

Research Workday Town Hall Agenda

October 17th, 2024



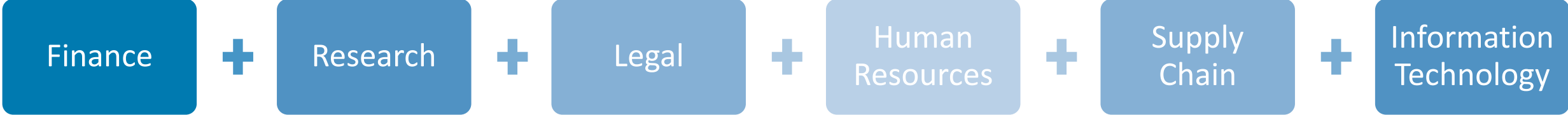
- Welcome
- Contract Dashboard & PEER update
- Labor View by Sup Org Role
- Obligations Refresher
- Q&A

Business Process Optimization Project Contract Dashboard & Peer Update



New **Workgroup** to address research administration concerns driven by Workday changes and associated activities

Project Sponsors:
Chief Financial Officer - Cecelia Moore and
Chief Scientific & Strategy Officer - Jennifer Pietenpol



Three Major Areas of Focus

- **Introduction to the Effort Certification Process in Workday**



- **New Tools to Assist PIs and New Hires in the Research Community**



- **New Contract Dashboard**



Three Major Areas of Focus: Contract Dashboard









In partnership with Enterprise Analytics a **dashboard** was been created to provide **additional transparency** into a contract's processing **status**:

- Offers visibility into status, process steps, and durations for the **full cycle of contracts**
- **Combines information** from multiple teams across several systems into a single tool
- **Starts with high level workflow phases** for contracts across PEER and IT and **will expand over time** with more detailed data and tracking

Phase 1 dashboard is in **pilot phase** with designated users:

- Includes **views for PEER** sourced contracts managed by Office of Contracts Management (OCM) and Supply Chain Management (SCM), and **IT request** processed by Health IT and VUMC IT
- Pending feedback, revised dashboard will be **available to additional users** across VUMC

New Contracts BPO Dashboard: in Pilot Phase

	Type	Name
<input type="checkbox"/>	☆	 Overview
<input type="checkbox"/>	☆	 PEER Contract Phase Tracker
<input type="checkbox"/>	☆	 PEER Operational Summary
<input type="checkbox"/>	☆	 PEER Contract Details
<input type="checkbox"/>	☆	 IT Request Phase Tracker
<input type="checkbox"/>	☆	 IT Operational Summary
<input type="checkbox"/>	☆	 IT Request Details
<input type="checkbox"/>	☆	 IT JIRA Detailed Description



Phase 1 Dashboard: Similar Views for PEER and IT Workflows

PEER Sourced Data

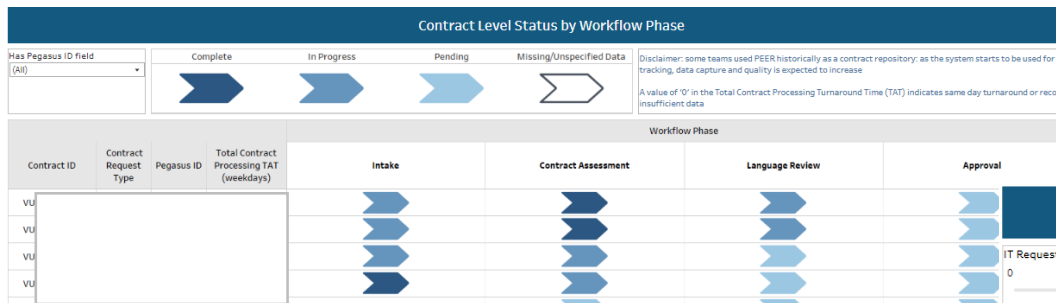
PEER is the system used by OCM and SCM to track contracts

IT (JIRA) Sourced Data

JIRA is the current system used by VUMC IT and Health IT to process contract related requests

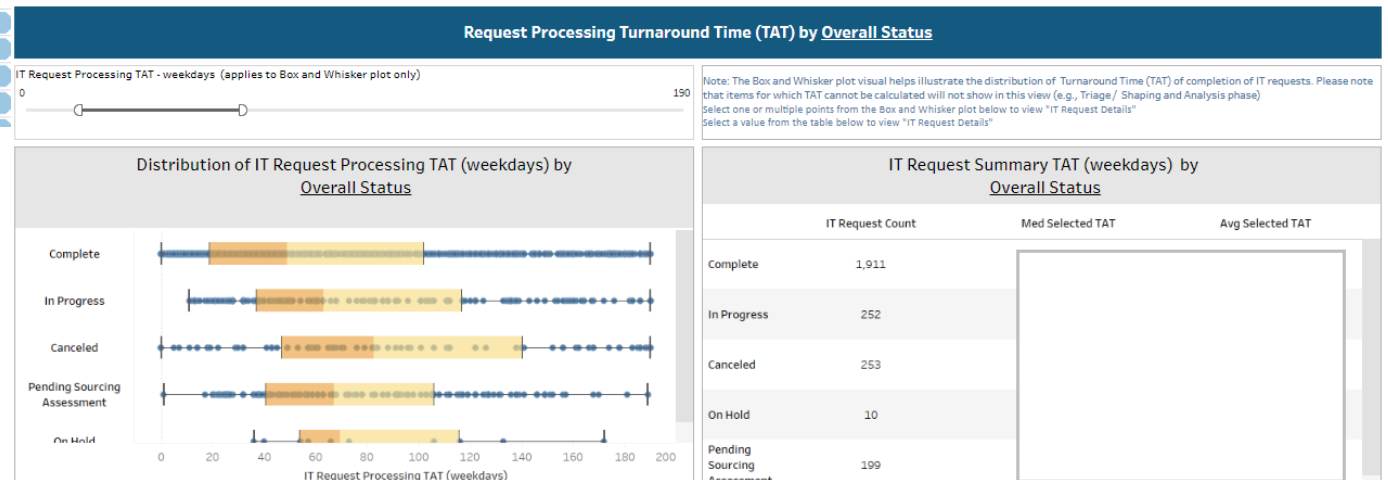
- **Similar views included for both processes:** Workflow Phase Tracker, Summary Turnaround (Duration), Item Level Detail

Example: Phase Tracker



Example: Operational Summary (Turnaround)

- **Additional functionality:**
 - Users will have restricted, role-based access
 - Can navigate from dashboard to PEER via link
 - Can access detailed comments from IT for each request



Contracts BPO Upcoming Work

- Provide additional insight into specific processes managed via **other systems and workflows**. Examples: Vanderbilt Enterprise Cybersecurity (VEC) processing, workflows for teams utilizing Mini-PEER, Workday set-up for ready to be executed contracts
- Update metrics and details reported with **IT workflow re-design**. Includes potential new systems, more IT to PEER integration, detailed sub-phases, etc.,
- Expand from the currently reported high level **PEER** phases to more **detailed sub-steps**. Example: Language Review could expand to show sub-steps, such as Risk Assessment, Office of Legal Affairs Review, etc.,
 - PEER system enhancements will be introduced throughout the project
 - Today we will introduce one of the enhancements related to this work



PEER Enhancements – Message Inbox

Current State

- 1,500 emails/week
- We all get a LOT of email already
 - Email is not a workflow tool

Future State

- All messages in a personal "Inbox" in PEER
- All messages across PEER centralized in one place
- All messages on a single matter (e.g. contract) inside that record
- Outlook emails notify you of new PEER message

PEER Enhancements – Message Inbox

Three types of messages

- Notifications (Something happened)
- Action (you need to do something)
- Communication (to/from another user)

My Inbox



PEER Home Screen

Refresh Messages Search Messages Search Show: Inbox Messages Filter By Type: All Show Un-Read Only: Off

- COMMUNICATION: # 83622:replying to last msg
From: Chris Renner 8 days ago
test
- COMMUNICATION: # 83622:Replying!
From: Chris Renner 8 days ago
This is a reply to the other message.....
- COMMUNICATION: # 83622:Another test message
From: Chris Renner 8 days ago
Hello there! Test message right now....
- COMMUNICATION: Hi Chris
From: Chris Renner 14 days ago
Test stimulus controller
- COMMUNICATION: test
From: Chris Renner 14 days ago
test
- NOTIFICATION: TEST PEER - Budget Estimate Update Requested for Contract VUMC83622
From: Chris Renner 6 months ago
This message is from a test server. You ca...

Select a message on the left to view.

Notification

-  **NOTIFICATION: New comment on Award Ticket P121028/J Jeffrey Carr** 
From: Chris Renner *Less than a minute ago*
A new comment has been added. View details...
-  **COMMUNICATION: # 83622:replying to last msg** 
From: Chris Renner *8 days ago*
test
-  **COMMUNICATION: # 83622:Replying!** *8 days ago*
From: Chris Renner
This is a reply to the other message.....
-  **COMMUNICATION: # 83622:Another test message** 
From: Chris Renner *9 days ago*
Hello there! Test message right now....
-  **COMMUNICATION: Hi Chris** 
From: Chris Renner *14 days ago*
Test stimulus controller
-  **COMMUNICATION: test** 
From: Chris Renner *14 days ago*
test
-  **NOTIFICATION: TEST PEER - Budget Estimate Update Requested for Contract VUMC83622** 
From: Chris Renner *6 months ago*
This message is from a test server. You ca...

This message will be auto-archived 2 months from now.

New comment on Award Ticket P121028/J Jeffrey Carr


















 Archive  Unsubscribe

From: Chris Renner on 2024-10-09 12:08 PM
To: Chris Renner

A new comment has been added. View details for more information

 [View Details](#)

Action

<p> ACTION: Proposal PI Assurance Certification  <i>From: Chris Renner</i> <i>Less than a minute ago</i> <i>Dear Chris Renner, You have been included...</i></p>	<p>Proposal PI Assurance Certification <i>From: Chris Renner on 2024-10-09 12:10 PM</i> <i>To: Chris Renner</i></p>
<p> NOTIFICATION: New comment on Award Ticket P121028/J Jeffrey Carr  <i>From: Chris Renner</i> <i>1 minute ago</i> <i>A new comment has been added. View details...</i></p>	<p>Dear Chris Renner,</p> <p>You have been included as a PI for the Susan G. Komen Breast Cancer Foundation grant application entitled: Triple Negative Breast Cancer: Subtypes, Molecular Targets, and Therapeutic Approaches and Principal Investigator Jennifer Pietenpol (Coeus Proposal # M0051621).</p> <p>Please click the "View Details" button below to complete your PI Assurance. The process is very easy and should only take 2-3 minutes.</p>
<p> COMMUNICATION: # 83622:replying to last msg  <i>From: Chris Renner</i> <i>8 days ago</i> <i>test</i></p>	<p> Complete this Action Now</p>
<p> COMMUNICATION: # 83622:Replying!  <i>From: Chris Renner</i> <i>8 days ago</i> <i>This is a reply to the other message.....</i></p>	
<p> COMMUNICATION: # 83622:Another test message  <i>From: Chris Renner</i> <i>9 days ago</i> <i>Hello there! Test message right now....</i></p>	
<p> COMMUNICATION: Hi Chris  <i>From: Chris Renner</i> <i>14 days ago</i> <i>Test stimulus controller</i></p>	
<p> COMMUNICATION: test  <i>From: Chris Renner</i> <i>14 days ago</i> <i>test</i></p>	
<p> NOTIFICATION: TEST PEER - Budget Estimate Update Requested for Contract VUMC83622  <i>From: Chris Renner</i> <i>6 months ago</i> <i>This message is from a test server. You ca...</i></p>	

Communication

NOTIFICATION: New comment on Award Ticket
P121028/J Jeffrey Carr
From: Chris Renner *Less than a minute ago*
A new comment has been added. [View details...](#)

COMMUNICATION: # 83622:replying to last msg
From: Chris Renner *8 days ago*
test

COMMUNICATION: # 83622:Replying!
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Test stimulus controller

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From: Chris Renner *14 days ago*
test

NOTIFICATION: TEST PEER - Budget Estimate
Update Requested for Contract VUMC83622
From: Chris Renner *6 months ago*
This message is from a test server. You ca...

83622:Replying!
From: Chris Renner on 2024-09-30 02:14 PM
To: Joern-Hendrik Weitkamp, Chris Renner

This is a reply to the other message.....

[View Details](#)

[Reply](#)

Contract-Specific Messages

The screenshot displays a web application interface for contract management. At the top, a navigation bar includes tabs for Home, Admin, Grants, Contracts, Action Requests, Messages (with a red notification badge '2'), and Help. Below this is a secondary menu with options like Contract Management, Edit, Milestones, Log Comment, Ext Logging, Send Mail, Forms & Letters, and Department Actions. A red banner below the menu states: "There are 6 incomplete Task(s) on this record. Please see the Tasks tab for details."

The main content area is titled "Home > VUMC83622 (Review) - test". Below the title is a horizontal tabbed interface with various tabs: General, Ext Parties, Status, Conflicts, Contacts, Dates, Financial, Subjects, Special Review, Workflow, Tracking/PDFs, Documents, Messages (with a red notification badge '2'), Requests, Ext Reviews, HDRAT, Budget Rev, CMS, Reminders, Tasks (with a red notification badge '6'), IPO, and Info. The "Messages" tab is circled in red.

Under the "Messages" tab, the section "Messages for This Contract" is visible. It contains a "Refresh Messages" button and a "New Contract Communication" button, both of which are circled in red. Below these buttons is a list of five messages:

- COMMUNICATION: # 83622:replying to last msg**
From: Chris Renner 8 days ago
test
- COMMUNICATION: # 83622:Replying!**
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This is a reply to the other message.....
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From: Chris Renner 14 days ago
Test stimulus controller
- COMMUNICATION: test**
From: Chris Renner 14 days ago
test

To the right of the message list, the text "Select a message on the left to view." is displayed. At the bottom of the interface, a green status bar indicates "VUMC83622 is open for editing." with "Get Lock" and help icons.

PEER Enhancements – Message Inbox

Benefits

- Reduced reliance on Outlook as workflow tool
- Maintain better documentation/history
- Building block for contract process enhancements
- Continue to send information rich emails in some circumstances, e.g.:
- Approval reminders (you'd get ONE inbox Action, multiple emails)
- Contract expiration notices (ONE Notification or Action, multiple emails)

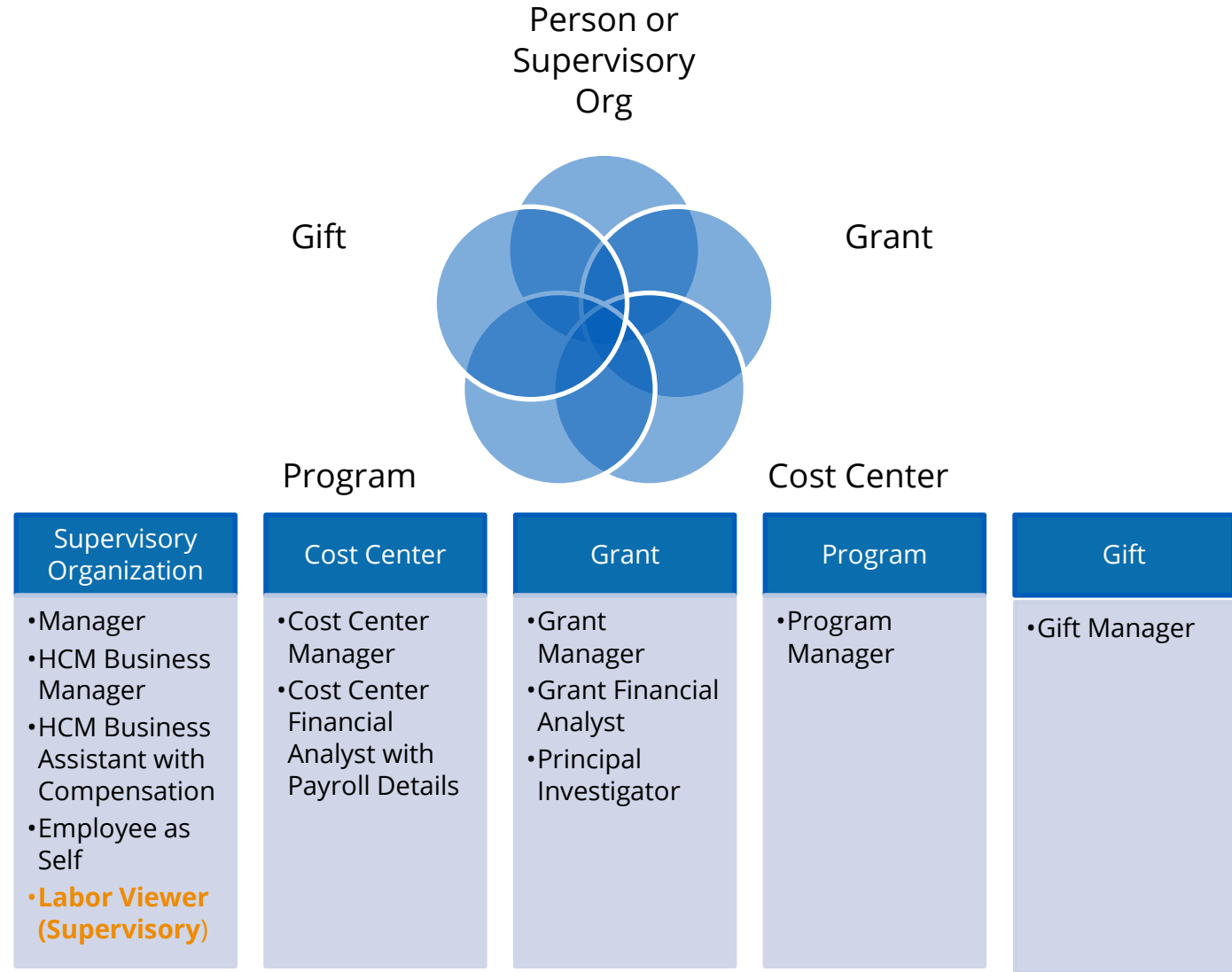
PEER Enhancements – Message Inbox

Rollout in Phases

- Legacy comment notifications, Proposal Certs (this month)
- OCM and Supply Chain (Contracts) (Fall 2024)
- OSP Pre-Award (Grants/Proposals) (Winter 2025)
- OSP Post-Award (Spring 2025)
- Mini-PEER Contracts (Summer 2025 as applicable)

Labor View by Sup Role

Workday Labor Reporting Security



Reporting Available for Labor Viewer (Supervisory)

Effort Reporting

- Effort Trend
- Effort Trend for Principal Investigators
- Salary Effort Trend
- Future Salary Effort Trend

Labor Hours and Dollars

- CR - Center Account Detailed
- CR - Center Account Detailed - Tabular
- CR - Center Account Summary
- CR - Center Account Summary - Salaries and Wages Tabular
- CR - Hours and Dollars Data Extract
- CR - Labor Distribution by Earnings
- CR - Labor Distribution by Earnings Detailed
- CR - Labor Distribution by Hours
- CR - Labor Distribution by Hours Detailed

