E D U C A T I O N

Grants Management: Post Award

Course Manual and Activity Guide

CONTENTS

GRANTS MANAGEMENT: POST AWARD FOR WORKDAY 25

DESCRIPTION

Workday Grants Management is a new, modern grants management solution designed to enable you to manage the full operational lifecycle of your particular grants process.

As we discuss Grants Management in this course, we will frequently be referring to awards. The Award is a core concept and function in Grants Management. When you create an award in Workday, you record the details of the award, and then with Workday's cost accounting engine, you manage the full array of expensing, billing, and collecting revenue associated with your grant activities. In later chapters, we will break down the differences between the Grant and Award in Workday.

This course covers the post-award fundamentals of Workday Grants Management. It begins with a brief introduction to Workday and its core concepts, followed by an overview of Workday Grants Management and its features and functionality. We will take an in-depth look at how to configure Grants Management, and then at how to create and manage an award.

This course is intended for Workday customers who have grants management duties or responsibilities, or for those who need a high-level understanding of how Workday Grants Management will benefit the larger organization. This course is also intended for Workday Professional Services staff and Workday Partners who will support Workday customers as they configure and deploy Grants Management.

GOAL & OBJECTIVES
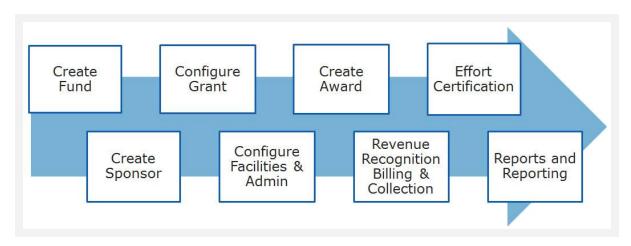
This course will prepare you to configure and administer post-award business activities in Workday Grants Management.

After completing this course, you should be able to:

- Identify the features of grants management.
- Configure the grants management features and implementation options.
- Create and manage grant awards.

THE GRANTS FLOWCHART: CONFIGURE GRANTS MANAGEMENT, AND CREATE AND MANAGE AWARDS

The following graphic will help you as we begin configuring Grants Management. This flowchart will serve as a roadmap for your grants configurations and management tasks. In the next chapter, we will take a look at the steps listed here to give you a better understanding of what to expect in this course.

CHAPTER 1 – INTRODUCTION TO WORKDAY GRANTS MANAGEMENT

OVERVIEW

This chapter provides a general overview of Workday Grants Management. We will review the features and some key terminology used in Workday Grants Management. We will also take a look at the overall grants lifecycle to give you a better understanding of how and where the post-award process fits in.

OBJECTIVES

By the end of this chapter, you should be able to:

- Describe some of the benefits of Workday's Grants Management solution.
- Identify the basic structure of the grants lifecycle.
- Define the basic terminology used in Workday Grants Management.

GRANTS MANAGEMENT OVERVIEW

Workday Grants Management is purpose-built in collaboration with Workday Education and Government design partners to manage the most complex award requirements, while giving granular visibility and control into award activity.

Grants Management is efficient – it provides a unified solution with Workday Human Capital Management, Workday Payroll, and Workday Financials. This unification means that the integration points with other systems are automated, which reduces the need for manual data hand-offs.

Workday Grants Management provides a strong audit trail of your award expenses, related finance and administration costs, and revenue recognition. This improves your compliance with sponsor requirements and ensures that your transactions or changes to a business process are accurately tracked. For example, Workday's Effort Certification allows researchers to digitally certify their effort allocated to a particular grant.

Grants Management offers great visibility – it provides rich, multi-dimensional reporting capabilities and enhanced granular information of your grant activity. This provides you with access to detailed information about grant activity, such as grant activity by sponsor, and greater strategic intelligence about your grants.
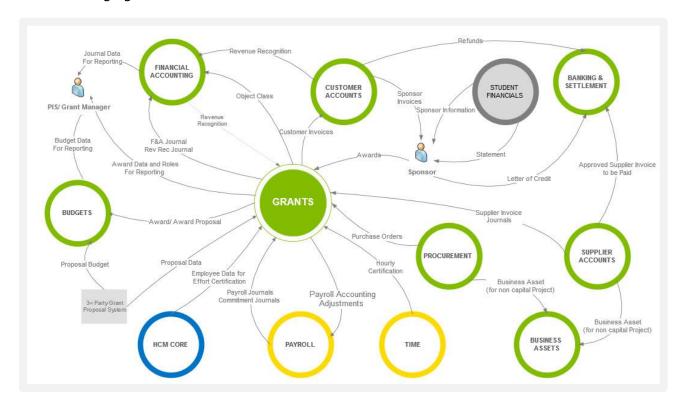
Workday Grants Management is different by design from many other applications on the market today, which are built on top of systems that were originally designed to manage projects. As a result, those systems do not capture the subtleties associated with grants, such as different sponsor types and grant hierarchies. It is also difficult for those systems to show the "many-to-many" relationships that typically occur between projects and the grants which fund them.

Workday treats grants as separate objects, which enables robust multi-dimensional reporting. Detailed grant information is tracked including the award, award type, sponsor, sponsor type, and any facilities and administration cost schedules.

GRANTS MANAGEMENT IS UNIFIED

As was just noted, Grants Management is unified with Workday's core solutions (Workday Human Capital Management, Workday Payroll, and Workday Financials). Many of the features and functionality of grants management interacts seamlessly with these core solutions. This unified functionality includes:

- Defining core organizations and relationships, including grant, fund, and sponsor.
- Defining, recording, and recovering facilities and administration related expenses, and any governing facilities and administration agreements.
- Identifying cost sharing.
- Recognizing revenue.
- Accumulating cost through many transactions.
- Certifying effort.
- Sub-contracting.
- Billing.
- Creating letters of credit and performing drawdowns.
- Reporting (e.g., expense reports).
- Managing Award closeout.

THE GRANTS LIFECYCLE

Before going further, let's briefly discuss the grants lifecycle.

The grants lifecycle consists of several distinct phases, which include:

- conceptualizing and pre-award design,
- seeking funding through planning and proposal preparation,
- award management, which is often referred to as "post-award", and
- closeout.

Conceptualize	Seek Funding	Award	Closeout
• Initiate Program or Project • Create sponsored research plan • Identify potential funding	• Create grant proposal narrative • Create grant budget • Internal review and approval • Submit proposal to grantor using prescribed format	• Receive award • Perform final negotiations • Create grant contract • Establish grant project and internal controls	• End award activities • Manage post-award financials • Prepare and submit required final reports

Different organizations may identify these phases in another way, but most will track to this standard lifecycle.

In the Conceptualize phase, which is sometimes known as design, an organization focuses on several core tasks. First among these is the initiation of the program or project. This can occur in response to a request for proposal or after a strategic or tactical planning process. This is often followed by the creation of a sponsored research plan, which identifies the planned program's scope, methods, and objectives, as well as its anticipated expenses. It is then important to identify potential funding sources.

The next phase, Seek Funding, involves creation of the grant narrative and the grant budget. This is usually a very iterative process between or among two or more principal investigators, department chairs, institute or center directors, and deans. Most institutions also require an internal review and approval process to vet both the narrative and the budget portions of a proposal. Many institutions have central university or college-level sponsored research units charged with this review and approval process. Some institutions also have central units charged with identifying and managing access to funders. The proposal phase typically concludes with submission of a proposal or application to a grantor/funder.

The Award phase, which is often referred to as award management or post-award management, is where this course will begin. It begins with receipt of a notice of award,

which details the terms and conditions of the support, including: what is being funded; specific deliverables and timeframes; the level or amount of support; any cost sharing obligations; and award accounting, reporting, and evaluation obligations. This phase focuses on conducting the supported activities (e.g., a research program). During this phase, you will incur and pay for expenses; perform revenue recognition and billing; run effort certification; and monitor, generate, and submit periodic narrative, financial, and technical reports.

Award Closeout completes the grants lifecycle. The award activities will have come to a close, and many of the post-award financials are settled and accounted for. The focus here is the timely preparation and submission of all required final reports. Report requirements vary by award, but often include final program evaluations and financial, property, technical, invention, and patent reports. Closeout activities can be extensive and require detailed attention. Final financial accounting in particular can be complex; you must ensure that all award costs have been allowable, allocable, reasonable, and consistent with the terms and conditions of the award agreement.

GRANTS MANAGEMENT: KEY TERMINOLOGY

Educational, governmental, and nonprofit organizations receive a variety of support from a range of sponsors to undertake an almost infinite assortment of programs, projects, research, services, activities, etc. This support can take many forms including grants, contracts, cooperative agreements, or gifts. The support itself can come from a range of sponsors including governmental, nongovernmental, foundation, corporate, and private funders or grantors.

The terms and conditions of such support or sponsorship are usually recorded in an award document. That document may state the terms and conditions in general language, or it may be a highly contractual document stipulating who is involved, the program or project goals and objectives, deliverables, when and where the supported work will occur, and how an activity will be performed and evaluated - all in exchange for varying kinds and levels of support.

AWARD

Given the different forms of support and the varying terminology, Workday uses the award as its core concept and function in Grants Management. When you create an award in Workday, you record the terms and conditions of your support, and then with Workday's cost accounting engine, you manage the full array of expensing, billing and collecting revenue associated with your supported activities. In Workday, the award provides the pivotal functionality allowing you to automate the terms and conditions of your award. Workday uses the award to define the business rules necessary to capture cost, calculate facilities and administration expenses, recognize revenue, bill your sponsor, and manage the award schedule, or calendar. Grants Management automates the terms and conditions of your award to enable you to meet your obligations to your sponsors. An award in Workday is subject to approvals, which you define in a corresponding workflow, or what Workday refers to as a business process. Awards may be amended with a separate, configurable business process, and those changes are tracked through versioning.

GRANT

Workday uses the grant as the primary costing organization for Grants Management. The grant captures the basic information needed to process grant activities, including information used to manage and report on the grant. A grant may be linked to one and only one award. You may define grant hierarchies as a way to group grants together and, as with other hierarchies in Workday, roles can default from the parent grant to the child grant. Finally, Grants Management supports the use of the related worktags. For example, when you select a grant worktag, other worktags associated with that grant are automatically pulled in. The grant is also used to detail information regarding roles and responsibilities. You can identify and assign roles for your principal investigators, researchers, grant managers, and financial staff. This allows you to define security, execute auto-routing, and individualize reporting.

SPONSOR

The role of the sponsor is also crucial in Workday Grants Management. The sponsor, also commonly known as a funder or grantor, is the organization which provides the award. Workday allows you to identify and record a variety of information related to the sponsor which then defaults to an associated award. The Sponsor region of the award is where you record this information.

While it is quite common to receive an award directly from a sponsor, it is not unusual for many organizations to receive an award, which is a sub-award of another award. If your award is a sub-award, Workday allows you to identify a "flow through sponsor", or the organization that provides the funding for the larger or main award. This can be very helpful and provide a more nuanced understanding of the actual source of funding for your award.

> Example: A university medical school receives an award from a government funder and then issues a sub-award to the Microbiology department of another university. In this case, the medical school can be listed as the sponsor, and the government funder can be identified as the "flow through sponsor".

CHAPTER 2 – GRANTS MANAGEMENT: POST AWARD

OVERVIEW

This chapter will focus in on the post-award process and explore the elements of the award that need to be configured in order to manage the grants in your institution.

OBJECTIVES

By the end of this chapter, you should be able to describe, at a high level, the post-award grants process, and identify and describe the various sections of the award.
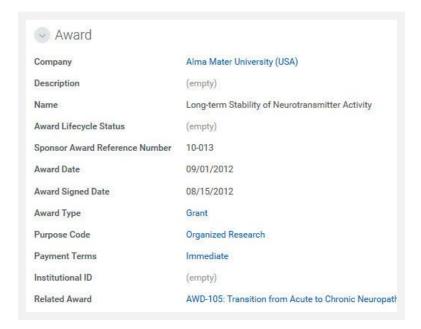
THE POWER OF WORKDAY GRANTS MANAGEMENT

Before we turn to configuring Grants Management, let's take a brief look at the details included in the award in Grants Management. This will allow you to better understand how the upcoming configuration discussion fits within the Workday Grants Management framework.

THE AWARD
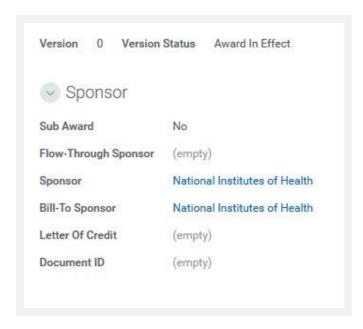
As previously noted, the award is where you specify the terms and conditions which govern the award agreement with your sponsor. It is the pivotal functionality in Workday which allows you to manage the relationship between you and the sponsor. Workday uses the award to define the business rules necessary to capture cost, calculate facilities and administration expenses, recognize revenue, bill your sponsor, and manage the award schedule. Grants Management automates these terms and conditions of your award to enable you to meet your obligations to your sponsors.

The Award Header region is where a variety of essential information is recorded, including which unit in your organization has received the award, a description of the award, its effective date, when it is signed, any award name or sponsor identification number, the award type, and the payment terms.

Award	
Company	Alma Mater University (USA)
Description	(empty)
Name	Long-term Stability of Neurotransmitter Activity
Award Lifecycle Status	(empty)
Sponsor Award Reference Number	10-013
Award Date	09/01/2012
Award Signed Date	08/15/2012
Award Type	Grant
Purpose Code	Organized Research
Payment Terms	Immediate
Institutional ID	(empty)
Related Award	AWD-105: Transition from Acute to Chronic Neuropath

THE SPONSOR

The role of the Sponsor is also crucial in Workday Grants Management. Workday allows you to identify and record a variety of information related to the sponsor, which then defaults to an associated award. The Sponsor region of the award is where you record this information.

Version	0	Version Status	Award In Effect

Sponsor

Sub Award	No
Flow-Through Sponsor	(empty)
Sponsor	National Institutes of Health
Bill-To Sponsor	National Institutes of Health
Letter Of Credit	(empty)
Document ID	(empty)
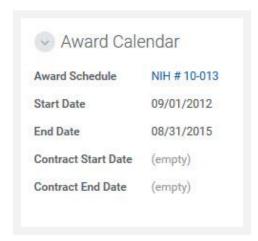
AWARD AMOUNTS

Workday uses the Award Amounts region to record core financial information for the award. For example, the amount of direct costs and any facilities and administration expenses, sometimes also known as indirect or overhead expenses, covered by the sponsor will be listed here. You will also record the Authorized Amount in this region. This places controls on the award to ensure that your billing will not exceed the award billing limit.

Award Amounts

Currency	USD
Sponsor Direct Cost	4,000,000.00
Sponsor Facilities and Administration	2,750,000.00
Sponsor Total	6,750,000.00
Cost Share Total	0.00
Award Total	6,750,000.00
Entered Line Amount	6,750,000.00
Authorized Amount	6,750,000.00
Billing Limit Override	0.00
Billed To Date	4,283,622.11
Cost Share Required by Sponsor	No
Anticipated Sponsor Direct Cost	2,000,000.00
Anticipated Facilities and Administration	7,500,000.00
Anticipated Sponsor Total	9,500,000.00
Budget Template	(empty)

AWARD CALENDAR

You can establish a schedule, or award calendar, for an award's year and fiscal periods. You may then amend the schedule as needed.
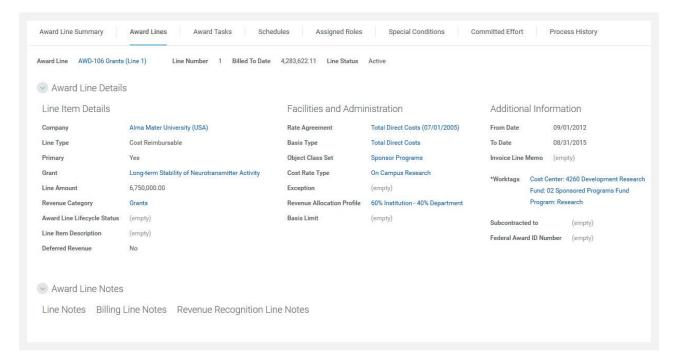
Award Calendar

Award Schedule	NIH # 10-013
Start Date	09/01/2012
End Date	08/31/2015
Contract Start Date	(empty)
Contract End Date	(empty)

Workday also allows you to create multiple schedules for each award. For example, if your award has multiple components, then you can associate these different components with different schedules, and you can group multiple components in one schedule.

AWARD LINE

The Award Line is a crucial component of the award in Grants Management. It is here that you detail grant information, the revenue recognition and billing business rules, and terms and conditions which govern the award agreement with your sponsor.
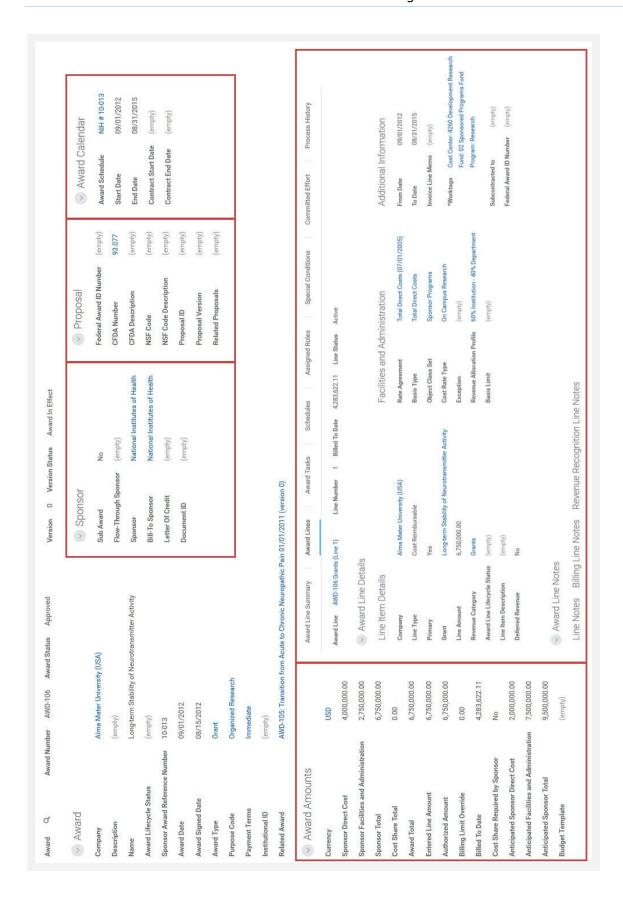
The Award Line area is where you record:
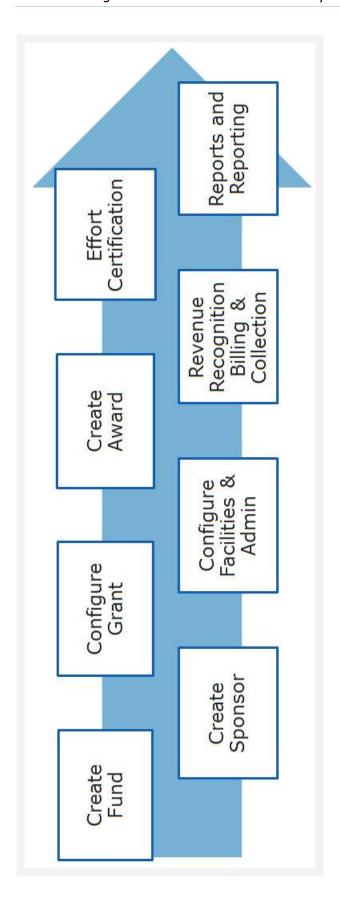
- an award line type, which determines revenue recognition rules and practices.
- a grant, which is an organization worktag in.
- the amount of the award line.
- effective date ranges which Workday uses to determine eligible award expenses.
- facilities and administration configurations.

| Award Line Summary | Award Lines | Award Tasks | Schedules | Assigned Roles | Special Conditions | Committed Effort | Process History |

Award Line   AWD-106 Grants (Line 1)   Line Number   1   Billed To Date   4,283,622.11   Line Status   Active

⌄ Award Line Details

Line Item Details		Facilities and Administration		Additional Information	
Company	Alma Mater University (USA)	Rate Agreement	Total Direct Costs (07/01/2005)	From Date	09/01/2012
Line Type	Cost Reimbursable	Basis Type	Total Direct Costs	To Date	08/31/2015
Primary	Yes	Object Class Set	Sponsor Programs	Invoice Line Memo	(empty)
Grant	Long-term Stability of Neurotransmitter Activity	Cost Rate Type	On Campus Research		
Line Amount	6,750,000.00	Exception	(empty)	*Worktags	Cost Center: 4260 Development Research
Revenue Category	Grants	Revenue Allocation Profile	60% Institution - 40% Department		Fund: 02 Sponsored Programs Fund
Award Line Lifecycle Status	(empty)	Basis Limit	(empty)		Program: Research
Line Item Description	(empty)			Subcontracted to	(empty)
Deferred Revenue	No			Federal Award ID Number	(empty)

⌄ Award Line Notes

Line Notes   Billing Line Notes   Revenue Recognition Line Notes

OPTIONAL PRINTED MATERIALS

The following pages display the grants flowchart, as well as a screenshot containing all of the award sections in one graphic. Feel free to print these pages out to use as a reference as you progress through the course.

Award 🔍

Version 0 Version Status Award In Effect
Award Number AWD-106 Award Status Approved

Award

Company	Alma Mater University (USA)
Description	(empty)
Name	Long-term Stability of Neurotransmitter Activity
Award Lifecycle Status	(empty)
Sponsor Award Reference Number	10-013
Award Date	09/01/2012
Award Signed Date	08/15/2012
Award Type	Grant
Purpose Code	Organized Research
Payment Terms	Immediate
Institutional ID	(empty)
Related Award	AWD-105: Transition from Acute to Chronic Neuropathic Pain 01/01/2011 (version 0)

Sponsor

Sub Award	No
Flow-Through Sponsor	(empty)
Sponsor	National Institutes of Health
Bill-To Sponsor	National Institutes of Health
Letter Of Credit	(empty)
Document ID	(empty)

Proposal

Federal Award ID Number	(empty)
CFDA Number	93.077
CFDA Description	(empty)
NSF Code	(empty)
NSF Code Description	(empty)
Proposal ID	(empty)
Proposal Version	(empty)
Related Proposals	(empty)

Award Calendar

Award Schedule	NIH # 10-013
Start Date	09/01/2012
End Date	08/31/2015
Contract Start Date	(empty)
Contract End Date	(empty)

Award Amounts

Currency	USD
Sponsor Direct Cost	4,000,000.00
Sponsor Facilities and Administration	2,750,000.00
Sponsor Total	6,750,000.00
Cost Share Total	0.00
Award Total	6,750,000.00
Entered Line Amount	6,750,000.00
Authorized Amount	6,750,000.00
Billing Limit Override	0.00
Billed To Date	4,283,622.11
Cost Share Required by Sponsor	No
Anticipated Sponsor Direct Cost	2,000,000.00
Anticipated Facilities and Administration	7,500,000.00
Anticipated Sponsor Total	9,500,000.00
Budget Template	(empty)

Award Line Summary | Award Lines | Award Tasks | Schedules | Assigned Roles | Special Conditions | Committed Effort | Process History

Award Line AWD-106 Grants (Line 1) Line Number 1 Billed To Date 4,283,622.11 Line Status Active

Award Line Details

Line Item Details

Company	Alma Mater University (USA)
Line Type	Cost Reimbursable
Primary	Yes
Grant	Long-term Stability of Neurotransmitter Activity
Line Amount	6,750,000.00
Revenue Category	Grants
Award Line Lifecycle Status	(empty)
Line Item Description	(empty)
Deferred Revenue	No

Facilities and Administration

Rate Agreement	Total Direct Costs (07/01/2005)
Basis Type	Total Direct Costs
Object Class Set	Sponsor Programs
Cost Rate Type	On Campus Research
Exception	(empty)
Revenue Allocation Profile	60% Institution - 40% Department
Basis Limit	(empty)

Additional Information

From Date	09/01/2012
To Date	08/31/2015
Invoice Line Memo	(empty)
*Worktags	Cost Center: 4260 Development Research Fund; 02 Sponsored Programs Fund; Program: Research
Subcontracted to	(empty)
Federal Award ID Number	(empty)

Award Line Notes

Line Notes | Billing Line Notes | Revenue Recognition Line Notes

CHAPTER 3 – CREATE A FUND

OVERVIEW

Before we can create and manage an award in Grants Management, we first must configure a number of items. These include:

- a fund
- a sponsor
- a grant
- the facilities and administration structure

The next few chapters focus on creating and configuring these items. Once we have defined them, we can then create and manage our awards.

In this chapter, we will begin this process by providing a general overview of Workday's use of funds in Grants Management.

OBJECTIVES

By the end of this chapter, you should be able to:

- Create a Fund Type.
- Create a Fund.
- Edit a Fund Hierarchy.

CREATE A FUND

In Workday, a fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Funds are classified into three groups for reporting and treatment:

1. Non-proprietary or governmental fund types include capital projects, debt service, general fund, and special revenue funds.

2. Proprietary fund types include enterprise and internal service funds.

3. Fiduciary fund types include agency, endowment, investment trust, and pension trust funds.

A fund classifies its assets based on the restricted use, also known as behavior, of those assets. These classifications include:

- Restricted
- Unrestricted
- Temporarily restricted

When you create a fund, you can also create roles which drive security tasks, access to employees, and involvement in business processes. Roles are used in business processes to assign tasks; they can either be inherited from a superior fund, specifically assigned to a fund, or roles can be defaulted. These role assignments and the security groups to which they belong are critical for business process routing and notifications.

Funds can also be assigned to a fund hierarchy. Roles can then be inherited from a superior fund within the hierarchy. Keep in mind that organizational roles drive security tasks, access to employees, and involvement in business processes. Organizational roles reside in each organization (e.g., Supervisory, Location Hierarchy, etc.).

Use the Fund Type to indicate those award transactions associated with a fund worktag that involve a sponsor, and therefore can be charged to the award. Or, use the Fund Type to indicate whether transactions are instead part of a cost share and should not be charged to the award. This is crucial, as this setting will change how Workday identifies transactions with a fund worktag. For example, let's say you select "Sponsor" in the Funded By field on the Fund Type, and then create a fund using that fund type. When you create transactions using that fund worktag, Workday will identify those transactions as sponsor-related.

ACTIVITY 3.1 – CREATE A FUND TYPE

Business Case: In this chapter, we will be creating a Fund. Before we can do that, we first need to make sure the proper fund type is configured. In this activity, you will create the Permanently Restricted – Capital fund type. This will allow you to classify newly created funds as Permanently Restricted – Capital funds.

Sign in as Matthew Fong (mfong)

DEFINE A FUND TYPE

1. Enter *create fund type* in the search box.

2. Select the **Create Fund Type** task.

3. Enter the following information:

Field Name	*Entry Value*
Fund Type Name	Permanently Restricted – Capital
Fund Type ID	06
Include Fund Type ID in Name	(Checked)
Fund Restriction	Restricted
Funded By	Sponsor

Note: You may select either **Sponsor** or **Cost Share** as a value in the Funded By field.

- Sponsor designates a sponsor's expenses for use in revenue recognition and billing for cost reimbursable award lines
- Cost Share indicates that the value is instead informational, and can be used to report on all funds created for cost sharing.

4. Click **OK**.

5. Click **Done**.

ACTIVITY 3.2 – CREATE A FUND

Business Case: With the fund types configured, you are ready to create the Sponsored Program – Corporate fund. You can then later associate this fund with grants awarded by corporate sponsors.

⮕ **Sign in as Matthew Fong (mfong)**

CREATE A FUND

1. Locate and run the **Create Fund** task.

2. Enter the following information:

Field Name	Entry Value
Fund Name	Sponsored Program - Corporate
Fund ID	11
Include Fund Type ID in Name	(Unchecked)
Fund Type	05 Sponsor Funded
Funded Restriction	Restricted (auto-populates)

3. Click the **Add Row icon** ⊕ to add an additional row to the *Assign Roles* section.

4. Assign the following organizational roles:

Role	Assigned To
Fund Financial Analyst	Jenny Harper
Fund Manager	Matthew Fong

Notice that the Fund Manager role is restricted to a single assignment.

5. Click **OK** and then **Done.**

VIEW A FUND

1. Locate and run the **View Fund** report.

2. Select the **Sponsored Program – Corporate** fund, and click **OK** to run the report and review the details of your fund.

ACTIVITY 3.3 – EDIT A FUND HIERARCHY

Business Case: Fund hierarchies enable you to tie all related funds together from the top down. Edit a fund hierarchy to include the fund you just created.

⮕ **Sign in as Matthew Fong (mfong)**

EDIT A FUND HIERARCHY
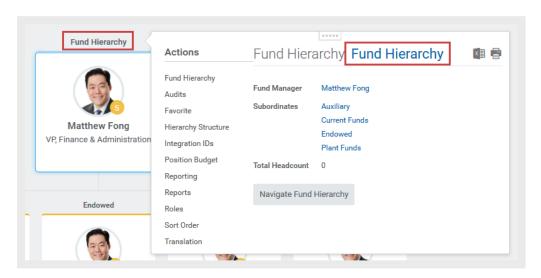
1. Locate and run the **Edit Fund Hierarchy** task.

2. Select **Fund Hierarchy** in the Fund Hierarchy field.

3. Click **OK**.

4. Select **Sponsored Program – Corporate** in the Include Funds field.

5. Click **OK**.

6. Click the hierarchy's **Related Actions**, and select **Roles** > **Assign Roles**.

7. In the Effective Date field, enter *01/01/2010*.

8. Click **OK**.

9. Click the **Add Row** icon in the Assign Roles section to add a new role.

10. Assign Luca Lombardi to the Integration Partner role.

11. Click **OK**.

12. Review the role assignments and then click **Done.**

NAVIGATE A FUND HIERARCHY

1. Locate and run the **Navigate Fund Hierarchy** report.

2. Select **Fund Hierarchy** in the Fund Hierarchy field.

3. Click **OK**.

Here, you can visually review the Fund Hierarchy fund structure, and interact with fund hierarchies and their funds. You can perform a variety of related actions.

4. Click the **Fund Hierarchy** link to review details of the Fund Hierarchy.

Details include roles, members, and staffing. From here, you can take action on the fund hierarchy or any of its funds.

Notice that the Sponsored Program – Corporate fund is included in the hierarchy in the Includes field at the top of the page.
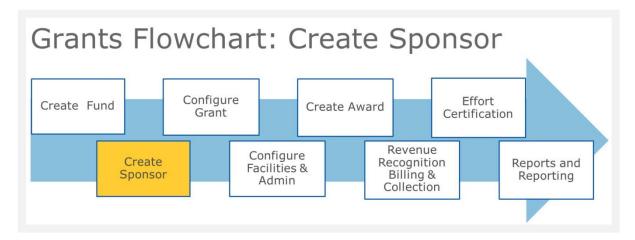
5. Click the **Sponsored Program – Corporate** link.

Notice the role of *Integration Partner*, which we added to the Fund Hierarchy, has been inherited by the fund.

CHAPTER 4 – CREATE A SPONSOR

OVERVIEW

Now that we have seen how to configure a fund, in this chapter we will continue our configurations by creating a Sponsor. We will begin with an overview of the Sponsor in Workday, and then you will configure a sponsor in the activities that follow.

Grants Flowchart: Create Sponsor

OBJECTIVES

By the end of this chapter, you should be able to:

- Create a Sponsor Type.
- Create a Sponsor.

CREATE A SPONSOR

The role of the sponsor is crucial in Workday Grants Management.

The sponsor, also commonly known as a funder or grantor, is the organization which provides the award. Workday allows you to identify and record a variety of information related to the sponsor which then defaults to an associated award. The Sponsor region of the award is where you record this information for the award.

While it is quite common to receive an award directly from a sponsor, it is not unusual for an organization to receive an award which is a sub-award of another award. If your award is a sub-award, Workday allows you to identify a flow through sponsor, or the organization which provides the funding for the larger or main award. This can be very helpful and provide more nuanced information about the actual source of funding for your award.

An example of this situation could be when a university medical school receives an award from a government funder and then issues a sub-award to the Microbiology department of another university. In this case, the medical school can be listed as the sponsor and the government funder can be identified as the flow through sponsor.

A similar, but different, situation occurs when an award sponsor is part of a larger organization and that larger organization is the entity which remits award payments on behalf of its subsidiaries. In this situation, Workday uses Bill to Sponsor to identify the larger organization as the entity which should be billed for award-related expenses.

An example of this could be when a government agency issues an award, but that agency is part of a larger government department which issues payments for all awards made by its constituent agencies.

Workday allows you to define sponsor types. This allows you to group like sponsors and can be used to provide management reports based on sponsor types. Common sponsor types include: Corporate Foundation, Department of Energy, Federal Agencies, Higher Education, NASA, National Institutes of Health, Private Foundation, United Nations, and US Department of Agriculture.

ACTIVITY 4.1 – CREATE A SPONSOR TYPE

Business Case: In this chapter, we will be creating a sponsor for our awards. Just as in the last chapter, we will first need to configure the sponsor types. In this activity, you will create the Corporate Foundation sponsor type. This will allow you to designate a newly created sponsor as a corporate foundation.

Sign in as Matthew Fong (mfong)

DEFINE A SPONSOR TYPE

1. Locate and run the **Maintain Sponsor Types** task.

2. Add a row, and enter the following information:

Field Name	Entry Value
Name	Corporate Foundation
Description	Corporate Foundation

3. Click **OK** and then **Done**.

4. Use the **View Sponsor Types** report to review and confirm the details of your sponsor types.

ACTIVITY 4.2 – CREATE A SPONSOR

Business Case: With the sponsor types configured, you are ready to create the sponsor. In this activity, you will create the Miraloma Foundation, which will be the sponsor for all of the awards we configure in this class.

⊙ **Sign in as Matthew Fong (mfong)**

CREATE A FUND

1. Locate and run the **Create Sponsor** task.

2. Enter the following information:

Field Name	Entry Value
Sponsor Name	Miraloma Foundation
Sponsor Type	Corporate Foundation
Payment Terms	Immediate
Accept All Currencies	(select)
Default Currency	USD

3. Click **OK**.

4. Enter the following information:

Field Name	Entry Value
Tax ID	12345678

5. Scroll down to the Contact Information tab, and click the **Add** button in the Address section.

6. Enter the following information:

Field Name	Entry Value
Effective Date	01/01/2010
Country	United States of America
Address	One Market St.
City	San Francisco

State	California
Postal Code	94105
Type	Business
Primary	(check box)

7. Click the **Add** button in the Email section.

8. Enter the following information:

Field Name	Entry Value
Email Address	PM@Miralomafoundation.org
Primary	(check box)

9. Click **OK** and then **Done**.
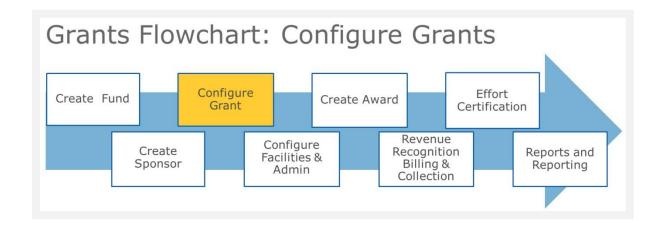
CONFIGURE DELIVERY METHOD

1. Now let's look at how to configure the default delivery method for invoices to this Sponsor. Run the **Edit Sponsor** task.

