Before Approving:
- *Is the expense within budget?*
- *Is the expense allowable?*
- *Is the expense adhering to university regulations?*
- *Is the cost transfer being requested 90 days after the original accounting date?*
- *Why was the expense originally charged to the worktags from which it is now being transferred?*
- *What internal controls have been implemented as a corrective action to prevent this event from occurring again?*

∨ As Entered

Journal Entry Lines 3 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Gift	Grant	Designated	Project	*Fund	
The Rector & Visitors of the University of Virginia	6010:Administrative Supplies		100.00	Incorrectly put ...more			GR097324 GG12154-159699-1 01-Star Cluster Formation and Evolution in Luminous Galaxy Mergers: A Joint JWST-HST Investigation			FD021 Restricted Fe Sponsored Program (State 03010)	
The Rector & Visitors of the University of Virginia	6010:Administrative Supplies	50.00		Incorrectly put ...more				DN000317 AS-Education and General		FD001 Unrestricted Operating Fund (State 03000)	CC0036 AS-Astronomy
The Rector & Visitors of the University of Virginia	6012:Medical & Lab Supplies	50.00		Incorrectly put ...more			GR097324 GG12154-159699-1 01-Star Cluster Formation and Evolution in Luminous Galaxy Mergers: A Joint JWST-HST Investigation			FD021 Restricted Federal Sponsored Program Fund (State 03010)	CC0036 AS-Astronomy

Turn on the new tables view ◯

Approve | Send Back | Deny | Cancel

View Award

View Award | Process Overview

The **View Award** report allows you to **select and view** an individual award, **its details** and **its task status** in Workday. Below is a high level process for viewing an award in Workday:

1 Search View Award Report

2 Enter the award name

3 View Award

Initiator will search the "View Award" report.

Initiator will enter the name of the award that they want to view.

For Example: AWD-00046

Initiator will view the award and its related details.

Grant Manager

Grant Manager

Grant Manager

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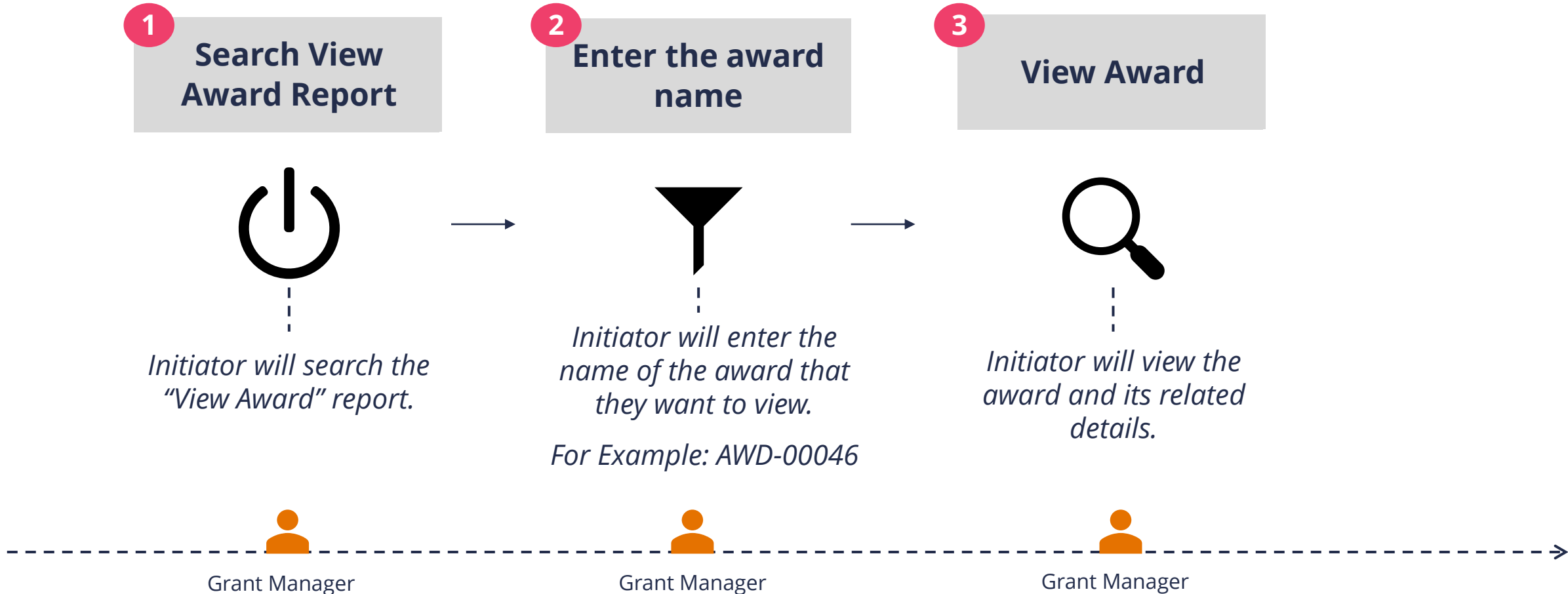
Award and Award Line Lifecycle Statuses

Award Lifecycle Status ↓	Award Line Lifecycle Status									
	New Award Setup In Progress	At Risk Preliminary	Active	Invoicing on Hold	Spending on Hold	Pending Sponsor Extension	Expired	Closeout in Progress	Closed with Open AR	Closed
New Award Setup In Progress	X									
At Risk Preliminary	X	X								X
Active	X	X	X	X	X	X	X	X		
Invoicing on Hold				X						X
Spending on Hold					X					X
Pending Sponsor Extension				X	X	X	X	X		X
Expired	X	X		X	X	X	X	X		X
Closeout in Progress								X		X
Closed with Open AR									X	X
Closed										X

Award Line Lifecycles – Controlling Transactions

LifeCycle Status	Actions Allowed
Active	Process expenditures, process sponsor invoices, process award amendments/adjusts, process budget changes
At Risk Preliminary	Process expenditures and process award amendments/corrections
Closed	No transactions allowed
Expired	Process expenditures, process sponsor invoices, process award amendments/corrections, budget amendments
Closeout in Progress	Process expenditures, generate sponsor invoices, process award amendments/adjusts, process budget changes, apply cash
Invoicing on Hold	Process expenditures, process award amendments/corrections, process budget amendments
Pending Sponsor Extension	Process expenditures, generate sponsor invoices (soft stop on invoicing…warning to confirm you want to proceed), process award amendments/corrections, budget amendments
New Award Setup In Progress	No transactions allowed
Spending on Hold	Process sponsor invoices, process award amendments/corrections, budget amendments
Closed with Open AR	Only allows cash application

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View Awards | Best Practices

As a Grant Manager, it is important to understand how to view Awards. Unlike grants, **awards** contain **ample information** such as the award sponsor, total sponsor amounts, award line dates, start and end dates, funding amount as well as the grant worktags associated with that award.

View Award – In order to view an award, you can search View Award or directly type the award name (For Example; AWD-000046) in the Workday search field and select the award to view its details. *Please Note: If the award does not appear, select the Category: All of Workday at the bottom of the screen.*
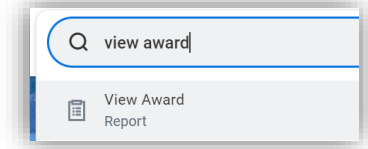
Award Lifecycle Status – When viewing an award, under the **Overview** tab, you can view a summary of the award including details such as **Award Lifecycle Status.** The **Award Lifecycle Status** identifies the **status** (active, closed, on-hold etc.) of an award and award lines.
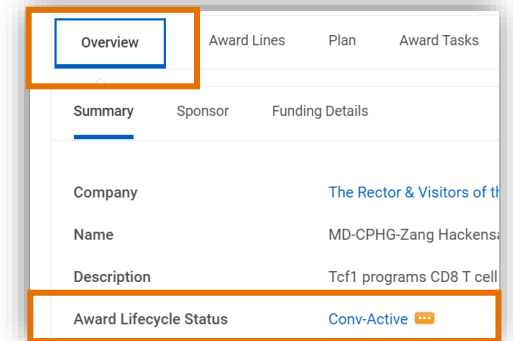
Additional Reports – Under the **Additional Reports** tab, you can view the **Grant** and **Award Header Roles** associated with the award. Award header roles provide additional access to users who may not be listed on the individual Grants. The users who have these roles typically have overall responsibility for the Award.
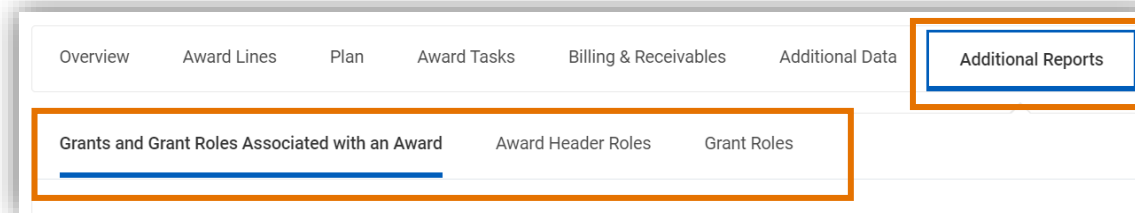
View Awards | Best Practices

$ **Spend Restriction** – Under the **Award Lines** tab, you can view spend restriction details associated with the award. **Spend restriction** details refers to a defined listing of the types of expenses that <u>can be charged</u> to an award.

Salary Cap – Under the **Award Lines** tab, you can view salary cap details associated with the award in the **Award Line Salary Cap** field. Salary caps are imposed by different sponsors for individuals with salaries above a pre-determined level. They are used to limit the amount of salary charged to the grant while providing a mechanism for costing salary over the cap to a different worktag allocation. When an award is set up with a salary cap, and the worker's salary is higher than that salary cap, that salary is referred to as **Salary Over the Cap (SOC).**
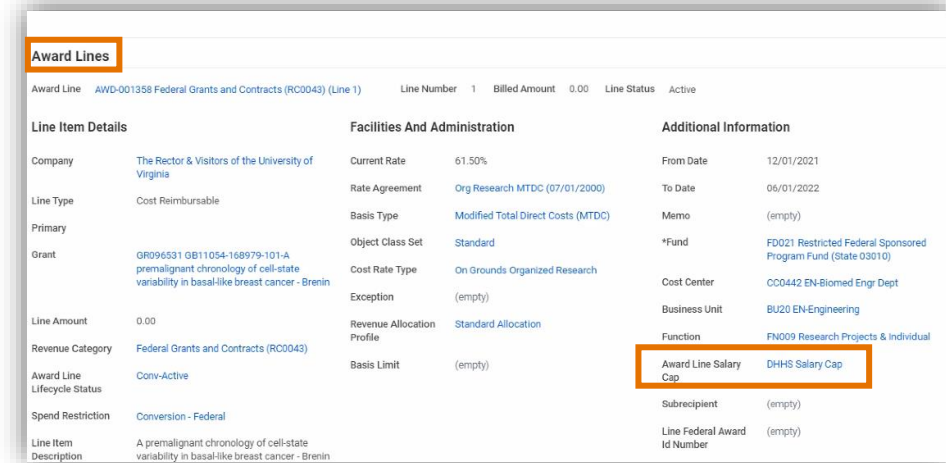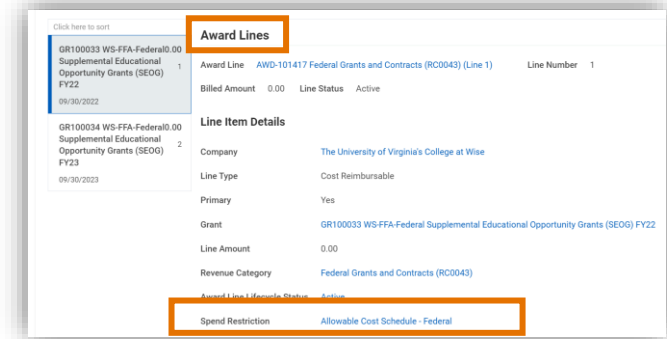
View Awards | Best Practices

Facilities & Administration (F&A) Rate Agreement-Under the **Award Lines** tab, select the **Award Lines** subtab, to view the **F&A** details associated with the award. **F&A**, also known as indirect costs, is an expense an institution (UVA) incurs that is not directly attributed or charged to a specific grant. Make sure to review the **Current Rate**, **Basis Type**, and **Revenue Allocation Profile**.

F&A Revenue Allocation Profile– Under the Award Lines tab, select the Award Lines subtab, to view the F&A details associated with the award. The F&A Revenue Allocation profile defines the worktags (Designated, Cost Center, Fund, etc) that F&A revenue reimbursements deposit to.

Cost Share – Under the Overview tab, select the Funding Details subtab, to view the **Cost Share** details associated with the award. *Please Note: On an award, cost share is set up as its own **Award** line with a unique **Grant** worktag. A **Designated** or **Gift** worktag will be added as a related worktag on the cost share **Grant**.*

Facilities And Administration

Current Rate	30.00%
Rate Agreement	Org Research TDC (07/01/2000)
Basis Type	Total Direct Costs (TDC)
Object Class Set	Standard
Cost Rate Type	All Locations 30% F&A
Exception	(empty)
Revenue Allocation Profile	Standard Allocation
Basis Limit	(empty)

Overview   Award Lines   Plan   Award Tasks

Summary   Sponsor   **Funding Details**

Currency	USD
Sponsor Direct Cost	21,269.23
Sponsor Facilities And Administration	6,380.77
Sponsor Total	27,650.00
Cost Share Total	0.00
Cost Share Required by Sponsor	No

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View Awards | Key Considerations

🏆 **Converted Awards** – All awards that are active as of 06/30/2022 have been converted into Workday. These converted awards may have different values than awards created directly in Workday. Below are the Worktags associated with a converted award. These fields will appear differently compared to the Awards created directly into Workday.

- **Award Name**

- **Grant Name**

- **Award Schedule** – Converted awards will have a "**Conversion Period**" that includes the period of performance of the award in addition to a "**Closing Period**" which includes an additional 90 days after the award end date.

- **Spend Restrictions** – This will display as **Conv – Federal or Conv – Non-Federal**.

- **Award Lifecycle Status** – This will display as **Conv – Active or Conv – On Hold**.

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View Awards | Related Reports

Below are other reports related to viewing awards.

Report	Descriptions
Find Awards	This report provides information on all **Awards** and **Grants** at UVA. The report includes ddetails such as **Award Number**, **Contract Owner**, **Sponsors**, **PIs on Awards and associated Grants**, **Billed to Date Amount**, **Authorized Amount**, **Start** and **End Dates**, **Contract Type**, **Subrecipients**, etc.
Find My Awards Report for Grant Managers and PI	This report provides information on all your **Awards** and **Grants.** The report includes details such as **Award Number**, **Contract Owner**, **Sponsors**, **PIs on Awards and associated Grants**, **Billed to Date Amount**, **Authorized Amount**, **Start and End Dates**, **Contract Type** and **Subrecipients**. This report can be run for awards for a specific role on the **Grant** or **Award**.
Award and Grant Details Composite	This report provides quick views of various **Award** and **Grant** details.

Subaward Supplier Invoice
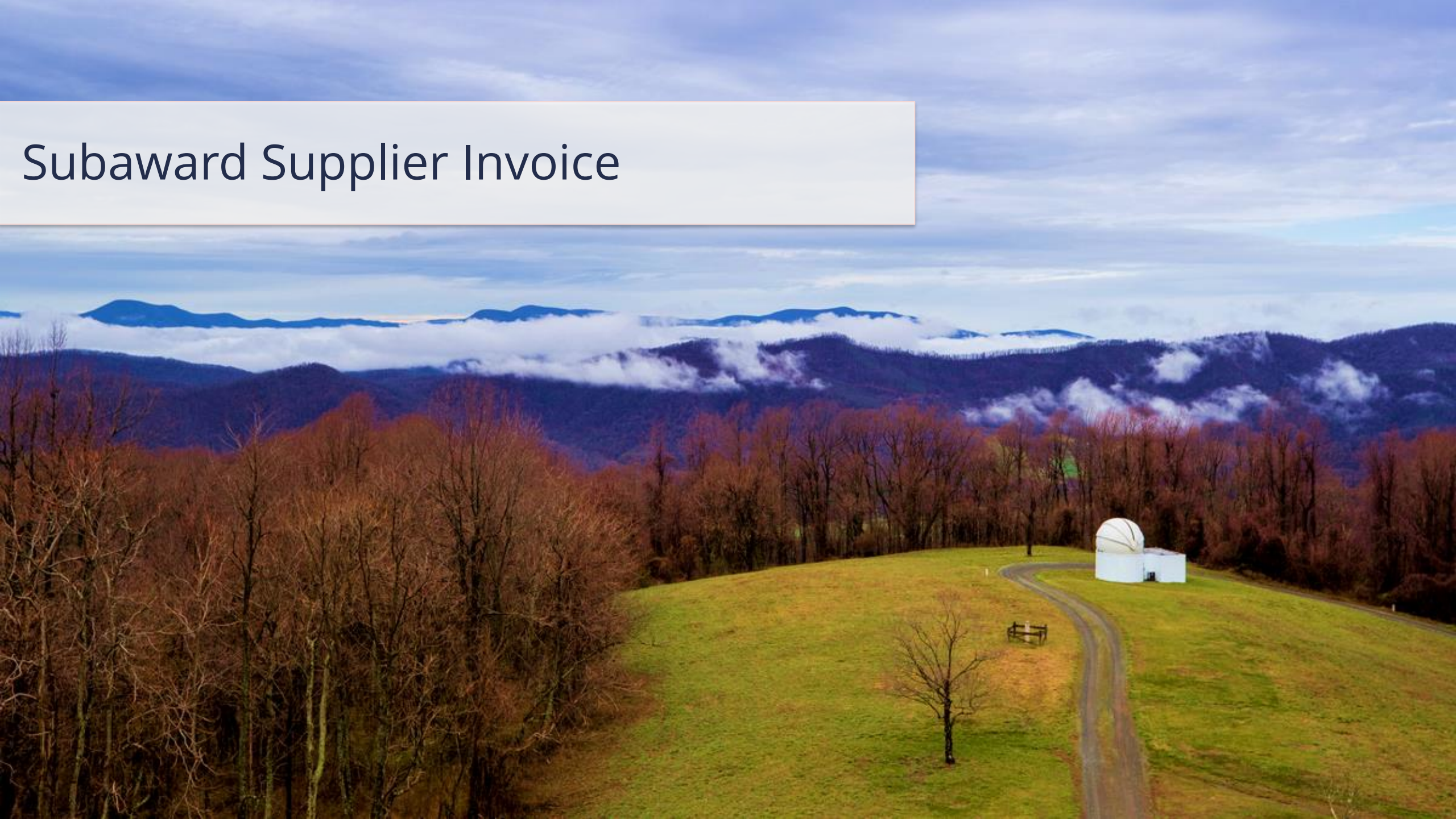
Subaward Supplier Invoice | Process Overview

The following represents a **high-level look** into the **steps** and **roles** involved for the Subaward Supplier Invoice process.

Steps

	Workday		Workday		Workday	
1	**Create Subaward Supplier Invoice**	→	**2** **Review & Approve Invoice**	→	**3** **Review & Approve Invoice**	→ **Invoice is Ready to be Paid Out**

Role

OSP Subaward Specialist   Grant Manager   Principal Investigator
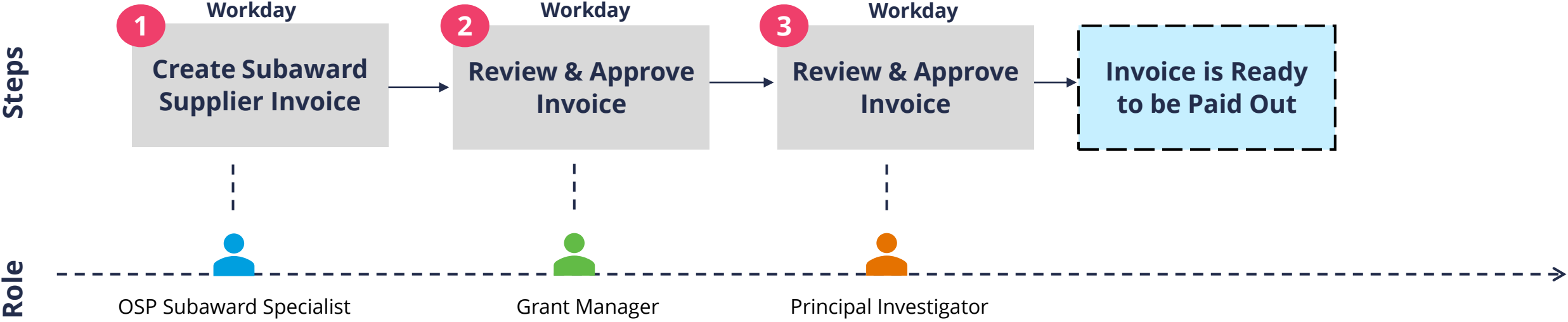
Workday Roles	
👤	OSP Subaward Specialist
👤	Grant Manager
👤	Principal Investigator

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Subaward Supplier Invoice | Subaward Grant

You can find the **Subaward grant** within the **Award Lines** when viewing the Award.