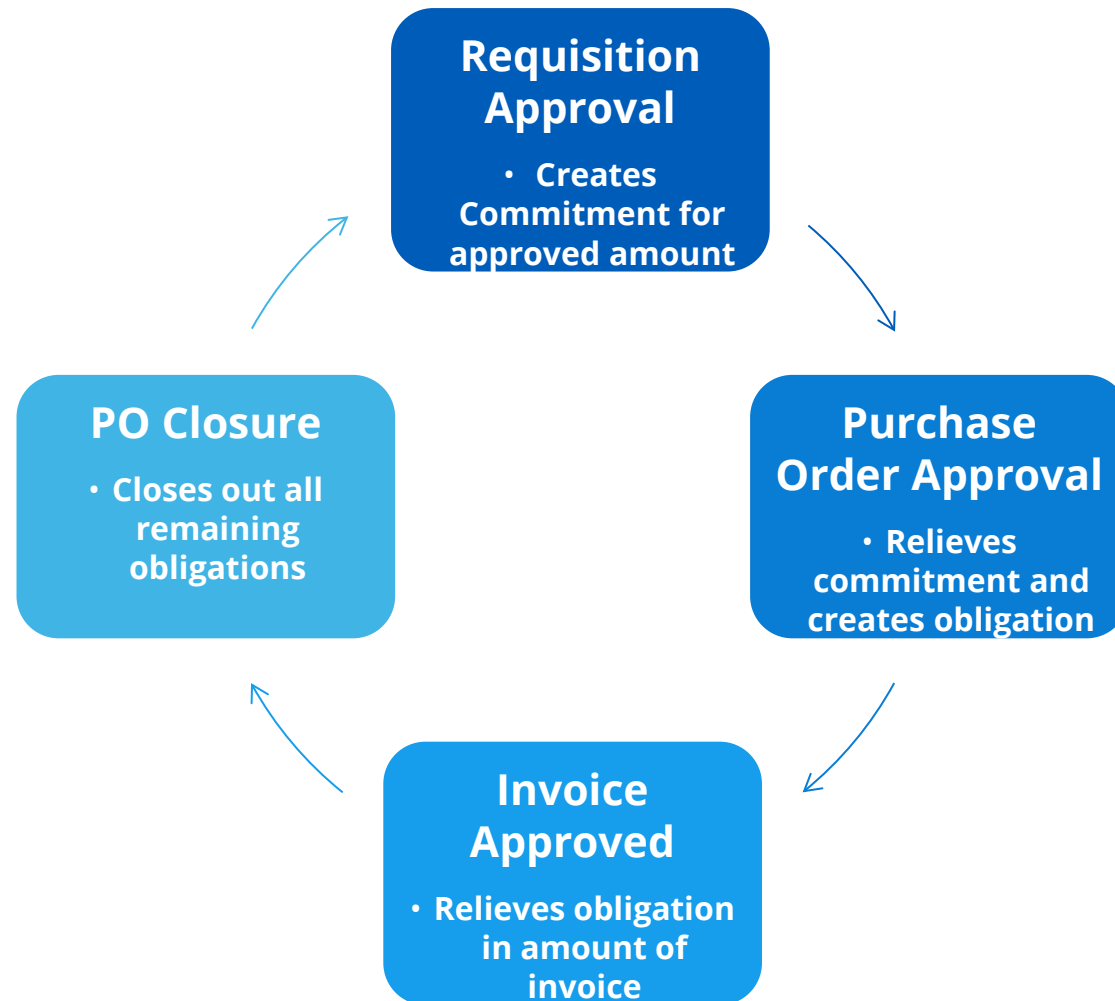
Obligations Refresher

Supply Chain Commitments and Obligations

Life Cycle of a Supply Chain Obligation

Within accounting, an obligation is a commitment to pay a third party based on a business contract, for example Purchase Orders. Workday provides options to create Obligations and Commitments in the General Ledger based on supply chain or payroll data.

VUMC Supply Chain configured commitments and obligations on Requisitions, Purchase Orders, and Supplier Contract type of Subaward Contract.



Finding Encumbrances on a PO

View Purchase Order

Purchase Order [PO100000389129](#)

Status Issued Invoice Status Partial

Summary

Company [Vanderbilt University Medical Center](#)

From a Purchase Order screen, scroll to the bottom and select Balances to see Obligation Amount, Obligation Amount Liquidated, and Obligation Amount Remaining

Service Lines Process History Printing Runs

Balances

Balances 2 items

Line and Line Splits	Obligation Quantity	Obligation Quantity Liquidated	Obligation Quantity Remaining	Obligation Amount	Obligation Amount Liquidated	Obligation Amount Remaining	Currency
PO100000389129 - Line 1	0	0	0	15,648.00	3,912.00	11,736.00	USD
			Total:	15,648.00	3,912.00	11,736.00	

Using Obligation Data in Reporting

Obligation data from Purchase Orders is summarized into the General Ledger for reporting purposes. VUMC uses this data heavily for forecasting purposes within sponsored research and administrative areas. We use the data to calculate a Remaining Balance (Budget - Commitments - Obligations - Actual Expenses = Remaining Balance).

Status Summary by PI for Direct Costs - Workbook Version

Company for Organization Reporting Consolidated Vanderbilt University Medical Center Period FY25 - Oct

Principal Investigator

32 items

Grant	Purpose Code	Principal Investigator	Lead Principal Investigator	Grant From Date	Grant To Date	Project End Date	Budget	Actuals	Remaining Balance	Commitments	Obligations	Remaining Balance After Encumbrances	Percentage Remaining	Months Remaining	Remaining Balance per Month
	Research			02/07/2021	12/31/2024	12/31/2025	\$44,444.00	\$3,225.73	\$41,218.27	0.00	0.00	\$41,218.27	92.74%	2	\$20,609.14
	Research			01/01/2022	12/31/2024	12/31/2024	\$1,546,396.00	\$2,044,782.05	(\$498,386.05)	\$0.00	\$233,181.90	(\$731,567.95)	(47.31%)	2	(\$365,783.98)
	Clinical Trial			07/01/2021	06/30/2025	06/30/2025	\$5,808,140.36	\$4,434,618.00	\$1,373,522.36	\$0.00	\$530,892.10	\$842,630.26	14.51%	8	\$105,328.78

Drilling Into the Balance

Slice and Dice from composite report or get more detail by running the CR Find Purchase Orders by Organization with Balance

Project End Date	Budget	Actuals	Remaining Balance	Commitments	Obligations	
2/31/2025	\$44,444.00	\$3,225.73	\$41,218.27	0.00	0.00	
2/31/2024	\$1,546,396.00	\$2,044,782.05	(\$498,386.05)	\$0.00	\$233,181.90	(S7)

View By

- Initiating Spend Transaction of Facilities And Administration or Award Revenue Operational Journal
- Journal
- Journal Source
- Ledger Account
- Object Class
- Pay Component
- 2/31 Procurement Item (\$2)
- Project
- Spend Category**
- Supplier (\$3)

[View Details](#)
[Export to Excel \(All Columns\)](#)
[Export to PDF](#)

CR Find Purchase Orders by Organization with Balance

[View Report Definition](#) ...

Companies

Organization

Purchase Order Type

Purchase Order

Document Date On or After

Document Date On or Before

Due Date On or After

Due Date On or Before

Status

Requisitions

Requisition types

Requester

Approver

CR Find Purchase Orders by Organization with Balance

Purchase Order Date	Due Date	PO Amount	Currency for Order	Requisition Type	Supplier Contract	Memo	Business Document Internal Memo	Obligation Amount	Obligation Amount Liquidated	Obligation Amount Remaining	Obligation Quantity	Obligation Quantity Liquidated	Obligation Quantity Remaining
01/25/2023		33.50	USD			**		33.50	0.00	33.50	10	0	10
01/25/2023		84.00	USD			**		84.00	0.00	84.00	6	0	6
01/25/2023		16.77	USD			**		16.77	0.00	16.77	1	0	1
01/25/2023		27.54	USD			**		27.54	0.00	27.54	3	0	3
01/30/2023		33.50	USD			**		33.50	0.00	33.50	10	0	10
01/25/2023		84.00	USD			**		84.00	0.00	84.00	6	0	6
01/30/2023		353.07	USD			**		326.27	0.00	326.27	7	0	7

To provide the most accurate forecasting data, you can use this report to monitor Supply Chain obligations and close purchase orders when necessary.

- Reviewing Aging of Purchase Order
- Review Remaining Obligations
 - Goods Line = Quantity
 - Service Line = Amount

To close a Purchase Order, send Closure Request to:

vumcencumbranceremoval@vumc.org

Please Include the *Requisition and Purchase Order Number* with Request

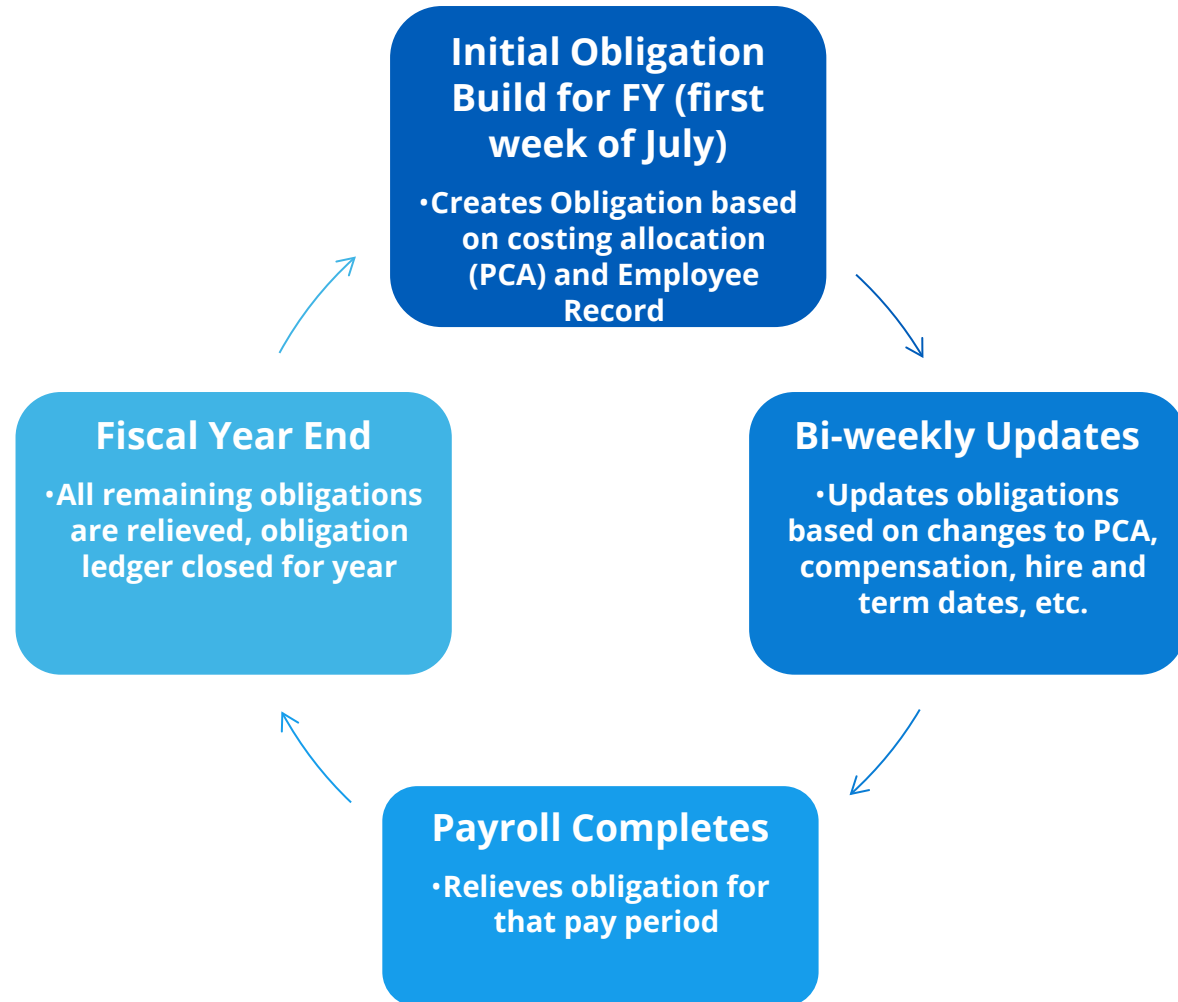
Payroll Obligations

Life Cycle of a Payroll Obligation

For all Finance worktags, payroll obligations are built through the end of the current fiscal year.

On Sponsored Research only (i.e. Grant Worktags), payroll obligations will build out until the Award Line End Date, or the end of 3 future fiscal years, whichever is sooner.

Obligations will update for HCM transactions such as new hires, terminations, payroll costing allocation changes, and compensation changes on a bi-weekly schedule aligned with the bi-weekly payroll cycle. A notification is sent via email from VUMC Workday to notify Grant Managers and Grant Financial Analysts that the process has completed.



GL Period vs Budget date

When Payroll Obligations are created, liquidated, or updated, they post in the current open GL period. All obligation journals are also tagged with a Budget Date, which denotes the period in which the expense is expected to pay.

For best results, reporting on obligations should be run for the current open GL period. Drilling or trending views should be built off the Budget Date field.

4026 items

Operational Transaction	Cost Center	Ledger Account	Ledger Account Type	Fiscal Year Name	Period	Accounting Date	Budget Date	Journal	Line Memo	External Reference ID	Journal Number	Amount	Status	Source	Supplier as Worktag	Purchase Orders
Payroll Obligation - P00041901 Clin/Tran Research Coord III		5000:Staff Salaries: Exempt	Expense	FY24	Jul	07/01/2023	11/30/2023	Q				554.93	Posted	Payroll Obligation		
Payroll Obligation - P00041901 Clin/Tran Research Coord III		5000:Staff Salaries: Exempt	Expense	FY24	Jul	07/01/2023	12/31/2023	Q				554.93	Posted	Payroll Obligation		

The trending view on this report is built on Budget Date

CR Fin - Department Salary Trend for Grant or Award

Company for Organization Reporting: Vanderbilt University Medical Center | Organization: [Redacted]