2. Select **Miraloma Foundation**.

3. Click **OK**.

4. Click the **Document Options** tab.

5. Select **Email** as the Invoice Delivery Method.

6. Select **Customer Primary Email** as the Email Recipients.

7. Click **OK** and then **Done**.

CHAPTER 5 – CONFIGURE A GRANT

OVERVIEW

In this chapter, we will take a look at how to configure a grant worktag to use for capturing award costs in Grants Management. We will also discuss Object Class Mapping, which you will use to allocate incurred expenses to an award.

OBJECTIVES

By the end of this chapter, you should be able to:

- Create a Grant.
- Create a Grant Hierarchy.
- Create Object Class Mapping.

CREATE A GRANT

Workday uses worktags, which enable you to mark transactions and supporting data to make your business purposes clear and establish their common relationships. This gives you a multidimensional view of your business that you can act upon. You can find information easier, filter searches to focused results, and analyze information in aggregated and summarized reporting by business dimension.

Workday uses the grant organization worktag as the primary cost and revenue collector for an award. Use the grant worktag to:

- charge a purchase order against a grant,
- recognize revenue on the award, and
- charge finance and administrative expenses to the award.

The grant captures the basic information needed to process grant activities, including information used to manage and report on the grant. This is easily facilitated in that the grant supports related worktags. Workday treats grants as separate objects, which enables rich multi-dimensional reporting. Detailed grant information is tracked including the award, award type, sponsor, sponsor type, and any facilities and administration cost schedule.

As with any Workday organization, an important feature of the grant is that you can use it to detail information regarding roles and responsibilities. For example, you can identify and assign roles for your principal investigators or researchers, grant managers, and financial staff. This allows you to define security, execute auto-routing, and individualize reporting. If a role is not assigned directly to a grant, it can be inherited from its superior grant.

You may define grant hierarchies as a way to group grants together. As with other hierarchies in Workday, roles can be inherited from higher up within the hierarchy.

The grant worktag can only be used as the target, but *not the source*, in allocations. This is common in nonprofit organizations.

ACTIVITY 5.1 – CREATE A GRANT ID SEQUENCE

Business Case: As we begin this chapter's activities, we will first address some optional configurations you can perform to make the grant creation process smoother and more efficient. First, you will configure a Grant ID Sequence to automatically assign new grants a Grant ID in accordance with your institution's naming conventions.

Sign in as Matthew Fong (mfong)

DEFINE A GRANT

1. Locate and run the **Create ID Definition/Sequence Generator** task.

2. Enter the following information:

Field Name	Entry Value
Sequence Name	AMU Grant ID
Increment by	1
Padding with '0'	2
Format/Syntax	GRT-[seq]

In the Example section to the right, you can see a sample Grant ID generated using this configuration. The two zeroes come from the Padding with '0' field, and represent the first number in the sequence.

Example

Example Sequence   GRT-00

3. Expand the Sequence Generator ID section.

4. Enter *AMU Grant ID* in the ID field.

Note: You can leave this blank to have Workday assign a sequence generator ID. If you choose to do so, be sure to note the ID when it populates on the confirmation page. You will need this ID to complete the ID sequence setup.

5. Click **OK**.

6. Locate and run the **Edit Tenant Setup – Financials** task.

7. In the Business Entity Sequence IDs section, locate the ID Generator for Grant field and select the **AMU Grant ID** sequence you just created.

8. Click **OK** and then **Done**.

Note: When creating a new award, the Grant ID can be overridden by entering a value in the Grant ID field. If nothing is entered, the Grant ID will default according to the configurations you have made here.

ACTIVITY 5.2 – CREATE A GRANT

Business Case: Create a grant to capture the basic information needed to process grant activities, including information used to manage and report on the grant. The grant worktags you create in this activity will be used throughout the award creation process.

➲ **Sign in as Matthew Fong (mfong)**

CREATE A GRANT

1. Locate and run the **Create Grant** task.

2. Enter the following information:

Field Name	Entry Value
Grant Name	Ecology and Evolutionary Biology
Grant ID	EEB
Worktags	Cost Center: 4280 Biology Fund 02 Sponsored Programs Fund Program: Research

3. Use the **Add Row** icon to create one additional row in the Assign Roles section, for a total of two blank rows.

4. Enter the following information:

Role	Assigned To
Principal Investigator	Audrey Hodges
Co-Principal Investigator	Kim Nguyen

Notice that the Principal Investigator role has been restricted to a single assignment.

5. Click **OK** and then **Done**.

6. Use the **View Grant** report to review and confirm the details of your grant.

CREATE A SECOND GRANT

1. Locate and run the **Create Grant** task.

2. Enter the following information:

Field Name	Entry Value
Grant Name	Conservation Economics
Grant ID	Con Econ
Worktags	Cost Center: 4280 Biology Fund 02 Sponsored Programs Fund Program: Research

3. In the Assign Roles section, enter the following information:

Role	Assigned To
Co-Principal Investigator	Miriam Roth

4. Click **OK** and then **Done**.

5. Use the **View Grant** report to review and confirm the details of your grant.

CREATE A THIRD GRANT

1. Locate and run the **Create Grant** task.

2. Enter the following information:

Field Name	Entry Value
Grant Name	Applied Conservation
Grant ID	App Con
Worktags	Cost Center: 4280 Biology Fund 02 Sponsored Programs Fund Program: Research

3. In the Assign Roles section, enter the following information:

Role	Assigned To
Co-Principal Investigator	Miriam Roth

4. Click **OK** and then **Done**.

5. Use the **View Grant** report to review and confirm the details of your grant.

CREATE A GRANT HIERARCHY

Use a grant hierarchy as a way to group grants together. As with other organization hierarchies in Workday, roles can default from the hierarchy to the grant. Grant hierarchies can also be used to group grants together for reporting.

If a grant hierarchy does not exist, you must first create one. Once created, this hierarchy routes to user-based roles according to the default Create Grant Hierarchy business process definition. You may assign roles and create a business process definition off this hierarchy for workflow routing. Once you establish your most superior, or topmost, hierarchy, users with assigned roles can then create and approve subordinate grant hierarchies and grants.

Grant Hierarchies have the following characteristics:

- A grant can be in more than one hierarchy.
- Hierarchies can contain other hierarchies.
- Roles can default to a grant from a grant hierarchy if a role is not specified on a grant.

ACTIVITY 5.3 – CREATE A GRANT HIERARCHY

Business Case: Create a grant hierarchy for our newly created grants. This will allow you to search for, report on, and inherit security roles for your grants.

⏩ **Sign in as Matthew Fong (mfong)**

CREATE A GRANT HIERARCHY

1. Locate and run the **Create Grant Hierarchy** task.

2. Enter the following information:

Field Name	Entry Value
Grant Hierarchy Name	Conservation of Biological Diversity
Superior Grant Hierarchy	Alma Mater University Grants
Include Grants	Applied Conservation
	Conservation Economics
	Ecology and Evolutionary Biology

3. In the Assign Roles section, enter the following information:

Role	Assigned To
Grant Financial Analyst	Matthew Fong

4. Review the role assignment, and click **OK**.

    Notice that your hierarchy has inherited Dr. John Metcalf as the Principal Investigator from the Alma Mater University Grants superior grant hierarchy.

5. From the grant hierarchy's **Related Actions**, click the **Navigate Grant Hierarchy** button to visually review your hierarchy structure and interact with the hierarchy and its grants. From here, you can use Related Actions to perform a variety of actions on this grant hierarchy.

OBJECT CLASS MAPPING

One of the more vexing things when managing awards can be the need to reconcile or report award expenditures, which you have recorded in accordance with your internal cost categories, and per the cost categories stipulated in the award. Even if you use your internal cost categories when preparing your proposal, subsequent award expense categories may be different.

Workday solves this by allowing you to map your internal cost categories to the categories detailed by the sponsor in your award. Workday accomplishes this by using object class mapping. Object classes are used to report budgeted and actual expenditures to the sponsor. Award restrictions and some facilities and administration cost rates are designated by class. Linking the grant class to your ledger accounts provides consistency between capture of the source transaction and validation/reporting in Grants Management.

If a Spend Category or Spend Hierarchy is excluded from one object class, it can be included in a different object class.

ACTIVITY 5.4 – CREATE A OBJECT CLASS MAPPING

Business Case: Create an object class set that includes a list of object class codes and descriptions for each cost category covered by your award. This object class set is used when defining object class mapping for the object class codes used in processing costing transactions. The costing transactions include expense reports, supplier invoices, and payroll. In other words, this will let you map award costs to the relevant spend categories for both your institution and the sponsor.

➡ **Sign in as Matthew Fong (mfong)**

CREATE OBJECT CLASS SET

1. Locate and run the **Create Object Class Set** task.

2. Enter *Miraloma Foundation* as the Object Class Set Name.

3. Click the **Add Row** icon in the Object Class section to add four rows.

4. Enter the following information:

Object Class Codes	*Object Class Description*
Salaries	Salaries
Fringe Benefits	Fringe Benefits
Travel	Travel
Equipment	Equipment

5. Review the object class information, and click **OK**.

6. Click **Done**.

CREATE OBJECT CLASS MAPPING

1. Locate and run the **Maintain Object Class Mapping** task.

2. Select **Miraloma Foundation** as the Object Class Set.

3. Click **OK**.

4. Select **Program** as the Exception Worktag.

5. Use the **Add Row** icon to add three rows, for a total of four blank rows.

6. Enter the following information:

Object Class	*Spend Category/Pay Category*
Miraloma Foundation: Salaries	Pay Component Group > Institutional Base Salary
Miraloma Foundation: Fringe Benefits	Pay Component Group > Fringe Benefits
Miraloma Foundation: Equipment	Spend Category > Mobile Office Assets
	Spend Category > Hardware – Computers
	Spend Category > Hardware – Servers
Miraloma Foundation: Travel	Spend Category > Travel & Entertainment

Note: In the Equipment row, use the white **Add Row** icon to add two additional sub-rows to enter all three spend categories.

7. Select the **Default Object Class** checkbox for Miraloma Foundation: Salaries.

Note: When a costable transaction (for example, an expense report, supplier invoice, or payroll) is processed and a mapping is not found, the default object class is used.

8. Click **OK** and then **Done**.

9. Use the **View Object Class Mapping** report and select the **Miraloma Foundation** to review details of your object classes and the related mapping to convert expense data to the terms.
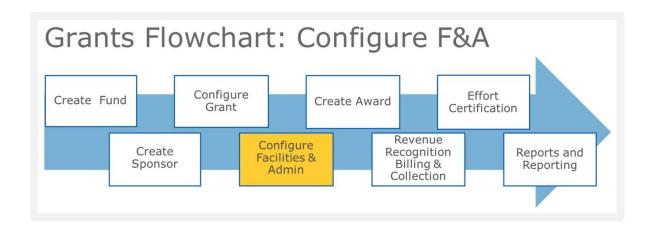
Note: If you exclude a Spend Category or Spend Hierarchy from one object class, it can be included in a different object class.

CHAPTER 6 – CONFIGURE FACILITIES AND ADMINISTRATION

OVERVIEW

We are almost done with the configurations necessary to enter our awards. In this chapter, we finish this setup by configuring Facilities and Administration (F&A). We will begin with a brief overview of facilities and administration in Workday Grants Management, and then you will configure a Facilities and Administration Rate Agreement for a sponsor, as well as a revenue profile to dictate how F&A revenue is handled at your institution.

OBJECTIVES

By the end of this chapter, you should be able to:

- Maintain Facilities and Administration Cost Basis Types.
- Manage a Facilities and Administration Rate Agreement.
- Manage a Facilities and Administration Revenue Allocation Profile.
- Manage a Facilities and Administration Waived Expense Allocation Profile.
- Create Facilities and Administration Exceptions.

FACILITIES AND ADMINISTRATON

In addition to direct costs, it is common to generate facilities and administration costs, also known as indirect or overhead costs, as a part of your general and usual award operations. These costs could be related to common spaces, such as meeting and conference rooms, or joint services, such as janitorial or human resources. Facilities and Administration, or F&A, costs often cannot be attributed or isolated to a particular program, project, or business unit; and yet, are necessary for their operation.

Sponsored research awards often allow reimbursement of such facilities and administration costs. For example, United States government-funded awards often reimburse grantees or contractors for F&A costs. Reimbursement rates for such costs are typically detailed in a facilities and administration rate agreement.

Workday has built robust tools to enable you to define, manage, and receive payment for your facilities and administration expenses. For example, you can easily define and apply facilities and administration rate agreements to your awards. When an allowable expense then occurs, Workday translates it to an object class and a facilities and administration reimbursement rate table is selected. Additional determinations are made and result in financial accounting. You may also create exceptions to any or all parts of a rate agreement.

BASIS LIMIT

Your award may provide for a sub-award or sub-contract to another entity. If so, the amount of facilities and administration which you may recover on the subcontract is often limited.

Workday allows you to select a basis limit to control the amount of facilities and administration expenses based on the sub-award, which can then be charged to the award. You may apply the limit to an individual award line or to an aggregation of award lines. For example, if you assign the same basis limit of $25,000 to multiple award lines, you can charge F&A on your award for the first $25,000 of each subcontractor's total expenses.

FACILITIES AND ADMINISTRATION ACCOUNT POSTING RULES

Account posting rules tell Workday how to determine which ledger account to post the journal resulting from an operational transaction. Each posting rule is for a specific operational transaction. You must edit these rules to specify the conditions and the ledger accounts to instruct Workday where to post the debits and credits.

When you build account posting rules, you can assign them to a default ledger account or, for more granularity, create conditions that transactions must meet to post to a specified account. For each condition, you select from a predefined list of dimensions specified for the transaction type. Facilities and administration involves two posting rules:

FACILITIES AND ADMINISTRATION COST EXPENSE

This affects the debit side of the transaction and identifies the account used to record facilities and administration expense. This is typically an expense account. Worktags will be inherited from the transaction for which the facilities and administration charge is being created.

FACILITIES AND ADMINISTRATION COST REVENUE

This is the credit side of the transaction that identifies the account used to record facilities and administration revenue. This is typically a revenue account.

This will use the Facilities and Administration Revenue Allocation Profile to determine worktag values. If worktag balancing is enabled, the balancing worktag is determined based on the Facilities and Administration Expense worktag balancing rule.

> Note: In addition to providing the standard balanced set of books for the company, Workday uses worktag balancing for payroll to provide an ability to have a balanced set of books for payroll accrual and fringe benefit actuals transactions, and for commitments and obligations based on a worktag. As always, all transactions remain secured by company, and all business processes remain based on the company.
>
> Only one balancing worktag is allowed per tenant in addition to company. Once you enable worktag balancing, the balancing worktag is required on every operational transaction and is assigned to accounting lines.
>
> Worktag balancing is optional, and must be configured. If you do not configure a balancing worktag, your ledgers continue to balance at the company level.

FACILITIES AND ADMINISTRATION BASIS TYPES

You can define sets of expenses, what Workday calls Basis Types, which define which expenses may be included as the basis for F&A reimbursement under your applicable rate agreement.

For example, it is common for F&A reimbursement to be based on a modified total direct cost basis. This calculation can include all salaries and wages, fringe benefits, materials, supplies, travel, services, and sub-grants and sub-contracts up to the first $25,000 of each sub-grant or sub-contract. Additionally, a modified total direct cost basis often excludes equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships; as well as the portion of each sub-grant and sub-contract in excess of $25,000.

You can easily define a range of basis types for your award expenses.

ACTIVITY 6.1 – MAINTAIN FACILITIES AND ADMINISTRATION COST BASIS TYPES

Business Case: In this chapter, you will create a Facilities and Administration rate agreement for the Miraloma Foundation sponsor. First, you will create a cost basis type to identify the types of expenses for which you can charge facilities and administration reimbursement under an award. You will create a cost basis type for the Miraloma Foundation direct costs for use in later activities.

➡ **Sign in as Matthew Fong (mfong)**

MAINTAIN FACILITIES AND ADMINISTRATION COST BASIS TYPES

1. Locate and run the **Maintain Facilities and Administration Cost Basis Types** task.

2. Select **Miraloma Foundation** as the Object Class Set.

3. Click **OK**.

4. Enter the following information:

Field Name	*Entry Value*
Basis Type Name	MF Total Direct Costs
Object Class	Miraloma Foundation: Equipment
	Miraloma Foundation: Fringe Benefits
	Miraloma Foundation: Salaries
	Miraloma Foundation: Travel

Note: To select all items in a multi-selection list, click the top item, press **Ctrl + A** (which will select all items in the list), and then hit **Enter**.

5. Click **OK** and then **Done**.

FACILITIES AND ADMINISTRATION RATE AGREEMENT

Workday's Grants Management built its facilities and administration rate agreement tool to match the purpose and format of your Federal facilities and administration rate agreement. You can define effective date rates; identify specific locations and specific types of activities, like on- and off-campus instruction; and stipulate the relevant basis type for the rate agreement. You can also define multiple agreements.

Below is a sample Federal facilities and administration rate agreement. We will need to configure our tenant to be able to enter information for each of the sections included in the rate agreement.

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN:

ORGAN

DATE:

FILING REF.: The preceding
agreement was dated

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
PRED.	07/01/2010	06/30/2011	53.50	On-Campus	Organized Research
PRED.	07/01/2011	06/30/2013	55.00	On-Campus	Organized Research
PRED.	07/01/2013	06/30/2014	55.50	On-Campus	Organized Research
PRED.	07/01/2010	06/30/2014	26.00	Off-Campus	Organized Research
PRED.	07/01/2010	06/30/2014	55.00	On-Campus	Instruction
PRED.	07/01/2010	06/30/2014	42.00	Off-Campus	Instruction (1)
PRED.	07/01/2010	06/30/2014	26.00	Off-Campus	Instruction (2)
PRED.	07/01/2010	06/30/2014	40.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2010	06/30/2014	26.00	Off-Campus	Other Sponsored Activities

---

ACTIVITY 6.2 – MANAGE A FACILITIES AND ADMINISTRATION RATE AGREEMENT

Business Case: Create the facilities and administration rate agreement for the Miraloma Foundation, incorporating the MF Total Direct Costs cost basis type we just defined. A facilities and administration rate agreement encompasses a number of components that are configured for use when defining the rate agreement. We will go through the setup for each component of the rate agreement in this activity.

Sign in as Matthew Fong (mfong)

CREATE A FACILITIES AND ADMINISTRATION COST RATE DEFINITION LOCATION

1. Locate and run the **Create Facilities and Admin Cost Rate Definition Location** task.

2. Enter *Medical School* in the Facilities and Admin Cost Rate Definition Location field*.*

3. Click **OK** and then **Done**.

CREATE FACILITIES AND ADMINISTRATION COST RATE DEFINITION NAME

1. Locate and run the **Create Facilities and Admin Cost Rate Definition Name** task.

2. Enter the following information:

Field Name	*Entry Value*
Name	Lab Trials
Location	Medical School

3. Click **OK** and then **Done**.

CREATE FACILITIES AND ADMINISTRATION COST RATE TYPE TYPE

1. Locate and run the **Create Facilities and Admin Cost Rate Type Type** task.

2. Enter *Fixed* as the *Facilities and Admin Cost Rate Type Type*.

3. Click **OK** and then **Done**.

CREATE FACILITIES AND ADMINISTRATION RATE AGREEMENT

1. Locate and run the **Create Facilities and Administration Rate Agreement** task.

2. Enter the following information:

Field Name	Entry Value
Name	MF Rate Agreement
Date	01/01/2010
Basis Type	MF Total Direct Costs

3. Add a row in the Rate Types section.

4. Select **On Campus Research** as the Name & Location.

5. Use the white **Add Row** icon to add a sub-row in the On Campus Research row.

6. Enter the following information:

Field Name	Entry Value
Type	Provisional
Start Date	01/01/2010
Rate (%)	25

7. Click **OK** to save.

Note: The Provisional rate type does not have an end date since the type is effective until changed or until supplanted by a second type, e.g., a Final rate when the facilities and administration cost rate agreement is finalized

FACILITIES AND ADMINISTRATION REVENUE ALLOCATION PROFILE

Workday developed the Facilities and Administration Revenue Allocation Profile tool to allow you to define how a facilities and administration reimbursement is distributed between or among units in your organization. This functions similar to a costing allocation.

You can create a combination of worktags from a transaction and overrides to create a profile which divides the facilities and administration reimbursement revenue. For example, you could create a profile which splits a facilities and administration reimbursement to route 75% of revenue to the central university, and 25% to a center or department.

ACTIVITY 6.3 – MANAGE AN F&A REVENUE ALLOCATION PROFILE

Business Case: Now that the F&A rates have been established, we need to dictate where the F&A revenue will go once it has been received. In this activity, you will create a facilities and administration revenue allocation profile. This will identify how F&A revenue will be shared across the organizations in your institution.

Sign in as Matthew Fong (mfong)

CREATE AN F&A REVENUE ALLOCATION PROFILE

1. Locate and run the **Create Facilities and Administration Revenue Allocation Profile** task.

2. Enter *CAS Facilities and Admin Revenue Allocation Profile* as the Name.

3. Select the **Generate Facilities and Administration Cost Share** checkbox to include the cost share portion of facilities and administration in accounting entries.

4. Add a row in the Worktag Offset Override section.

5. Enter *75* as the Distribution Percent.

6. Click the **Add Row** icon in this row to add two sub-rows in the Worktag Offset Overrides for Distribution section.

7. Enter the following information:

Type	*Worktag*
Fund	Fund: 01 Operating Fund
Cost Center	Cost Center: 4200 College of Arts and Sciences

8. Add another row in the *Worktag Offset Override* section.

9. Enter *25* as the Distribution Percent.

10. Click the **Add Row** icon in this row to add two sub-rows in the Worktag Offset Overrides for Distribution section.

11. Enter the following information:

Type	*Worktag*
Fund	Fund: 01 Operating Fund
Cost Center	Cost Center: 4280 Biology

12. Click **OK** and then **Done**.

13. Use the **View Facilities and Administration Revenue Allocation Profile** report to review details of the distribution of facilities and administration reimbursement revenue.

F&A WAIVED EXPENSE ALLOCATION PROFILE

Sometimes an award recipient elects to waive all or a part of its facilities and administration related expenses. One common reason for doing so is to "exchange" those expenses for all or part of a cost share obligation.

While these facilities and administration expenses may be waived within the context of an award, those costs nonetheless remain tangible for an organization. Workday has developed tools which allow you to capture or recover all or a portion of those "waived" facilities and administration expenses; this allows you to manage how those waived expenses are shared or recovered across internal organizations or funding sources.

For example, Workday's Facilities and Administration Waived Expense Allocation Profile might dictate that an organization split the waived facilities and administration expenses 10% to the central university and 90% to a center or department.

ACTIVITY 6.4 – MANAGE AN F&A WAIVED EXPENSE ALLOCATION PROFILE

> Business Case: Create a facilities and administration waived expense allocation profile. This will identify how waived facilities and administration expenses are distributed across your organizations or funding sources.

➡ **Sign in as Matthew Fong (mfong)**

CREATE AN F&A WAIVED EXPENSE ALLOCATION PROFILE

1. Locate and run the **Create Facilities and Administration Waived Expense Allocation Profile** task.

2. Enter *CAS Facilities and Admin Waived Expense Allocation Profile* as the profile name.

3. Add a row in the Worktag Offset Override section.

4. Enter *10* as the Distribution Percent.

5. Click the **Add Row** icon in this row to add two sub-rows.

6. Enter the following information:

Type	*Worktag*
Fund	Fund: 01 Operating Fund
Cost Center	Cost Center: 4200 College of Arts and Sciences

7. Add another row in the Worktag Offset Override section.

8. Enter *90* as the Distribution Percent.

9. Click the **Add Row** icon in this row to add two sub-rows.

10. Enter the following information:

Type	*Worktag*
Fund	Fund: 01 Operating Fund
Cost Center	Cost Center: 4280 Biology

12. Click **OK** and then **Done**.

13. Use the **View Facilities and Administration Waived Expense Allocation Profile** report to review details of the distribution of waived facilities and administration costs.

FACILITIES AND ADMINISTRATION EXCEPTIONS

You can create exceptions to override the rates which you have recorded for your facilities and administration rate agreement, or for waived facilities and administration costs on an award.

When you create an exception, Workday applies the exception to expense items that map to object classes on award lines. Workday will debit non-waived expenses (which the sponsor pays) to a sponsor's fund, and distribute waived expenses across organizations (or other funding sources) according to the waived expense allocation profile.

Workday gives you two options when using the Create Facilities and Administration Exception task. You can completely override your facilities and administration rate agreement. Do this by entering rates in the Primary Rate Override and Primary Waive Rate fields.

PRIMARY RATE OVERRIDE

The Primary Rate Override rate will replace the rate detailed in your facilities and administration rate agreement, and those which you have recorded in Workday. For example, if your rate agreement stipulates a facilities and administration rate of 55%, you can use this task to create an override rate of 60%.

PRIMARY WAIVE RATE

The Primary Waive Rate is a percentage of facilities and administration expenses to be charged to the sponsor, with the remaining facilities and administration cost to be made up by the award recipient. For example, if an award line is configured with a waive rate of 30% and a facilities and administration rate of 50%, the 30% is charged to the sponsor of the award and the remaining 20% is the accepted cost by the award recipient. This cost is then distributed according to the Facilities and Expense Waived Allocation Profile.

ACTIVITY 6.5 – CREATE F&A EXCEPTIONS

Business Case: With the F&A rules configured, we can now configure any necessary exceptions to these rules. In this activity, you will create an exception to the Miraloma Foundation F&A rate agreement to override the primary waive rate. You can use this process to create exceptions to override rates on your facilities and administration rate agreement or waive facilities and administration costs on an award.

Sign in as Matthew Fong (mfong)

CREATE A FACILITIES AND ADMINISTRATION EXCEPTION

1. Locate and run the **Create Facilities and Administration Exception** task.

2. Enter the following information:
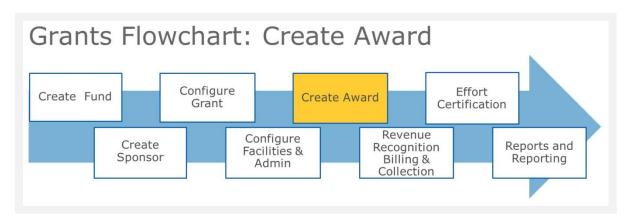
Field Name	*Entry Value*
Exception Name	MF F&A Exception
Basis Type	MF Total Direct Costs
Exception Type	Waive Only
Primary Waive Rate	30
Waived Expense Allocation Profile	CAS Facilities and Admin Waived Expense Allocation Profile

4. Click **OK** and then **Done**.

5. Select the **View Facilities and Administration Exception** report to review details of the approved distribution facilities and administration exceptions.

CHAPTER 7 – CREATE AN AWARD - PART 1

OVERVIEW

In the last several chapters, we have focused on configuring a number of items necessary to create our awards in the system. These included a fund, sponsor, grant, and facilities and administration structure. Now we are ready create and manage the awards. In this chapter, we will begin with an overview of the award as a concept in Workday Grants Management. Then you will perform a few additional award configurations before finally entering the award information into the system.

Grants Flowchart: Create Award

OBJECTIVES

By the end of this chapter, you should be able to:

- Maintain Revenue Categories.
- Maintain Sponsor Award Types.
- Maintain Award Purpose Codes.
- Create an Award Posting Interval Group.
- Define an Award Schedule.
- Create an Award Summary Schedule.
- Create a Letter of Credit.
- Maintain National Science Foundation Codes.
- Maintain a Catalog of Federal Domestic Assistance Codes.
- Maintain Special Conditions.
- Create an Award.

THE AWARD

As noted previously, Workday uses the award as its core concept and function in Grants Management. When you create an award in Workday, you record the details of your support and then manage the expenses, billing, and revenue collection associated with your supported activities. Again, this is not to be confused with the grant, which merely serves as the costing organization for grants management.

The award is where you specify the terms and conditions which govern the award agreement with your sponsor. It is the pivotal functionality in Workday that allows you to automate the terms and conditions of your award. Workday uses the award to define the business rules necessary to capture cost; calculate facilities and administration expenses; recognize revenue; bill your sponsor; and manage the award schedule, or calendar. Grants Management automates the terms and conditions of your award to enable you to meet your obligations to your sponsors.

An award in Workday is subject to approvals, which you define in a corresponding business process. Awards can be amended with a separate, configurable business process, and those changes are tracked through versioning.

You can establish a schedule, or calendar, for an award's year and fiscal periods. You may then amend the schedule as needed. Award periods are based on quarter and annual intervals that begin on the start day of the award. An award can start any day of the year, and end on any subsequent date. A one-year award commencing on January 1 would run through December 31, while a six-month award starting on the same date would complete on June 30.

Workday also allows you to create multiple schedules for each award. For example, if your award has multiple components or award lines, which we will discuss shortly, you can associate these different components with different schedules and even group multiple components in one schedule.

THE AWARD LINE

The award line is a crucial component of the award in Grants Management. It is here that you detail the revenue recognition and billing business rules, and terms and conditions which govern the award agreement with your sponsor.

Workday defaults the award header company on the Award Line. You can change this default to an affiliated intercompany for multi-company awards. To use multi-company awards:

- Access the Edit Company Intercompany Profile task, and create an intercompany profile to establish an intercompany relationship between the award header companies and award line companies.

- Set up a single legal entity to identify an award header company as a legal entity for all affiliated award line companies using a payroll intercompany relationship. Workday uses the managing company and all affiliates for tax filing and reporting purposes.
- You can also add all organizations within a legal entity to a company hierarchy. You can use this to bill installment lines to sponsors, or draw letter of credit payments for multiple companies at once.

Use the Award Line area to:

- Detail the award line type which determines revenue recognition rules and practices.
- Tie an award line to only one grant worktag.
- Define the amount of the award.
- Define the effective date ranges ("from" and "to" date ranges), which Workday uses to determine eligible award expenses.
- Detail how facilities and administration expenses are treated under the award.

Grants Management enables you to manage three different award line types: cost reimbursable, which is perhaps the most common type of award; fixed amount; and prepaid, which is used when a prepayment or advance is received.

COST REIMBURSABLE

Expenses under a cost reimbursable award are reimbursed after they have been incurred. What is considered an allowable expense under an award can vary greatly from one cost reimbursable award to another. Limits on reimbursement can also vary. In Workday, the cost reimbursable award captures costs associated with the award line. It then classifies these costs according to a sponsor's basis, applies applicable facilities and administration rules, and recognizes revenue.

FIXED AMOUNT

Expenses under a fixed amount award are also reimbursed after they are incurred. Revenue on a fixed amount award is recognized on a percentage-of-completion basis, which records revenue as a percent of cost incurred to date divided by total estimated expenses. A fixed amount award uses installment-based billing and can be based on milestones. You can defer and schedule revenue on a fixed amount award.

PREPAID

With a prepaid award, Workday supports "up front" or advance payment, which is then "consumed" by future expenses. You may have prepaid award lines for both cost reimbursable and fixed amount awards.

Keep in mind that a grant is linked to one, and only one, award line; and each award must have at least one award line. If an award has multiple award lines, each line must specify a unique grant. You must then select one award line to be primary for the award; but one, and only one, award line may be primary.

ACTIVITY 7.1 – MAINTAIN REVENUE CATEGORIES

Business Case: Before we can create our awards, we have a few important configurations to perform. First, you will create a revenue category to group your award revenue. Revenue categories like Cost Reimbursable Award, Tuition, Interest Income, etc. allow you to classify the types of programs and activities available for award support.

Sign in as Matthew Fong (mfong)

MAINTAIN REVENUE CATEGORIES

1. Locate and run the **Maintain Revenue Categories** task.

2. Add a row, and enter the following information:

Field Name	Entry Value
Revenue Category Name	Cost-Reimbursable Award
Default Tax Applicability	Non-taxable
Worktags	Cost Center: 4200 College of Arts & Sciences

Note: Selecting the *4200 College of Arts & Sciences* cost center worktag will auto-populate the Fund: 01 Operating Fund and Program: Instruction worktags. Click the ✕ next to each of these additional worktags to remove them, leaving only the Cost Center worktag.

6. Click **OK** and then **Done**.

ACTIVITY 7.2 – MAINTAIN SPONSOR AWARD TYPES

Business Case: Next, you will define your sponsor award types to categorize your awards for reporting purposes. Common types include contract, grant, and cooperative agreement.

Sign in as Matthew Fong (mfong)

MAINTAIN SPONSOR AWARD TYPES

1. Locate and run the **Maintain Sponsor Award Types** task.

2. Add a row, and enter the following information:

Field Name	*Entry Value*
Name	Research
Description	Research

Note: You can select the Inactive checkbox to inactivate a sponsor award type. The sponsor award type will become unavailable for future selection, but will remain functional for existing usage.

4. Click **OK** and then **Done**.

ACTIVITY 7.3 – MAINTAIN AWARD PURPOSE CODES

Business Case: Define your award purpose codes, which can be used to explain the purpose or focus of the award. These are also used for reporting. Common purpose codes include: Clinical Research, Instruction, Organized Research, and Other Sponsored Activities.

Sign in as Matthew Fong (mfong)

MAINTAIN SPONSOR AWARD TYPES

1. Locate and run the **Maintain Award Purpose Codes** task.

2. Add a row, and enter the following information:

Field Name	*Entry Value*
Name	Other Sponsored Activities
Description	Other Sponsored Activities

5. Click **OK** and then **Done**.

CREATE A SCHEDULE AND SUMMARY FOR AN AWARD

In the next few activities, you will be defining an award schedule, which is also sometimes known as an award calendar.

Award periods are based on quarter and annual intervals that begin on the start day of the award. Workday allows you to define a schedule for your award's particular operating or program year(s) and fiscal period(s). This greatly facilitates your award budgeting and reporting.

Note: Awards may start any day of the year. For example, the award year for an award that starts on March 17, 2013 would run 3/17/13 through 3/16/14.

The schedule may be amended as needed. However, if you have created a budget, (i.e., have defined a budget duration and periods), you can only extend the last period of the award schedule, or add additional award years and periods. Any extension or adding of years or periods automatically updates the budget duration and periods.

