Research Workday Town Hall
August 24th, 2023

Research Workday Town Hall Agenda

August 24, 2023

- