Workday Research and Grants Basic Terms

This guide contains the definitions of terms that frequently used in regards to the Research and Grants workstream in Workday.

Terms	
Award	A dimension in Workday that provides key post award attributes of the Grant/Contract from the sponsor. Does not include gifts.
Award Line	Links the Grant to the Award and specifies the costing (e.g. F&A rate and base) and reimbursable methods to be utilized. One or more award lines may be defined for an award, but one must be the primary award line.
Grant Worktag	Driver worktag assigned to each award line used to capture costs and record revenue for an award line; additional grant worktags can be created for the purpose of cost share, subawards, program income, and partitioning of an award for other purposes as required.
Cost Center	Worktag that provides a structure for departmental financial reporting. May represent financial department in legacy environment.
Object Class	Budget category for awards. Cost categories (salaries, supplies, etc.) that support budget and expenditure reporting. Object class mapping identifies detailed spending categories associated with each object class. Used to for calculating F&A costs.
Accounting Adjustment	Accounting Adjustments are used to reassign an actual expense by changing the associated worktags.
Accounting Journal	Accounting Journals are created for manual adjustments that are not available via Workday operational transactions with an accounting adjustment. This includes corrections involving split of original transaction.
Payroll Costing Allocation	Costing allocations tell Workday how a worker's position will be funded. Formerly known as Earnings Distribution Changes, or EDCs.
Payroll Accounting Adjustment	A Payroll Accounting Adjustment is the process in Workday that allows users to correct payroll journal entries after payroll close. Formerly known as Retroactive Distribution Changes, or RDCs.

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Revenue Category	Classifies types of revenue collected in relation to the award type. Revenue types commonly used for awards are Federal Revenue, Non-Federal Revenue, and VA IPA Revenue.
Spend Category	This is what the user will select when making a purchase. It is a granular level of expense that rolls up to a Workday ledger account. For Awards, spend categories are mapped to object classes to properly categorize transactions according to sponsor requirements and calculate F&A.
Award Amendment	Used to apply changes to an award. All modifications submitted via COEUS or PEER are ultimately processed as Amendments in Workday. When you amend an award, Workday retains the original award for tracking purposes and creates a new award version for the amended award. The amendment history is available in Workday.
Award Correction	Used sparingly to apply minor changes to an award, such as spelling errors. Not to be used for changes involving dates or amounts. Like award amendments, award corrections will primarily originate from changes made in the respective pre-award system. New award versions are not created with award corrections.