Once you define the award schedule, you can create an award summary schedule comprised of award summary intervals for use in reporting and budget period definition. The award schedule is comprised of posting intervals (for example, January, February, March, etc.) which can be grouped into fiscal summary intervals (for example, Q1, Q2, Q3, and Q4), which in turn are defined by a fiscal summary schedule.

ACTIVITY 7.4 – CREATE AN AWARD POSTING INTERVAL GROUP

Business Case: The first step in creating the award schedule is to define the intervals or periods for the award schedule. Common intervals include annual, award period, months, and quarters.

⮚ **Sign in as Matthew Fong (mfong)**

CREATE AN AWARD POSTING INTERVAL GROUP

1. Locate and run the **Create Award Posting Interval Group** task.

2. Enter *Quarterly Award Periods* as the Name.

3. Add four rows, and enter the following information:

Field Name	*Entry Value*
Name	Award Period Q1
	Award Period Q2
	Award Period Q3
	Award Period Q4

6. Click **OK** and then **Done**.

ACTIVITY 7.5 – DEFINE AN AWARD SCHEDULE

Business Case: With the period intervals defined, we can go ahead and define a schedule, also known as a calendar, for an award's yearly and fiscal periods. This schedule may be amended as needed. In this activity, you will create three separate award schedules for use with three individual awards, which you will define later in this chapter.

Sign in as Matthew Fong (mfong)

DEFINE AN AWARD SCHEDULE

1. Locate and run the **Create Award Schedule** task.

2. Enter the following information:

Field Name	Entry Value
Award Schedule Name	Miraloma Foundation Award Schedule
Award Posting Interval Group	Quarterly Award Periods
Number of Periods for Award Schedule	4

4. Click **OK**.

5. Enter the following date information:

Period Name	Period Number	Award Posting Interval Name	Start Date	End Date
FY 2013	1	Award Period Q1	01/01/2013	03/31/2013
		Award Period Q2	04/01/2013	06/30/2013
		Award Period Q3	07/01/2013	09/30/2013
		Award Period Q4	10/01/2013	12/31/2013
FY 2014	2	Award Period Q1	01/01/2014	03/31/2014
		Award Period Q2	04/01/2014	06/30/2014
		Award Period Q3	07/01/2014	09/30/2014
		Award Period Q4	10/01/2014	12/31/2014
FY 2015	3	Award Period Q1	01/01/2015	03/31/2015
		Award Period Q2	04/01/2015	06/30/2015

		Award Period Q3	07/01/2015	09/30/2015
		Award Period Q4	10/01/2015	12/31/2015
FY 2016	4	Award Period Q1	01/01/2016	03/31/2016
		Award Period Q2	04/01/2016	06/30/2016
		Award Period Q3	07/01/2016	09/30/2016
		Award Period Q4	10/01/2016	12/31/2016

Note: You can use the Contract Start Date and Contract End Date fields to indicate the contractual start and end dates of the award activity. This can help you identify any award activity performed before or after the dates outlined in the award agreement.

6. Click **OK** and then **Done**.

7. Use the **View Award Schedule** report to review and confirm schedule details for the award. A schedule can be extended, for example, in the event of a no-cost extension for the award.

DEFINE A SECOND AWARD SCHEDULE

1. Run the **Create Award Schedule** task.

2. Enter the following information:

Field Name	Entry Value
Award Schedule Name	MF #2 Award Schedule
Award Posting Interval Group	Annual
Number of Periods for Award Schedule	4

3. Click **OK**.

4. Enter the following values:

Period Name	Period Number	Award Posting Interval Name	Start Date	End Date
FY 2013	1	Annual	01/01/2013	12/31/2013
FY 2014	2	Annual	01/01/2014	12/31/2014

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FY 2015	3	Annual	01/01/2015	12/31/2015
FY 2016	4	Annual	01/01/2016	12/31/2016

5. Click **OK** and then **Done**.

DEFINE A THIRD AWARD SCHEDULE

1. Run the **Create Award Schedule** task.

2. Enter the following information:

Field Name	Entry Value
Award Schedule Name	MF #3 Award Schedule
Award Posting Interval Group	Annual
Number of Periods for Award Schedule	4

3. Click **OK**.

4. Enter the following values:

Period Name	Period Number	Award Posting Interval Name	Start Date	End Date
FY 2013	1	Annual	01/01/2013	12/31/2013
FY 2014	2	Annual	01/01/2014	12/31/2014
FY 2015	3	Annual	01/01/2015	12/31/2015
FY 2016	4	Annual	01/01/2016	12/31/2016

5. Click **OK** and then **Done**.

ACTIVITY 7.6 – CREATE AN AWARD SUMMARY SCHEDULE

Business Case: Create award summary intervals for reporting and budget period definitions. An award fiscal schedule is made up of posting intervals (for example, Jan, Feb, Mar, etc.) which can be grouped into fiscal summary intervals (for example, Q1, Q2, Q3, and Q4), which in turn are defined by a fiscal summary schedule.

Sign in as Matthew Fong (mfong)

CREATE AN AWARD SUMMARY SCHEDULE

1. Locate and run the **Create Award Summary Schedule** task.

2. Select **Quarterly Award Periods** as the Award Posting Interval Group.

3. Click **OK**.

4. Enter *Miraloma Foundation Annual Summary Schedule* as the Award Summary Schedule Name.

5. Add a row and enter the following information:

Field Name	*Entry Value*
Award Time Interval Name	Award Annual from Quarterly
Award Posting Interval	Award Period Q1 Award Period Q2 Award Period Q3 Award Period Q4

6. Click **OK** and then **Done**.

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LETTER OF CREDIT

Awards from Federal grants, contracts, and cooperative agreements are often cost reimbursable, and the grantee often receives funding via a Letter of Credit. This allows you to draw cash based upon your anticipated award cash needs.

You can define multiple letters of credit, and then select the appropriate one for a specific award.

If you operate with a letter of credit, you submit an invoice to the government agency. This is known as a letter of credit draw. Money is then transferred to your bank account, for example, via an electronic funds transfer.

A letter of credit draw is typically made for expenses already incurred by the grantee, but a draw may also occur if a sponsor wants to make an advance or prepayment against future expenses by the grantee.

ACTIVITY 7.7 – CREATE A LETTER OF CREDIT

Business Case: Create a letter of credit to use for an award. Later on, you will perform a Letter of Credit Draw Down to pull funds from this letter of credit.

⮕ **Sign in as Matthew Fong (mfong)**

CREATE A LETTER OF CREDIT

1. Locate and run the **Create Letter of Credit** task.

2. Enter the following information:

Field Name	*Entry Value*
Name	MF LOC
Sponsor	Miraloma Foundation
Payment Type	EFT
Maximum Amount	$10,000,000
Currency	USD
Bank Account	Alma Mater University (USA) > Chase Checking

Notice that you have the option to add one or more attachments. You might use this if you want to attach communication with the sponsor regarding the letter of credit.

3. Click **OK** and then **Done**.

4. Use the **View Letter of Credit** report to review and confirm the details for the letter of credit.

NSF CODES AND CFDA NUMBERS

Oftentimes, you receive awards from Federal sponsors who use particular codes to categorize an award program's field of research activity. Two common examples of these codes are National Science Foundation (NSF) codes and Catalog of Federal Domestic Assistance (CFDA) numbers.

Workday allows you to maintain a listing of these codes and numbers, which you can then use to classify each award's field of research activity. These can then be used to annually report on federally funded research expenses by NSF or CFDA code category.

ACTIVITY 7.8 – MAINTAIN NATIONAL SCIENCE FOUNDATION (NSF) CODES

Business Case: In the next two activities, you will look at how to maintain a list of NSF codes and CFDA numbers. First, you will use the Maintain NSF Codes task to define the relevant NSF codes you need to categorize your award activity.

⮕ **Sign in as Matthew Fong (mfong)**

MAINTAIN NSF CODES

1. Locate and run the **Maintain NSF Codes** task.

2. Add three rows

3. Enter the following information:

NSF Code Name	NSF Code Description
031	Environmental Sciences: Atmospheric
033	Environmental Sciences: Oceanography
071	Environmental Sciences: Economics

4. Click **OK** and then **Done**.

ACTIVITY 7.9 – MAINTAIN CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)

Business Case: Use the Maintain Catalog of Federal Domestic Assistance task to define the relevant CFDA numbers you need to categorize your award activity.

 Sign in as Matthew Fong (mfong)

MAINTAIN CFDA CODES

1. Locate and run the **Maintain Catalog of Federal Domestic Assistance** task.

2. Add a row, and enter the following information:

Field Name	*Entry Value*
CFDA Number	10.215
CFDA Description	Sustainable Agriculture Research and Education

3. Click **OK** and then **Done**.

SPECIAL CONDITIONS

It is common for a sponsor to include special conditions as part of the general terms and conditions of an award. Workday allows you to define, record, and monitor your progress and fulfillment of these special conditions. You can track them for reporting purposes, or add them to conditional rules in award business processes for approvals and notifications.

Common special conditions can include award language, which deals with human subjects, animals, intellectual property rights, budgeting and allowable expenses, cost sharing, and publishing.

Workday's Special Conditions enable you to comply with your institution's internal rules, sponsor requirements, and applicable government laws. You can:

- record award terms and conditions directly with the award,
- route them to the appropriate people to view or approve (for example, route all awards with intellectual property right terms to a legal office for review), and
- create reports to track your progress and fulfillment of these special conditions.

You can also create custom reports to display special conditions and their associated comments.

ACTIVITY 7.10 – MAINTAIN SPECIAL CONDITIONS

> Business Case: Define the special condition types to identify sponsor terms and conditions. These conditions are often referred to as *Terms and Conditions*. These condition types can then be added to a relevant award, along with any specific requirements dictated by the sponsor or federal government.

Sign in as Matthew Fong (mfong)

MAINTAIN SPECIAL CONDITIONS

1. Locate and run the **Maintain Special Condition Types** task.

2. Add four rows, and enter the following information:

Name
Animal Subjects
Human Subjects
Publications
Intellectual Property

3. Click **OK** to save.

AWARD LIFECYCLE STATUSES

There are a variety of ways that an institution can measure the lifecycle of an award. Some institutions may only use a few statuses like "Open" or "Close" to describe awards. Others may have levels of defined parameters to categorize awards into these lifecycle statuses.

Workday provides you with the tools to configure your institution's award lifecycle statuses in accordance with your business needs. This provides you with the ability to manage and report on awards as they progress over time.

These statuses can be applied to the award header, an award line, or both. You can also create lifecycle status combinations, which will change the value of an award header status based on the award line status. For example, you can create a combination so that the Award Header lifecycle status of "In Progress" will populate when an Award Line lifecycle status is set to "Open", "30 Days Before", or "30 Days After". This configuration will automatically maintain the lifecycle statuses of your awards based on the award details you enter.

Award lifecycle statuses can also be used in business process definitions and workflow routing. (i.e., Awards with a lifecycle status of "Closed" can be set to bypass the ordinary approval process.)

ACTIVITY 7.11 – MAINTAIN AWARD LIFECYCLE STATUSES

> Business Case: Define a set of award lifecycle statuses and status combinations to use for your institution. These lifecycle statuses will help you track and report on your institution's awards.

⬦ **Sign in as Matthew Fong (mfong)**

MAINTAIN AWARD LIFECYCLE STATUSES

1. Locate and run the **Maintain Award Lifecycle Statuses** task.

2. Add three rows for a total of four blank rows.

3. In the first row, enter *Closed* as the name.

4. Select the checkboxes for both the **Valid for Award** and **Valid for Award Line** columns. This makes the Closed status applicable to both the Award Header and Award Line.

5. In the second row, enter *In Progress* as the name and select the **Valid for Award** checkbox. This makes the In Progress status only applicable to the Award Header.

> Note: Marking the Default for Award checkbox here will automatically assign the "In Progress" status to awards without a defined lifecycle status.

6. In the third row, enter *30 Days Before* as the name and select the **Valid for Award Line** checkbox. This makes the 30 Days Before status only applicable to the Award Line.

7. In the fourth row, enter *30 Days After* as the name and select the **Valid for Award Line** checkbox.

8. Click **OK** to save.

MAINTAIN AWARD LIFECYCLE STATUS COMBINATIONS

1. Locate and run the **Maintain Award Lifecycle Status Combinations** task.

2. In the Closed row, select **Closed** in the Award Line Lifecycle Statuses field.

3. In the In Progress row, select **30 Days Before** and **30 Days After** in the Award Line Lifecycle Statuses field.

4. Click **OK** to save.

   Now all awards with an award line status of "30 Days Before" or "30 Days After" will automatically have the award header status changed to "In Progress."

ACTIVITY 7.12 – MAINTAIN AWARD ATTACHMENT CATEGORIES
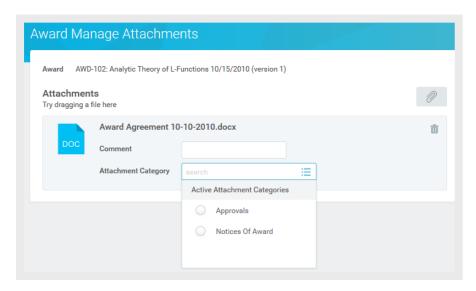
Business Case: Define a set of award attachment categories to help you organize the paperwork or documentation you attach to your awards. Best practice is to catalog as much of this documentation as possible for posterity and transparency, and these award attachment categories will make it much easier to quickly find the documents you need.

Sign in as Matthew Fong (mfong)

MAINTAIN AWARD ATTACHMENT CATEGORIES

1. Locate and run the **Maintain Award Attachment Categories** task.

2. Add two rows.

3. In the first row, enter *Approvals* as the Document Category Name.

4. In the second row, enter *Notices of Award* as the Document Category Name.

5. Click **OK** to save.

   Now when you add an attachment to an award, you will be presented with a prompt to select one of your defined attachment categories.

CREATE AN AWARD

The award is where all of your earlier configuration efforts come together. In the next activity, you will define the three awards that Alma Mater University has received from the Miraloma Foundation. We will record the business rules and terms and conditions which govern the award agreement. Each award must have at least one award line, and if there are multiple award lines, one must be selected as primary.

You can also add attachments to an award using the Manage Attachments related action.

The default status for an approved award which has not been canceled, completed, or terminated is Active. You can change the status via the amendment process. If the award line status is anything other than active, the line may not be used in billing.

When you define and submit an award, you initiate the configurable Award Event business process steps for review and approval.

ACTIVITY 7.13 – CREATE AN AWARD

Business Case: Specify the business rules and terms and conditions for each of the three awards we are receiving from the Miraloma Foundation.

➲ **Sign in as Matthew Fong (mfong)**

DEFINE AN AWARD

1. Locate and run the **Create Award** task.

2. In the Award section, enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Name	Ecology and Evolutionary Biology
Description	Ecology and Evolutionary Biology
Sponsor Award Reference Number	LOA 12-J-1000
Award Date	01/01/2013
Award Signed Date	12/15/2012
Award Type	Grant
Purpose Code	Organized Research
Payment Terms	Immediate
Organizations for Award	Cost Center: 4280 Biology (remove other worktags that auto-populate in)

Note: Use Organizations for Award to associate organizations with the award. Roles in these organizations can view selected award header details, budget line summaries, and journal line summaries in custom reports for awards with their organization worktag. For example, a cost center manager can run a report for awards associated only with his or her cost center.

3. In the Sponsor section, enter the following information:

Field Name	Entry Value
Sponsor	Miraloma Foundation
Bill to Sponsor	Miraloma Foundation
Payment Type	EFT
Letter of Credit	MF LOC

Note: If you select the Sub Award checkbox for an award, you must also indicate the Flow- Through Sponsor.

4. In the Award Amounts section, enter the following information:

Field Name	Entry Value
Sponsor Direct Cost	$3,600,000
Sponsor Facilities and Administration	$2,160,000
Sponsor Total	$5,760,000 (will default in)
Authorized Amount	$5,760,000

Notice Billing Limit Override; we will not do so here, but you may specify a billing limit to override the Authorized Amount. For example, you may do this if you want to bill the sponsor for remaining award transactions after converting from a legacy system.

For cost reimbursable billing, Workday partially bills transactions that exceed the Authorized Amount or Billing Limit Override on the award. Workday splits direct costs and facilities and administration proportionally, and preserves the facilities and administration cost rate per transaction. If you later increase the Authorized Amount or Billing Limit Override amounts, the remaining portion of the previous partial billings (including the associated facilities and administration) is billable in the next cost reimbursable billing cycle.

5. In the Award Calendar section, enter the following information:

Field Name	Entry Value
Award Schedule	Miraloma Foundation Award Schedule

The Start and End Date populate after you select the Award Schedule.

DEFINE THE AWARD LINES

1. In the Award Lines tab, click **Add** to create a new award line.

2. In the Line Item Details section of the award line, enter the following information:

Field Name	Entry Value
Line Type	Cost Reimbursable (defaults in)
Primary	(Check box)
Grant	Ecology and Evolutionary Biology
Line Amount	$5,760,000
Revenue Category	Grants
Deferred Revenue	Unchecked (Deferred Revenue cannot be checked for a Cost Reimbursable award line.)

If you select the Deferred Revenue checkbox for a Fixed Amount award, you will be able to schedule your revenue recognition, for example, at the end of the project, annually, or according to milestone achievements. If your award is Prepaid, the Deferred Revenue checkbox is automatically enabled. Scheduled revenue is recognized when the Create Revenue Recognition Accounting task is run.

3. In the Facilities and Administration section of the award line, enter the following information:

Field Name	Entry Value
Rate Agreement	MF Rate Agreement
Cost Rate Type	On Campus Research
Revenue Allocation Profile	CAS Facilities and Admin Revenue Allocation Rule

Notice that the Basis Type and Object Class Set fields both populate after you select the Rate Agreement.

Note: You have the option to add a Federal Award Identification Number, or FAIN, to the award line in the Additional Information section, and to the award header in the Proposal section.

4. In the Additional Information section, enter the following information:

Field Name	Entry Value
Worktags	Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

Note: If you select the Cost Center worktag first, the Fund: 01 Operating Fund and Program: Instruction worktags will default in. When you subsequently select a different Fund or Program worktag, the new value will override the defaulted values.

NOTE SPECIAL CONDITIONS

1. Click the **Special Conditions** tab.

2. Add two rows in the Special Conditions section.

3. Enter the following information:

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Special Condition Type
Human Subjects
Publications

Note: You may also assign roles on the award to allow specific users to view the award header details, budget lines, and journal lines in custom reports. Roles can view award header details in custom reports for all assigned awards.

To add roles to an award:

- Run the **Maintain Assignable Roles** task.
- Make sure the role you want to assign to the award includes **Award Contract** in the Enabled for field.
  - You can also add new roles using this task if the role you want to assign is not already included in the list.
- Then during award creation, use the Assign Roles tab to assign those roles to a worker.
  - For existing awards, use the award's **Related Actions** and select **Roles** > **Assign Roles** to assign roles to the award.

4. Review your entered award information before clicking **Submit**.

5. This initiates the Award Event business process steps for review and approval. You can expand the Details and Process section to view the details of this business process.

6. Click **Done**.

7. Use the **View Award** report to review the details of this award.

DEFINE A SECOND AWARD

1. Locate the **Create Award** task.

2. In the Award section, enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)

Name	Conservation Economics
Description	Conservation Economics
Sponsor Award Reference Number	LOA 12-J-2000
Award Date	01/01/2013
Award Signed Date	12/15/2012
Award Type	Grant
Purpose Code	Organized Research
Payment Terms	Immediate
Organizations for Award	Cost Center: 4280 Biology (remove additional worktags that default in)

3. In the Sponsor section, enter the following information:

Field Name	Entry Value
Sponsor	Miraloma Foundation
Bill to Sponsor	Miraloma Foundation
Payment Type	EFT

4. In the Award Amounts section, enter the following information:

Field Name	Entry Value
Sponsor Direct Cost	$2,325,000
Sponsor Facilities and Administration	$1,395,000
Sponsor Total	$3,720,000 (defaults in)

Authorized Amount	$3,720,000

5. In the Award Calendar section, enter the following information:

Field Name	Entry Value
Award Schedule	MF #2 Award Schedule

The Start and End Date populate after you select the Award Schedule.

DEFINE THE AWARD LINES

1. In the Award Lines tab, click **Add** to create a new award line.

2. In the Line Item Details section of the award line, enter the following information:

Field Name	Entry Value
Line Type	Cost Reimbursable (defaults in)
Primary	(check box)
Grant	Conservation Economics
Line Amount	$3,720,000
Revenue Category	Grants
Deferred Revenue	Unchecked (Deferred Revenue cannot be checked for a Cost Reimbursable award line.)

3. In the Facilities and Administration section of the award line, enter the following information:

Field Name	Entry Value
Rate Agreement	MF Rate Agreement
Cost Rate Type	On Campus Research
Revenue Allocation Profile	CAS Facilities and Admin Revenue

Allocation Profile	

Notice that the Basis Type and Object Class Set fields both populate after you select the Rate Agreement.

4. In the Additional Information section, enter the following information:

Field Name	*Entry Value*
Worktags	Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

5. Click **Add** to create a second award line.

6. In the Line Item Details section of this award line, enter the following information:

Field Name	*Entry Value*
Line Type	Prepaid
Revenue Category	Grants

Notice several things regarding a Prepaid award line:

- The Primary checkbox cannot be selected. If you have a prepaid award line, you must also have a cost reimbursable award line or and a fixed amount award line.
- You should <u>not</u> assign a Grant to a prepaid award line.
- You do not enter a Line Amount.
- The Deferred Revenue checkbox is selected and cannot be unchecked.
- You do not identify facilities and administration components.

7. In the Additional Information section of this award line, enter the following information:

Field Name	*Entry Value*
Worktags	Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

8. Review your entered award information before clicking **Submit**.

9. This initiates the Award Event business process steps for review and approval. You can expand the Details and Process section to view the details of this business process.

10. Click **Done**.

11. Use the **View Award** report to review the details of this award.

DEFINE A THIRD AWARD

1. Run the **Create Award** task.

2. In the Award section, enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Name	Applied Conservation
Description	Applied Conservation
Sponsor Award Reference Number	LOA 12-J-3000
Award Date	01/01/2013
Award Signed Date	12/15/2012
Award Type	Grant
Purpose Code	Organized Research
Payment Terms	Immediate
Organizations for Award	Cost Center: 4280 Biology

3. In the Sponsor section, enter the following information:

Field Name	Entry Value
Sponsor	Miraloma Foundation

Bill to Sponsor	Miraloma Foundation
Payment Type	EFT

4. In the Award Amounts section, enter the following information:

Field Name	Entry Value
Sponsor Direct Cost	$4,800,000
Sponsor Facilities and Administration	$2,880,000
Sponsor Total	$7,680,000 (will default in)
Authorized Amount	$7,680,000

5. In the Award Calendar section, enter the following information:

Field Name	Entry Value
Award Schedule	MF #3 Award Schedule

The Start Date and End Date populate after you select the Award Schedule.

DEFINE THE AWARD LINES

1. In the Award Lines tab, click **Add** to create a new award line.

2. In the Line Item Details section of the award line, enter the following information:

Field Name	Entry Value
Line Type	Fixed Amount
Primary	Checked
Grant	Applied Conservation
Line Amount	$7,680,000
Revenue Category	Grants

Deferred Revenue	(Check box)

3. In the Facilities and Administration section of the award line, enter the following information:

Field Name	*Entry Value*
Rate Agreement	MF Rate Agreement
Cost Rate Type	On Campus Research
Revenue Allocation Profile	CAS Facilities and Admin Revenue Allocation Rule

Notice that the Basis Type and Object Class Set fields both populate after you select the Rate Agreement.

4. In the Additional Information section, enter the following information:

Field Name	*Entry Value*
Worktags	Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

5. Review your entered award information before clicking **Submit**.

6. This initiates the Award Event business process steps for review and approval. You can expand the Details and Process section to view the details of this business process.

7. Click **Done**.

8. Use the **View Award** report to review the details of this award.

CHAPTER 8 – CREATE AN AWARD - PART 2

OVERVIEW

In the last chapter, you finished the configurations needed to create the awards in Workday. Now that all three awards have been entered, in this chapter we will take a look at some additional configurations and tasks that will help you manage these awards.

OBJECTIVES

By the end of this chapter, you should be able to:

- Create a Billing Schedule for a Cost Reimbursable Award.
- Assign a Security Role to a Company.
- Maintain Award Amendment Reasons.
- Amend an Award.
- Correct an Award.
- Maintain Award Task Types.
- Maintain Award Task Statuses.
- Create an Award Task List Template.
- Maintain Award Tasks.
- Create a Budget Template.
- Maintain Award Budget Details.

COST REIUMBURSABLE AWARD BILLING

Workday provides you with the ability to recognize revenue and perform billing as separate activities.

You can perform your billing manually, or Workday offers you the option to schedule your award billing to run automatically. Any pre-payments can be selectively applied against any of the award lines you decide to bill.

An easy way to do this is to use billing schedules to create invoices for qualified cost reimbursable transactions.

Cost reimbursable award billing and collection consists of the following steps:

- Create or update an award billing schedule
- Generate billing invoices

  - o Create Invoices for Cost Reimbursable Award Transactions
  - o Apply prepaid payments by establishing and consuming prepaid award lines

- Record and apply payments
- Record letter of credit draw down, if applicable

Billing uses information from customer contracts to create a customer billing schedule based on the billing milestones established in the terms of the award agreement. On the appropriate date, each milestone creates a customer invoice to be routed for management approval.

MILESTONES

While most common for fixed amount awards, you can also use Workday's milestone functionality for cost reimbursable awards.

Milestones allow you to control when a schedule can be processed. You can assign an unlimited number of milestones to both schedules and installments. Workday does not allow an installment to be processed if the installment or schedule has any pending milestones.

Please see the Manage Fixed Amount Award Revenue Recognition and Billing appendix for a more complete discussion of milestones.

ACTIVITY 8.1 – CREATE BILLING SCHEDULE FOR COST REIMBURSABLE AWARD

Business Case: Create a billing schedule for a cost reimbursable award. You can define schedules for a bill-to sponsor for cost reimbursable (transaction) or fixed amount (installment) award billing. In this activity, you will create a billing schedule for a Miraloma Foundation Award.

Sign in as Matthew Fong (mfong)

CREATE BILLING SCHEDULE FOR COST REIMBURSABLE AWARD

1. Locate and run the **Create Billing Schedule for Award** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Bill to Sponsor	Miraloma Foundation
Award	AWD-117
Billing Type	Transaction (defaults in)

Note: For Cost Reimbursable awards, select **Transaction** as the Billing Type. For Fixed Amount or Prepaid awards, select **Installments** as the Billing Type.

3. Click **OK**.

4. In the Add column of the Add Lines section, select the award line for which you are creating a billing schedule.

5. Click **Save and Continue**.

> Note: Most cost reimbursable awards do not use milestones. They are more common on Fixed Amount awards. If you do want to use milestones for your Cost Reimbursable award, click the **Manage Milestones** button at this point to select one or more milestones, and identify an estimated completion date for each milestone.

6. Click **Submit**.

7. Click **OK** to confirm that you want to create the billing schedule.

8. Review the Details and Process information.

9. Click **Done**.

10. Use the **Find Billing Schedules** report to review your billing schedule information.

AMEND AN AWARD

You can amend your awards in Workday using the Award Amendment Event business process.

Amendments give you the ability to capture all additions, changes, and corrections to approved awards. Amendments also allow you to control status changes to an overall award or a specific award line.

When you amend an award, Workday retains the original award for tracking purposes and creates a new version for the amended award. You can view the entire amendment history of an award or award line for any version of the award. Workday automatically assigns the next version number to each new amendment. You can also specify an optional amendment number to correlate to an existing amendment document. Note that the version number for the original award is '0'. When you amend an award for the first time, its version number becomes '1'.

You must enter a Reason for the amendment, as well as an Effective Date. The amendment effective date must come after the award date, or after any previous amendment date. Workday will use the effective date when determining the authorized amount and the facilities and administration agreement.

When you submit an amended award, you initiate the configurable Award Amendment Event business process steps for review and approval.

Before concluding this section, it is important to note the importance of effective dates in Workday Grants Management. The effective date is the date on which a proposed change becomes available. If an effective date is set in the future, the proposed change does not take effect until that date. Effective dates apply to items such as business processes, consolidated approvals, condition rules, and more. An item can be used after its effective date until it is succeeded by a version with a new effective date.

Effective dates for an award impact the following:

FACILITIES AND ADMINISTRATION
The Facilities and Administration rate agreement and rate are selected from the corresponding award line version by comparing the effective date of the amendment to the:

- Budget date on a supplier invoice.
- Transaction date on an expense report (presumed budget date).
- Pay period end date for payroll and fringe benefits (presumed budget date).

WORKTAGS
A billing date is compared to any amendment date to select the most recent line version prior to the billing date.

AUTHORIZED AMOUNT FROM AWARD HEADER

A Letter of Credit draw request date is compared to any amendment date to select the most recent award version prior to the billing date.

ACTIVITY 8.2 – ASSIGN SECURITY ROLE TO COMPANY

Business Case: In the next few activities, you will change some entered information on an award. In order to do so, you must have the proper security access. In this activity, you will assign a security role to Alma Mater University (USA) to allow a worker to perform an award amendment.

Sign in as Matthew Fong (mfong)

ASSIGN SECURITY ROLE TO COMPANY

1. Search for and select *Alma Mater University (USA)* in the search box.

2. Click the Alma Mater University (USA) **Related Actions**, and select **Roles** > **Assign Roles**.

3. Enter *01/01/2010* as the Effective Date.

4. Click **OK** to continue.

5. Add a row in the Assign Roles section.

6. Enter the following information:

Role	*Assigned To*
Sponsored Programs Manager	Matthew Fong

7. Click **OK** and then **Done**.

ACTIVITY 8.3 – MAINTAIN AWARD AMENDMENT REASONS

Business Case: Next, we need to maintain a list of reasons for an award amendment. In this activity, you will define a list of amendment reasons to associate with an award amendment. When performing an award amendment later, you will be required to provide a reason for that change.

Sign in as Matthew Fong (mfong)

MAINTAIN AWARD AMENDMENT REASONS

1. Locate and run the **Maintain Award Amendment Reasons** task.

2. Add a row, and enter the following information:

Field Name	Entry Value
Name	Reduced Funding
Description	Reduced Funding

3. Click **OK** and then **Done**.

ACTIVITY 8.4 – AMEND AN AWARD

Business Case: Now with the proper security role assigned and amendment reasons configured, we can perform an award amendment. In this activity, you will create an amendment to change some of the terms and conditions for AWD-117.

➡ **Sign in as Matthew Fong (mfong)**

AMEND AN AWARD

1. Locate and run the **View Award** report.

2. Select **AWD-117**: **Ecology and Evolutionary Biology**, and then click **OK**.

3. Click the award's **Related Actions**, and select **Award** > **Amend Award**.

4. In the Award Amounts section, enter the following information:

Field Name	*Entry Value*
Sponsor Direct Cost	$4,000,000
Sponsor Facilities and Administration	$2,400,000
Sponsor Total	$6,400,000 (defaults in)
Authorized Amount	$6,400,000

5. In the Amendment Information section, enter the following information:

Field Name	*Entry Value*
Reason	Supplemental Funding
Effective Date	04/15/2014

6. In the Award Lines tab, locate the Award Line Details section.

7. In the Line Item Details section, enter the following information:

Field Name	*Entry Value*

Line Amount	$6,400,000

Reminder: Remember, the Line Amount total must match the Sponsor Total amount before you can save the award details.

8. Click **Submit**. This initiates the Award Amendment Event business process steps for review and approval.

9. Expand the Details and Process section to view more information about this business process.

10. Click **Done**.

APPROVE AWARD AMENDMENT

⊙ **Sign in as Jill Jones (jjones)**

1. Click the **Profile icon** in the top right corner, and select **Inbox**.

2. Select the **Award Contract Amendment for Award: AWD-117** item. This will bring up the Business Process Unassigned Step Audit report.

3. Click the **Date** column in the chart to sort in **Descending** order.

4. Notice the magnifying glass icons in the Reassign Event column. In the Award Contract Amendment for Award: AWD 117 row, click the magnifying glass' **Related Actions**, and select **Business Process** > **Reassign Unassigned Task**.

5. In the Reassign To field, select **Matthew Fong**.

6. Click **OK** and then **Done**.

APPROVE AWARD AMENDMENT PT. 2

⊙ **Sign in as Matthew Fong (mfong)**

1. Open Matthew's Inbox.

2. Click the item for the award amendment.

3. Click the **Approve** button.

4. Click **Done**.

CORRECT AN AWARD

We have seen how useful award amendments can be when you need to make substantive changes to an award. You will also very commonly need to make smaller, less substantive changes to an award. For example, perhaps you entered an incorrect Award Signed Date or you amended your award with a future effective date, but need to change the facilities and administration rate agreement. These types of changes are best suited for an award correction.

Unlike the Amend Award process, the Correct Award business process will not create a new version of the award. This is an important distinction; when a correction is performed, you will not be able to view a previous iteration of the award. You may only correct the currently effective dated award. If you have amended an award, you may not change a previous version.

The Correct Award business process is also configurable, like the Amend Award process, and can be routed to anyone in your institution for review and approval.

ACTIVITY 8.5 – CORRECT AN AWARD

Business Case: Correct or change the details in an award. These changes should be non-substantive, that is to say they should not change the overall substance or scope of an award. Major changes like these are best suited for an Award Amendment.

⮕ **Sign in as Matthew Fong (mfong)**

CORRECT AN AWARD

1. Locate and run the **View Award** report.

2. Select **AWD-117**, and then click **OK**.

3. Click the award's **Related Actions**, and select **Award** > **Correct**.

4. Change the Award Signed Date to *12/16/2012*.

5. At the bottom of the page, enter the following in the Comment box:
   Changed Award Signed Date from December 15, 2012 to December 16, 2012.

6. Click **Submit**. This initiates the business process which can be configured to route to one or more people for review and approval.

7. Expand the Details and Process section to view more information about this correction.

8. Click **Done**.

CREATE AWARD TASKS

Sponsor award requirements must be tracked. It is common for a principal investigator with your institution to have multiple sponsors. These sponsors, in turn, have a variety of reporting requirements which are to be performed by different roles.

Workday's Award Tasks feature allows you to track and manage these sponsor award requirements. You can create an award task list to manage non-billable tasks and designate due dates for reports and other deliverables. Use a task list to schedule tasks for an award, assign roles to tasks for notification and reporting purposes, and assign statuses for tracking the progress of tasks.

Award task requirements and due dates vary by sponsor, but they are usually consistent for a given sponsor. Use the Award Task List Template to create standard lists of tasks for awards from the same sponsor or award type. You can configure the template with task milestones scheduled for particular dates and posting intervals, and to re-occur during the life of the award. Once you create an award task template, you can import a set of tasks directly into the award task list.

For example, the U.S. National Institutes of Health (NIH) may require an annual progress report 45 days prior to an award's anniversary date. The template captures NIH's requirements and allows you to:

- associate the award task list template to NIH awards,
- send alerts regarding upcoming or overdue tasks, based on custom reports, and
- track task progress through completion.

Use the Maintain Award Tasks task to create individual tasks for an award and designate specific due dates. Each task is designated for a specific award, and the task appears on the award page on the Award Tasks tab. Web service is enabled for loading tasks.

Assigning roles to tasks does not grant access. Roles are for reporting and notifications purposes only.

ACTIVITY 8.6 – MAINTAIN AWARD TASK TYPES

Business Case: In order to assign award tasks to an award, we first need to define standard types of tasks or deliverables, such as financial or progress reports. You will then use these award task types to define award task lists or award task list templates.

➲ **Sign in as Matthew Fong (mfong)**

MAINTAIN AWARD TASK TYPES

1. Locate and run the **Maintain Award Task Types** task.

2. Add a row in the Award Task Type Group section.

3. Enter *Effort Certification* as the name.

4. Click the **Add Row** icon to add three sub-rows in the Award Task Types section.

5. Enter the following information:

Name
Effort Certification – Interim
Effort Certification – Annual
Effort Certification – Final

6. Click **OK** and then **Done**.

ACTIVITY 8.7 – MAINTAIN AWARD TASK STATUSES

Business Case: Create completion statuses to track the progress of award tasks against pre-defined milestones. Examples include: Not Started, In Progress, In Review, and Completed.

⊙ **Sign in as Matthew Fong (mfong)**

MAINTAIN AWARD TASK TYPES

1. Locate the **Maintain Award Task Statuses** task.

2. Add a row, and enter *Delayed* as the Status Name.

3. Notice that the ID field has automatically populated. You can change this ID to suit your institution's needs, but for now leave it as-is.

   Note: The Default checkbox in the Not Started row indicates that this is the default status for all award tasks. Notice also, that when an award task status is changed to Complete, it indicates that the task is done.

   When creating an award task list, you can use these statuses to identify open tasks with upcoming due dates, tasks in progress or not yet started, tasks that have been delayed, or completed tasks.

4. Click **OK** to save.

ACTIVITY 8.8 – CREATE AWARD TASK LIST TEMPLATE

Business Case: With the award task configurations complete, you will now create a standard list of tasks to be used for all awards coming from the Miraloma Foundation. Use this process to create task lists by sponsor or award type for your institution's common reporting requirements. You can configure the template with task milestones scheduled for particular dates and posting intervals, and to re-occur during the life of the award.

Sign in as Matthew Fong (mfong)

MAINTAIN AWARD TASK TYPES

1. Locate and run the **Create Award Task List Template** task.

2. Enter the following information:

Field Name	Entry Value
Template Name	Miraloma Foundation Award
Recommended for Sponsor	Miraloma Foundation
Recommended for Award Type	Grant

Optionally, the Award Posting Interval Group field in the Valid for section can align award tasks with the same type of award posting intervals, such as months or quarters, to meet the scheduled reporting requirements.

3. In the Award Task Template section, enter the following information:

Field Name	Entry Value
Task Type	Programmatic Reports > Annual Progress Report
Role	Grant Manager
Occurs on	Every Award Year

4. Scroll down to fill in the schedule information:

Date	Time	Before or After	Start or End Date	Relative to
Due Date	Number of Days: 60	On or Before Date	End Date	Award Year
Start Date	Number of Days: 90	On or Before Date	End Date	Award Year
End Date	Number of Days: 65	On or Before Date	End Date	Award Year

5. Click **OK** to save.

6. *Click **Done**. Any subsequent required changes can be made using the Edit Award Task List Template task.*

ACTIVITY 8.9 – MAINTAIN AWARD TASKS

Business Case: With a task list template configured, we can now assign a task list to an award. The task list will manage non-billable tasks and designate due dates for reports and other deliverables. You can schedule tasks for an award, assign roles to tasks for notification and reporting purposes, and assign statuses for tracking the progress of tasks.

◉ **Sign in as Matthew Fong (mfong)**

MAINTAIN AWARD TASK TYPES

1. Locate and run the **Maintain Award Tasks** task.

2. Enter the following information:

Field Name	*Entry Value*
Award	AWD-117 Ecology and Evolutionary Biology
Template	Miraloma Foundation Award

Note: The templates available for selection have either 1) the same posting interval as the award or 2) no assigned posting interval group. Suggested Templates are those that match the sponsor and type of award.

3. Click **OK**.

4. Enter *01/01/2013* as the Effective Date.

5. The dates will auto-populate based on the task list template you selected. You can enter or adjust the task entries as needed.

Note: Workday assigns the task to the primary award line on the specified award by default, which you can change.

You may want to set the End Date for the task well before the Due Date to ensure the sponsor receives the report on time.

You can attach interim or final reports, and then mark the task complete. You may also want to add a list of detailed instructions to assist task assignees in completing their tasks or reports.

6. Click **OK** to save and review the award task list schedule.

7. Click **Done** to complete.

8. Return to the award, and click the **Award Tasks** tab to view the task list anytime you want to check the status of tasks.

9. Use the **Find Award Tasks** report to view tasks across multiple awards.

   You can also generate custom reports from the award task list to view upcoming commitments, overdue reports, or other important milestones. You can filter reports by principal investigator, sponsor, or task assignee. Use the custom report to view:

   - open tasks for a given assignee,
   - overdue tasks for a given assignee for a particular principal investigator,
   - open tasks for awards within 60 days of the award's end date, and
   - upcoming due dates across all awards.

   You can also configure alerts to notify assignees regarding status of tasks and their due dates.

CONFIGURE SECURITY ACCESS FOR BUDGET INFORMATION

➲ **Sign in as Matthew Fong (mfong)**

Note: **In order to complete the next two activities, you must perform this security configuration.** If you do not complete this step, you will not be able to complete Activities 8.10 and 8.11.
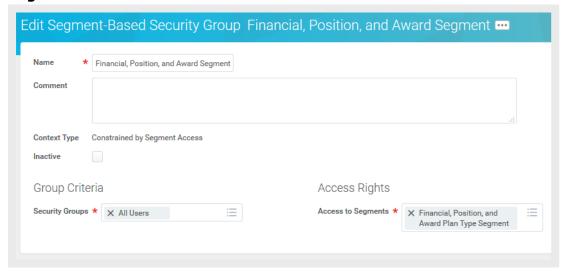
You will not typically need to perform these types of security configurations in your institution. Consult Workday Community for more information on this security configuration: https://community.workday.com/node/136292

1. Locate and run the **Create Security Group** task.

2. Enter the following information:

Field Name	*Entry Value*
Type of Tenanted Security Group	Segment-Based Security Group
Name	Financial, Position, and Award Segment

3. Click **OK**.

4. In the Security Groups field, select **All Users**.

5. In the Access to Segments field, select **Security Segments (Workday Owned)** > **Plan Type Security Segment** > **Financial, Position, and Award Plan Type Segment**.

This is allowing all users at AMU access to the Financial, Position, and Award Plan Type segment.

6. Click **OK**.

7. In the search box, enter *domain: access plan type*.

8. Click the Access Plan Type (Segmented)'s **Related Actions**, and select **Domain** > **Edit Security Policy Permissions**.

9. Add a row to the Report/Task Permissions section.

10. In the Security Groups field, select **Financial, Position, and Award Segment** security group.

11. In that row, select the **View** and **Modify** checkboxes to allow this security group view and modify permissions.
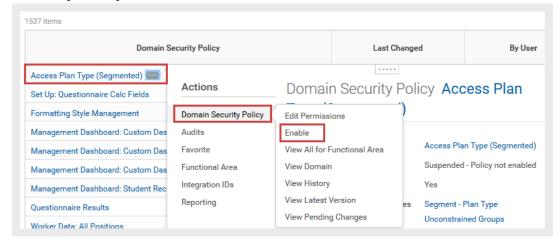
Note: Selecting the Modify checkbox will automatically select the View checkbox as well.

12. Click **OK**.

13. Now we need to enable the domain security policy, and activate these pending security policy changes. First, locate and run the **Domain Security Policies Changed within Time Range** task.

14. Click **OK** to continue.

15. Locate the Access Plan Type (Segmented) security policy that was most recently changed. Click the security policy's **Related Action**, and select **Domain Security Policy** > **Enable**.

16. Select the **Confirm** checkbox, and click **OK** to enable this security policy.

17. Locate and run the **Activate Pending Security Policy Changes** task.

18. In the Comment box, add a comment describing your changes:

    Added access for Financial, Position, and Award segment.

19. Click **OK**.

20. Select the **Confirm** checkbox, and click **OK** to activate this security policy change. Now you will have the security access necessary to complete the Budget Template and Budget Details for your award, which you will do in the next two activities.

CREATE AN AWARD BUDGET

You can use budgets in Workday to manage your award plans, forecasts, and actuals. You can create an unlimited number of budgets.

The budget structure is the foundation for budgets in Workday. It determines:

- the type of budget,
- the fiscal schedule and periods on which to build the budget's periods and duration,
- the ledger accounts and worktags available to include when defining budgets, and
- whether budgets require approval, and other key attributes.

A company may have only one budget template per structure. Therefore, create a structure for each unique budget within your organization, at whatever degree of granularity you require. You can use the same structure for multiple companies.

Use the award budget structure as the basis for award budgets, which you can use to control spend during spend and staffing transactions. Your organization may have created an award budget structure when it created budget structures while implementing Workday Financials. If not, you will need to create an award budget structure.

To create an award budget, first create a budget template, and then enter the budget details.

ACTIVITY 8.10 – CREATE A BUDGET TEMPLATE

Business Case: In the next activities, you will create an award budget. The first step in this process is to set up a budget template with periods based on your institution's budget structure. You can use the same budget template for multiple budgets. Workday automatically creates the periods based on the award schedule when you create the budget.

Sign in as Matthew Fong (mfong)

CREATE A BUDGET TEMPLATE

1. Locate and run the **Create Budget Template** task.

2. In the Budget Structure field, select **Award**. This makes the Company and Budget Name fields appear.

3. Enter the following information:

Field Name	*Entry Value*
Company	Alma Mater University (USA)
Budget Name	AWD-117: Ecology and Evolutionary Biology
Default Budget Type	Award

4. Click **OK** to continue.

5. Click the **2013-Jan - 2016-Dec (Alma Mater University (USA))** budget in the Budgets section. Alternatively, click the **Related Actions** for the **2013-Jan - 2016-Dec (Alma Mater University (USA))** budget, and select **Budget** > **Current Budget**. The current budget appears, and, as expected, there are no budget details for the award.

6. Use the **View Award** report to view AWD-117 and confirm the budget template is now associated with the award in the Budget Template field in the Award Amounts section.

ACTIVITY 8.11 – MAINTAIN AWARD BUDGET DETAILS

> Business Case: Now it is time for you to enter the budget details. You can enter or update budget data to define award or award proposal budgets and forecasts for each budget period for an award. The budget details capture the ledger accounts, structured dimensions, and budgeted amounts for each period.

➲ **Sign in as Matthew Fong (mfong)**

CREATE A BUDGET TEMPLATE

1. Locate and run the **Maintain Budget** task.

2. Enter the following information:

Field Name	*Entry Value*
Budget Structure	Award
Company	Alma Mater University (USA)
Budget Name	AWD-117: Ecology and Evolutionary Biology
Years	FY 2013
Periods	FY 2013 Award Period Q1 (Alma Mater University (USA))
	FY 2013 Award Period Q2 (Alma Mater University (USA))
	FY 2013 Award Period Q3 (Alma Mater University (USA))
	FY 2013 Award Period Q4 (Alma Mater University (USA))
Worktag Types	Cost Center
	Employee
	Fund
	Grant

| Object Class |
| Program |

Note: Notice that after you select the Budget Name, the related worktag types auto-populate in the Worktag Types field. Similarly, when you select the Year, the periods for that year auto-populate in the Periods field.

3. Click **OK** to continue.

4. Add two rows for a total of three budget detail rows.

5. Enter the following information:
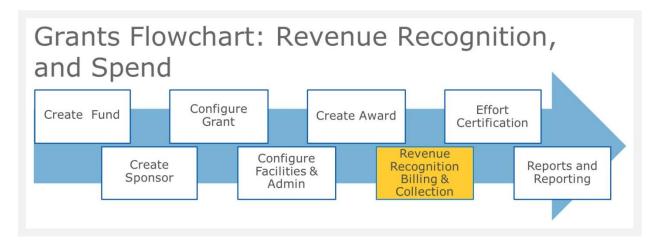
Ledger Account Summary	Cost Center	Employee	Fund	Grant	Object Class	Program	Award Period Q1	Award Period Q2	Award Period Q3	Award Period Q4
1620 Equipment	4280 Biology	Matthew Fong	02 Sponsored Programs Fund	Ecology and Evolutionary Biology	Miraloma Foundation: Equipment	Program: Research	125,000	125,000	125,000	125,000
6000 Salaries	4280 Biology	Matthew Fong	02 Sponsored Programs Fund	Ecology and Evolutionary Biology	Miraloma Foundation: Salaries	Program: Research	187,500	187,500	187,500	187,500
6010 Benefits	4280 Biology	Matthew Fong	02 Sponsored Programs Fund	Ecology and Evolutionary Biology	Miraloma Foundation: Fringe Benefits	Program: Research	87,500	87,500	87,500	87,500

6. Notice the amounts reading 400,000.00 USD for each Award Period in the upper right corner. These are dynamic totals for the amounts you enter in the budget detail rows.

7. Click **Submit**.

8. Click **OK** to complete.

9. Next, let's confirm our budget details. Use the **View Award** report to view **AWD-117** and click the **Alma Mater University (USA): Award AWD-117: Miraloma Foundation 01/01/2013 (version 1)** budget template in the Budget Template field in the Award Amounts section.

10. Click the **2013-Jan – 2016-Dec (Alma Mater University (USA))** budget link on the View Budget Template report.

11. The Current Amount of the award is $1,600,000, as expected. This total would change after you add more budget details for subsequent years of the award.

CHAPTER 9 – COST REIMBURSALE: REVENUE RECOGNITION AND SPEND

OVERVIEW

In this chapter, we move out of the award creation phase and into managing the post-award financials. We will start this process by reviewing cost reimbursable award revenue recognition. Then, we will take a look at how to handle spending for your award; more specifically, you will be paying workers and purchasing equipment for your award activities.

Grants Flowchart: Revenue Recognition, and Spend

OBJECTIVES

By the end of this chapter, you should be able to:

- Modify a Costing Allocation.
- Run and Complete a Pay Calculation.
- Create a Supplier Invoice for an Award.
- Create a Settlement Run for an Award Supplier invoice.

COST REIMBURSABLE AWARD REVENUE RECOGNITION

> Note: Workday recognizes revenue and performs billing for cost reimbursable and fixed amount award line types. The information in this section specifically relates to cost reimbursable awards. Please see the Manage Fixed Amount Award Revenue Recognition and Billing appendix for a discussion of revenue recognition, billing, and collection for a fixed amount award.

Workday Grants Management gives you the ability to easily recognize revenue for your cost reimbursable and fixed amount award line types. Workday provides revenue recognition for award lines, which automatically calculates revenue equal to allowable billable expenses, in addition to any calculated F&A charges at the time of the expenses.

Such expenses must occur between the start and end dates of the award line tied to a specific grant. However, if a sponsor approves expenses that will occur prior to the start of the award, revenue recognition also occurs at the time of those expenses.

Award revenue is only recognized against the sponsor's portion of the expense. Award revenue is not recognized against any expense covered by cost sharing.

All expense-generating operational transactions against the actuals ledger are available for revenue recognition. This includes expenses, facilities and administration costs, supplier invoices, payroll earnings, and fringe benefit expenses.

AWARD COST PROCESSING AND REVENUE RECOGNITION

You can configure revenue recognition for cost reimbursable award lines to be performed either immediately after settling the source transaction, or at expenditure. The timing of Award Cost Processing is set at the company level.

If you configure Award Cost Processing to occur at settlement, a transaction must:

- contain a grant worktag associated with a cost reimbursable award line,
- contain a Sponsor Funded fund worktag. This indicates to Workday which expenses the sponsor pays for and which you, the grantee, are responsible for.
- have been settled, or paid, except for F&A, and
- have a budget date between the start and end dates on the corresponding award line of the specified grant.

If you configure Award Cost Processing to occur at expenditure, the process triggers when:

- spend is generated and the business process completes, or
- when payroll is generated and run pay completes.

Award Cost Processing then creates facilities and administration, and revenue recognition transactions. Keep in mind that transactions are not billable until settlement is complete.

You can view the revenue recognition results in the source transaction's accounting. Workday automatically picks up the reimbursable expenses: a debit is created for unbilled receivables and a credit is generated for revenue. This provides a very strong audit trail back to the source transaction.

If you amend or change an expenditure, this creates an adjustment to revenue. Workday calculates cost reimbursable revenue for eligible expenses such as payroll, fringe benefits, expense reports, supplier invoices, and facilities and administration.

STANDARD REPORTS

Workday provides the following reports for determining facilities and administration and revenue recognition amounts on supplier invoices:

- Supplier Invoice Revenue Accrual Report
  This report calculates facilities and administration on unpaid supplier invoices. You can use results to determine the full (direct and indirect) amount of an invoice, and manually create an accrual journal entry that recognizes revenue before the payment is settled.

- Award Cost Processing Audit Report
  This report reviews calculated facilities and administration rates, as well as facilities and administration and revenue recognition amounts charged to the supplier. You can use the results to ensure that Workday generated facilities and administration and award revenue recognition correctly.

ACTIVITY 9.1 – MODIFY A COSTING ALLOCATION

Business Case: In the first half of this chapter, we will be paying a worker for her work on one of our awards. The first step in this process is to modify a costing allocation for the employee to charge their time to an award. In this activity, you will modify the costing allocation for Dr. Audrey Hodges to assign her time to one of the Miraloma Foundation awards. This will ensure that her payroll expenses will come from the correct source of funding.

➲ **Sign in as Jill Jones (jjones)**

MODIFY A COSTING ALLOCATION

1. Search for and select *Audrey Hodges* in the search box.

2. Click Dr. Hodges' **Related Actions**, and select **Payroll** > **Assign Costing Allocation**.

3. Delete the date in the Effective Date field in the Position Restrictions Costing section.

4. Click **OK** to continue.

5. For the first costing allocation, enter *08/01/2014* as the Start Date. This will bring up an alert, which you can ignore for now, or click the arrow icon to minimize.

6. Remove the first cost allocation row for the first costing allocation, which is set at a distribution percentage of 94.

7. On the remaining costing allocation row, enter *25* as the Distribution Percent.

8. Add a new costing allocation row.

9. Enter the following information:

Costing Override	*Distribution Percent*
Grant: Ecology and Evolutionary Biology Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research	75 (defaults in)

Note: Selecting the Grant worktag first will auto-populate the associated worktag values.

10. Scrolling down to the second costing allocation, Change the End Date to *07/31/2014* in the Default Organizational Assignments section. This removes the alert.

11. Click **Submit**.

12. Expand the Details and Process section to review the information you entered.

13. Click **Done**.

APPROVE THE COSTING ALLOCATION

Sign in as Matthew Davis (mdavis)

1. Open Matthew's **Inbox**.

2. Click the item for the **Costing Allocation Request** for Dr. Hodges.

3. Click the **Approve** button.

ACTIVITY 9.2 – RUN AND COMPLETE PAY CALCULATION

Business Case: Now that Dr. Hodges' time is allocated correctly, we can give her a paycheck. In this activity, you will run a pay calculation for the faculty pay group, and review the payroll and accounting results. After running her pay calculation, you will complete it, and then settle it by giving her a paycheck.

⮕ **Sign in as Jill Jones (jjones)**

RUN PAY CALCULATION

1. Locate and run the **Run Pay Calculation** task.

2. Enter the following information:

Field Name	Entry Value
Period	Period to Calculate > 08/01/2014 - 08/31/2014 (Monthly)
Pay Run Groups and/or Pay Group Details	Faculty Regular (Monthly)
Calculation Statuses	Not Yet Started (defaults in)

3. Click **OK**.

4. Click **Refresh** until the process completes and the Status is Completed.

5. Click the number in the Total column.

6. Use the filter to isolate the payroll calculation for Dr. Audrey Hodges.

7. Click **Dr. Audrey Hodges 08/31/2014 (Regular) – In Progress** in the Payroll Result column.

8. Notice the compensation information for Dr. Hodges. Notice also the Pay Calculation Status is In Progress.

9. Click the **Actuals** tab. The Cost Center, Fund, Grant, and Program worktags we assigned when modifying her costing allocation are included in the Worktags column.

RUN PAY COMPLETE

1. Locate and run the **Run Pay Complete** task.

2. Enter the following information:

Field Name	*Entry Value*
Period	08/01/2014 - 08/31/2014 (Monthly)
Pay Run Groups and/or Pay Group Details	Faculty Regular (Monthly)

3. Select the **OK to Proceed** checkbox.

4. Click **OK**.

5. Click **Refresh** to complete the pay complete process

6. Click the number in the Total column.

7. Use the grid filters to isolate the payroll completion for Dr. Audrey Hodges.

8. Click **Dr. Audrey Hodges 08/31/2014 (Regular) – Complete** in the Payroll Result column.

9. Click the **Actuals** tab. Notice the Pay Calculation Status is now Compete. Confirm that her salary has been charged to the Fund, Grant, and Program worktags we assigned when modifying her costing allocation.

CREATE SETTLEMENT RUN

1. Locate and run the **Create Settlement Run** task.

2. Enter the following information:

Field Name	*Entry Value*
Company	Alma Mater University (USA)
Settlement Run Name	August 2014 Faculty Monthly Payroll
Settlement Run Date	08/31/2014
Auto Select Filters	System Filters > All Available Pay Groups

3. Click **OK**.

4. Click **Process**.

5. Click **Refresh** to complete the process.

6. View the settlement run information.

7. Use the Print Check business process's **Related Actions**, and select **Print Checks Task** > **Print Checks**.

8. Enable **Select Checks to be Printed**.

9. Click **OK**.

10. Select the **checkbox** for Dr. Audrey Hodges.

11. Click **OK**. Notice that the Total Number of Checks Selected has changed to 1. This is the paycheck for Audrey Hodges that you just selected.

12. Select **Print Checks**.

13. Click **OK**.

14. Click **Refresh** to complete the process.

15. Click the **Payroll_On-Cycle_Payment** PDF file to open it.

16. Review the check for Dr. Hodges.

VIEW CALCULATION RESULTS FOR WORKER

1. Locate and run the **Pay Calculation Results for Worker** task.

2. Select **Dr. Audrey Hodges** in the Worker field.

3. Click **OK**.

4. Locate the **08/01/2014 – 08/31/2014** period in the grid.

5. Click the magnifying glass icon for Dr. Hodges' **08/01/2014 – 08/31/2014** payroll result.

6. Click the **Other Accounting** tab. Here you can use the View Journal buttons to view the award revenue recognition for Dr. Hodges' actuals and fringe expenses, and for facilities and administration charges associated with the actuals and fringe expenses.

SUPPLIER INVOICES

Workday is optimized for paperless operation from receipt of supplier invoices through electronic payments to maximize processing efficiency.

Supplier Invoice is a business process. As such, your requirement regarding segregation of duty, approval, or review tasks can be configured for your organization's processes.

Invoicing works seamlessly with procurement to support standard two and three-way matching, as well as with financial accounting for appropriate accruals and accounting.

You can create supplier invoices in the following ways:

- Without Purchase Order
- From Purchase Order
- From Receipts
- From Timesheets
- From Task Logs

Note: Every change made to a supplier invoice reinitiates the supplier invoice business process and must go through each step specified in that process.

ACTIVITY 9.3 – CREATE SUPPLIER INVOICE FOR AWARD

Business Case: In the second half of this chapter, we will shift our focus to purchasing items for our award activity. In this activity, you will create three supplier invoices and charge each to an award. You will also perform a supplier change for one of the suppliers you are purchasing from.

➲ **Sign in as Matthew Fong (mfong)**

CREATE FIRST SUPPLIER INVOICE FOR AWARD

1. Locate and run the **Create Supplier Invoice** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Supplier	Apple
Invoice Date	11/25/2014

3. Moving down to the Invoice Lines section, enter the following information:

Field Name	Entry Value
Item	iPad 64GB
Quantity	10
Worktags	Grant: Conservation Economics Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

Note: Entering the Conservation Economics grant worktag automatically pulls all of the other related Worktags associated with that grant into the field.

4. Click **Submit**. This initiates the Supplier Invoice business process steps for review and approval.

5. Expand the Details and Process area, and review the information and status.

6. Click **Done**.

➲ Sign in as Dr. Audrey Hodges (ahodges)

APPROVE SUPPLIER INVOICE BY COST CENTER MANAGER

1. Open Audrey's **Inbox**.

2. Click the item for the Apple supplier invoice.

3. Click the **Approve** button.

4. Click **Done**.

➲ Sign in as Matthew Fong (mfong)

REVIEW TRACKABLE INVOICE LINES

1. Open Matthew's **Inbox**.

2. Click the item for the Apple supplier invoice.

3. Review the trackable invoice lines for the assets.

4. Click **Approve**.

5. Expand the Details and Process area.

6. Click **Done**.

➲ Sign in as Matthew Fong (mfong)

BUSINESS ASSET REGISTRATION

1. Refresh Matthew's **Inbox**.

2. Click the item for the iPad asset registration.

3. Review the asset registration information for each of the 10 iPads.

4. Click **Submit**.

5. Expand the Details and Process area, and review the information and status.

6. Click **Done**.

FIND SUPPLIER INVOICE

1. Locate and run the **Find Supplier Invoices** report.

2. Enter the following values:

Field Name	Entry Value
Company	Alma Mater University (USA)
Supplier	Apple
Invoice Date On or After	11/25/2014

3. Click **OK**.

4. Click the magnifying glass icon for the supplier invoice to review and confirm the details of the Apple supplier invoice.

5. Click the **Assets** tab, and notice the iPads have an Asset Status of Registered.

CREATE SECOND SUPPLIER INVOICE FOR AWARD

1. Locate and run the **Create Supplier Invoice** task.

2. Enter the following values:

Field Name	Entry Value
Company	Alma Mater University (USA)
Supplier	Dell
Invoice Date	11/22/2014

3. Scroll down to the Invoice Line section, and enter the following information:

Field Name	Entry Value
Item	Dell Monitor
Quantity	10

<div align="right">

Worktags

Grant: Ecology and Evolutionary Biology
Cost Center: 4280 Biology
Fund: 02 Sponsored Programs Fund
Program: Research

</div>

4. Click **Submit**. This initiates the Supplier Invoice business process steps for review and approval.

5. Expand the Details and Process area, and review the information and status.

6. Click **Done**.

REVIEW TRACKABLE INVOICE LINES

1. Open Matthew's **Inbox**.

2. Select the item for the Dell supplier invoice.

3. Review the trackable lines for the assets.

4. Click **Approve**.

5. Review the information in the Details and Process area.

6. Click **Done**.

BUSINESS ASSET REGISTRATION

1. Refresh Matthew's **Inbox**.

2. Open the Asset Registration task for the Dell monitors.

3. Review the asset registration information.

4. Click **Submit**.

5. Review the information in the Details and Process area.

6. Click **Done**.

FIND SUPPLIER INVOICE

1. Locate and run the **Find Supplier Invoices** report.

2. Enter the following values:

Field Name	Entry Value
Company	Alma Mater University (USA)
Supplier	Dell
Invoice Date On or After	11/22/2014

3. Click **OK**.

4. Click the magnifying glass icon for the Dell monitor supplier invoice.

5. Click the **Assets** tab, and notice the monitors have an Asset Status of Registered.

CREATE SUPPLIER CHANGE

1. Locate and run the **View Supplier** report.

2. Select **Donnegan** as the Supplier.

3. Click **OK** to continue.

4. Click Donnegan's **Related Actions**, and select **Supplier** > **Create Supplier Change**.

5. Click the **Select All** checkbox.

6. Click **OK**.

7. Select **Hardware** as the Supplier Group in the Supplier and Tax Details section.

8. Scroll down and click **Add** in the Address area on the Contact Information tab.

9. Enter the following values:

Field Name	Entry Value
Effective Date	01/01/2010
Address Line 1	1800 Main Street
City	San Francisco
State	California
Postal Code	94105

Primary	(Checked)

10. Click **Submit**.

11. Click **Done**.

⮕ **Sign in as Jill Jones (jjones)**

APPROVE SUPPLIER CHANGE

1. Open Jill's **Inbox**.

2. Select the **Supplier Change** item.

3. Click **Approve**.

⮕ **Sign in as Linda Lemay (llemay)**

APPROVE SUPPLIER CHANGE

1. Open Linda's **Inbox**.

2. Select the **Supplier Change** item.

3. Click **Approve**.

⮕ **Sign in as Matthew Fong (mfong)**

CREATE THIRD SUPPLIER INVOICE FOR AWARD

1. Locate and run the **Create Supplier Invoice** task.

2. Enter the following values:

Field Name	*Entry Value*
Company	Alma Mater University (USA)
Supplier	Donnegan
Invoice Date	11/20/2014

3. Moving down to the Invoice Lines section, enter the following information:

Field Name	Entry Value
Item	Tri-Base Computer Center
Quantity	25
Worktags	Grant: Applied Conservation Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

4. Click **Submit**. This initiates the Supplier Invoice business process steps for review and approval.

5. Expand the Details and Process area, and review the information and status.

6. Click **Done**.

⊙ **Sign in as Dr. Audrey Hodges (ahodges)**

APPROVE SUPPLIER INVOICE

1. Open Audrey's **Inbox**.

2. Select the **Supplier Invoice** item.

3. Review the invoice information.

4. Click **Approve** and then **Done**.

⊙ **Sign in as Linda Lemay (llemay)**

APPROVE SUPPLIER INVOICE

1. Open Linda's **Inbox**.

2. Select the **Supplier Invoice** item.

3. Review the invoice information.

4. Click **Approve** and then **Done**.

⊙ **Sign in as Matthew Fong (mfong)**

REVIEW TRACKABLE INVOICE LINES

1. Open Matthew's **Inbox**.

2. Select the **Supplier Invoice: Donnegan** item.

3. Review the trackable lines for the assets.

4. Click **Approve**.

5. Review the information in the Details and Process area.

6. Click **Done**.

BUSINESS ASSET REGISTRATION

1. Refresh Matthew's **Inbox**.

2. Open the **Asset Registration for the Tri-Base Computer Center** item.

3. Review the asset registration information.

4. Click **Submit**.

5. Review the information in the Details and Process area.

6. Click **Done**.

 Sign in as Matthew Fong (mfong)

ASSIGN ASSET ACCOUNTING INFORMATION

1. Refresh Matthew's **Inbox**.

2. Open the **Asset Assign Accounting** information for the Donnegan supplier invoice item.

3. Click **Submit**.

4. Review the information in the Details and Process area.

5. Click **Done**.

FIND SUPPLIER INVOICE

1. Locate and run the **Find Supplier Invoices** report.

2. Enter the following values:

Field Name	*Entry Value*
Company	Alma Mater University (USA)
Supplier	Donnegan
Invoice Date On or After	11/20/2014

3. Click **OK**.

4. Click the **magnifying glass icon** for the Donnegan supplier invoice.

5. Click the **Assets** tab, and notice the monitors have an Asset Status of In Service.

ACTIVITY 9.4 – CREATE SETTLEMENT RUN FOR AWARD SUPPLIER INVOICE

> Business Case: Create a settlement run for award supplier invoices. This works in much the same way as the settlement run for Dr. Hodges' pay run earlier, and will ensure that the suppliers receive payment for the equipment we purchased.

⟳ **Sign in as Matthew Fong (mfong)**

CREATE SETTLEMENT RUN FOR AWARD SUPPLIER INVOICE

1. Locate and run the **Create Settlement Run** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Settlement Run Name	Award Invoices
Settlement Run Date	11/26/2014

3. Click **OK**.

4. Click the **Add** button > **Supplier Invoices**.

5. Click the **Search** button, which will produce a list of supplier invoices.

6. Select the **Apple**, **Dell**, and **Donnegan** supplier invoices you created.

   Note: You can use the filter icon to create a filter to quickly isolate the suppliers you are looking for in the grid.
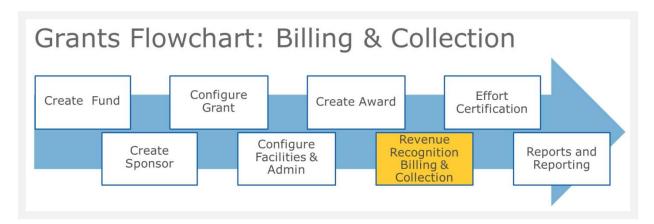
7. Click **OK**.

8. Review the supplier invoice details, and click **Process**.

9. Click **Refresh** until the settlement run is complete.

10. View the settlement run information.

11. Click the Print Check business process' **Related Actions**, and select **Print Checks Task** > **Print Checks**.

12. Select **Print Checks**.

13. Click **OK**.

14. Click **Refresh** until the process is complete.

15. Click the **Supplier_Payment_-_Award_Invoices** PDF file.

16. Review the checks for Apple, Dell, and Donnegan.

CHAPTER 10 – COST REIMBURSALE: BILLING AND COLLECTION

OVERVIEW

In the last chapter, we discussed revenue recognition and award spending. Now, let's focus more on the credit side of the post award financials. In this chapter, we will seek reimbursement for our award expenses in a variety of ways. We will also look at how Workday handles reprocessing facilities and administration costs.

Grants Flowchart: Billing & Collection

OBJECTIVES

By the end of this chapter, you should be able to:

- Create an Invoice for a Cost Reimbursable Award Transaction
- Record a Letter of Credit Draw Down
- Consume Prepaid Award Lines Against a Cost Reimbursable Line
- Reprocess Award Facilities and Administration Costs

ACTIVITY 10.1 – CREATE INVOICE FOR COST REIMBURSABLE AWARD TRANSACTION

Business Case: Now that we have performed some award activity and incurred some expenses, we need to seek reimbursement for those award costs. In this activity, you will create an invoice for billing cost reimbursable award transaction lines. This is how we will receive reimbursement for the award costs we have incurred so far.

Sign in as Matthew Fong (mfong)

CREATE AN INVOICE FOR A COST REIMBURSABLE AWARD TRANSACTION

1. Locate and run the **Create Invoices for Cost Reimbursable Award Transactions** task.

2. Enter the following information:

Field Name	Entry Value
Award Header Company	Alma Mater University (USA)
Award	Miraloma Foundation > AWD-117

3. Click **OK**.

4. Enter *11/28/2016* as the Invoice Date. Workday uses this date to post the invoice to the first open ledger period.

5. Select the checkbox for the **Miraloma Foundation** invoice. If you click the amount in the Invoice Amount column, a new window will open allowing you to view the billable transactions included in the invoice.

6. Review the invoice information.

7. Click **OK** and then **Done**.

PRINT SPONSOR INVOICE

1. Locate and run the **Print Customer Invoices** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Customers	Miraloma Foundation
Invoice Date On or After	11/28/2014

3. Click **OK**.

4. Select the invoice you want to print.

5. Click **OK**.

6. Click on the **Refresh** button until the percent complete is 100%.

7. Click the link for your invoice to see and review a PDF version of the invoice.

LETTER OF CREDIT DRAW DOWN

If you have government-sponsored grants, contracts, or cooperative agreements, you may receive funding via a letter of credit system. This allows you to draw cash based on your anticipated award cash needs.

If you operate with a letter of credit, you will submit an invoice to the government agency. Money would then be transferred to your bank account, for example, via an electronic funds transfer.

A letter of credit draw is typically made for expenses already incurred by the grantee, but a draw may also occur if a sponsor wants to make an advance or prepayment against future expenses by the grantee.

Workday's letter of credit draw request feature automates the calculation of the draw amount across all awards that are tied to that letter of credit.

Workday checks the accounts receivables balance, compares that balance against what has been billed and against what the authorized amount is for the award. If you exceed the authorized amount, Workday uses the lower of what is left of the authorized amount or the accounts receivable balance.

You can set a suggested draw amount, and the draw request will record and apply payments automatically upon its final approval.

When payment is received, you can use the Generate Payment for Letter of Credit Draw Down task to create a corresponding deposit and payment. This also initiates the automatic application of the payment, applying it against the award invoices. In addition, these steps create the accounting for the draw down and submit it for final approval.

ACTIVITY 10.2 – RECORD A LETTER OF CREDIT DRAW DOWN

Business Case: Record a letter of credit draw down of claimed reimbursable expenses for award. This is another common way to seek reimbursement for the award costs you have incurred.

➡ **Sign in as Matthew Fong (mfong)**

RECORD A LETTER OF CREDIT DRAW DOWN

1. Locate and run the **Record Letter of Credit Draw Down** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Sponsor	Miraloma Foundation
Letter of Credit	MF LOC

3. Click **OK** to continue.

4. Verify the amount in the Amount to Draw field. This is the same amount in the customer invoice we created in the previous activity.

5. Click **Submit.**

   This initiates the Letter of Credit Draw Down Event business process steps for review and approval. The Reviewer can:

   ▪ approve the draw down as-is,
   ▪ edit the amounts to draw and approve, and
   ▪ return the draw down to the initiator for changes.

6. Expand the Details and Process section to review the draw down details.

   Note: You can change the letter of credit draw down at any time prior to generating payment.

GENERATE PAYMENT FOR LETTER OF CREDIT DRAW DOWN
The authorized person can contact the sponsor and request payment. When payment is received, enter the Amount Received on the Generate Payment for Letter of Credit Draw Down task.

1. Open Matthew Fong's Inbox.

2. Select the item for the letter of credit draw down event. This opens the Generate Payment for Letter of Credit Draw Down task.

   Generating payment for the letter of credit draw down creates a corresponding deposit and payment. It also initiates the automatic application of the payment, applying it against the award invoices. In addition, these steps create the accounting for the draw down and submit it for final approval.

3. Enter the Amount to Draw in the Amount Received field.

   Note: If the amount your institution receives:

   - does not match the Amount to Draw of the draw down, send the draw down back to the Reviewer.
   - does match the Amount to Draw of the draw down, you can approve generating payment for the draw down.

4. Click **Approve**.

5. Expand the Details and Process section to review the draw down details.

6. Click **Done**.

CONSUME PREPAID AWARD LINES

Some sponsors may offer an advance or prepayment for award expenses. These prepayments are often for a minimal amount and tend to be timed to coincide with the actual cash needs of the award recipient. Some sponsors and recipient organizations may not allow such prepayment; but for those that do, Workday provides you the tools to manage these prepayments.

In Workday, you record the prepayment by creating a prepaid award line and then "consume" the prepayment by associating it to an expense associated with a cost reimbursable award line.

ACTIVITY 10.3 – CONSUME PREPAID AWARD LINES AGAINST A COST REIMBURSABLE LINE

> Business Case: Create and then consume prepaid award lines against cost reimbursable award lines. This is the process you will use to use advance payments or prepayments to cover your award costs.

◉ **Sign in as Matthew Fong (mfong)**

CONFIRM PREPAID AWARD LINE ON AWARD

1. Use the **View Award** report to access **AWD-118**.

2. Scroll down to navigate to the **Award Lines** tab.

3. Confirm that a prepaid award line is part of the award.

FIND SUPPLIER INVOICE

1. Locate and run the **Find Supplier Invoices** report.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Supplier	Apple
Invoice Date On or After	11/25/2014

3. Click **OK**.

4. Click the **magnifying glass icon** on the Apple invoice line to view the supplier invoice details.

5. Notice (1) the quantity of the ten iPads and (2) the total invoice amount of $8,290.00.

CREATE A CUSTOMER INVOICE

1. Locate and run the **Create Customer Invoice** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Customer/Sponsor by Sponsor Type	Miraloma Foundation
Invoice Date	11/26/2014

3. If it has not defaulted in already, select **Immediate** in the Payment Terms field in the Additional Information region.

4. Enter the following information on the Invoice Line:

Field Name	Entry Value
Company	Alma Mater University (USA) (defaults in)
Revenue Category	Grants
Extended Amount	8,290.00
Worktags	Grant: Conservation Economics Cost Center: 4280 Biology Fund: 02 Sponsored Programs Fund Program: Research

5. Click **Submit** to continue.

6. Expand the Details and Process section to view information for the Miraloma Foundation invoice.

7. Click **Done**.

CONSUME THE PREPAID AWARD LINE

1. Locate and run the **Find Customer Invoices** report.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)

Customers	Miraloma Foundation

3. Click **OK**.

4. Use the newly created customer invoice's **Related Actions**, and select **Customer Invoice** > **Change**.

5. Add a row to the new Invoice Line.

6. Enter the following information on the **Invoice Line**:

Field Name	*Entry Value*
Company	Alma Mater University (USA) (defaults in)
Revenue Category	Grants
Extended Amount	-8,290.00 (Note: Be sure to include a minus sign to make the amount negative.)
Contract Line	Award Lines by Award > AWD-118 > AWD-118 Grants (Line 2)
Worktags	Grant: Conservation Economics Cost Center: 4280 Biology Fund: 02 Sponsored Program Fund Research: Research

7. Click the **Update Tax** button in the Additional Information header area.

8. Click **Submit**.

9. Expand the Details and Process area to confirm that the invoice line information is correct.

10. Click **Done**.

REPROCESS AWARD FACILITIES AND ADMINISTRATION COSTS

Workday allows you to recalculate your finance and administration costs and revenue recognition if you modify one or more attributes used for determining facilities and administration. There are a variety of reasons why you may want to recalculate.

One reason could be to correct any errors or omissions which might have occurred when configuring or entering facilities and administration data. Another common reason to reprocess can occur if the facilities and administration rate agreement changes. For example, organizations with a Federal facilities and administration rate agreement can operate under "provisional" rates for budgeting and billing purposes in order to allow award activities to proceed while providing adequate time for negotiation of facilities and administration rate structure. When a rate become "final", it is generally retroactive and previous related finance and administration costs and revenue recognition must be recalculated.

Note: While you may need to reprocess award costs when there is a change in your facilities and administration rate agreement, keep in mind that you may also want to run the Reprocess Award Costs task if and when you modify other award attributes; for example, if changes are made to your facilities and administration exceptions, basis limits, revenue allocation profile, or waived expense allocation profile.

ACTIVITY 10.4 – REPROCESS AWARD FACILITIES AND ADMINISTRATION COSTS

Business Case: You have received a finalized F&A rate from the Miraloma Foundation. Now you need to enter the new rate and recalculate F&A costs and revenue recognition, since the change will modify one or more attributes used to determine the F&A costs. You can recalculate simply to correct any errors or omissions, or if your facilities and administration rate agreement changes.

⮕ **Sign in as Matthew Fong (mfong)**

EDIT FACILITIES AND ADMINISTRATION RATE AGREEMENT

1. Locate and run the **Edit Facilities and Administration Rate Agreement** task.

2. Select the **MF Rate Agreement** in the Facilities and Administration Rate Agreement field.

3. Click **OK**.

4. Add a row to enter a new Type to the existing On Campus Research rate type.

5. In the new Type row, enter the following information:

Field Name	Entry Value
Type	Final
* Start Date	01/02/2010
* Rate (%)	50

6. Click **OK** to save.

   Notice you now have an end date for the Provisional type row. The end date for Provisional is derived when you detail a start date for the Final type. Note also that the Final type row does not have an end date and remains the governing rate until changed.

7. Click **Done**.

REPROCESS AWARD FACILITIES AND ADMINISTRATION COSTS

1. Locate and run the **Reprocess Award Costs** task.

2. Enter the following information:

Field Name	*Entry Value*
Company	Alma Mater University
Budget Start Date	01/01/2013
Budget End Date	12/31/2016
Do mass selection	(selected)
Accounting Date	12/31/2014
Award	AWD-117: Ecology and Evolutionary Biology 01/01/2013 (version 1)

3. Click **OK**.

   Workday recalculates facilities and administration costs and the associated revenue recognition for the selected spend transactions, and then posts the results on the specified accounting date.

4. Click **Done**.

CONFIRM REPROCESSED AWARD FACILITIES AND ADMINISTRATION COSTS

1. Use the **View Award** report to view **AWD-117**.

2. In the Award Line Summary tab, click the amount in the Cost Reimbursable Scheduled, In Progress, and Ready to Bill Amount column.

   A window displays showing the adjustment to the facilities and administration expenses. The original purchase and facilities and administration transactions are removed and replaced by transactions based on the revised facilities and administration rate.

   You can now proceed to execute the **Create Invoices for Cost Reimbursable Award Transactions** task to invoice the Miraloma Foundation for this additional facilities and administration expense, which resulted from when the rate agreement changed from the original Provisional rate of 25% to the Final rate of 50%.
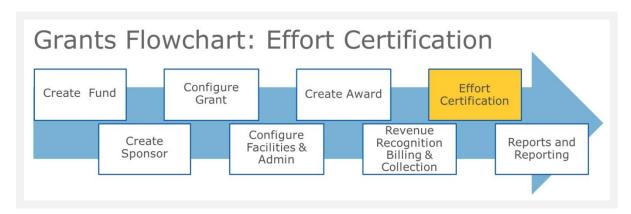
CHAPTER 11 – EFFORT CERTIFICATION

OVERVIEW

Effort certification is often required by sponsors to confirm they are reimbursing only those payroll expenses which fall within the scope of their funding agreements.

Since cost sharing is auditable, grantees often establish a default accounting mechanism for employee effort, which allocates and expenses staff effort passively. While efficient, this can introduce errors, since the default is established prior to actual work being performed. To control for error, sponsors often require a grantee to validate effort and payroll expenses through a process called effort certification.

Workday offers effort certification for both salaried and hourly employees.

Grants Flowchart: Effort Certification

OBJECTIVES

By the end of this chapter, you should be able to:

- Change Reason Codes.
- Create Effort Certification Text.
- Select an Effort Certification Population.
- Create a Survey Questionnaire.
- Create an Effort Certification Type.
- Run an Effort Certification.
- Review an Effort Certification.

EFFORT CERTIFICATION FOR SALARIED EMPLOYEES

Workday provides individual salaried employees, or classes of salaried employees, with a historical view of their payroll costing for a given period. Employees, or an authorized individual, must either 1) approve the costing, or 2) change the percentages of their time distribution so that it represents time actually worked.

If your employee changes their allocation of effort, a payroll accounting adjustment must be performed. Workday provides a report that your payroll accounting office can use to make any needed expense adjustment and adjust the default cost allocation distribution. This payroll accounting adjustment can also be configured as a step in the Effort Certification business process to automatically begin when there is a change in effort.

Employees are asked to provide a reason to explain any variance between the default costing allocation and actual effort.

Workday Effort Certification for salaried workers consists of the following steps.

INITIATE

To initiate effort certification, identify an appropriate effort certification type and timeline. If needed, you can define an individual business process per certifying employee.

ADMINISTRATIVE REVIEW

Optionally, you may add an Administrative Review step to your Effort Certification business process. If you do, the Effort Certification Report routes first to an identified administrator when an effort certification run is initiated. That person may make changes to the effort details, but they cannot certify the effort.

EMPLOYEE REVIEW AND CERTIFICATION

After the Administrative Review, the report routes to the employee for review and certification. The employee reviews the Effort Certification Summary. If the effort information is correct, the employee should certify the effort details and submit to a designated approver. To certify the summary, the employee must select the I Certify checkbox. However, if the effort information is incorrect, the employee can change the effort details, indicate an appropriate reason for the change, certify the new information (by selecting the I Certify checkbox), and submit to the approver. The employee can also return comments to the administrator regarding the effort details. That person can then make any necessary adjustments to the effort details.

ADMINISTRATOR APPROVAL

Next, an administrator reviews the effort certification report. This person is often a grant or fund manager. They may either approve the report, or return it to the certifier for modification. Similar to the previous step, the administrator can return comments to the employee and can send back the effort certification to the employee for additional review and adjustment. If no changes have been made to the effort information, the effort certification process is complete when the administrator approves the certified report.

PAYROLL ACCOUNTING ADJUSTMENTS

If changes are made to the original effort report and approved by the manager, an additional step is needed to reconcile payroll. Workday allows you to configure Payroll Accounting Adjustments as a sub-process of the Effort Certification business process, making adjustments more efficient and accurate.

When you configure this sub-process, you can start a Create Payroll Accounting Adjustment event when a qualified Effort Certification event completes and:

- that event contains a costed change, and
- you select the Use Full Worktag option on the Effort Certification Type.

The information contained in the Effort Certification event will be used to dynamically fill out the Payroll Accounting Adjustments event.

Optionally, you can view necessary payroll adjustments with the Changed Effort Certification Accounting Impact Report for Worker report. This report selects the relevant journal line results and compares them to what has been certified by the employee to determine any variance with the costing allocation and to make any necessary payroll accounting corrections.

ACTIVITY 11.1 – CHANGE REASON CODES

Business Case: Before you can certify effort, you need to define the change reason codes employees will choose when changing their effort. Employees select the code that explains why actual effort differs from default allocation percentages.

➡ **Sign in as Matthew Fong (mfong)**

CHANGE REASON CODES

1. Locate and run the **Maintain Change Reason Codes for Effort Certification and Payroll Accounting Adjustment** task.

2. Add a row.

3. Enter *Reassignment* as the new change reason code.

4. Select the **Costed** checkbox.

> Note: If a costing adjustment is permitted for the code, select the **Costed** checkbox.

5. Click **OK** and then **Done**.

ACTIVITY 11.2 – CREATE EFFORT CERTIFICATION TEXT

Business Case: Next, define the text that an employee must agree to when they certify their effort report. You can define multiple texts for use with different types of effort certification.

⬤ **Sign in as Matthew Fong (mfong)**

CHANGE EFFORT CERTIFICATION TEXT

1. Locate and run the **Create Effort Certifying Text** task.

2. Enter *AMU Certification Text* as the Name.

3. Enter the following certifying text:

   I certify I have first-hand knowledge (or have suitable means of verifying) that the changes to the distribution percentages reasonably represent the actual effort expended on each project listed for the period covered. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

4. Click **OK** and then **Done**.

ACTIVITY 11.3 – SELECT EFFORT CERTIFICATION POPULATION

Business Case: Define the eligibility rules to dictate which employees must certify their effort. These populations can be as broad or specific as your institution requires, and there can be multiple populations for use with different types of effort certification.

⬅ **Sign in as Matthew Fong (mfong)**

SELECT EFFORT CERTIFICATION POPULATION

1. Locate and run the **Create Effort Certification Eligibility Rule** task.

2. Enter *Sponsored Research* in the Description field.

3. Enter the following information:

Field Name	*Entry Value*
And/Or	And
Source External Field or Condition Rule	Supervisory Organization
Relational Operator	In the selection list
Comparison Type	Value specified in this filter
Comparison Value	Alma Mater University (USA)

4. Click **OK**.

ACTIVITY 11.4 – CREATE SURVEY QUESTIONNAIRE

> Business Case: Create an employee change reason questionnaire to collect and evaluate information related to changed effort certification reports. You can make this survey required when an employee makes a change to their effort.

◉ **Sign in as Matthew Fong (mfong)**

CREATE SURVEY QUESTIONNAIRE

1. Locate and run the **Create Effort Certification Survey** task.

2. Enter *AMU (USA) Effort Certification Survey* in the Name field.

3. Enter the following information:

Field Name	Entry Value
Question Type	Text
Question Text	Is this a costed change?
Required	(check box)

4. Click **OK** and then **Done**.

ACTIVITY 11.5 – CREATE EFFORT CERTIFICATION TYPE

Business Case: Now we can use all of the configurations we just made to define the applicable effort certification content, timing, and population in an effort certification type. Your institution can have a variety of effort certification types for different sponsors or award types.

➡ **Sign in as Matthew Fong (mfong)**

SELECT EFFORT CERTIFICATION TYPE

1. Locate and run the **Create Effort Certification Type** task.

2. Enter the following information:

Field Name	Entry Value
Name	Corporate Sponsored Research
Description	Corporate Sponsored Research
Use Full Worktags	(check box)
Group By	Cost Center
	Fund
	Grant
	Program
Subtotal By	Cost Center
Display Compensation Amounts	(unchecked)
Effort Certifying Text	AMU Certification Text
Changed Effort Survey	AMU (USA) Effort Certification Survey
Pay Component Group	Institutional Base Salary
Employee Eligibility Rule	Sponsored Research

Note: If you want to show compensation amounts on the effort certification report, select **Display Compensation Amounts**. Compensation will then be visible to the certifying employee and to the approving administrator.

3. In the Payroll Actual Costed To section, add a row and enter the following information:

Type	Value
Grant	Grant: Applied Conservation Grant: Conservation Economics Grant: Ecology and Evolutionary Biology

4. Click **OK** and then **Done**.

ACTIVITY 11.6 – RUN EFFORT CERTIFICATION

Business Case: Now we are ready to run an actual Effort Certification to verify that actual effort conforms to actual payroll expense. In this activity, you will run an Effort Certification for Dr. Audrey Hodges.

➲ **Sign in as Matthew Fong (mfong)**

RUN EFFORT CERTIFICATION

1. Locate and run the **Run Effort Certification** task.

2. Enter the following information:

Field Name	*Entry Value*
Company	Alma Mater University (USA)
Effort Certification Type	Corporate Sponsored Research
Specify Employees	Dr. Audrey Hodges
Effort Certification Start Date	08/01/2014
Effort Certification End Date	10/31/2014

3. Click **OK**.

4. Click **Refresh** until the process is complete. Notice the effort certification request for Dr. Hodges in the Employees Eligible grid.

5. Click the **magnifying glass icon** for the Effort Certification Event for Dr. Hodges to view the details of this effort certification.

   Next, you will need to sign in as Audrey and certify this effort.

REVIEW EFFORT CERTIFICATION

When the employee receives the Effort Certification Summary, they may

- certify the effort details and submit to a designated approver, or
- change the effort details, certify the new information, and submit the report for approval.

To certify the summary, the employee must select the I Certify checkbox, and then click Submit to send the report to a designated approver. Without selecting the I Certify checkbox, the report cannot be submitted.

Workday allows the employee to return comments to the administrator regarding the effort details, who can then make any necessary adjustments to the effort details. The cycle can continue, should the administrator review the employee's effort details and want additional changes. In that case, the administrator may send back the effort certification to the employee for additional review and adjustment.

ACTIVITY 11.7 – EMPLOYEE REVIEW AND CERTIFICATION

Business Case: After running effort certification, employees will receive effort certification reports. Each person who receives an effort report must review their effort information and certify that it is correct. In this activity, Dr. Audrey Hodges will review the effort certification in her Inbox for approval.

⟳ **Sign in as Audrey Hodges (ahodges)**

EMPLOYEE REVIEW AND CERTIFICATION

1. Open Audrey's Inbox.

2. Open the item for the Effort Certification.

3. Click **Change Effort**.

    Note: Depending on the size of your browser window, the Change Effort option might be located in the More pull-down menu next to the Submit button.

4. Now we will change Audrey's reported effort. In the 75% row for the 08/01/2014 – 08/31/2014 (Monthly) period, enter the following information:

Field Name	Entry Value
Change Reason	Reassignment
Certified Percent Estimated	10

5. In the 25% row for the 08/01/2014 – 08/31/2014 (Monthly) period, enter the following information:

Field Name	Entry Value
Change Reason	Reassignment
Certified Percent Estimated	90

6. Click **OK**.

7. Back on the primary view for the effort certification review, notice that 'Changed' appears in the upper right corner.

8. Click the **Questions** tab.

9. Answer the question with the following text:

    Yes, this is a costed change.

10. Select the **I Certify** checkbox.

11. Click **Submit** and then Done.

⮕ **Sign in as Matthew Davis (mdavis)**

APPROVE EFFORT CERTIFICATION

1. Open Matthew's **Inbox**.

2. Open the item for the effort certification for Dr. Hodges.

3. Review the effort information.

4. Click **Approve**.

5. Expand the Details and Process section to review the information.

6. Click **Done**.

⮕ **Sign in as Matthew Fong (mfong)**

REVIEW EFFORT CERTIFICATION ACCOUNTING IMPACT

1. Locate and run the **Changed Effort Certification Accounting Impact Report for Worker** report.

2. Enter the following information:

Field Name	*Entry Value*
Company	Alma Mater University (USA)
Employee	Dr. Audrey Hodges
Effort Certification for Worker	Corporate Sponsored Research for Dr. Audrey Hodges for 08/01/2014 – 10/31/2014

3. Click **OK**.
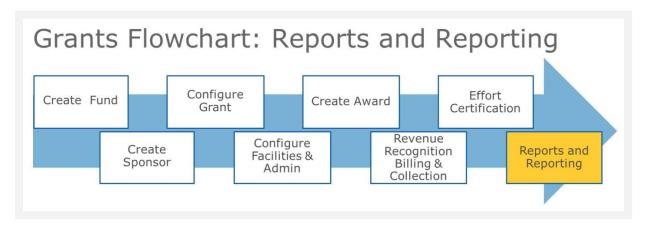
4. Notice the accounting outcome of the actual effort percentages entered by Dr. Hodges.

CHAPTER 12 – REPORTS AND REPORTING

OVERVIEW

Workday Report Writer gives you the option of creating custom reports to meet your grants management business requirements. You can start with an existing report, or you can create your own custom reports. Either way, the reports will adhere to your security configuration so you have the comfort of knowing that critical data will not be exposed to those that should not have access.

In this chapter, you will get a preview of Workday's reporting capabilities, specifically with the My Awards dashboard. In your activities, you will get the opportunity to gain some hands-on experience with the Report Writer tool. This chapter is not a replacement for the Report Writer Fundamentals class, and is only meant to give you a sample of what Workday's reporting capabilities can do for you and your institution.

Grants Flowchart: Reports and Reporting

OBJECTIVES

By the end of this chapter, you should be able to:

- Identify the delivered reports on the My Awards Dashboard.
- Create a custom report from a delivered report.

THE POWER OF WORKDAY REPORTING

Now let's talk about the power of reporting in Workday, specifically about how it can be utilized for your institution's grants management.

One of the major pain points of grants management is transparency. Often, Principal Investigators, Institutional Administrators, and Grant Managers will all require access to the same award information. The level of communication required to keep all relevant parties informed of a grant's progress or financial status can be overwhelming.

This is no longer a problem when you harness the power of Workday's reporting capabilities. Reporting allows you to keep your PIs, Admins, and Grant Managers on the same page through delivered or customized reports that deliver the specific information they require. You can create custom reports and configure security access to allow workers on specific awards to only view the award information relevant to them.

This chapter includes some optional activities, in which you will get a chance to build custom reports, including the report shown in the video demonstration. If you choose to perform these activities, follow the instructions very carefully; the Report Writer tool is robust and can be very complex.

There is additional information in Appendix 3 about Report Writer as well. Feel free to read over this material and familiarize yourself with some of these concepts. This will serve you well, if and when you decide to take the Report Writer Fundamentals class. Again, this is in no way meant to be a replacement for Report Writer Fundamentals. If you have interest in learning more about Report Writer, and you have not already taken this class, you are strongly encouraged to take it.

MY AWARDS DASHBOARD

Workday's My Awards Dashboard feature provides a window for users into the daily working of their awards.

There can be great sensitivity concerning award information, and My Awards enables your institution to allow a user to view only their relevant awards. For example, a researcher can view only her awards, or a department head or administrator can view award information only for their department. This reduces the need to create grant hierarchies to simulate award and cost center structures. Instead, users can easily report on awards assigned to their own role or organization.

While a researcher or administrator may view reporting data about only their awards, they are prevented from making edits or drilling into the data. They also cannot view the awards of others, and that information remains protected. Finally, your researchers and administrators can run sophisticated reporting and analysis by grouping and subtotaling information by award attributes.

You may select awards by:

- role assignment on award, or
- role assignment on organization assigned to award.

Select data sources to filter roles on the award header, journal lines, or budget lines.

Use the Maintain Assignable Roles task to specify security groups which may assign these roles to an award. Roles can then be assigned directly to an award. This may be done when an award is created, or when it is amended or corrected. Workday delivers three roles for this purpose: Lead Principal Investigator (PI), *Multi*ple Principle Investigator (Multi PI), and Award Analyst.

The My Awards Dashboard can be configured using the Maintain Dashboards report to include the following four Workday-delivered reports:

- Committed Effort for My Awards
- Funding for My Awards
- Purchases for My Awards
- Tasks for My Awards

Each of these reports can be copied and then customized to suit your institution's needs. Note also that these are simply the Workday-delivered reports that are automatically included in your tenant. While you will find these reports helpful right out the box, you are by no means limited to these reports or even the My Awards dashboard.

Using the Report Writer tool, you can create custom reports, turn them into worklets, and add them to your Home page for quick access. With the proper reporting know-how, the possibilities and utilization of custom reports is endless!

(OPTIONAL) ACTIVITY 12.1 – CREATE A CUSTOM REPORT FROM A DELIVERED REPORT

Business Case: Copy a delivered report and customize it to suit your business needs. This is a sample activity to show you how easy it can be to customize a Workday-delivered report. In this activity, you will copy and customize the Committed Effort for My Awards report.

Sign in as Matthew Fong (mfong)

ADD COMMITTED EFFORT TO AN AWARD

1. First, let's add some committed effort information to an award so that the report will have data to return. Use the **View Award** report to view **AWD-117**.

2. Click AWD-117's **Related Actions**, and select **Award** > **Correct**.

3. Scroll down and select the **Committed Effort** tab.

4. Add a row.

5. Enter the following information:

Field Name	Entry Value
Person	Dr. Audrey Hodges
Responsibility	Principal Investigator

6. In the *Committed Effort* section, click the **Add Row** icon to add four rows.

7. Enter the following information:

Budget Period	Annual Committed Effort
FY 2013	90
FY 2014	90
FY 2015	90
FY 2016	90

8. Enter a Comment noting your correction in the box at the bottom of the page.

9. Click **Submit**.

Note: *Optional step* - Repeat this process on Awards 118 and 119. The committed effort listed on the award represents the expected committed effort. This information will not affect any award financials. Note also that you can use either an Award Correction or Award Amendment to add committed effort to an award.

RUN DELIVERED REPORT

1. Locate and run the **Committed Effort for My Awards** report.

2. In the Award Header Role field, select **Award Organization Role** > **Cost Center Financial Analyst**.

3. Click **OK** to run the report.

   This report will return the committed effort information for any awards associated with the cost center on which Matthew Fong has a role. In this example, Matthew is the Cost Center Financial Analyst for the Biology cost center. Since all three of the awards created in this class included the Biology cost center in the Organizations for Award field, any committed effort added to these awards will appear in this report.

COPY AND CUSTOMIZE DELIVERED REPORT

1. Click the report's **Related Actions**, and select **Standard Report > Copy**.

2. Enter *AMU Committed Effort for My Awards* as the name of the report.

3. Click **OK** to continue.

   Notice that the Data Source and Primary Business Object are already populated. These are pulled from the original report we are copying, and will determine the data we can access in this report.

   Note: For more information about Data Sources, Business Objects, and how they fit into Report Writer, see Appendix 3 in this manual.
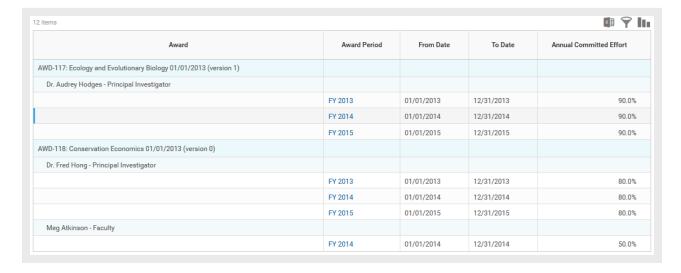
4. In the Columns tab, add a row.

5. In the new row, enter the following information:

Field Name	Entry Value
Field	By Category > Award Personnel Line > Award Budget Period
Column Heading Override	Award Period

6. Use the arrows in the Order column to move this row down to directly before the Schedule Start Date row.

7. Click **OK** to save this report.

8. Click **Run**.

9. In the Award Header Role field, select **Award Organization Role** > **Cost Center Financial Analyst**.

10. Click **OK** to run the report.

Now the report has an additional column for Award Period.

12 items

Award	Award Period	From Date	To Date	Annual Committed Effort
AWD-117: Ecology and Evolutionary Biology 01/01/2013 (version 1)				
Dr. Audrey Hodges - Principal Investigator				
	FY 2013	01/01/2013	12/31/2013	90.0%
	FY 2014	01/01/2014	12/31/2014	90.0%
	FY 2015	01/01/2015	12/31/2015	90.0%
AWD-118: Conservation Economics 01/01/2013 (version 0)				
Dr. Fred Hong - Principal Investigator				
	FY 2013	01/01/2013	12/31/2013	80.0%
	FY 2014	01/01/2014	12/31/2014	80.0%
	FY 2015	01/01/2015	12/31/2015	80.0%
Meg Atkinson - Faculty				
	FY 2014	01/01/2014	12/31/2014	50.0%

(OPTIONAL) ACTIVITY 12.2 – CREATE A CUSTOM GRANTS MANAGEMENT REPORT

Business Case: Create a custom report from scratch. This activity is meant to show the level of depth you can get into when creating custom reports. The matrix report you will create in this activity is fairly complex and contains a broad set of information. Without having any Report Writer experience, you may find this activity challenging – essentially we are diving right into the deep end of the pool.

However, if you follow the directions carefully and are able to successfully complete this activity, you will leave this course knowing exactly the level of effort needed to create this kind of powerful report. After taking Report Writer Fundamentals, and having experienced creating a report of this complexity, harnessing Workday's reporting capabilities will be much easier and more accessible. In other words, if you can create this report, you can create any report!

Note: A matrix report summarizes numeric data by one or two fields that contain repeating values and displays them in a matrix that can be rendered as a drillable table or chart. In addition to allowing you to define the fields that comprise the detail drill-down, matrix reports also allow filtering, run time prompts, worklets, and report sharing.

⊕ **Sign in as Matthew Fong (mfong)**

CREATE A MATRIX CUSTOM GRANTS MANAGEMENT REPORT

1. Locate and run the **Create Custom Report** task.

2. Enter the following information:

Field Name	Entry Value
Report Name	Award Revenue
Report Type	Matrix
Data Source	Journal Lines

3. Click **OK**.

4. Select **Journal Lines for Company** in the Data Source Filter field.

5. Select **Grants** in the Report Tags field.

6. Scroll down to the Matrix tab.

7. In the Row Grouping section, enter the following information into the first row:

Field Name	Entry Value
Group by Field	Year
Sort Rows	Alphabetical - Ascending

Note: Leave all of the other blank rows in this section as they are.

8. In the Define the Field(s) to Summarize section, enter the following information:

Field Name	Entry Value
Summarization Type	Sum
Summarization Field	By Category > Amount > Ledger/Budget Amount for Natural Debit or Credit
Label Override	Amount
Format	#,##0

9. Click the **Drill Down** tab.

10. Add 19 rows to the Drillable Fields section.

11. Enter the following information:

Field	Label Override	Sort
Program		Alphabetical Ascending
Principal Investigator		Alphabetical Ascending
Business Document		Alphabetical Ascending
Employee		Alphabetical Ascending
Fund		Alphabetical Ascending
Grant		Alphabetical Ascending
Ledger Account		Alphabetical Ascending
Cost Center		Alphabetical Ascending
Revenue Category		Alphabetical Ascending
As Entered Company	University	Alphabetical Ascending
Summary Period		Alphabetical Ascending

Sales Item	Alphabetical Ascending
Year	Alphabetical Ascending
Period	Alphabetical Ascending
Project	Alphabetical Ascending
Journal Source	Alphabetical Ascending
Ledger/Budget Period	Alphabetical Ascending
Sponsor	Alphabetical Ascending
Customer	Alphabetical Ascending

Note: Notice the number appearing above the upper left corner of the table. It indicates the number of rows that you have added in the Drillable Fields section. This can be a handy double check when adding a large number of rows.

12. Click the **Filter** tab.

13. Add a row and enter the following information:

Field Name	Entry Value
And/Or	And
Field	Revenue Category
Operator	In the selection list
Comparison Type	Value specified in this filter
Comparison Value	Grants

14. Click the **Prompts** tab.

15. Create 11 rows in the Prompt Defaults section, and enter the following information:

Field	Default Type	Default Value	Required
Company	Specify default value	Alma Mater University (USA)	checked
Ledger	No default value		
Book	No default value		
Journal Entry Status	Specify default value	Posted	
Journal Sources	No default value		

Year	Specify default value	FY 2010 -2011 FY 2011 -2012 FY 2012 -2013 FY 2013 -2014 FY 2014 - 2015	checked
Period	No default value		
Summary Schedule Rollup	Specify default value	Quarterly	Checked
Ledger Accounts and Summaries	Specify default value	Ledger Account Summary > Standard: Grants Revenue	
Include Beginning Balance	No default value		
Include System Generated Retained Earnings	No default value		

16. Click the **Output** tab.

17. Select **Chart and Table** as the Output Type.

18. Expand the Chart Options section and select **Column – Clustered** in the Chart Type field.

19. Expand the Worklet Options section, and enter the following information:

Field Name	*Entry Value*
Enable As Worklet	(check box)
Available on	Home Financials Grants Management
Refresh Data	Every time
Worklet Icon	Column Graph

Note: Your settings in the Worklet Options section will allow you to use your custom report as a worklet on your Workday Home page.

20. Click **OK**.

21. Click **Test**.

22. Select **Annual** in the Summary Schedule Rollup field.

23. Click **OK**.

This will run the report with a limited sample of data. You can now search for this report to run it, or click the report's **Related Actions** to select **Custom Report > Run**. This will return the full set of data for your report.

Once you run the report, try drilling into the different years and values, and filtering by various criteria to see just how much information you can access with this report.

ADD REPORT AS WORKLET ON HOMEPAGE

1. Navigate to the Workday Home page.

2. Click the **Configure** icon ⚙.

3. Add a row to the Optional Worklets section.

4. Select **Award Revenue** as a Worklet.

5. Click **OK** and then **Done**.

Your worklet now appears as an icon on the Home page. Click the worklet to run the report.

Again, this activity is designed to give you a threshold glimpse at the power of Workday's Report Writer tool. The worklet you developed in this activity is only a sample of the many custom reports that you can build for your specific information and grants management needs.

If you are interested in learning more about how to use Report Writer, you are strongly encouraged to take the *Report Writer Fundamentals* class, followed by the *Advanced Reporting and Analytics* and *Calculated Fields* classes.

APPENDIX SUMMARY

APPENDICES

To assist you with Workday Grants Management, we include the following appendices as valuable reference material:

Appendix 1 - Glossary: Education and Government Financials Terminology

Appendix 2 – Grants Management Domains and Business Processes

Appendix 3 – Report Writer Basic Information

Appendix 4 - Grants Management Report Data Sources and Class Report Fields

Appendix 5 - Fixed Amount Award Recognition and Billing

APPENDIX 1: GLOSSARY: EDUCATION AND GOVERNMENT FINANCIALS TERMINOLOGY

OVERVIEW

The following table contains many of the financial terminology used in Workday's Education and Government product.

Word/Phrase	Usage
ACCOUNTING BASIS	Method of recognizing revenues and expenses. Under the accrual basis of accounting, revenues are recognized when goods are sold and when services are rendered, regardless of the point in time when cash is received. Similarly, expenses are recognized when goods and services are received, and the difference is the net income figure for a particular period. See also Cash Basis.
ACCRUAL BASIS	Revenue is recognized as goods are sold and services are rendered, regardless of the time when cash is received. See also Accounting Basis and Cash Basis.
APPROPRIATION	Accounting to reflect that an organization has placed a reservation on previously unreserved funds. An appropriation enables an agency or department to (1) make spending commitments and (2) spend money. Except in the case of entitlements, an appropriation determines how many dollars the Federal government will spend on the program in a fiscal year. The formal Federal spending process consists of two sequential steps: authorization and appropriation. Alternative term: A high-level budget for authorizing organization. See also Authorization.

AUTHORIZATION	A provision which obligates funding for a program or agency for one year, a fixed number of years, or an indefinite period. Authorization may be for a specific dollar amount, or for "such sums as may be necessary." The formal Federal spending process consists of two sequential steps: authorization and then appropriation. See also Appropriation.
AWARD	The core concept and function in Grants Management. When you create an award in Workday, you record the details of your support and then manage the expenses, billing, and revenue collection associated with your supported activities. See also Grant and Grants Management.
BASIS	If your award allows a sub-award or sub-contract to another entity, the amount of facilities and administration that you can recover on the subcontract is often limited. Workday allows you to select a basis limit to specify the amount of facilities and administration expenses charged to the award. You may apply the limit to an individual award line or to an aggregation of award lines. For example, if you assign the same basis limit of $25,000 to multiple award lines, you can charge facilities and administration on your award on the first $25,000 of each subcontractor's total expenses.
BOTTOM UP BUDGETING	Budgets prepared by managers of all departments are combined to compute the resource needs for the entire organization. See also Top Down Budgeting.
BUDGET BOOK	A published budget document containing rich supporting content such as tables, quotes, pictures, and justifications. Education and Government organizations use these documents to communicate their budgets,

	goals, and related justifications to their constituency.
BUDGETARY CONTROL	Describes the transaction systems process of executing against established budgets via budget checking.
CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT)	Official annual report for a non-Federal government entity in the United States, for example a state or county. In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate on a combined, combining, and individual basis: 1) statement of revenues, expenditures, and changes in fund balance (all funds) 2) statement of revenues, expenditures, and changes in fund balances, budget and actual (for government fund types) 3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds) 4) statement of changes in financial position (for proprietary funds).
CASH BASIS	Under the cash basis of accounting, revenues are recognized only when money is received, and expenses are recognized only when money is paid. See also Accounting Basis.
COMMITMENT	Accounting that reflects an organization's desire to acquire something or to earmark a budget early in the process to signify to other internal stakeholders of the intention to spend. Established to set aside funds for an expenditure that has not been externally committed. Alternative term: Pre-Encumbrance See also Commitment Accounting and Obligation.
COMMITMENT ACCOUNTING	Commitments and obligations are used to

	recognize future commitments of resources prior to an actual expenditure.
	Commitment accounting begins with an organizational budget. The budget is reduced when you make a commitment (sometimes referred to as a pre-encumbrance), for example when a requisition is approved. That commitment is then liquidated when you make a specific obligation (sometimes referred to as an encumbrance), for example when you issue a purchase order. When expenditure occurs, for example when a supplier invoice is expensed, the obligation is liquidated. The balance is the unspent (or available) budget.
	Alternative term: Encumbrance accounting
	See also Commitment and Obligations.
COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)	Official annual report for a non-Federal government entity in the United States, for example a state or county.
	In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate on a combined, combining, and individual basis:
	1) statement of revenues, expenditures, and changes in fund balance (all funds)
	2) statement of revenues, expenditures, and changes in fund balances, budget, and actual (for government fund types)
	3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds)
	4) statement of changes in financial position (for proprietary funds).
CONTROLLED BUDGET	In contrast to a "budget", a "controlled budget" is intended to control activities that might cause you to exceed your budget. This implies that a decision to spend will still exist when checking the budget.
COST SHARING	Cost sharing or matching requirements are

	common award conditions, and refer to the portion of project/program costs not covered by the award, but which are to be paid for by the grantee. Requirements can vary, but cost sharing often includes all cash or in-kind contributions the grantee makes to the supported program. Cost sharing requirements may be a set dollar amount, or a percent of the total value of the sponsored activity. Generally, government awards prohibit the use of other government awards as the basis of cost sharing by the grantee.
DIRECT COSTS	Direct costs under a Federal award are defined in OMB Circular A-21. A direct cost expense must meet four criteria: Allowable - Allowable and unallowable costs are defined in A-21 and in the terms and conditions of a specific award. Allocable - Only expenses that benefit a sponsored activity may be charged to that activity. Reasonable - Costs must reflect what a "prudent person" would pay. Consistent - Costs must be handled consistently and follow the grantee's internal policies and practices.
EFFORT CERTIFICATIONDIRECT COSTS	Often required by funding organizations (for example, a governmental grantor or sponsor) to confirm they are correctly billed for and reimburse only those payroll expenses which fall within the scope of their funding agreements. Since cost sharing is auditable, grantees often establish a default accounting mechanism for employee effort which allocates and expenses staff effort passively. While efficient, this can introduce errors since the default is established prior to actual work being performed. To control for error, grantors often

	require a grantee to affirmatively validate effort and payroll expenses through a process called effort certification.
ESTIMATED REVENUE	A revenue budget in Education and Government. Tracked closely to allow for timely adjustments. Alternative term: Revenue Projection
EXPENDITURE	Any outlay of monies for expenses, assets, debt relief, etc. Alternative term: Actuals Alternative meaning: Sometimes confused with expense, which is just one component of an expenditure.
FACILITIES AND ADMINISTRATION	In addition to direct costs, it is common to generate facilities and administration costs, also known as indirect or overhead costs (ODC), as a part of your general and usual award operations. These costs;, for example, related to common space such as meeting and conference rooms, or joint services such as janitorial or human resources;, often cannot be attributed or isolated to a particular program, project, or business unit.
FACILITIES AND ADMINISTRATION RATE AGREEMENT	Sponsored research awards can allow reimbursement of facilities and administration costs. For example, United States Government funded awards often reimburse grantees or contractors for facilities and administration costs. Reimbursement rates for such costs are often detailed in a facilities and administration rate agreement. Workday enables you to define, manage, and receive payment for your facilities and administration expenses. For example, you can define and apply facilities and administration rate agreements to your awards. When an allowable expense occurs, Workday translates it to an object class, and a facilities and administration reimbursement

	rate table is selected. Additional determinations are made and result in financial accounting. You may create exceptions to any or all parts of a rate agreement.
FACILITIES AND ADMINISTRATION REVENUE ALLOCATION PROFILE	This tool allows you to define how a facilities and administration reimbursement is distributed between or among units in your organization. This functions similar to a costing allocation.
FACILITIES AND ADMINISTRATION WAIVED EXPENSE ALLOCATION PROFILE	Sometimes an award recipient waives all or a part of its facilities and administration related expenses. This Workday tool allows you to manage how these waived facilities and administration expenses are shared across organizations or funding sources. For example, an organization can create a profile that splits waived facilities and administration expenses 10% to the central university and 90% to a center or department.
FISCAL YEAR	The annual period established for government and education accounting purposes. For example, the Federal fiscal year begins October 1 and concludes September 30 of the following year. Some state fiscal years begin July 1 and end the following June 30. Practice varies in higher education where a fiscal year may coincide with an academic year, a calendar year, or a different controlling budget year.
FUND (S)	An independent fiscal and accounting entity with a self-balancing set of accounts. Funds are classified into three groups for reporting and treatment: 1) Non-proprietary or governmental fund types include capital projects, debt service, general fund, and special revenue funds. 2) Proprietary fund types include enterprise

	(business -like) and internal service funds.
	3) Fiduciary fund types include agency, endowment, investment trust, and pension trust funds.
	A fund classifies its assets based on the restricted use, or behavior, of those assets. These classifications include:
	Restricted
	Unrestricted
	Temporarily restricted
	Alternative meaning: Funds – as in source of funds or a stash of money.
FUND ACCOUNTING	An accounting system emphasizing accountability rather than profitability, often used by nonprofit organizations and by state and local governments.
	For these and similar organizations, it is more important for them to keep a record of how money was spent, rather than how it was earned. Accounting records take the form of a collection of funds, each of which has a distinct purpose, ranging from operation expenses to funding the various activities of the organization.
FUNDING SOURCES	Method by in which a program, project, or other activity is paid for. Commonly used in grants accounting since grants are often funded via multiple sources.
GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB)	Organization that formulates accounting standards for governmental units. GASB is under the auspices of the Financial Accounting Foundation and replaced the National Council on Government Accounting.
	The GASB maintains the Generally Accepted Accounting Principles (GAAP) for state and local governments. The mission of GASB is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports, and which that will guide and educate the public, including

	issuers, auditors, and users of those financial reports. The equivalent organization in the private sector is FASB (Financial Accounting Standards Board). FASB maintains GAAP for the private sector.
GRANT	Workday uses "grant" as a worktag. As such, it serves as the primary cost organization for accounting in Grants Management. The grant captures the basic information needed to process grant activities including information used to manage and report on the grant. A grant may be linked to one and only one award. You can define grant hierarchies as a way to group grants together and, as with other hierarchies in Workday, roles can default from the parent grant to the child grant. Finally, use of the grant supports related worktags. The grant is also used to detail information regarding roles and responsibilities. For example, you can identify and assign roles for your principal investigators or researchers, grant managers, and financial staff. This allows you to define security, execute auto routing, and individualize reporting. See also Award and Grants Management.
GRANTS MANAGEMENT	Workday Grants Management is a new, modern grants management solution designed to enable you to manage your particular grants process. At its core, Grants Management is a full lifecycle contract management application built on a cost accounting and billing engine. It provides you with the grants management tools to process your award business and other non-programmatic activities after a grant is awarded. See also Award and Grant.

INSTITUTIONAL BASE SALARY	The annual compensation paid by an organization for an employee's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual is permitted to earn outside of duties for the applicant/grantee organization.
INSTITUTIONAL REVIEW BOARD	An administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the organization with which it is affiliated. An Institutional Review Board has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction.
INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)	The core postsecondary education data collection program for the National Center for Education Statistics, part of the United States Department of Education's Institute of Education Sciences (IES).
LETTER OF CREDIT	A payment method that authorizes award recipients to request an electronic drawdown, or an advance of funds approved by the sponsor for anticipated award cash needs.
MODIFIED ACCRUAL BASIS ACCOUNTING	An accounting method commonly used by government agencies that combines accrual basis accounting with cash basis accounting. Recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred. Divides available funds into separate entities within the organization to ensure that the money is spent as intended. See also Accounting Basis.

NATIONAL SCIENCE FOUNDATION (NSF) CODE	You can classify each award by a Federal sponsor with a National Science Foundation (NSF) code, a numeric code which indicates the award's field of research activity. The codes can be used to annually report on Federally funded research volume (expenses) by NSF code category.
OBLIGATION	Accounting to reflect that an organization has obligated itself to spend funds on something for which it has yet to receive consideration, or earmarking. Alternative term: Encumbrance Alternative meaning: Earmark a budget to prevent use by other activities. External parties rely on funding. See also Commitment and Commitment Accounting.
PERFORMANCE BASE BUDGETING	Uses statements of missions, goals, and objectives to explain why money is spent. It is a way to allocate resources to achieve specific objectives based on program goals and measured results.
PLANNING AND BUDGETING	An annual process to create a budget to execute against. Uses statements of missions, goals and objectives to explain why money is spent. It is a way to allocate resources to achieve specific objectives based on program goals and measured results.
POSITION BUDGET	An annual budget for planned compensation for a position. Spend and projected spend for the position can be tracked against the budget.
POSITION BUDGETING	The process of calculating and generating a financial budget for newly added positions or headcount. Could be mid-year or as part of Planning and Budgeting process.
POSITION BUDGET CHECKING	Validates that funds are available when opening a new position.

PRINCIPAL INVESTIGATOR (PI)	A common point person for an award recipient. A faculty member or academic often is the principal investigator at a university or college. The PI is responsible for the direction and success of any research, scholarship, education, or training supported by the award. The PI is also responsible for ensuring the funded program is carried out in compliance with university policy, governing laws and regulations, and sponsor requirements.
SPONSOR	An organization (e.g., governmental, nongovernmental, foundation, corporate and private funders and grantors) providing funding for an award. Alternative terms: Grantor or funder. See also Award, Grant, and Grants Management.
STATEMENT OF WORK (SOW)	Detailed description of the work to be performed under the award/contract.
SUBAWARD	Legal instrument by which an award recipient provides funds (or property in lieu of funds) to an eligible sub-recipient (or a lower-tier transaction) to perform a substantive portion of the grant-supported program or project. Can include such financial assistance when provided by any legal agreement (even if the agreement is called a contract), but does not include any form of assistance which is excluded from the definition of grant, including the recipient's procurement of property or services needed to carry out the project or program. The term includes consortium agreements.
TOP DOWN BUDGETING	Budgets are created by starting from the highest level working towards the bottom. See also Bottom Up Budgeting.

VOUCHER	A document which that acknowledges a liability or provides authorization to pay a debt. Used to denote an approved Accounts Payable invoice.
WARRANT	A document issued by a government entity that represents an obligation to pay, as to employees for payroll or to suppliers for goods or services rendered.

APPENDIX 2: GRANTS MANAGEMENT DOMAINS AND BUSINESS PROCESSES

GRANTS MANAGEMENT DOMAINS

A domain in Workday is a predefined set of related securable items (e.g., reports, tasks, instance sets, report fields, data sources, etc.). Each domain contains a predefined set of related securable items that are not configurable. Although you cannot change which securable items comprise a domain, you can control access to a domain through its domain security policy. The domain security policy is where you link a domain with any Workday security groups that should have access to the domain.

Workday Grants Management includes the following domains:

Domain	Description
MANAGE: GRANT PROPOSALS	Provides access to manage recording grant proposals
MANAGER REPORTS: GRANTS	Provides access to a manager to report on grants
PROCESS: GRANTS	Provides access to manage processes for grants management
REPORTS: SPONSOR	Provides access to sponsor-related reports
SET UP: GRANTS	Provides access to setup information for grants management
SET UP: SPONSOR	Provides access to the details of grant sponsors
SET UP: SPONSOR ACCOUNTS	Provides access to sponsor account setup information

GRANTS MANAGEMENT BUSINESS PROCESSES

Grants Management delivers the following business processes:

- Award Amendment Event
- Award Correction Event
- Award Event
- Award Proposal Event
- Effort Certification
- Letter of Credit Draw Down Event
- Reprocess Award Costs Event

The following table outlines which security groups can view each business process:

Business Process Type	Viewable by Security Groups
AWARD AMENDMENT EVENT	Accountant
	Accounting Manager
	Award Contract Specialist
	Billing Specialist
	Business Unit Financial Analyst
	Business Unit Manager
	Cost Center Financial Analyst
	Cost Center Manager
	Cost Center Sponsored Programs Manager
	Finance Auditor
	Fund Financial Analyst
	Fund Manager
	Grant Financial Analyst
	Grant Manager
	Implementers
	Lead Principal Investigator
	Principal Investigator
	Program Financial Analyst
	Program Manager
	Project Hierarchy Manager
	Project Manager
	Region Costing Manager
	Region Financial Analyst
	Revenue Specialist
	Sponsored Programs Manager

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AWARD CORRECTION EVENT	Accountant Accounting Manager Award Contract Specialist Billing Specialist Company Financial Analyst Controller Finance Auditor Implementers Revenue Specialist Sponsored Programs Manager
AWARD EVENT	Accountant Accounting Manager Award Contract Specialist Billing Specialist Business Unit Financial Analyst Business Unit Manager Company Costing Manager Company Financial Analyst Controller Co-Principal Investigator Cost Center Financial Analyst Cost Center Manager Cost Center Sponsored Programs Manager Finance Auditor Fund Financial Analyst Fund Manager Grant Financial Analyst Grant Manager Grant System Implementers Principal Investigator Program Financial Analyst Program Manager Project Manager Region Costing Manager Region Financial Analyst Revenue Specialist

	Sponsored Programs Manager
AWARD PROPOSAL EVENT	Accountant
	Accounting Manager
	Award Contract Specialist
	Billing Specialist
	Company Costing Manager
	Company Financial Analyst
	Controller
	Finance Auditor
	Grant System
	Implementers
	Revenue Specialist
	Sponsored Programs Manager
EFFORT CERTIFICATION	Business Unit Financial Analyst
	Business Unit Manager
	Company Costing Manager
	Company Financial Analyst
	Compensation Finance Partner
	Controller
	Cost Center Financial Analyst
	Cost Center Manager
	Effort Certification Reviewer
	Employee As Self
	Finance Auditor
	Fund Financial Analyst
	Fund Manager
	Grant Financial Analyst
	Grant Manager
	Implementers
	Initiator
	Program Financial Analyst
	Program Manager
	Region Costing Manager
	Region Financial Analyst
LETTER OF CREDIT DRAW DOWN EVENT	Accountant
	Accounting Manager
	Accounts Receivable Analyst

	Award Billing Specialist
	Award Contract Specialist
	Billing Specialist
	Business Unit Financial Analyst
	Business Unit Manager
	Company Costing Manager
	Company Financial Analyst
	Controller
	Co-Principal Investigator
	Cost Center Financial Analyst
	Cost Center Manager
	Cost Center Sponsored Programs Manager
	Finance Auditor
	Fund Financial Analyst
	Fund Manager
	Grant Financial Analyst
	Grant Manager
	Implementers
	Initiator
	Principal Investigator
	Program Financial Analyst
	Program Manager
	Project Manager
	Region Costing Manager
	Region Financial Analyst
	Revenue Specialist
	Sponsored Programs Manager
REPROCESS AWARD COSTS EVENT	Accountant
	Accounting Manager
	Award Contract Specialist
	Billing Specialist
	Company Costing Manager
	Company Financial Analyst
	Controller
	Finance Auditor
	Implementers
	Revenue Specialist

	Sponsored Programs Manager

Configure these business processes and corresponding security policies for your organization.

A business process is the definition of tasks which need to be done in order for an event to occur, the order in which they must be completed, and who must do them. The business process definition specifies the security group responsible for each step in the process, notifies the workers in these groups, and gets feedback on when each step is complete so it can move on to the next step. Steps can also be conditional.

In its most basic form, a business process, for example creating an award, is a set of tasks that are initiated, acted upon, and completed by users in Workday. Once a business process is initiated, Workday routes the tasks to the responsible roles (users who are capable of completing the tasks based on their membership in security groups), and ensures that security and business rules are enforced throughout the execution of the business process until it is complete.

As with domains and domain security policies, you control access to a business process through its business process security policy, which defines the security groups that have access to the components of a specific business process, including:

- Initiating the business process.
- Action steps in the business process.
- Approvals.
- Overall actions on the business process (view, cancel, and correct).
- Policy restrictions, such as delegation, comments, and attachments.

APPENDIX 3: REPORT WRITER BASICS

OVERVIEW

This appendix will provide additional information about some of the basic principles of the Report Writer tool, which helps you create reports that can run directly from your Home or Favorites page.

REPORT WRITER

As with all Workday actionable reports, you can drill down on items to obtain additional information and use related tasks to perform authorized actions on items within the report. You can download generated information to an Excel spreadsheet or PDF document. Workday Report Writer can create integrations or produce output for use in other applications, such as a .csv or flat file. Workday Report Writer can be used to create Worklets which can be populated on your various landing pages to provide dynamically updated data available upon sign on.

CREATING REPORTS

What you need to know about creating custom reports:

- Workday custom report writing tool
- Access to custom reports is by the assignment of a user-based security group of Report Writer.
- You can copy some delivered reports.
- You can share custom reports with other users who have access to the data source designated in the report definition.

REPORT WRITER USER-BASED SECURITY GROUP

When you want to write a report, you must be assigned to the Report Writer user-based security group to access the Report Writer definition pages. After you have created the report, you will be the only person that can see or run it. If you want other users to be able to run or modify a copy of the report, then you must share that report with other security groups or users.

REPORT WRITER NAVIGATION

There are three methods of navigating to Workday's Report Writer:

SEARCH

If the string "custom report" is entered into the search box, all of the tasks associated with the report writer will be returned. Any other instance of the "custom report" string will also

be returned. The tasks associated with the Report Writer are: Copy Custom Report, Copy Standard Report to Custom Report, Create Custom Report, Delete Custom Report, Edit Custom Report, Run Custom Report, and finally, Transfer Ownership of Custom Report. Once you have created a report, you can find it by inputting a portion of the report name into the search box.

NAVIGATE TAB
The menu area within the navigate tab has a Report Writer option. Once the Report Writer is selected, the tasks associated with the Report Writer are presented.

RELATED ACTION ICON
It is important to remember that a report is an object. Once you find your report, it will be presented with a Related Action icon. This icon can then be used to initiate the Report Writer tasks.

REPORT TYPES

There are two general types of reports within Workday—standard and custom.

STANDARD REPORT
Standard reports are reports that are developed by Workday and delivered to all Workday customers. Depending on the reporting requirements, standard reports may be defined using the Workday Report Writer or in XpressO (Workday's internal development tool). Standard reports that were designed using the Report Writer can be copied to create a custom report and then modified according to your requirements.

CUSTOM REPORT
Custom reports are designed and built by customers using the Workday Report Writer tool. They can be newly created or as a copy of another standard or custom report.

Every custom report has a report owner, who is the user who originally created or copied the report. This user is the only person who can make changes to the report definition or share the report with other users. Only the report owner and Setup Administrator are allowed to transfer the ownership of a report from one user to another. The most common reason to transfer ownership is when the owner of a report leaves the company.

CUSTOM REPORT TYPES
Report Writer provides six report types for creating custom reports and custom analytic solutions:

Simple Report: Simple reports cannot be shared with other users. When you create a simple report, you will not have access to advanced filtering. Once a simple report is created, it can be converted to an advanced report.

Advanced Report: Advanced reports can be shared with all authorized roles, certain authorized roles, or certain authorized users. They can be used as Worklets, as well as enabled to be a web service, so that they can be accessed by other systems or third-party applications. Advanced reports have expanded filtering capabilities.

Matrix Report: Summarizes numeric data by one or two fields that contain repeating values and displays them in a matrix that can be rendered as a drillable table or chart. In addition to allowing you to define the fields that comprise the detail drill down, matrix reports also provide for filtering, run time prompts, Worklets, and report sharing.

Search Report: A search report displays search results based on values selected for facet filters on the report.

nBox Report: An nBox report counts data and displays the results in a two-dimensional matrix.

Transposed Report: A transposed report interchanges the rows and corresponding columns on the report.

SHARING REPORTS

Even if the report is shared, this does not mean all users in Workday can run or even see the report. A user must have at least one of the security groups associated with the data source that was used to create the report. If you do not have any of those associated security groups, then you will not be able to see or access the report that someone else has written and subsequently shared.

Assuming that you do have one of the security groups associated with the data source, then you will see the report name listed in the Custom Reports column of the Navigate > Favorites slide out. You can also search for that report name in the search box, and it will appear in the search results. Clicking the report name will cause it to run, while clicking it in the Business Data tab will take you to the report definition.

STEPS TO CREATE A REPORT

To create a report in the Workday Report Writer:

- choose report type and data source
- select objects and fields
- order columns
- sort output
- define filter criteria

DATA SOURCES

The first and most important step in developing a custom report is choosing a data source. Each custom report can have one data source. Each data source has a primary object, as well as many secondary objects that have a one-to-one (1:1) or one-to-many (1:M) relationship to the primary object. The result is that when you report against a particular data source, the output will yield one instance (row) for every instance of the primary object.

Data sources are defined and delivered by Workday. A data source has a primary business object. Workday delivers different data sources for the key primary business objects. The same primary business object may be represented by more than one data source, depending on filtering and security groups required. Each data source associated with a primary business object has its own security.

The default prompt shows you the available data sources "By Category," in which they are listed by functional grouping. Another helpful prompt is By Primary Business Object, which groups the data sources by the types of objects they return.

A data source can be designed to return all instances of the primary business object (e.g., All Workers), or it can have built-in filtering logic defined by Workday. If it has built-in filtering, the filter comparison value(s) can either be built into the data source (e.g., Sponsors), or designed so the user is prompted for the comparison value when running the report.

The access defined for a data source controls whether a user can create or run a custom report based on that data source. Workday can deliver different data sources for a single primary business object to allow reporting on different sets of instances, based on the security access of the user. Only data sources that are authorized for security groups to which you are assigned are displayed in the prompt list.

If you need more information on a data source, you can click the Related Actions icon next to the data source name in the Data Source report, or click the data source name to see its View Data Source report. You can see a description of the data source, the name of the primary business object, the prompts built into the data source, the security groups that can access the data source, the fields in the primary business object, and corresponding security groups that can access them.

BUSINESS OBJECT FIELDS

In addition to text, date, currency, numeric and Boolean type fields, a primary business object can include one or more fields that represent related business objects. There are two types of fields that describe the relationship a related business object has to the primary business object: single instance and multi-instance. Single instance fields have a one-to-one relationship between the primary business object and the related business object (e.g., an invoice is associated with only one customer). Multi-instance fields have a one-to-many

relationship between the primary business object and the related business object (e.g., an employee can have many accomplishments).

Like data sources, report fields can also have access restrictions, although it is not required. If a field is restricted, only users in the appropriate security groups can access the field to use it in a report definition and see data in that field when running a report.

CLASS REPORT FIELDS

Like a database table, each data source has many class report fields. Each class report field (CRF) is accompanied by a field type icon. Their icons and definitions are as follows:

Icon	Definition
	Primary Object: This icon represents the primary object from the report data source. If this field is put into the report, the output will be represented as a link and accompanied with a Related Actions icon. The object's instance ID will be passed through to the XML output once the report is published as a web service. This is also referred to as a self-referencing object.
	1:M Object: Adding a CRF with this icon will produce output that could potentially contain a list of values. It is also called a multi-instance or multi-value field. This type of output will be hyperlinked and usually include an accompanying Related Actions icon (unless security offsets). The object's instance ID will be passed through to the XML output once the report is published as a web service.
	1:1 Object: Adding a CRF with this icon will produce output represented as a link and usually include an accompanying Related Actions icon (unless security offsets). The object's instance ID will be passed through to the XML output once the report is published as a web service.
$	Currency Field: This type of CRF represents a currency field.
T|F	Boolean Field: This type of CRF represents a Boolean or true/false field.
	Date Field: This type of CRF represents a date field.
#	Numeric Field: This type of CRF represents a numeric field.
T	Text Field: This type of CRF represents a simple text field.

REPORT SECURITY

Workday secures every report and data source as a securable item in a security policy. In addition, some fields within a data source may be secured separately. For example, a report that uses the All Active and Terminated Workers data source might include the Employee Name and Beneficiaries field. Whoever can access the data source can access the employee name, but the Beneficiaries field is restricted to its own set of security groups. Those who can see the report cannot see the beneficiaries unless they are also in a security group that is authorized to do so. Another example is managers who can see their staff's names, but not their national IDs.

Furthermore, there can be data sources or fields that are secured by role-based security groups, meaning that viewers can see only the instances that pertain to their organization. For example, managers in separate organizations might each see an employee report of the same name that uses the same data source and fields, but they see instances of only employees in their respective organizations.

This security also works for reports that are shared. Sharing a report does not override report security, so you can share a report only with those who are authorized to see it. You can share a report with someone who can see the report, but not necessarily all the same fields you can see.

Additionally, when you create a report, you can select only the fields to which you have access.

The Data Sources report shows which security groups have access to each data source. You can click a data source to see the report fields associated with it and which security groups have access to each.

From the data source's Related Actions, select Security > View Security to view the domain security policy in which the functional area that the data source is part of is secured. The information is also available from the preview, as shown above, and from the Data Sources report itself.

CONTEXTUAL REPORTING TOOLS

While not properly labeled as such, there are certain Workday features and reports that can be used to enhance your knowledge of Report Writer and have collectively been labeled as Reporting Tools for the purposes of this guide.

Contextual reporting options can be used to create reports directly; enhance your knowledge of fields, objects, and data sources; and detail existing reports that may be repurposed or customized.

From any object (an object appears as a link/url with a Related Actions icon next to it) you can select Reporting from the Related Actions to view three reporting options. The first choice in the menu is Create Custom Report from Here. This option can be used to create a

custom Report Writer report using this object (worker in this case) as the basis for available data sources that contain this object. The display, when selecting Create Custom Report from Here is not particularly user friendly, and this is not the recommended way to create a Report Writer report. In particular, if the object in question has a multitude of related objects, such as our example of the Worker object.

This option is helpful, however, for assisting in determining the data source(s) you would want to select when creating a report with this as the primary object.

It is also useful in viewing the number of related objects to a primary object. You will view all calculated fields associated with the business object, as well if you have access to those fields.

CONFIGURABLE ALERTS

Workday enables you to generate configurable alerts based on a custom report. You can configure alerts to send relevant business information to users based on virtually any condition for which you can create a report in Workday. Use the Configure Alert task to tie together an alert with a custom report. The filter criteria in the custom report should define the conditions on which you want to alert. The alert can be set to run immediately, once at a specified date/time in the future, daily, weekly, or monthly. At the specified time, the alert is then sent to the target worker's Inbox.

You can easily pass report parameters to a configurable alert. Additionally, you can associate a Workday task with an alert, giving alert recipients the ability to act immediately on the subject of the alert.

The benefit of configurable alerts is that users who receive such alerts do not have to manually look up information or run a report to obtain the related information; it simply appears in the their Inbox. Some possible uses for these types of alerts are as follows:

- Key metrics reached or milestones met
- Items overdue, like a project timesheet
- Exceptions, like credit card transactions with no expense reports
- Birthday and employment anniversary reminders to managers
- Time off reminders to your team

REPORT PARAMETERS IN ALERTS

You can configure report parameters when creating alerts. This enables you to use any custom report as the data source for an alert and to create multiple alerts from a single report by passing in different filter and prompt values for different alerts.

APPENDIX 4: GRANTS MANAGEMENT REPORT DATA SOURCES AND CLASS REPORT FIELDS

OVERVIEW

This appendix will provide a list of the report data sources (RDSs) and class report fields (CRFs) which you can use to create Grants Management reports. After completing the Report Writer Fundamentals class, use these lists as a guide to get you started in building your own custom Grants Management reports.

Report Data Sources	Business Object	Security Groups
AWARD CONTRACTS FOR ROLES ON AWARD OR AWARD ORGANIZATIONS	Award	Award Analyst Award Contract Specialist Award Proposal Specialist Business Unit Financial Analyst Business Unit Manager Company Costing Manager Company Financial Analyst Cost Center Financial Analyst Cost Center Manager Cost Center Sponsored Programs Manager Finance Auditor Fund Financial Analyst Fund Manager Grant Financial Analyst Grant Manager Implementers Lead Principal Investigator Manager Multiple Principal Investigators Payroll Integration Partner Payroll Interface Partner Payroll Partner Principal Investigator Program Financial Analyst Program Manager Project Hierarchy Manager

		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
AWARD HISTORICAL CUMULATIVE LINES	Award Historical Cumulative Line	Accountant
		Accounting Manager
		AMU Award Contract Assignee
		Award Billing Specialist
		Award Contract Specialist
		Award Proposal Specialist
		Company Costing Manager
		Company Financial Analyst
		Compensation Finance Partner
		Controller
		Finance Administrator
		Finance Auditor
		Financial Management System
		Grant Manager
		Implementers
		Lead Principal Investigator
AWARD LINES FOR COMPANY	Contract Line	Accountant
		Award Analyst
		Award Billing Specialist
		Award Contract Specialist
		Award Proposal Specialist
		Business Unit Financial Analyst
		Business Unit Manager
		Company Costing Manager
		Company Financial Analyst
		Compensation Finance Partner
		Controller
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Auditor
		Fund Financial Analyst

		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
AWARD PERSONNEL LINE FOR AWARD ROLE	Award Personnel Line	Award Analyst
		Award Contract Specialist
		Award Proposal Specialist
		Business Unit Financial Analyst
		Business Unit Manager
		Company Costing Manager
		Company Financial Analyst
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Auditor
		Fund Financial Analyst
		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators

		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
AWARD PERSONNEL LINE FOR COMPANY	Award Personnel Line	Award Analyst
		Award Contract Specialist
		Award Proposal Specialist
		Business Unit Financial Analyst
		Business Unit Manager
		Company Costing Manager
		Company Financial Analyst
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Auditor
		Fund Financial Analyst
		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager

		Project Manager Region Costing Manager Region Financial Analyst Sponsored Programs Manager
AWARD PROPOSAL LINES	Award Proposal Line	Award Contract Specialist Award Proposal Specialist Implementers Sponsored Programs Manager
AWARD PROPOSAL PERSONNEL	Award Proposal Personnel	Award Contract Specialist Award Proposal Specialist Implementers Sponsored Programs Manager
AWARD PROPOSAL PERSONNEL LINE	Award Proposal Personnel Line	Award Contract Specialist Award Proposal Specialist Implementers Sponsored Programs Manager
AWARD PROPOSALS	Award Proposal	Award Contract Specialist Award Proposal Specialist Implementers Sponsored Programs Manager
AWARDS FOR COMPANY	Award Abstract	Accountant Award Analyst Award Billing Specialist Award Contract Specialist Award Proposal Specialist Business Unit Financial Analyst Business Unit Manager Company Costing Manager Company Financial Analyst Compensation Finance Partner Controller Cost Center Financial Analyst Cost Center Manager Cost Center Sponsored Programs Manager Finance Auditor Fund Financial Analyst Fund Manager Grant Financial Analyst

		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
AWARD TASKS	Award Task	Accountant
		Award Analyst
		Award Billing Specialist
		Award Contract Specialist
		Award Proposal Specialist
		Business Unit Financial Analyst
		Business Unit Manager
		Company Costing Manager
		Company Financial Analyst
		Compensation Finance Partner
		Controller
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Auditor
		Fund Financial Analyst
		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator

		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
EFFORT CERTIFICATION LINES	Effort Certification Line	Company Costing Manager Cost Center Manager Fund Manager Grant Manager Implementers Manager Region Costing Manager
EFFORT CERTIFICATIONS	Effort Certification	Company Costing Manager Cost Center Manager Fund Manager Grant Manager Implementers Manager Region Costing Manager
GRANT HIERARCHIES	Grant Hierarchy	Accountant Accounting Manager AMU Award Contract Assignee Award Analyst Award Billing Specialist Award Contract Specialist Award Proposal Specialist Business Unit Financial Analyst Business Unit Manager Company Costing Manager Company Financial Analyst Compensation Finance Partner

		Controller
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Administrator
		Finance Auditor
		Financial Management System
		Fund Financial Analyst
		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
GRANTS	Grant	Accountant
		Accounting Manager
		AMU Award Contract Assignee
		Award Analyst
		Award Billing Specialist
		Award Contract Specialist
		Award Proposal Specialist
		Business Unit Financial Analyst
		Business Unit Manager
		Company Costing Manager
		Company Financial Analyst

		Compensation Finance Partner
		Controller
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Administrator
		Finance Auditor
		Financial Management System
		Fund Financial Analyst
		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
LETTER OF CREDIT DRAW DOWN LINES	Letter of Credit Draw Down Line	Accountant
		Award Analyst
		Award Billing Specialist
		Award Contract Specialist
		Award Proposal Specialist
		Business Unit Financial Analyst
		Business Unit Manager
		Company Costing Manager
		Company Financial Analyst
		Compensation Finance Partner

		Controller
		Cost Center Financial Analyst
		Cost Center Manager
		Cost Center Sponsored Programs Manager
		Finance Auditor
		Fund Financial Analyst
		Fund Manager
		Grant Financial Analyst
		Grant Manager
		Implementers
		Lead Principal Investigator
		Manager
		Multiple Principal Investigators
		Payroll Integration Partner
		Payroll Interface Partner
		Payroll Partner
		Principal Investigator
		Program Financial Analyst
		Program Manager
		Project Hierarchy Manager
		Project Manager
		Region Costing Manager
		Region Financial Analyst
		Sponsored Programs Manager
LETTERS OF CREDIT	Letter Of Credit	Accountant Award Billing Specialist Award Contract Specialist Award Proposal Specialist Company Costing Manager Compensation Finance Partner Controller Finance Auditor Grant Manager Implementers Lead Principal Investigator Region Costing Manager
SPONSORS	Sponsor	Controller Finance Administrator Finance Auditor

		Financial Management System Implementers Sponsor Administrator
SPONSORS FOR PRINTING RUN	Sponsor	Controller Finance Administrator Finance Auditor Financial Management System Implementers Sponsor Administrator

CLASS REPORT FIELDS

Class Report Field	Business Object	Domain	Field Description
~EMPLOYEE~	Effort Certification	Public Reporting Items	Returns the ~Employee~ for the Effort Certification.
~WORKER~	Approve Effort Certification Task	Public Reporting Items	~Worker~ for worklet parameter mapping.
~WORKER~	Award Proposal Personnel	Manage: Grant Proposals	The person identified as personnel on the award proposal personnel.
~WORKER~	Review Effort Certification Task	Public Reporting Items	~Worker~ for worklet parameter mapping.
~WORKER~ IS TERMINATED	Effort Certification	Public Reporting Items	Returns true if the Effort Certification is for a ~worker~ where the ~worker's~ primary position is terminated or the contract ended.
~WORKERS~ BY SUPERVISORY ORGANIZATION SECURED TO EFFORT CERTIFICATIONS FOR RDS FILTER +TG	Effort Certification	Public Reporting Items	This CRF gets All ~Workers~ that belong to a Supervisory Organization.
ACCOUNTS RECEIVABLE BALANCE AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The accounts receivable balance at draw time returned in the currency of the referencing Letter of Credit. This amount is calculated from total billed minus total paid at the draw time.
ALL GRANTS INCLUDED	Grant Hierarchy	Manager Reports: Grants Process: Grants Set Up: Grants	Returns all Grants in a Grant Hierarchy whether it's a single or multi-level hierarchy.

AMENDMENT NUMBER	Award Abstract	Public Reporting Items	The amendment number for the version of the award.
AMENDMENT REASON	Award Abstract	Public Reporting Items	The award amendment reason for award amendment.
AMENDMENT SIGNED DATE	Award Abstract	Public Reporting Items	The amendment signed date.
AMOUNT TO DRAW AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The amount to draw at draw time returned in the currency of the referencing Letter of Credit.
ANNUAL COMMITTED EFFORT	Award Personnel Line	Public Reporting Items	The annualized committed effort percentage for an award personnel line.
ANNUAL COMMITTED EFFORT	Award Proposal Personnel Line	Public Reporting Items	The annualized committed effort percentage for the award proposal personnel line.
ANNUAL EFFORT - COST SHARED	Award Personnel Line	Public Reporting Items	The proportion of Annual Committed Effort that is cost shared on the award personnel line.
ANNUAL EFFORT - COST SHARED	Award Proposal Personnel Line	Public Reporting Items	The proportion of Annual Committed Effort that is cost shared on the award proposal personnel line.
ANNUAL EFFORT - SPONSORED	Award Personnel Line	Public Reporting Items	The proportion of Annual Committed Effort that is sponsored on the award personnel line.
ANNUAL EFFORT - SPONSORED	Award Proposal Personnel Line	Public Reporting Items	The proportion of Annual Committed Effort that is sponsored on the award proposal personnel line.
ANTICIPATED FACILITIES AND ADMINISTRATION AMOUNT	Award Abstract	Public Reporting Items	Anticipated Facilities and Administration Amount for award returned in the currency of the award.
ANTICIPATED SPONSOR DIRECT COST AMOUNT	Award Abstract	Public Reporting Items	Anticipated Sponsor Direct Cost for award returned in the currency of the award.
ANTICIPATED	Award Abstract	Public Reporting	Anticipated Sponsor Total

SPONSOR TOTAL AMOUNT		Items	amount returned in the currency of the award.
ASSIGNED ~WORKERS~	Award Task	Public Reporting Items	The ~Workers~ currently responsible for completing the Award Task through their Role.
ATTACHMENTS FOR SUBAWARD +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Contains attachments associated with this subaward.
AUTHORIZED AMOUNT	Award Abstract	Public Reporting Items	The authorized amount for the award returned in the currency of the award.
AWARD	Award Abstract	Manager Reports: Grants Process: Grants	Identifies the Award for the Award Version that is being reported on. Also allows you to drill into the details and access related actions for the award. This field should be used for filtering by award, rather than Award - Effective Version, 146$23579.
AWARD	Award Proposal	Process: Grants	Returns the award associated with the proposal.
AWARD	Award Task	Public Reporting Items	The Award Task is for this Award.
AWARD	Cost Reimbursable Spend Line	Public Reporting Items	The Award to which the expense that created this cost reimbursable transaction line relates.
AWARD	Letter of Credit Draw Down Line	Manager Reports: Grants Process: Grants	The award referencing the Letter of Credit. This is always the latest approved award version.
AWARD - EFFECTIVE VERSION	Cost Reimbursable Spend Line	Public Reporting Items	The Award - Effective Version - to which the expense that created this cost reimbursable transaction Line relates.
AWARD - EFFECTIVE VERSION	Letter Of Credit	Manager Reports: Grants	The effective Award or Awards referencing the Letter of Credit as of today. Depending on the

		Process: Grants	state of the referenced Award, it may be the latest approved award or a historical award.
AWARD - EFFECTIVE VERSION	Award Abstract	Manager Reports: Grants Process: Grants	Identifies the Award version and allows you to drill into the details and access related actions. To filter by award, use Award, 146$23622 rather than this CRF
AWARD +TG	Award Historical Cumulative Line	Set Up: Grants	Returns the Award associated to the Grant on the Award Historical Cumulative Line, effective as of the current date.
AWARD BUDGET PERIOD	Award Personnel Line	Public Reporting Items	The award schedule budget period associated with the award personnel line.
AWARD CONTRACT	Award Personnel Line	Public Reporting Items	The award contract associated to the award personnel line.
AWARD CONTRACT FOR SUBAWARDS FILTERS +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Award contract for Subawards filter.
AWARD CORRECTION EVENT	Award Abstract	Manager Reports: Grants Process: Grants	Returns Award Contract Correction Events for this Award.
AWARD DATE	Award Abstract	Public Reporting Items	The award date for the award.
AWARD DESCRIPTION	Award Abstract	Public Reporting Items	The award description.
AWARD FOR AWARD TASKS RDS	Award Task	Public Reporting Items	Returns the award for which the relevant award tasks are assigned.
AWARD FOR GRANT ON SPEND	Facilities and Admin Costable	Public Reporting Items	Returns the latest approved Award for the spend line. The Grant on the spend line is used to evaluate which award to return.

AWARD HEADER COMPANY	Award Task	Public Reporting Items	The Company on the header of the Award for the Award Task.
AWARD HISTORICAL CUMULATIVE BILLED AMOUNT	Award Historical Cumulative Line	Public Reporting Items	Returns the Award Historical Cumulative Billed Total Amount (for Direct Spend + Facilities and Administration)
AWARD HISTORICAL CUMULATIVE FACILITIES AND ADMINISTRATION BILLED AMOUNT	Award Historical Cumulative Line	Public Reporting Items	Returns the Award Historical Cumulative Facilities and Administration Billed Amount.
AWARD LIFECYCLE STATUS	Award Personnel Line	Public Reporting Items	The award lifecycle status for the award associated to the award personnel line.
AWARD LIFECYCLE STATUS +TG	Award Abstract	Public Reporting Items	The lifecycle status for the award.
AWARD LINE	Award Historical Cumulative Line	Set Up: Grants	Returns the Award Line associated to the Grant on the Award Historical Cumulative Line, effective as of the current date.
AWARD LINE	Award Task	Public Reporting Items	The line on the Award Contract used to determine the assigned ~Worker~ for the Award Task.
AWARD LINE FOR AWARD TASK RDS FILTER	Award Task	Public Reporting Items	Returns the Award Line for which relevant award tasks are configured.
AWARD LINE FOR SUBAWARD +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Returns the award line associated with a subaward.
AWARD LINES	Award Abstract	Manager Reports: Grants Process: Grants	Award lines for award.
AWARD NAME	Award Abstract	Public Reporting Items	The name of the Award

AWARD NAME	Award Task	Public Reporting Items	The name of the award the Award Task is associated with
AWARD NOTES	Award Abstract	Public Reporting Items	The award notes.
AWARD NUMBER	Award Abstract	Public Reporting Items	The award number for the award.
AWARD PERSONNEL LINES	Award Proposal Personnel	Manage: Grant Proposals	Returns the set of Award Proposal Personnel Lines for the Award Proposal Personnel.
AWARD PERSONNEL SCHEDULE TYPE	Award Proposal Personnel Line	Manage: Grant Proposals	The schedule type for the award personnel line.
AWARD PROPOSAL	Award Proposal Line	Public Reporting Items	The award proposal for this award proposal line.
AWARD PROPOSAL	Award Proposal Personnel	Manage: Grant Proposals	Returns the award proposal associated to this award proposal personnel.
AWARD PROPOSAL	Award Proposal Personnel Line	Manage: Grant Proposals	The award proposal associated to the award proposal personnel line.
AWARD PROPOSAL	Award Proposal	Manage: Grant Proposals	Identifies the award proposal and allows you to drill into details and access related actions
AWARD PROPOSAL AUTHORIZED AMOUNT	Award Proposal	Manage: Grant Proposals	The total amount authorized for the award proposal. The total amount is returned in the currency of the company for the award proposal.
AWARD PROPOSAL END DATE	Award Proposal	Manage: Grant Proposals	The latest end date of the proposed schedule for the award proposal.
AWARD PROPOSAL LIFECYCLE STATUS	Award Proposal	Public Reporting Items	The lifecycle status for the award proposal
AWARD PROPOSAL LIFECYCLE STATUS	Award Proposal Personnel Line	Public Reporting Items	The lifecycle status for the award proposal associated to the award proposal personnel line.

AWARD PROPOSAL LINE	Award Proposal Personnel	Manage: Grant Proposals	The award proposal line associated to this award proposal personnel.
AWARD PROPOSAL LINE DESCRIPTION	Award Proposal Line	Public Reporting Items	The line item description of the award proposal line.
AWARD PROPOSAL LINE GRANT	Award Proposal Line	Public Reporting Items	The grant for the award proposal line.
AWARD PROPOSAL LINE NUMBER	Award Proposal Line	Public Reporting Items	Returns the line number of the award proposal line.
AWARD PROPOSAL LINE OBJECT	Award Proposal Line	Public Reporting Items	Identifies the award proposal line and allows you to drill into details and access related actions.
AWARD PROPOSAL LINE TYPE	Award Proposal Line	Public Reporting Items	The contract line type for the award proposal line.
AWARD PROPOSAL LINES	Award Proposal	Manage: Grant Proposals	Contains the award proposal lines for the award proposal.
AWARD PROPOSAL NAME	Award Proposal	Manage: Grant Proposals	The name of the award proposal.
AWARD PROPOSAL PAYMENT TYPE	Award Proposal	Manage: Grant Proposals	The payment type for the award proposal.
AWARD PROPOSAL PERSONNEL	Award Proposal Personnel	Manage: Grant Proposals	Identifies the award proposal personnel and allows you to drill into details and access related actions
AWARD PROPOSAL PERSONNEL LINE	Award Proposal Personnel Line	Manage: Grant Proposals	Identifies the award personnel line, allowing you to drill into the details and access related actions.
AWARD PROPOSAL REVENUE CATEGORY	Award Proposal Line	Public Reporting Items	The revenue category for the award proposal line.
AWARD PROPOSAL	Award Proposal	Public Reporting Items	The date the award proposal was signed by the submitting

SIGNED DATE			institution.
AWARD PROPOSAL START DATE	Award Proposal	Manage: Grant Proposals	The earliest start date of the proposal schedule for the award proposal.
AWARD PROPOSAL STATUS	Award Proposal	Manage: Grant Proposals	The status of the award proposal.
AWARD PROPOSAL SUBMISSION TYPE	Award Proposal	Public Reporting Items	The submission type for the award proposal
AWARD PURPOSE CODE	Award Proposal	Manage: Grant Proposals	The award purpose code for the award proposal.
AWARD REVENUE RECOGNITION AMOUNT FROM AWARD (UNPAID)	Award Revenue Recognizable	Public Reporting Items	Returns the amount calculated from the award for an Award Revenue Recognition transaction which is the sum of the Facilities and Administration Amount from Award (unpaid) and Direct Charge in Company Currency (unpaid).
AWARD SCHEDULE	Award Abstract	Public Reporting Items	The Award Schedule associated to the award for this award version. (See Award, 146$23623)
AWARD SCHEDULE CONTRACT END DATE	Award Schedule	Public Reporting Items	The award schedule contract end date.
AWARD SCHEDULE CONTRACT END DATE FOR AWARD CONTRACT	Award Abstract	Public Reporting Items	The Contract End Date for the Award Schedule associated to the award for this version.
AWARD SCHEDULE CONTRACT START DATE	Award Schedule	Public Reporting Items	The Award Schedule Contract Start Date.
AWARD SCHEDULE	Award Abstract	Public Reporting Items	The Contract Start Date for the Award Schedule associated to

CONTRACT START DATE FOR AWARD CONTRACT			the award for this version.
AWARD SCHEDULE END DATE	Award Schedule	Public Reporting Items	The award schedule end date.
AWARD SCHEDULE END DATE	Award Task	Public Reporting Items	The end date of the Award Schedule
AWARD SCHEDULE END DATE FOR AWARD CONTRACT	Award Abstract	Public Reporting Items	The End Date for the Award Schedule associated to the award for this version.
AWARD SCHEDULE OBJECT	Award Schedule	Public Reporting Items	Identifies the award schedule and allows you to drill into the details and access related actions.
AWARD SCHEDULE START DATE	Award Schedule	Public Reporting Items	The award schedule's start date.
AWARD SCHEDULE START DATE	Award Task	Public Reporting Items	The start date of the Award Schedule
AWARD SCHEDULE START DATE FOR AWARD CONTRACT	Award Abstract	Public Reporting Items	The Start Date for the Award Schedule associated to the award for this version.
AWARD STATUS	Award Abstract	Public Reporting Items	The status of the award.
AWARD TASK	Award Task	Public Reporting Items	Self-reference to the Award Task.
AWARD TOTAL AMOUNT	Award Abstract	Public Reporting Items	The award total amount for the award in the currency of the award.
AWARD TYPE	Award Abstract	Public Reporting Items	The sponsor award type of the award.
AWARD TYPE	Award Task	Public Reporting Items	The Award Type of the Award for this Award Task
AWARDS FROM AWARD	Award Proposal	Manage: Grant Proposals	Returns a 1 if the proposal became an award, 0 otherwise.

PROPOSAL			Meant to be used within the Compare Award Proposals standard report.
AWARDS FROM AWARD PROPOSAL	Award Proposal Personnel Line	Public Reporting Items	Returns a 1 if the proposal associated to the award proposal personnel line became an award, 0 otherwise.
BASIS TYPE	Award Proposal Line	Public Reporting Items	The basis type for facilities and administration rate agreement for the award proposal line.
BILLABLE +TG	Cost Reimbursable Spend Line	Public Reporting Items	Returns True when the Cost Reimbursable Line is settled.
BILLED TO DATE AMOUNT	Award Abstract	Public Reporting Items	Billed to Date amount returned in the currency of the award.
BILLING LIMIT	Award Abstract	Public Reporting Items	The billing limit for the award returned in the currency of the award. This amount is the limit for the total amount that can be billed for cost-reimbursable transactions against the award, which is either the Authorized Amount for the Award or the Billing Limit Override if it is specified.
BILLING LIMIT AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The billing limit (either the billing limit override, if one exists on the award, or the authorized amount on the award) at draw time returned in the currency of the referencing Letter of Credit. This amount is from the effective award at the time of draw.
BILLING LIMIT OVERRIDE	Award Abstract	Public Reporting Items	The billing limit override for the award returned in the currency of the award. This amount is used to limit the total amount that can be billed for cost-reimbursable transactions against the award.

BILLING NOTES	Award Abstract	Public Reporting Items	The award billing notes.
BILLING SCHEDULE	Award Historical Cumulative Line	Set Up: Grants	Returns the Billing Schedule associated with the Grant on the Award Historical Cumulative Line.
BILL-TO SPONSOR	Award Abstract	Public Reporting Items	The bill to sponsor for the award.
BILL-TO SPONSOR FOR AWARD PROPOSAL	Award Proposal	Manage: Grant Proposals	The bill to sponsor for the award proposal.
BUDGET DATE	Cost Reimbursable Spend Line	Public Reporting Items	The Budget Date of the spend transaction line for which this Cost Reimbursable Spend Line was produced.
BUDGET DATE FOR FACILITIES AND ADMINISTRATION PROCESSING	Facilities and Admin Costable	Public Reporting Items	Returns the Budget Date of the following spend line types: Ad Hoc Bank Transaction: date of the bank account transaction Ad Hoc Payment Line: date of the payment Expense Report Line: date of the expense report Procurement Card Transaction Verification Line Distribution: date of the procurement card transaction verification card transaction Supplier Invoice Line: budget date entered if available; otherwise, the date of the supplier invoice Supplier Invoice Line Split: budget date entered if available; otherwise, the date of the supplier invoice Journal Line: for manual journal, budget date entered if available or accounting date; if a payroll journal, date of the last day of the payroll period

BUDGET TEMPLATE	Award Abstract	Manager Reports: Grants Set Up: Budget General	The budget template associated to the award for this award version. (See Award, 146$23623)
CERTIFIED	Effort Certification Line	Public Reporting Items	Returns True if the effort has been certified.
CFDA DESCRIPTION	Award Abstract	Public Reporting Items	The description of the CFDA for the award.
CFDA DESCRIPTION	Award Proposal	Manage: Grant Proposals	The Catalog of Federal Domestic Assistance description for the award proposal.
CFDA FOR AWARD	Award Abstract	Public Reporting Items	The CFDA for the award.
CFDA NUMBER	Award Abstract	Public Reporting Items	The number of the CFDA for the award.
CFDA NUMBER	Award Proposal	Manage: Grant Proposals	The Catalog of Federal Domestic Assistance program reference number for the award proposal.
CHANGE REASON CODE	Effort Certification Line	Public Reporting Items	Returns the Reason Code entered when the Effort Certified was modified.
COMMENTS	Award Task	Public Reporting Items	Plain text comments on the award task.
COMMITTED EFFORT	Award Proposal Personnel Line	Manage: Grant Proposals	The committed effort percentage for the award proposal personnel line.
COMPANY	Award Historical Cumulative Line	Public Reporting Items	Returns Company associated with the Award Contract on the Award Historical Cumulative Line.
COMPANY	Effort Certification	Public Reporting Items	Returns the Company for the Effort Certification.
COMPANY	Letter of Credit Draw Down Line	Public Reporting Items	The Company of the Letter of Draw Down Line.

COMPANY +TG	Effort Certification Line	Reports: Manager (Effort Certification)	Returns the Company for the Effort Certification Line
COMPANY CURRENCY	Letter of Credit Draw Down Line	Public Reporting Items	The Company Currency of the Letter of Credit Draw Down Line.
COMPANY OR COMPANY HIERARCHY SECURED TO GRANTS FOR RDS FILTER	Award Task	Public Reporting Items	Returns the Company or Company Hierarchy secured to relevant grants.
COMPANY SECURED TO EFFORT CERTIFICATIONS FOR RDS FILTER +TG	Effort Certification	Public Reporting Items	This CRF returns Company only from the Organization.
COMPLETED ON	Award Task	Public Reporting Items	The date this Award Task was completed.
COST RATE TYPE	Award Proposal Line	Public Reporting Items	The facilities and administration cost rate type associated to the award proposal line.
COST REIMBURSABLE TRANSACTION LINE OBJECT	Cost Reimbursable Spend Line	Public Reporting Items	Identifies the cost reimbursable transaction line and allows you to drill into the details and access related actions.
COST SHARE	Award Proposal Personnel Line	Manage: Grant Proposals	The portion (%) of the committed effort that will be cost shared for the award personnel line. The value is between 0% and the committed effort value specified for the award personnel line.
COST SHARE RATE	Award Personnel Line	Public Reporting Items	The cost share rate percentage of the Annual Committed Effort on the award personnel line.
COST SHARE	Award Abstract	Public Reporting	Returns true if cost share

REQUIRED BY SPONSOR		Items	accounting is required by the sponsor.
COST SHARE REQUIRED BY SPONSOR	Award Proposal	Manage: Grant Proposals	Returns true if cost sharing is required by the sponsor for the award proposal, otherwise false.
COST SHARE TOTAL	Award Proposal	Manage: Grant Proposals	Returns the total amount of the award proposal that will be cost shared. The cost share total will be returned in the currency of the company for the award proposal.
COST SHARE TOTAL AMOUNT	Award Abstract	Public Reporting Items	The cost share total amount for the award in the currency of the award.
COST-REIMBURSABLE EXPENSE AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The cost-reimbursable amount at draw time returned in the currency of the referencing Letter of Credit.
CREATED BY TRANSACTION LINE	Cost Reimbursable Spend Line	Public Reporting Items	The transaction line object that created this cost reimbursable transaction line.
CURRENCY	Award Historical Cumulative Line	Public Reporting Items	Returns the currency for the Award Historical Cumulative Line.
CURRENCY	Award Proposal Personnel Line	Manage: Grant Proposals	The currency of the award proposal associated to the award personnel line.
CURRENCY	Letter Of Credit	Public Reporting Items	The currency specified on the Letter of Credit.
CURRENCY FOR EFFORT CERTICATION LINE	Effort Certification Line	Public Reporting Items	Returns the currency for the Effort Certification Line
CUSTOMER INVOICE DOCUMENTS FOR SPONSOR	Sponsor	Reports: Sponsor	Returns all the customer invoice and customer invoice adjustments for a sponsor. Invoices returned are secured by the Reports: Sponsor domain.
DAYS PAST DUE	Effort	Public Reporting	Returns the number of days

FOR EVENT IN PROGRESS	Certification Event	Items	between the Due Date for the process and the current date, where this value is greater than 0 and the event is in progress.
DERIVED ANNUAL EFFORT - COST SHARED	Award Personnel Line (Derived)	Public Reporting Items	Derived Annual Effort
DERIVED ANNUAL EFFORT - SPONSORED	Award Personnel Line (Derived)	Public Reporting Items	Derived Annual Effort - Sponsored
DESCRIPTION	Award Proposal	Manage: Grant Proposals	Returns the description of the award proposal.
DUE DATE	Award Task	Public Reporting Items	The date this Award Task is due.
EFFECTIVE AWARD LINE	Grant	Manager Reports: Grants Process: Grants	The effective award line for the grant as of today.
EFFECTIVE AWARD LINE FOR TRANSACTION BUDGET DATE	Award Payable Abstract	Public Reporting Items	Returns the Award Line for the Grant and Budget Date on the Spend Line.
EFFORT CERTIFICATION	Approve Effort Certification Task	Public Reporting Items	Effort Certification for worklet parameter mapping.
EFFORT CERTIFICATION	Effort Certification Line	Reports: Manager (Effort Certification)	Returns the Effort Certification for an Effort Certification Line
EFFORT CERTIFICATION	Review Effort Certification Task	Public Reporting Items	Effort Certification for worklet parameter mapping.
EFFORT CERTIFICATION	Effort Certification	Public Reporting Items	A reference to Effort Certification to access related report fields.
EFFORT CERTIFICATION AMOUNT ESTIMATED	Effort Certification Line	Public Reporting Items	Returns the Certified Amount for this Effort Certification Line
EFFORT	Effort	Public Reporting	Returns the start date for this

CERTIFICATION DATE FROM	Certification	Items	Effort Certification
EFFORT CERTIFICATION DATE TO	Effort Certification	Public Reporting Items	Returns the end date for this Effort Certification
EFFORT CERTIFICATION DAYS PAST DUE	Effort Certification	Reports: Manager (Effort Certification)	Returns the number of days between the Due Date for the Effort Certification and the current date, where this value is greater than 0 and the event is in progress.
EFFORT CERTIFICATION EVENT	Effort Certification	Reports: Manager (Effort Certification)	Returns the Effort Certified Event
EFFORT CERTIFICATION FROM QUERY ON EFFORT CERTIFICATION LINE FOR RDS FILTER +TG	Effort Certification	Public Reporting Items	This CRF returns Effort Certifications using Query on Effort Certification Lines. The Query is run on All Organizations (like Grants, ~Project~ etc) except Supervisory Org and Company (which are handled else where on Data Source Filter) The IOP filters out Supervisory Org and Company and passes only Accounting Worktags as parameters to the Query. IMPORTANT: If, the IOP does not return any results, then we return a Dummy Derived Effort Certification. Since the rest of query filter is applied on top of the results returned by this CRF, it is necessary that it returns some results else the query filter will be applied on the whole dataset and would return incorrect results.
EFFORT	Effort	Public Reporting	Returns True if the specified

CERTIFICATION HAS COSTED CHANGES	Certification	Items	Effort Certification has any costed changes; returns False otherwise.
EFFORT CERTIFICATION LINE	Effort Certification	Reports: Manager (Effort Certification)	Returns the Effort Certification Line for the Effort Certified. A Effort Certified Line include the effort certified percentage for the period.
EFFORT CERTIFICATION MATCHES REASON CODE	Effort Certification	Reports: Manager (Effort Certification)	Returns true if the effort certification matches the effort certification reason code or codes parameter
EFFORT CERTIFICATION PERCENT ESTIMATED	Effort Certification Line	Public Reporting Items	Returns the Certified Percent for this Effort Certification Line
EFFORT CERTIFICATION QUESTION RESPONSE	Effort Certification	Reports: Manager (Effort Certification)	Returns Question Responses for an Effort Certification
EFFORT CERTIFICATION STATUS	Effort Certification	Public Reporting Items	Returns the Effort Certification Status
EFFORT CERTIFICATION TYPE	Effort Certification	Public Reporting Items	Returns the Effort Certification Type for this Effort Certification
EFFORT CERTIFICATION TYPE FOR RDS FILTER	Effort Certification Type	Public Reporting Items	Returns the Effort Certification Type
EFFORT CERTIFICATION WAS MODIFIED	Effort Certification	Public Reporting Items	Returns True if the Effort Certification was modified during the Effort Certification business process
EFFORT ORIGINAL AMOUNT	Effort Certification Line	Public Reporting Items	Returns the Original Amount for this Effort Certification Line
EFFORT ORIGINAL PERCENT	Effort Certification Line	Public Reporting Items	Returns the Original Percent for the Effort Certification Line

END DATE	Award Task	Public Reporting Items	The end date for the Award Task.
EVALUATION DATE +TG	Risk Evaluation+TG	Public Reporting Items	The date on which the risk evaluation took place.
EVENTS FOR AWARD CONTRACT	Award Abstract	Public Reporting Items	Returns award correction and amendment events for an award contract.
FACILITIES AND ADMINISTRATION AMOUNT FROM AWARD	Facilities and Admin Costable	Public Reporting Items	Returns the amount calculated from the award for a Facilities and Administration transaction in the Company currency. The calculated amount gets the effective rate for the effective award line for the effective award version where the effective date is the transaction's budget date. The effective rate is then multiplied by the spend paid amount.
FACILITIES AND ADMINISTRATION AMOUNT FROM AWARD (UNPAID)	Facilities and Admin Costable	Public Reporting Items	Returns the amount calculated from the award for a Facilities and Administration transaction. The calculated amount gets the effective rate for the effective award line for the effective award version where the effective date is the transaction's budget date. The effective rate is then multiplied by the spend line unpaid amount.
FACILITIES AND ADMINISTRATION AMOUNT POSTED	Facilities and Admin Costable	Public Reporting Items	Returns the sum of the Facilities and Administration posted amounts in company currency for the F&A transaction lines that are not cancelled.
FACILITIES AND ADMINISTRATION ELIGIBLE	Facilities and Admin Costable	Public Reporting Items	Returns if the spend line transaction is eligible for Award Cost Processing. This is determined by checking the spend category, grant, and date on the spend line.

FACILITIES AND ADMINISTRATION EXCEPTION	Award Proposal Line	Public Reporting Items	The facilities and administration rate exception associated to the award proposal line.
FACILITIES AND ADMINISTRATION IS WAIVED	Award Abstract	Public Reporting Items	A Boolean indicating whether or not the Award has at least one Award line that is configured for waiving Facilities and Administration costs.
FACILITIES AND ADMINISTRATION PERCENTAGE FROM AWARD	Facilities and Admin Costable	Public Reporting Items	Returns the Facilities and Administration Percentage Rate that is from the effective award line where the budget date is the effective date. The rate is determined by the derived object class for the spend line. The rate is obtained in the following order a) Rate Override from Facilities and Administration Exception Detail matching Object Class b) Primary Rate Override from Facilities and Administration Exception if Use Primary Rate = True (and no matching Object Class) c) Rate from Cost Rate Type if above is false or No Exception defined on Award Contract Line
FACILITIES AND ADMINISTRATION PERCENTAGE POSTED	Facilities and Admin Costable	Public Reporting Items	Returns the Facilities and Administration Percentage Posted that is calculated from the Facilities and Administration Amount Posted divided by the paid amount in Company Currency of the Spend Line.
FACILITIES AND ADMINISTRATION POSTED AMOUNT DOES NOT MATCH FACILITIES AND ADMINISTRATION	Facilities and Admin Costable	Public Reporting Items	Returns 'Yes' if the Facilities and Administration Posted Amount is Not Equal to the Facilities and Administration Award Amount for the spend line.