Period: FY24 - Aug

5 items

Employee	Ledger Account	Grant	Fund	Sep - FY24	Oct - FY24	Nov - FY24	Dec - FY24	Jan - FY24	Feb - FY24	Mar - FY24	Apr - FY24	May - FY24	Jun - FY24	Jul - FY25	Aug - FY25
	5200:Faculty Salaries	GR013661 4043550333 UDK129924-02:EVALUATION OF NOVEL TECHNOLOGIES TO IMPROVE CLI	FD001 General Fund	845	845	845	845	845	845	845	845	845	845	845	845
	5200:Faculty Salaries	GR013661 4043550333 UDK129924-02:EVALUATION OF NOVEL TECHNOLOGIES TO IMPROVE CLI	FD004 Sponsored Program Fund	963	963	963	963	963	963	963	963	963	963	963	963
	5575:Fringe Benefit Expense	GR013661 4043550333 UDK129924-02:EVALUATION OF NOVEL TECHNOLOGIES TO IMPROVE CLI	FD001 General Fund	112	112	112	112	112	112	112	112	112	112	112	112
	5575:Fringe Benefit Expense	GR013661 4043550333 UDK129924-02:EVALUATION OF NOVEL TECHNOLOGIES TO IMPROVE CLI	FD004 Sponsored Program Fund	127	127	127	127	127	127	127	127	127	127	127	127
Total				2,047	2,047	2,047	2,047	2,047	2,047	2,047	2,047	2,047	2,047	2,047	2,047

Drilling Into the Balance

CR Fin – Department Salary Trend for Grant or Award: trends payroll *actuals and obligations* by budget date

CR Fin - Department Salary Trend for Grant or Award

Company for Organization Reporting: Vanderbilt University Medical Center Organization: [Redacted]

Period: FY25 - Oct

35 items

Employee	Ledger Account	Grant	Fund	Apr - FY23	May - FY23	Jun - FY23	Jul - FY24	Aug - FY24	Sep - FY24	Oct - FY24	Nov - FY24	Dec - FY24	Jan - FY24	Feb - FY24	Mar - FY24	Apr - FY24	May - FY24	Jun - FY24	Jul - FY25	Aug - FY25	Sep - FY25	Oct
				Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
	5000:Staff Salaries: Exempt		FD004 Sponsored Program Fund	1,050	0	0	0	0	0	0	0	0	1,089	1,089	1,151	1,151	0	0	0	0	0	0
	5575:Fringe Benefit Expense		FD004 Sponsored Program Fund	302	0	0	0	0	0	0	0	0	314	314	331	331	0	0	0	0	0	0
	5010:Staff Salaries: Non-Exempt		FD004 Sponsored Program Fund	0	0	0	0	0	2,349	3,102	2,929	4,236	2,912	3,237	4,089	860	0	0	0	0	0	0

CR Fin – Grant and Award Obligations: trends payroll *obligations* by budget date

CR Fin - Grant and Award Obligations

Company for Organization Reporting: Vanderbilt University Medical Center Organization: [Redacted]

Period: FY25 - Oct

11 items

Employee	Ledger Account	Grant	Fund	Jul - FY25	Aug - FY25	Sep - FY25	Oct - FY25	Nov - FY25	Dec - FY25	Jan - FY25	Feb - FY25	Mar - FY25	Apr - FY25	May - FY25	Jun - FY25	Total
	5200:Faculty Salaries		FD004 Sponsored Program Fund	0	0	0	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	10,894
	5200:Faculty Salaries		FD004 Sponsored Program Fund	0	0	0	2,421	2,421	2,421	2,421	2,421	2,421	2,421	2,421	2,421	21,789
	5575:Fringe Benefit Expense		FD004 Sponsored Program Fund	0	0	0	171	171	171	171	171	171	171	171	171	1,536
	5575:Fringe Benefit Expense		FD004 Sponsored Program Fund	0	0	0	341	341	341	341	341	341	341	341	341	3,072

A note on Manually Created Obligations

Unfortunately, Workday does not support manually created obligations. In our legacy DMS system, users could create a manual encumbrance for items like animal care, or future conference travel.

The activity that we can obligate systematically within Workday does account for 95.4% of the Direct Costs on sponsored research (based on September FY25) giving us a solid basis for forecasting.

Principal Investigator Landing Page Update

Principal Investigators

Grant Portfolio Detail by Grant Detail for VU Grants

Workers Period FY25 - Oct

Status Summary by PI for Direct Costs - Workbook Version

Award	Grant	Purpose Code	Principal Investigator	Lead Principal Investigator	Grant From Date	Grant To Date	Project End Date	Budget	Ac
		Research			02/07/2021	12/31/2024	12/31/2025	\$44,444.00	\$3,2
		Research			01/01/2022	12/31/2024	12/31/2024	\$1,546,396.00	\$2,044,7
		Clinical Trial			07/01/2021	06/30/2025	06/30/2025	\$5,808,140.36	\$4,434,6
		Research			01/01/2022	12/31/2024	12/31/2024	\$460,000.00	\$47,4

Now includes PPG projects for Lead Principal Investigators!



Questions?

Next Research Town Hall: November 21st