The following are key considerations when viewing a **subaward grant** that drive the process for creating a supplier contract that ultimately impact a subaward supplier invoice:

$ Spend Restriction – There are specific spend restrictions which are allowable subawards that drive a lot of the workflow activities. When the spend restriction is **Allowable - Subaward**, you must identify a **subrecipient**.

∞ Basis Limit – This is the driver that replaces the two expenditure types that are used with the F&A and no-F&A to apply to the first 25K.

Subrecipient – This allows us to know when we have an active vendor that we can set up a supplier contract with.

From Date & To Date – This is important to have since you can have a subaward that is only set up for a year but the actual award itself could be for 3 or 5 years.

Subaward Grant

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Subaward Supplier Invoice | Supplier Contract

The **Supplier Contract** contains details of the actual agreement with the subrecipient, and it is **linked** to the **Subaward Grant** by OSP. When viewing the **Supplier Contract**, you will find **similar fields** from the Subaward Grant such as **Company**, **Supplier** (Subrecipient), **Grant Name**, **Spend Restriction**, and **Start & End Dates**.

Subaward Supplier Invoice | Supplier Contract

The following are key considerations when viewing a **supplier contract**:

Spend Transactions Section – The **Invoice Balance Remaining** is the **available balance** on the actual contract. The **Non-PO Invoice Amount** is the **actual invoice** as it gives you a view or snapshot of the invoices that are entered or approved on the supplier contract.

Contract Overview Section –
- Within the **Balance tab**, the **Obligation Amount Liquidated** is the balance that has been **liquidated**. *Please Note:* *When an invoice is ready for payment the amount liquidates and the Obligation Amount Remaining column updates.*

- Within the **Service Lines tab**, this provides **basic information** that is associated with the grant and gets pulled from the **award line**. This contains the cost of the supplier, the contract start & end date, the grant and related worktags associated with the grant.

- Within the **Process History tab**, this provides you the history of **who created the supplier contract.**

Subaward Supplier Invoice | Approve Subaward Supplier Invoice

Once OSP creates the Subaward Supplier invoice, it will route to the Grant Manager for approval. The following are key considerations for when viewing the approval task for a **subaward supplier invoice**:

Inbox – The approval task will appear in the Grant Manager's **Workday inbox** with the invoice attached.

Invoice Date – This pertains to the **last day of the month** that the invoice period covers.

Invoice Received Date – This pertains to the **date** the invoice **was received**. The invoices will continue to come through the OSP list serve as the interim until they're entered in the system.

Payment Terms – All invoices unless specified, are **net 30**.

Attachment – In the approver task window, the **invoice** and **other documents** associated with the supplier invoice will be attached for you to **review**.

Approval Task for Subaward Supplier Invoice

Create Budget Amendment
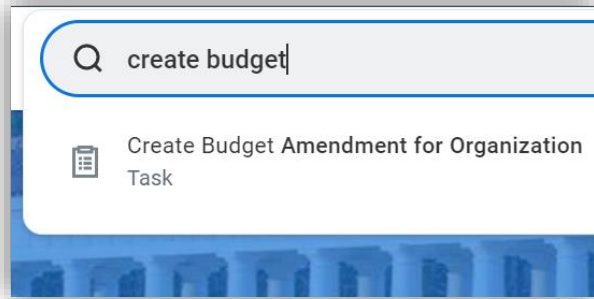
Create Budget Amendment | Process Overview

Below is the high-level process flow for **creating a budget amendment** in Workday. This process gives **departments** the ability to **amend award budgets** within a **Grant**. The **Grant budget amendment** will allow the Grant Manager to move budgets between object classes associated with spend categories, resulting in a net zero budget change *within the Grant*. *Please Note:* *The Grant Manager initiating the budget amendment request will need to be assigned a* **Grant role***.*

Steps

1	Workday		2	Workday		3	Workday
	Create Budget Amendment	→		**Enter Award Details & Submit for Approval**	→		**Review & Approve Budget Amendment**

Role

Grant Manager   Grant Manager   OSP Post Award Grant Manager
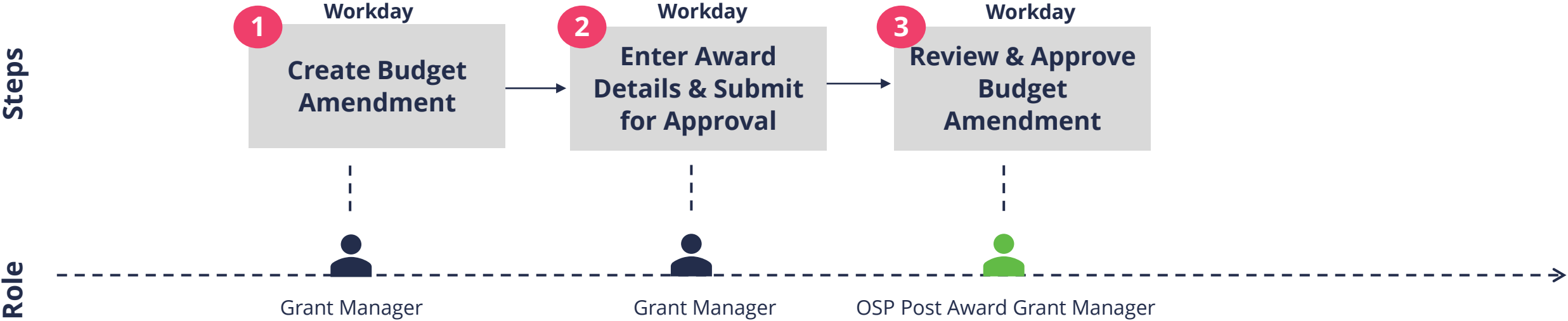
Workday Roles	
👤	Grant Manager
👤	OSP Post Award Grant Manager

Create Budget Amendment | What are the Key Steps?

Create Budget Amendment

OVERVIEW

Grant Manager will start the "**Create Budget Amendment for Organization**" task.

CREATE BUDGET AMENDMENT

Enter Award Details

Grant Manager will **enter the details** of the **award** on the Create Budget Amendment for Organization screen.

ENTER DETAILS

Submit Budget Amendment

Grant Manager will **submit** the budget amendment and will be routed to the **OSP Post Award Grant Manager** for approval.

SUBMIT BUDGET AMENDMENT

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Create Budget Amendment

OVERVIEW

Grant Manager will start the "**Create Budget Amendment for Organization**" task.

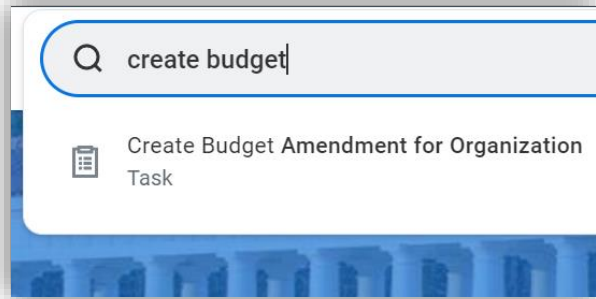**CREATE BUDGET AMENDMENT**

🔊 When starting the create budget amendment process, it is important to keep in mind the following points:

- **To start the process** – Search **Create Budget Amendment for Organization** and select the task.

- **Create Budget Amendment for Organization –** The initial screen after selecting the task.

  - **Organization** – For this field, type in the **grant number**.

  - **Plan Structure** – For this field, type **Award Budget**.

  - **Company** – Select the appropriate **company**.

  - **Plan Name** – For this field, type in the **award number**. *Please Note: You may have to include **AWD-**xxx when providing the award number.*

  - **Worktags** – For this field, type in the **grant number**.

  - **Plan Period** – Select the **Current Period** (or Conversion Period).

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Create Budget Amendment | Enter Award Details

Enter Award Details

OVERVIEW

Grant Manager will **enter the details** of the **award** on the Create Budget Amendment for Organization screen.

ENTER DETAILS

When entering the award details for the budget amendment, it is important to keep in mind the following points:

- **Amendment Date –** This field **auto-populates** with the current date. You are **not required** to make any changes to this field.

- **Description –** This field is **required** prior to submitting.

- **Amendment Type –** Select **Award Budget Amendment**. This field is **required** prior to submitting.

- **Balanced Amendment –** This checkbox indicates if the amendment is **balanced** across all award lines. A **Balanced Amendment** means that the net **Amount Change** in all the budget amendment lines adds up to $0. This box will be **automatically selected** by default and cannot be deselected. ***Please Note:*** *You cannot create an amendment that is not balanced. If you try to submit an unbalanced amendment, you will get an error and will not be able to proceed until you have a balanced amendment.*

Create Budget Amendment | Enter Award Details

Enter Award Details

OVERVIEW

Grant Manager will **enter the details** of the **award** on the Create Budget Amendment for Organization screen.

ENTER DETAILS

[Continued:]

- **Required Fields –** Within the Budget Amendment lines, **Period**, **Object Class**, **Grant**, **Cost Center**, and **Fund** are all required fields prior to submitting. ***Please Note:*** *Selecting a grant worktag may populate the Cost Center & Fund fields.*

- **Remove Budget Lines –** Make sure to remove the budget lines you are not amending, using the **(-)** icon to remove lines. You are required to do this to create a balanced amendment across all the amended lines.

- **Amount Change –** If you are adding an amount to the budget, type the amount. If you are reducing amount from the budget, Workday requires you to type a **(-)** sign before the amount.

- **Add a New Line –** If you need to add an object class that does not already have a budget line, select the **(+)** sign to add a new line. This line will not auto-populate. You will need to select the **Period** and **Grant** (same as the line you are moving budget from). You can then select the **Object Class** and enter the **Amount Change.**

Submit Budget Amendment

Submit

OVERVIEW

Grant Manager will **submit** the budget amendment and will be routed to the **OSP Post Award Grant Manager** for review and approval.

SUBMIT BUDGET AMENDMENT

When submitting a budget amendment, it is important to keep in mind the following points:

- **Attachments** – If you want to add an attachment for documentation purposes or if any supporting document needs to be sent to the approver along with the budget amendment, it can be added under the **Attachments** tab.

- **Error Messages** – These only display if **certain fields/actions** were **not completed** that were required after submitting the budget amendment. It is important to **review** and **reconcile** these **errors** in order to officially submit the budget amendment.

⊘ **3 Errors**

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Find Award Tasks | Process Overview

The **Find Award Tasks** report allows you to view your award tasks in Workday. Below is the high-level process flow for finding an award task in Workday:

1 Search Find Award Tasks

2 Filter the award

3 Select and View Award

Grant Manager

Grant Manager

Grant Manager
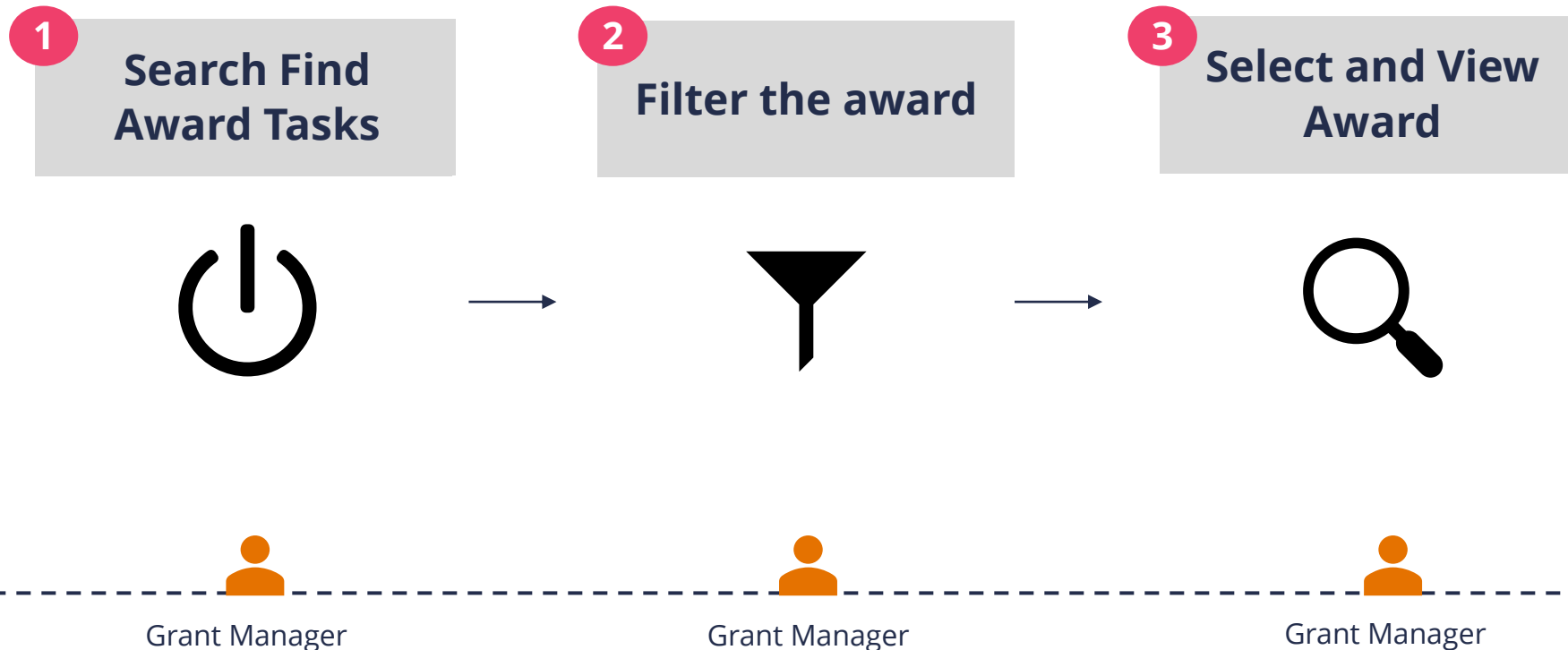
Find Award Tasks | Best Practices

🔍 **To Start** – Search **Find Award Tasks** in Workday and select the report.

Find Award Tasks fields – Select the **Company** for which you want to view the Award Tasks as it is required and select **OK**. *Please Note: All other fields are optional but help to narrow your search results.* **For example**, *to find award tasks assigned to you or someone in your group, enter your name (or any other employee with a role on an Award) in the Assigned Worker field to locate the award tasks for you or the specific employee.*

Filter – Once the report is run, you can filter the appropriate fields to find the specific award tasks. To find award tasks that still need to be completed, locate the **Status** column and filter the value by **Not Started**.

Find Award Tasks

Company	*
Cost Center	
Sponsor	
Awards	
Post Award Analyst	
Award Type	
Award Lines	

OK   Cancel

Filter Condition *

is

Value *

✕ Not Started

Filter   Remove Filter

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Find Award Tasks | Related Reports

Below are other key reports related to Award Tasks that you can use to find your award tasks:

Report	Descriptions
Award Task Status	This report allows you to view the status and due date of award tasks. This report displays 1 row per award task, making it easier for you to look at the status.
Task Status for My Awards	This report allows you to view the status and due date of your award tasks by your Award Role and displays 1 row per award task assigned to you.
Task for My Awards	This advanced report allows you to view award tasks associated with the awards where they hold a role in the award header, line, or organization.

Complete Award Tasks | Process Overview

Below is the high-level process flow for completing an award task in Workday:
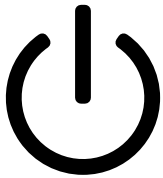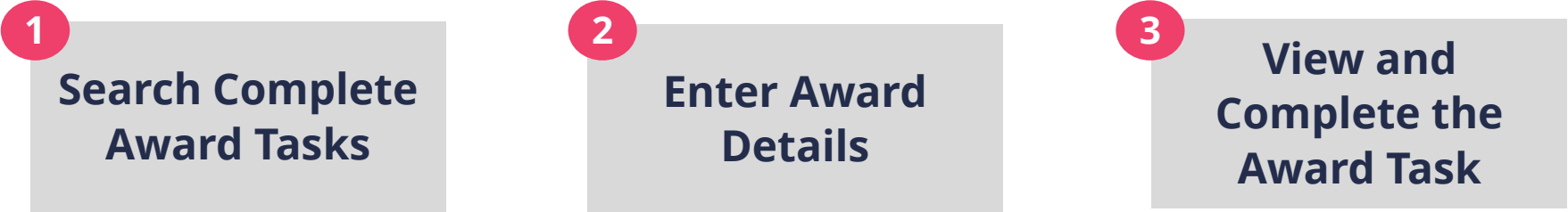
Complete Award Tasks | Best Practices

To Start – There are two ways to complete an award task:

- **Search** – To complete award tasks assigned to you, search **Complete Award Tasks** in Workday and select the report.

- **Notifications** – If an Award Task has a **Not Started** status and it has been over 30 days past the end date of the task, you will receive a **daily aler**t to complete the Award Task. These alerts will be received in the Notifications section of Workday in which you can complete the overdue Award task.
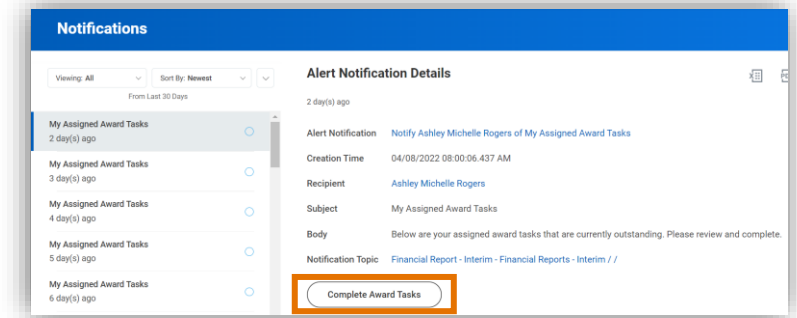
Complete Award Tasks Search Window – To narrow down your search results, select the Company and Award. Then select **OK**.

Complete Award Tasks Screen – The list of existing award tasks will display that are assigned to you. Select the **Complete** button for the award task you want to complete.

Attachments – Before submitting your award task, you can attach any relevant documents associated with the award task. Once attached, select **submit**.
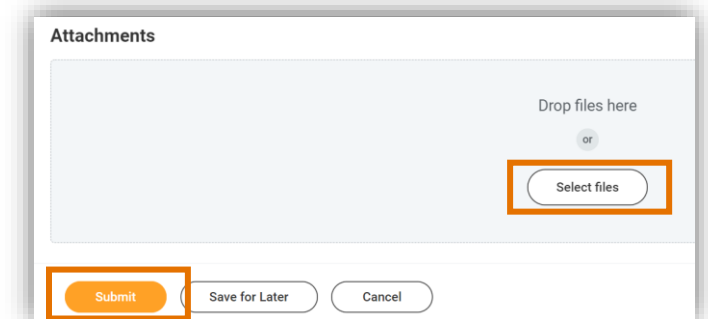
Other Spotlight Reports

Other Spotlight Reports

The table below list other spotlight reports related to **Grants Management**. You can find these by searching "Grants Management Spotlight Reports."

Report Name	Description
Grant Admin Dashboard	This Dashboard is intended to provide a one-stop shop for users in Grant Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.
Award and Grants Details Composite	This report provides quick views of various **Award** and **Grant** details.
Find Subaward	This report provides details of subaward records for your company, including award and award line, subrecipient, locations, whether subject to FFATA, start and end date, supplier contract status, total contract amount, amendment, etc.
Find My Subawards	This report allows you to view details of subaward records for your award role or organization role, including award and award line, subrecipient, locations, whether it is subject to FFATA, start and end date, supplier contract status, total contract amount, etc.
Find Subaward Contacts	This report allows you to find contact information for subawards. Details include the subrecipient, award, subaward, contact type, name, primary email, primary phone, and primary address.

Other Spotlight Reports (Contd.)
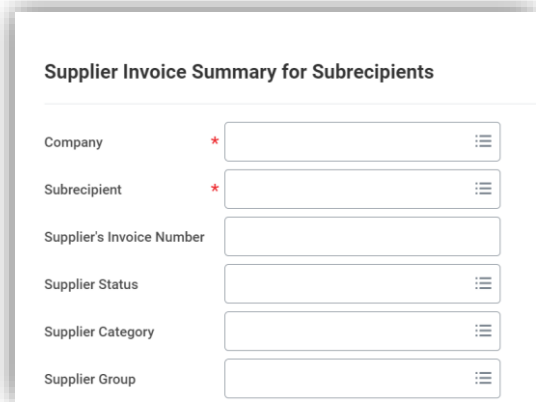
The table below lists other spotlight reports related to **Grants Management**.