AWARD AMOUNT			
FACILITIES AND ADMINISTRATION RATE	Object Class Rate Grouping (Derived)	Public Reporting Items	The Facilities and Administration Rate for the Object Class for the Award Line
FEDERAL AWARD ID NUMBER	Award Abstract	Public Reporting Items	The Federal Award ID Number (FAIN) for the Award
FLOW THROUGH SPONSOR FOR AWARD PROPOSAL	Award Proposal	Manage: Grant Proposals	Returns the flow through sponsor for the award proposal.
FLOW-THROUGH SPONSOR	Award Abstract	Public Reporting Items	The flow-through sponsor for the award.
FROM DATE	Award Proposal Line	Public Reporting Items	The start date of the award proposal line.
GRANT	Award Historical Cumulative Line	Public Reporting Items	Returns the Grant associated to the Award Historical Cumulative Line, effective as of the current date.
GRANT BY ID	Grant	Manager Reports: Grants Process: Grants Set Up: Basic Grant Worktag Set Up: Grants	Identifies the Grant by ID only and allows you to drill into the details and access related actions.
GRANT BY NAME	Grant	Manager Reports: Grants Process: Grants Set Up: Basic Grant Worktag Set Up: Grants	Identifies the Grant by Name only and allows you to drill into the details and access related actions.
GRANT HIERARCHY BY ID	Grant Hierarchy	Public Reporting Items	Identifies the Grant Hierarchy by ID only and allows you to drill into the details and access related actions.
GRANT	Grant Hierarchy	Public Reporting	Identifies the Grant Hierarchy

HIERARCHY BY NAME		Items	by Name only and allows you to drill into the details and access related actions.
GRANT HIERARCHY NAME	Grant Hierarchy	Public Reporting Items	The name for the Grant Hierarchy.
GRANT HIERARCHY OBJECT	Grant Hierarchy	Manager Reports: Grants Process: Grants Set Up: Grants	Identifies the grant hierarchy and allows you to drill into the details and access related actions.
GRANT HIERARCHY SUBORDINATES	Grant Hierarchy	Manager Reports: Grants Process: Grants Set Up: Grants	Identifies the immediately subordinate nodes for the Grant Hierarchy node.
GRANT HIERARCHY SUPERIOR	Grant Hierarchy	Manager Reports: Grants Process: Grants Set Up: Grants	Identifies the immediately superior node for the Grant Hierarchy node.
GRANT HIERARCHY TOP NODE	Grant Hierarchy	Manager Reports: Grants Process: Grants Set Up: Grants	Identifies the top node under which the Grant Hierarchy falls.
GRANT NAME	Grant	Public Reporting Items	The name of the grant.
GRANT OBJECT	Grant	Manager Reports: Grants Process: Grants Set Up: Basic Grant Worktag Set Up: Grants	Identifies the Grant and allows you to drill into the details and access related actions.
HAS COMMENTS	Effort Certification	Reports: Manager (Effort	Returns true if the effort certification contains

		Certification)	comments which are accessible by the ~worker~.
INACTIVE	Grant	Public Reporting Items	Indicates whether the grant is inactive.
INACTIVE	Grant Hierarchy	Public Reporting Items	Indicates whether the Grant Hierarchy is inactive.
INCLUDE GRANT HIERARCHY ID IN NAME	Grant Hierarchy	Public Reporting Items	Indicates whether to display the ID in the Grant Hierarchy name.
INCLUDE GRANT ID IN NAME	Grant	Public Reporting Items	Indicates whether to display the grant ID in the grant name.
INCLUDED CHILDREN	Sponsor	Public Reporting Items	Children of the Sponsor
INCLUDED GRANTS	Grant Hierarchy	Manager Reports: Grants Process: Grants Set Up: Grants	Returns the Grants included by the Grant Hierarchy node.
INCLUDED IN GRANT HIERARCHIES	Grant	Manager Reports: Grants Process: Grants Set Up: Grants	The Grant Hierarchy nodes that include or 'roll-up' this Grant.
INCLUDED IN GRANT HIERARCHIES - TOP NODE	Grant	Manager Reports: Grants Process: Grants Set Up: Grants	Identifies the top node for all the Grant Hierarchies to which the Grant has been assigned.
INSTITUTIONAL ID	Award Abstract	Public Reporting Items	The institutional identifier of the Award.
INSTITUTIONAL ID	Award Proposal	Manage: Grant Proposals	The institutional ID for the award proposal.
INSTITUTIONAL ID	Award Task	Public Reporting Items	The Institutional ID of the Award
INVOICED AMOUNT AT	Letter of Credit Draw Down	Public Reporting Items	The invoiced amount at draw time returned in the currency

DRAW TIME	Line		of the referencing Letter of Credit.
INVOICES SETTLED FOR DRAW	Letter of Credit Draw Down Line	Process: Billing	The customer invoices settled for the draw.
IS EFFORT CERTIFICATION CHANGE MULTI-COMPANY +TG	Effort Certification	Reports: Manager (Effort Certification)	Returns True if the specified Effort Certification has Multi Company Costed changes; returns False otherwise.
IS GRANT HIERARCHY TOP NODE	Grant Hierarchy	Public Reporting Items	Indicates whether the Grant Hierarchy is a top node.
IS PRIMARY	Award Proposal Line	Public Reporting Items	Returns true if the award proposal line is primary, false otherwise. Only one award proposal line within an award proposal may be marked as primary.
IS SUB AWARD	Award Abstract	Public Reporting Items	Returns true if the award is a sub award.
KEY PERSONNEL	Award Proposal Personnel	Manage: Grant Proposals	Returns true if the personnel has been marked as a key personnel, false otherwise.
LATEST APPROVED AWARD LINES	Grant	Manager Reports: Grants Process: Grants	Returns all award lines for lastest approved version where the grant has been assigned. Note that this could be a lines for a future dated version.
LETTER OF CREDIT	Award Abstract	Public Reporting Items	The Letter of Credit for the Award.
LETTER OF CREDIT	Letter of Credit Draw Down Line	Public Reporting Items	The Letter of Credit of the Letter of Credit Draw Down Line.
LETTER OF CREDIT CURRENCY	Letter of Credit Draw Down Line	Public Reporting Items	The Letter of Credit Currency of the Letter of Credit Draw Down Line.
LETTER OF CREDIT DOCUMENT ID	Award Abstract	Public Reporting Items	The Letter of Credit Document ID associated with the Award.
LETTER OF	Letter of Credit	Public Reporting	The currency for the letter of

CREDIT DRAW DOWN CURRENCY	Draw Down	Items	credit draw down.
LETTER OF CREDIT DRAW DOWN DATE	Letter of Credit Draw Down	Public Reporting Items	The date of the letter of credit draw down.
LETTER OF CREDIT DRAW DOWN FOR LETTER OF CREDIT DRAW DOWN LINE	Letter of Credit Draw Down Line	Manager Reports: Grants Process: Grants	The letter of credit draw down for the letter of credit draw down line.
LETTER OF CREDIT DRAW DOWN LINE OBJECT	Letter of Credit Draw Down Line	Manager Reports: Grants Process: Grants	Identifies the Letter of Credit Draw Down Line and allows you to drill into the details and access related actions.
LETTER OF CREDIT DRAW DOWN LINES	Cost Reimbursable Spend Line	Public Reporting Items	The Letter of Credit Draw Down Lines for the Cost Reimbursable Transaction Line.
LETTER OF CREDIT DRAW DOWN OBJECT	Letter of Credit Draw Down	Manager Reports: Grants Process: Grants	Identifies the letter of credit draw down and allows you to drill into the details and access related actions.
LETTER OF CREDIT DRAW DOWN PAYMENT	Letter of Credit Draw Down	Manager Reports: Grants Process: Grants	The payment for the letter of credit draw down.
LETTER OF CREDIT DRAW DOWN STATUS	Letter of Credit Draw Down	Public Reporting Items	Returns either Draft, In Progress, Approved (Awaiting Draw), Approved (Paid) or Complete.
LETTER OF CREDIT NAME	Letter Of Credit	Public Reporting Items	The name of the Letter of Credit.
LETTER OF CREDIT OBJECT	Letter Of Credit	Public Reporting Items	Identifies the Letter of Credit and allows you to drill into the details and access related actions.
LOCATIONS +TG	Subaward Abstract+TG	Public Reporting Items	Contains locations for a subaward.
MAXIMUM AMOUNT	Letter Of Credit	Public Reporting Items	The Maximum Amount of the Letter of Credit returned in the currency of the Letter of

			Credit.
MONTHS	Award Personnel Line	Public Reporting Items	The number of months of committed effort for a given person in a given period on the award personnel line.
MONTHS	Award Proposal Personnel Line	Manage: Grant Proposals	The number of months defined for the award personnel line. Base salary is pro-rated based on this value over 12 months.
MY AWARDS FOR AWARD TASKS	Award Task	Public Reporting Items	Returns awards within security parameters for user for award tasks.
MY SELECTED AWARDS FOR AWARD TASKS RDS	Award Task	Public Reporting Items	Returns selected awards within security parameters for user for award tasks.
NSF CODE	Award Abstract	Public Reporting Items	NSF Code for Award.
OBJECT CLASS	Award Historical Cumulative Line	Public Reporting Items	Returns the Object Class associated to the Award Historical Cumulative Line.
OBJECT CLASS	Object Class Rate Grouping (Derived)	Public Reporting Items	Object Class on the Award Line
OBJECT CLASS (DERIVED FOR SPEND LINE)	Award Payable Abstract	Public Reporting Items	Derives the Object Class for Award Spend Line.
OBJECT CLASS (DERIVED)	Cost Reimbursable Spend Line	Public Reporting Items	Derives the Object Class for Award Revenue Recognition Line using Object Class Set parameter. Uses the Object Class Set parameter to perform a 'look up' of the Object Class for the Award Revenue Recognition Line based on the worktags on the Award Revenue Recognition Line and the Spend Category or Pay Component for the spend transaction for which the line was produced.

OBJECT CLASS SET	Award Proposal Line	Public Reporting Items	The list of object class values associated to the award proposal based on the rate agreement.
ORIGINAL AWARD	Award Proposal Line	Public Reporting Items	Returns the earliest version of the Award created from the Award Proposal for this line.
ORIGINAL AWARD PROPOSAL	Award Abstract	Manage: Grant Proposals Manager Reports: Grants	The award proposal of the award.
ORIGINAL SPONSOR	Award Proposal Line	Public Reporting Items	Returns the Sponsor from the earliest version of the Award created from the Award Proposal for this line.
PAID AMOUNT AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The paid amount at draw time returned in the currency of the referencing Letter of Credit.
PAID DIRECT CHARGE IN COMPANY CURRENCY	Facilities and Admin Costable	Public Reporting Items	Returns the paid amount for a spend line for those transactions can be settled in the Company currency. For transactions that cannot be settled, returns the line amount.
PARENT	Sponsor	Public Reporting Items	Parent of Sponsor
PAST DUE	Effort Certification	Reports: Manager (Effort Certification)	Returns a Boolean value of 'True' if the Effort Certification is past due as of today's date, 'False' otherwise.
PAST DUE	Effort Certification Event	Public Reporting Items	Returns True if the event is In Progress and Past Due
PAST DUE AS OF	Effort Certification	Reports: Manager (Effort Certification)	Returns a Boolean value of 'True' if the Effort Certification is past due as of the provided date, 'False' otherwise.
PAY COMPONENT GROUP	Approve Effort Certification	Public Reporting Items	Pay Component Group for worklet parameter mapping.

	Task		
PAY COMPONENT GROUP	Review Effort Certification Task	Public Reporting Items	Pay Component Group for worklet parameter mapping.
PAYMENT TYPE	Letter Of Credit	Public Reporting Items	The Payment Type of the Letter of Credit.
PENDING DRAW AMOUNT AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The pending draw amount at draw time returned in the currency of the referencing Letter of Credit.
PERIOD	Effort Certification Line	Public Reporting Items	Returns the Payroll Period for the Effort Certification Line
PERIODS	Effort Certification	Reports: Manager (Effort Certification)	Periods for Effort Certification
PERSON	Award Personnel Line	Public Reporting Items	The ~worker~ associated to the award personnel line.
PERSON	Award Proposal Personnel Line	Manage: Grant Proposals	The ~worker~ associated to the award proposal personnel line.
PROPOSAL ID	Award Abstract	Public Reporting Items	The proposal ID for the award.
PROPOSAL LINE NOTES	Award Proposal Line	Public Reporting Items	The notes for the award proposal line.
PROPOSAL NOTES	Award Proposal	Manage: Grant Proposals	The notes for the award proposal.
PROPOSAL SCHEDULE	Award Proposal	Manage: Grant Proposals	The award schedule for the award proposal.
PROPOSAL TOTAL	Award Proposal	Manage: Grant Proposals	The sum of the sponsor total and the cost share total for the award proposal. The proposal total is returned in the currency of the company for the award proposal.
PROPOSAL VERSION	Award Abstract	Public Reporting Items	The proposal version of the award.
PROPOSED AWARD TYPE	Award Proposal	Manage: Grant Proposals	The award type for the award proposal.

PURPOSE CODE	Award Abstract	Public Reporting Items	Contains the award purpose codes for the award.
RATE AGREEMENT	Award Proposal Line	Public Reporting Items	The defined facilities and administration rate agreement specified for the award proposal line.
RELATED AWARD	Award Abstract	Manager Reports: Grants Process: Grants	The related award of the award.
RELATED PROPOSALS	Award Abstract	Manage: Grant Proposals Manager Reports: Grants	Returns all related proposals for an award.
RELATED PROPOSALS	Award Proposal	Manage: Grant Proposals	Contains the award proposals that have been designated as being related to this award proposal.
REMAINING DRAW AMOUNT AT DRAW TIME	Letter of Credit Draw Down Line	Public Reporting Items	The remaining amount to draw at draw time returned in the currency of the referencing Letter of Credit. This amount is calculated by subtracting paid amount and pending amount from the authorized amount.
REMIT-FROM SPONSOR	Sponsor	Public Reporting Items	This is the optional "Remit-From" Sponsor which is the Sponsor that pays the Reporting Sponsor.
RESPONSIBILITY	Award Personnel Line	Public Reporting Items	The responsibility on the award of the person associated with the award personnel line.
RESPONSIBILITY	Award Proposal Personnel	Manage: Grant Proposals	The responsibility associated to the award proposal personnel.
RESPONSIBILITY	Award Proposal Personnel Line	Manage: Grant Proposals	The responsibility on the award of the person associated with the award proposal personnel line.
REVENUE	Award Revenue	Public Reporting	Returns the amount of

RECOGNIZED	Recognizable	Items	Revenue Recognized for the line that has not been cancelled. This is determined by the adding the revenue of the spend line with the revenue of the Facilities and Administration of the spend line.
RISK EVALUATION ATTACHMENTS +TG	Risk Evaluation+TG	Public Reporting Items	Contains the attachments for the risk evaluation.
RISK EVALUATION COMMENTS +TG	Risk Evaluation+TG	Public Reporting Items	The comments for the risk evaluation.
RISK EVALUATION ID +TG	Risk Evaluation+TG	Public Reporting Items	Returns the ID for the risk evaluation.
RISK EVALUATION WEB ADDRESS +TG	Risk Evaluation+TG	Public Reporting Items	The web address associated with the risk evaluation.
RISK LEVEL +TG	Risk Evaluation+TG	Public Reporting Items	The level of risk assessed during a risk evaluation.
RISK PERIOD END DATE +TG	Risk Evaluation+TG	Public Reporting Items	The end date of the risk evaluation period.
RISK PERIOD START DATE +TG	Risk Evaluation+TG	Public Reporting Items	The start date of the risk evaluation period.
ROLE	Award Task	Public Reporting Items	The Role responsible for completing the Award Task.
ROLES FOR AWARD TASKS RDS FILTER	Award Task	Public Reporting Items	Returns the Roles on the award tasks.
SCHEDULE YEAR	Award Proposal Personnel Line	Manage: Grant Proposals	The award schedule year for the award personnel line.
SIGNED DATE	Award Proposal Line	Public Reporting Items	Returns the Contract Signed Date from the earliest version of the Award created from the Award Proposal for this line.
SPECIAL CONDITION	Award Abstract	Public Reporting Items	Contains the special conditions associated with the award. This

			field allows you to drill into the details of the special condition and access related actions.
SPECIAL CONDITION	Award Proposal	Public Reporting Items	Contains the special conditions associated with the award proposal. This field allows you to drill into the details of the special condition and access related actions.
SPECIAL CONDITION COMMENT	Special Condition	Public Reporting Items	The comment on the special condition.
SPECIAL CONDITION TYPE	Special Condition	Public Reporting Items	The type associated with the special condition.
SPECIAL CONDITION TYPES	Award Abstract	Public Reporting Items	Contains the types of the special conditions associated with the award.
SPECIAL CONDITION TYPES	Award Proposal	Public Reporting Items	Contains the types of the special conditions associated with the award proposal.
SPEND CATEGORY OR PAY COMPONENT	Cost Reimbursable Spend Line	Public Reporting Items	Returns the Spend Category or Pay Component for a Cost Reimbursable Transaction Line.
SPONSOR	Award Task	Public Reporting Items	The Sponsor for the Award the Award Task is associated with.
SPONSOR	Letter Of Credit	Public Reporting Items	The Sponsor of the Letter of Credit.
SPONSOR AWARD REFERENCE NUMBER	Award Abstract	Public Reporting Items	The sponsor award reference number of the award.
SPONSOR BILLING STATUS	Cost Reimbursable Spend Line	Public Reporting Items	Returns a status that indicates a cost reimbursable spend line's current step in the billing process.
SPONSOR DIRECT COST	Award Proposal	Public Reporting Items	The sponsor direct cost amount for the award proposal in the currency of the award.
SPONSOR DIRECT COST AMOUNT	Award Abstract	Public Reporting Items	The sponsor direct cost amount for the award in the currency of the award.

SPONSOR FACILITIES AND ADMINISTRATION	Award Proposal	Public Reporting Items	The sponsor facilities and administration amount for the award proposal in the currency of the award.
SPONSOR FACILITIES AND ADMINISTRATION AMOUNT	Award Abstract	Public Reporting Items	The sponsor facilities and administration amount for the award in the currency of the award.
SPONSOR FOR AWARD PROPOSAL	Award Proposal	Manage: Grant Proposals	The sponsor for the award proposal.
SPONSOR ID	Sponsor	Public Reporting Items	This field returns the unique Sponsor ID.
SPONSOR NAME	Sponsor	Public Reporting Items	The name of Sponsor
SPONSOR OBJECT	Sponsor	Public Reporting Items	Identifies the sponsor and allows you to drill into the details and access related actions.
SPONSOR TAX ID	Sponsor	Reports: Sponsor	The tax ID for the sponsor.
SPONSOR TOTAL	Award Proposal	Manage: Grant Proposals	The total amount of the award proposal that is the responsibility of the sponsor. The sponsor total is returned in the currency of the company for the award proposal.
SPONSOR TOTAL AMOUNT	Award Abstract	Public Reporting Items	The sponsor total amount for the award in the currency of the award.
SPONSOR TYPE	Sponsor	Public Reporting Items	Sponsor Type of Sponsor
START DATE	Award Task	Public Reporting Items	The start date for the Award Task.
STATUS	Award Task	Public Reporting Items	The current status of the Award Task.
STATUSES FOR AWARD TASK RDS FILTER	Award Task	Public Reporting Items	Returns the list of statuses for Award Tasks
SUBAWARD	Subaward	Manager Reports: Grants	Contains contacts for a

CONTACTS +TG	Abstract+TG	Set Up: Subaward+TG	subaward.
SUBAWARD FOR SUBAWARDS FILTERS +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Subaward for Subawards Filters.
SUBAWARD RISK ASSESSMENTS +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Contains risk assessments for a subaward.
SUBCONTRACTED TO	Award Proposal Line	Public Reporting Items	The supplier that this award proposal line has been sub-contracted to. The work associated with the award proposal line will be the responsibility of the identified supplier.
SUBJECT TO FFATA +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Returns whether the Subaward is subject to the Federal Funding Accountability and Transparency Act.
SUB-PROPOSAL	Award Proposal	Manage: Grant Proposals	Returns true if the award proposal is a sub-proposal of another award proposal, otherwise false. The "super" award proposal may not exist in the system.
SUBRECIPIENT FOR SUBAWARD +TG	Subaward Abstract+TG	Manager Reports: Grants Set Up: Subaward+TG	Returns the subrecipient associated with a subaward.
TASK TYPE	Award Task	Public Reporting Items	The type of task to be completed.
TASK TYPE GROUP	Award Task	Public Reporting Items	The group (category) for this type of Award Task.
TASK TYPE GROUPS FOR	Award Task	Public Reporting	A list of groups (categories) for

AWARD TASK RDS FILTER		Items	this type of Award Task.
TASK TYPES FOR AWARD TASK RDS FILTER	Award Task	Public Reporting Items	A list of the types of tasks to be completed.
TO DATE	Award Proposal Line	Public Reporting Items	The end date of the award proposal line.
TOTAL LETTER OF CREDIT DRAW AMOUNT	Letter of Credit Draw Down	Public Reporting Items	The total draw amount for the Letter of Credit returned in the currency of the Letter of Credit.
UNPAID DIRECT CHARGE IN COMPANY CURRENCY	Facilities and Admin Costable	Public Reporting Items	Returns the unpaid amount for a spend line for those transactions can be settled. For transactions that cannot be settled, returns the line amount.
UNPAID INVOICE AMOUNT	Award Abstract	Public Reporting Items	The total unpaid invoice amount for an award returned in the award currency. Returns 0 for historical awards.
VERSION NUMBER	Award Abstract	Public Reporting Items	The version number.
VERSION STATUS	Award Abstract	Public Reporting Items	The version status of the award.
WAIVE RATE	Object Class Rate Grouping (Derived)	Public Reporting Items	The Waive Rate for the Object Class for the Award Line.
WAIVES FACILITIES AND ADMINISTRATION	Object Class Rate Grouping (Derived)	Public Reporting Items	Returns true if the Award Line waives Facilities and Administration for the Object Class

APPENDIX 5: FIXED AMOUNT AWARD REVENUE RECOGNITION AND BILLING

OVERVIEW

This appendix provides a general overview of how Workday treats revenue recognition and billing for a Fixed Amount award. If you recall, the chapters covering revenue recognition, billing, and collection were focused on Cost Reimbursable awards. This appendix should help you understand the differences between managing the financials of these two types of awards.

OBJECTIVES

By the end of this appendix, you able to:

- Create a Revenue Recognition Schedule for a Fixed Amount Award.
- Create Revenue Recognition Accounting for a Revenue Recognition Installment.
- Maintain Date Milestone Types.
- Create Date Milestones.
- Create a Fixed Amount Award Billing Schedule.
- Create a Sponsor Invoice Off Billing Installments.

FIXED AMOUNT AWARD REVENUE RECOGNITION

As a reminder:

Workday Grants Management gives you the ability to easily recognize revenue for your cost reimbursable and fixed amount award line types.

Workday provides revenue recognition for award lines, which automatically calculates revenue equal to allowable billable expenses, and any calculated facilities and administration charges.

Such expenses must occur between the start and end dates of the award line tied to a specific grant. However, if a sponsor approves expenses, which will occur prior to the start of the award, revenue recognition for these expenses also occurs.

Award revenue is only recognized against the sponsor's portion of the expense. Award revenue is not recognized against any expense covered by cost sharing.

All expense generating operational transactions against the Actuals ledger are available for revenue recognition including: expenses, facilities and administration costs, supplier invoices, payroll earnings, and fringe benefit expenses.

Workday also allows you to create a revenue recognition schedule for a fixed amount award. This tool allows you to schedule revenue recognition independent of billing. You can define schedules only for fixed amount award lines that have the Deferred Revenue checkbox selected. You can also tie revenue recognition to date milestones.

FIXED AMOUNT REVENUE RECOGNITION

Workday offers you two ways to configure revenue recognition for a fixed amount award.

The first is the traditional method of recognizing revenue when an invoice is sent to the sponsor, at which point you book revenue and book an accounts receivable. In this case, do not select Deferred Revenue when creating the award line.

The second method employs deferred revenue and recognizes revenue based on a revenue recognition schedule. In this case, select Deferred Revenue when creating the award line.

Workday provides you with the ability to recognize revenue and perform billing as separate activities. Your billing installments generate deferred revenue. Revenue recognition is then scheduled in installments, which are independent of the billing installments and are subject to successful completion of milestones.

If your award is based on installment payments, you receive award payments on a schedule or when you meet set milestones. Workday offers you a robust and flexible installment generation tool to manage this. You can pre-determine the installment payment amounts for your award, and revenue is recognized when the payment is billed to your sponsor. This

method of revenue recognition is based on installment billing, or as milestones are accomplished, and is common for deliverable-based awards.

After generating deferred revenue, you must run the Create Revenue Recognition Accounting for Revenue Recognition Installment task to back out the deferred revenue and book the revenue.

APPENDIX ACTIVITY 5.1 – CREATE REVENUE REC. SCHEDULE FOR FIXED AMOUNT AWARD

Business Case: Create or update a revenue recognition schedule for a fixed amount award. This allows you to schedule revenue recognition independent of billing.

You can define schedules only for fixed amount award lines that have the Deferred Revenue checkbox selected. If necessary, you can tie revenue recognition to date milestones

Sign in as Matthew Fong (mfong)

CREATE REVENUE RECOGNITION SCHEDULE FOR FIXED AMOUNT AWARD

1. Locate and run the **Create Revenue Recognition Schedule for Award** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Sponsor	Miraloma Foundation
Award	AWD-119 Applied Conservation

3. Click **OK**.

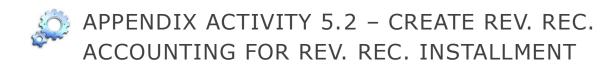4. In the Revenue Recognition Information section, enter the following information:

Budget Period	Annual Committed Effort
Schedule Type	Primary

5. In the Generate Installment Information section, enter the following information:

Field Name	Entry Value
Revenue Recognition Method	Spread Even
From Date	01/31/2013
To Date	12/31/2014

6. Click the **checkbox** in the Add column to select the AWD-119 Grants (Line 1) fixed amount award line.

7. Click **Save and Continue**.

8. Click **Define Installment Amounts**.

9. Enter *$320,000* in the Regular field.

10. Click **Save as Defined Installment Schedule**.

11. Click **Generate Installments**.

12. Click **OK.**

13. Review, and click **Submit**.

14. Review, and click **OK**.

15. Review the Details and Process information.

16. Click **Done**.

APPENDIX ACTIVITY 5.2 – CREATE REV. REC. ACCOUNTING FOR REV. REC. INSTALLMENT

> Business Case: Create revenue recognition accounting for the revenue recognition installment task to recognize scheduled revenue and generate the corresponding accounting.

⬤ Sign in as Matthew Fong (mfong)

CREATE REVENUE RECOGNITION ACCOUNTING FOR REVENUE RECOGNITION INSTALLMENT

1. Locate and run the **Create Revenue Recognition Accounting** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Customer	Miraloma Foundation
Accounting Date On or Before	12/31/2014

This task takes advantage of existing Workday revenue recognition functionality. Notice the Miraloma Foundation, which is the award sponsor, is identified here as the Customer.

3. Click **OK**.

4. Select all revenue recognition installments.

5. Click **OK**.

6. Confirm the revenue recognition accounting information, and click **OK**.

FIXED AMOUNT AWARD BILLING

You can perform your billing manually, or schedule your award billing to run automatically. Any pre-payments can be selectively applied against any of the award lines you decide to bill.

An easy way to do this is to create a billing schedule for an installment billing with fixed amount and prepaid award lines. When you enter your installment criteria, Workday generates the installment billing schedule for you. If you create an installment billing schedule, Workday follows the defined schedule when you create the installment invoices. You can also generate installment billing invoices independently.

For fixed amount award lines, you have the option to recognize revenue independent of billing by creating a revenue recognition schedule. If needed, you can tie a billing schedule or a revenue recognition schedule to milestone dates, which must be met before proceeding with billing and revenue recognition.

Fixed amount award billing and collection consists of the following steps:

- Create or update an award billing schedule
- Generate billing invoices
    - Create Sponsor Invoices for Billing Installments
    - Create a Customer Invoice
- Apply prepayments by establishing and consuming prepaid award lines
- Record and apply payments
- Record letter of credit draw down, if applicable

Billing fixed amount award lines uses common functionality and tasks with Workday Customer Contracts. You can create invoices for these award lines using the following tasks:

- Create Customer Invoices for Billing Installments – use to bill off the billing schedule
- Create Customer Invoice - use to bill without a billing schedule (common for prepaid)

Billing uses information from customer contracts to create a customer billing schedule based on the billing installments established in the terms of the agreement. On the appropriate date, each installment creates a customer invoice to be routed for management approval.

MILESTONES

Milestones provide you with additional control for when a schedule or specific installment can be processed. You can assign an unlimited number of milestones to schedules and installments. Workday will not allow an installment to be processed if the installment or schedule has any pending milestones.

Workday supports the following types of milestones:

- Customer Dates - You configure standard date milestones, then use those milestones as the basis for creating customer date milestones.
- Project Tasks - Project tasks marked as milestones in the project are selectable. A common use case is for billing to occur when a project deliverable is completed.
- Billing schedule 1st Invoice - Indicates billing has started. A common use case is for billing to signal that revenue recognition can start.

BILLING SCHEDULES AND INSTALLMENTS

You can link award lines spanning multiple awards for the same company and sponsors to the same billing schedule. You can define schedule types that let you classify your schedules to facilitate searches, approvals, and reporting. Each billing schedule has a billing frequency, billing method, start date, and either an end date or number of installments. Workday creates installments based on the scheduled start and end dates, which can be different than the award line start and end dates. You can also define what invoice date to assign; this can be different from the installment start date. Workday creates installments based on the scheduled start and end dates, which can be different from the award line start and end dates.

Workday supports the following billing methods for each fixed amount award billing schedule. You have the flexibility to change the billing method throughout the life of the schedule:

- Defined Installment - Each award line has a regular installment amount. The first and last installment can be different to support proration.
- Spread Even - The award line amount is spread over a set number of installments.
- Custom - You can use this method to create a schedule from scratch or update a schedule that was created using a different method.

A billing schedule includes one or more installments. Each billing installment will ultimately create a customer invoice, and each installment line will become an invoice line. One award line is associated with each installment line and many of the installment line attributes are derived from that award line. Once installments are generated, you can manually update individual installments. If you use a custom schedule, you can edit all installments at once. Workday assigns an Out of Balance status if any award lines in a non-custom schedule are not exactly scheduled in installments, or if any award lines are scheduled to be over-billed in a custom schedule. Once the billing schedule is approved, its billing installments will be available to create customer invoices.

CREATE CUSTOMER INVOICES FROM BILLING INSTALLMENTS

In the Create Customer Invoices from Billing Installments task, you can enter criteria to select billing installments that are available to invoice. You then indicate if those invoices should be automatically submitted for approval. You can run this process in real time or as a scheduled process. Billing installments with pending milestones are ignored. Once a customer invoice is created from a billing installment, you can drill back to the billing installment from the invoice. You can configure your customer invoice business process to

treat invoices created from billing installments differently than manually entered invoices. You can make limited changes to the customer invoice and add additional lines. Any changes to invoice line amounts will be reflected in the billing installment. You can also manually create invoices that reference award lines if you have invoice adjustments. The award line-billed amount reflects all approved invoices.

APPENDIX ACTIVITY 5.3 – MAINTAIN DATE MILESTONE TYPES

Business Case: Create date milestone types, which you will use to define award milestones.

➡ **Sign in as Matthew Fong (mfong)**

MAINTAIN DATE MILESTONE TYPES

1. Locate and run the **Maintain Date Milestone Types** task.

2. Add six rows.

3. Enter the following information:

Milestone Type Name	*Milestone Type Description*
Equipment Ordered	Equipment Ordered
Field Office Region 1 Setup Complete	Field Office Region 1 Setup Complete
Field Office Region 2 Setup Complete	Field Office Region 2 Setup Complete
Field Research Complete	Field Research Complete
Draft Report	Draft Report
Final Report Delivered & Accepted	Final Report Delivered & Accepted

4. Click **OK** and then **Done**.

APPENDIX ACTIVITY 5.4 – CREATE DATE MILESTONES

Business Case: Create date milestones for an award. These will drive your Fixed Amount award revenue recognition and billing cycles.

➲ **Sign in as Matthew Fong (mfong)**

CREATE DATE MILESTONES

1. Locate and run the **Create Date Milestone** task.

2. Enter the following information:

Field Name	*Entry Value*
Customer	Miraloma Foundation
Milestone Type	Field Research Complete
Estimated Completion Date	12/31/2013

As noted earlier in a previous task, this task takes advantage of existing Workday milestone functionality. Notice the Miraloma Foundation, which is the award sponsor, is identified here as Customer.

3. Click **OK** and then **Done**.

CREATE A SECOND DATE MILESTONE

1. Locate and run the **Create Date Milestone** task.

2. Enter the following information:

Field Name	*Entry Value*
Customer	Miraloma Foundation
Milestone Type	Draft Report
Estimated Completion Date	06/30/2014

3. Click **OK** and then **Done**.

CREATE A THIRD DATE MILESTONE

1. Locate and run the **Create Date Milestone** task.

2. Enter the following information:

Field Name	*Entry Value*
Customer	Miraloma Foundation
Milestone Type	Final Report Delivered & Accepted
Estimated Completion Date	12/31/2014

3. Click **OK** and then **Done**.

APPENDIX ACTIVITY 5.5 – CREATE FIXED AMOUNT AWARD BILLING SCHEDULE

Business Case: Create a billing schedule for a fixed amount award. You can define schedules for a bill-to sponsor for cost reimbursable (transaction) or fixed amount (installment) award billing.

⮕ **Sign in as Matthew Fong (mfong)**

CREATE FIXED AMOUNT AWARD BILLING SCHEDULE

1. Locate and run the **Create Billing Schedule for Award** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Bill to Sponsor	Miraloma Foundation
Award	AWD-119
Billing Type	Installment (defaults in)

Reminder: For Cost Reimbursable awards, select **Transaction** as the Billing Type. For Fixed Amount or Prepaid awards, select **Installment** as the Billing Type.

3. Click **OK**.

4. Select **Primary** in the Schedule Type field.

5. In the Generate Installment Information section, enter the following information:

Field Name	Entry Value
Billing Method	Spread Even
Billing Frequency	Monthly
From Date	01/31/2013
To Date	12/31/2014

6. Select **Use To Date** in the Invoice Date Options area.

7. Select the **checkbox** in the Add column of the Add Lines section to select the fixed amount award line for which you are creating a billing schedule.

8. Click **Save and Continue**.

9. Click **Define Installment Amounts**.

10. Enter *$320,000* in the Regular field.

11. Click **Save as Defined Installment Schedule**.

12. Click **Generate Installments**.

13. Click **OK**.

14. Click **Submit.**

15. Click **OK**.

16. Open the Details and Process section, and review the billings schedule information.

17. Click **Done**.

APPENDIX ACTIVITY 5.6 – CREATE A SPONSOR INVOICE OFF BILLING INSTALLMENTS

> Business Case: Create invoices for billing installment lines to award sponsors when using an installment billing schedule.

➡ **Sign in as Matthew Fong (mfong)**

CREATE A SPONSOR INVOICE OFF BILLING INSTALLMENTS

1. Locate and run the **Create Customer Invoices for Billing Installments** task.

2. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Customer	Miraloma Foundation
Invoice Date On or Before	12/31/2014

Note: This is another Workday task that is shared with customer invoicing. For Sponsor billing, do not enter data in the following Customer-specific fields: Billable Projects, Contract Type, or Customer Contract. If you enter a value in one or more of these fields, no sponsor installment billing lines are returned.

3. Click **OK**.

4. Mark the **Select All** checkbox.

5. Review the billing installment invoice information, and click **OK**.

6. Confirm the invoice information, and click **OK**.

7. Locate and run the **Find Customer Invoices for Company** report.

8. Enter the following information:

Field Name	Entry Value
Company	Alma Mater University (USA)
Customers	Miraloma Foundation

Invoice Date On or Before	12/31/2014

9. Click **OK**.

10. Locate an invoice for one of the billing installments of $320,000. Use its **Related Actions**, and select **Accounting** > **View Accounting**.

11. Review the accounting details for that Miraloma Foundation customer invoice.