Report Name	Description
Find Subrecipients	List of all subrecipients created in Workday. You can filter the report to identify a specific subrecipient or have them all listed. Details include the subrecipient, ID, Tax ID, Supplier Status, Supplier Creation Date, Supplier Category, Subrecipient Address, etc.
Supplier Invoice Summary for Subrecipients	This advanced report enables billing specialists to view supplier invoices for the subrecipient of an award. The report uses the Supplier invoices report data source. Required prompts: Company, Subrecipient.
Grants and Grant Roles associated with the award	This report pulls awards based on specific conditions related to grant roles in the award.
Special Conditions Report	This report pulls awards based on specific conditions.
Grants Expense Reconciliation Report	This report pulls up all the expense transactions that have been done on grants.
Award Cost Processable Audit for Supplier Invoices	This report is a way to view the calculated F&A costs and revenue recognition amounts charged to a supplier. This is to ensure Workday is generating F&A appropriately for your sub-awards

Other Spotlight Reports | How to Run a Report
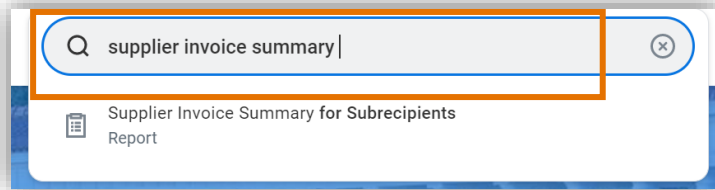
- **Search the Report –** To run a report in Workday, **search** the report name (e.g., Supplier Invoice Summary for Subrecipients) and **select** the option.

- **Report Prompts –** You will then be navigated to a screen with multiple prompts. These fields allow you to **filter** criteria to **narrow down** your search and **display specific information**. You can use these prompts to **customize** your report to match your **specific needs**. *The available prompts will vary from one report to another.*
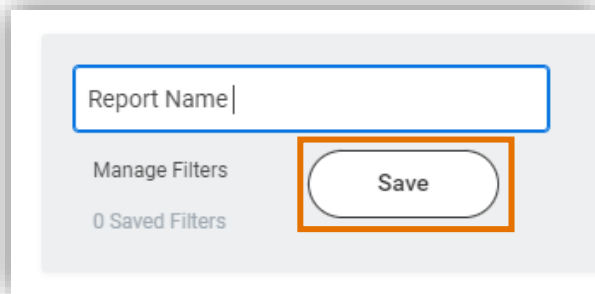
- **Save Report Prompt Filter Criteria –** Oftentimes, you may use the **exact same filter** of criteria to run the **same report** frequently. E.g., running a payroll report for a specific company every quarter. Instead of manually selecting your filter criteria each time you run this report, Workday allows you to **save your prompt values** to **reduce** the effort of entering the same fields each time you run a report.

Other Spotlight Reports | Report Functionalities

Below are the key report functionalities in Workday:
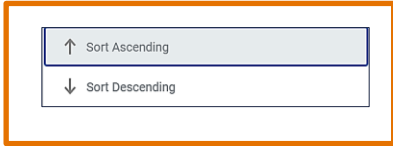
↑ Sort Ascending ↓ Sort Descending	**Sort -** Sorting is a process of arranging data in a meaningful order (i.e., in Ascending or Descending order) to analyze information more effectively.
	Filter - Filters can be used to narrow down data and view only required information in the report.
	Prompt - Prompt is the filter criteria that displays when you run a report. It allows you to choose the filter criteria by which you would like to narrow down the information.
	Charts - Charts icon can be used to convert a data from a table format to a chart format or vice-versa. You can reset the data displayed as per your requirements.
	Download/Print - Download a report in a PDF or an Excel format. Once you export a report in a PDF, you can print it easily using the print command.
	Reset - Use the Reset icon to customize your charts. The options will vary depending on the type of data and the type of chart. You can also use the Reset icon to reset the prompt settings of the report.

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Other Spotlight Reports | Key Considerations

- **Report Notification –** When your report includes a huge volume of data, it might take a while for Workday to generate the report.

  - You will see a **pop-up notification** asking you if you would like to be notified when the report is ready for you to view or if you would prefer to stay on the page and wait for the report results.

  - You can choose the **Notify me Later** option and continue with other work. Once the report is ready, you will receive a notification in Workday to view the report.

Grant Admin Dashboard | Introduction

What is the Grant Admin Dashboard?

- The **Grant Admin Dashboard** provides a **one-stop shop** to access common tasks, reports, and other resources related to Grants needed to perform your daily work.

How can you access it?

- You can access the Grant Admin Dashboard by **searching** it directly in Workday or by **selecting** the Grant Admin Dashboard worklet from your Workday Homepage.

Search Grant Admin Dashboard

Grant Admin Dashboard Worklet

OR
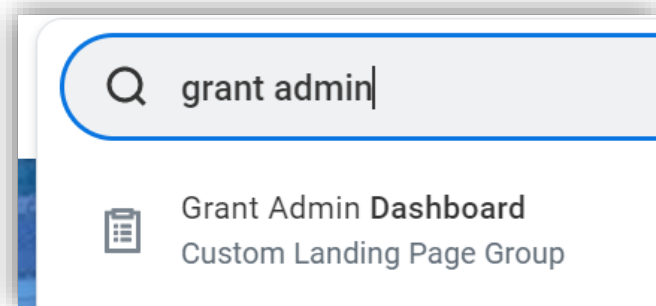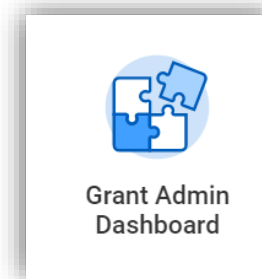
***Important to Note:** To use the Grant Admin Dashboard Worklet, you will need to add it to your Workday Homepage. For step-by-step guidance and more information, you can reference the Grant Admin Dashboard QRG.

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Grant Admin Dashboard | Dashboard View

Please see below an **example image** of the Grant Admin Dashboard and **further guidance** for each section.

You will see three tabs, **Landing Page**, **Grant Summary**, and **Financial Summary**, that display different sections you can view further details that is relevant to that particular area.

You can update your **preference of data** displayed and visualized by selecting the **lever** & **gear icons**. Once your preferences are set, the changes will be saved and implemented when revisiting the dashboard.

Each tab will contain a specific section that will visualize the data via **chart** and/or **table**. For further details, you can drill into each area by **selecting the data** within the chart.

Grant Admin Dashboard

This Dashboard is intended to provide a one-stop shop for users in Grant Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.

Landing Page   Grant Summary   Financial Summary

Processes Awaiting Action

Dependent Event: Brendon C Coll - School of Medicine Assistant Controller on 05/12/2019
Dependent Event: Elizabeth Coll on 06/04/2019
Dependent Event: Elizabeth Coll on 06/04/2019
Absence Request: Zach Andrew Cardella
Expense Report: ER-0000000003, Brenda McKenna Nalley on 02/23/2022 for $12.00
Expense Report: ER-0000000315, Laura Lynnette Garcia on 03/03/2022 for $160.00
One-Time Payment: Coleen A McNamara - P100422 Clinician Physician Admin (MONTH)
Expense Report: ER-0000000411, Lelia Ann Gibson on 03/03/2022 for $28.90
Expense Report: ER-0000000415, Lelia Ann Gibson on 03/03/2022 for $9.25
Expense Report: ER-0000000396, Zhaohui Sun on 03/03/2022 for $100.00

■ Days Since Assignment

Business Process Type	Days Since Assignment	For	Date Initiated	Business Process	Awaiting Step
Dependent Event	1059	Dependent Event: Brendon C Coll - School of Medicine Assistant Controller on 05/12/2019	06/03/2019	Change Your Benefits	To Do: Change Your Benefits
Dependent Event	1059	Dependent Event: Elizabeth Coll on 06/04/2019	06/04/2019	Change Your Benefits	To Do: Change Your Benefits

Tasks
Create Expense Report
Create Expense Report for Worker
Grants and Grant Roles Associated with an Award

Reports
OSP Award Summary Report
Find Subawards
FDM Reference - Grants
More (2)

Quick Links
UVA Office of the VP for Research (VPR)
ResearchUVA Powered by Huron
UBI User Hub
UVA Finance Business Terms

You will see **recommendations** for common **tasks** you can initiate, **reports** you can run, and **additional resources** you can view. To start the process, click the option directly in the Grant Admin Dashboard.

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Now that you have completed this course, you will be able to:

- Understand the Awards and Grants set-up in Workday (roles and responsibilities)
- View awards
- Review Subaward Grants and Supplier Contracts
- Approve Subaward Supplier Invoices
- Create a Budget Amendment
- Find and complete award tasks assigned to you
- Find Reports for Grants Management

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Thank you!

Appendix

Intro to Grants & Awards | Key Terms

Workday Term	Definition	Legacy Term
Award	An award is like a master record that includes information about the award such as the award sponsor, total sponsor amounts, start and end dates, etc.	GB##### (For example: GB12345)
Award Line	This part of an award contains important information particular to that line such as start and end dates, funding amount, etc. Each award line has worktags such as Cost Center, Fund, Function, etc.	Represents installment line for project funding
Grant	A driver worktag within the award line that auto-populates other worktags (i.e., Company, Cost Center, Function and Fund) associated with the award line.	Project
Award Lifecycle Status	The status of an award or an award line (active, closed, on-hold, etc.). It is used in business process definitions and workflow routing.	Award Status (Active, At Risk, On Hold, Closed)
Award Line Dates	These dates identify the period of performance for a particular Grant worktag. Budget Dates of Grant Expenditures must be between the Award Line dates.	Project start and end dates
Award Purpose Code	This is used to explain the purpose or focus of the award. For example: Applied Research, Basic Research, Instruction, Organized Research, and Other Sponsored Activities.	A six-digit code in the form of 9999-99. The first four digits represent the General Ledger (GL) Fund Source; the last two digits represent the GL Entity.
Prime Sponsor	The organization source of award funding.	Juice Originating Sponsor, Oracle DFF

Intro to Grants & Awards | Key Terms (Contd.)

Workday Term	Definition	Legacy Term
Sponsor	This is an external funding source which enters into an agreement with the institution (UVA) to support research, public service, or other sponsored activities. Sponsors include federal, state, and local governments; foundations; other not-for-profit organizations; other colleges and universities; corporations; and other private businesses. Workday captures Sponsor information on the Sponsor object. Sponsors are associated with the Award in Workday.	Juice Immediate Sponsor, Oracle funding source short name
Spend Restriction	A defined listing of the types of expenses that can be charged to an award.	Similar to the Allowed Cost Schedule and Transaction Controls
Award Task	This tracks administrative tasks and deadlines for financial reports or post-award closeout activities. Tasks have individual statuses called "Award Task Status." Examples: Financial Report – Annual; 90 Day Notice: FSR Memo: Financial Report -- Final	Currently used by OSP only, through Award Instalment Lines and Reporting tab
Subrecipient	Field associated with the Sub awardee to be included when award line is for a subaward grant.	Represents supplier/vendors in Oracle
Supplier Contract	An agreement that identifies the terms and conditions for goods and services. Subrecipients are associated with supplier contracts.	Represents POs in Oracle
Subawards	Agreement between UVA and subrecipient regarding work to be performed.	Represents subaward projects and POs in Oracle

Intro to Grants & Awards | Key Terms (Contd.)

Workday Term	Definition	Legacy Term
Facilities & Administration (F&A)	Costs which are commonly known as indirect costs and represent grant expenses that cannot be identified with any specific sponsored project but are incurred for common or joint objectives related to all sponsored projects.	Burden Schedule
Award Amendment Reason	This field identifies the purpose of each award amendment, a way to track those actions necessary to show the history of the award.	N/A
Object Class	A worktag that allows an institution to map internal cost categories to the categories detailed by a sponsor. It is used to report budgeted and actual expenditures to the sponsor and to designate award restrictions and some facilities and administration cost rates.	Expenditure categories

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Intro to Grants & Awards | OSP Award Roles in Workday

Below is a comprehensive list of security roles that shows the assignment of roles within the award set-up in Workday.

Workday Role	Workday Responsibilities	Assigned to*
OSP Pre-Award Grant Manager	• Approves all Award Setup activities	• Grant
OSP Post-Award Grant Manager	• Approves budget amendment	• Grant
Pre-Award Analyst	• Optional field, to be used by OSP to identify Pre-Award Analyst	• Award
Post Award Analyst	• Oracle Award Manager, OSP Post Award Accountant	• Award

Important to Note: Tasks can be assigned to any roles listed on the Grant or Award.

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Intro to Grants & Awards | Department Award Roles in Workday

Below is a comprehensive list of departmental security roles that shows the assignment of roles within the award set-up in Workday.

Workday Role	Workday Responsibilities	Assigned to*
Grant Manager *(can hold multiple other roles in addition to the **Grant Manager** role)*	• Notified of Award Setup + Modifications • Responsible for approval of expenditures, accounting adjustments, payroll costing allocations and supplier invoices • Responsible for creation of budget amendments	• Grant
Principal Investigator	• Notified of Award Setup + Modifications • Responsible for approval of subaward invoices + Retro Accounting Journals/Adjustments	• Grant
Grant Financial Analyst	• Prepares the account reconciliation	• Grant
Grant Account Certifier	• Approves account reconciliation	• Grant
Cost Center Sponsored Program Manager	• Approves grant transactions when Grant Manager is the initiator. Approval authority for grant and award processes.	• Cost Center

*Important to Note: Tasks can be assigned to any roles listed on the Grant or Award.

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Workday Role	Workday Responsibilities	Assigned to
Award Analyst	• Provides ability to view their Awards, access reports secured by Award role, and receive Award Tasks or related notifications, as applicable	• Award
Lead Principal Investigator	• Primary investigator for assigned awards	• Award
Finance Reporting Viewer	• View only role provided to all administrators to provide access to view Grants, Gifts, Projects, and Designated worktag activities	• Grant, Gifts, Projects, & Designated

Note: *Tasks can be assigned to any roles listed on the Grant or Award.*

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Create Budget Amendment | Key Terms

Term	Definition
Plan	The budget in Workday for a particular worktag.
Plan Name	For Awards/Grants, the plan name will be the AWD number (AWD-XXXXXX).
Award Budget	The plan structure to be used for **Awards**. The structure includes the Grant worktag, Cost Center, Fund, and Object Class.
Amount Change	The amount by which you will change the total amount in an award line. A **(-)** sign is used to indicate a decrease in amount.
Amendment Type	The kind of amendment. Select **Award Budget Amendment** in this field adding amendment details.
Balanced Amendment	A scenario wherein the net **Amount Change** in all the budget amendment lines adds up to $0.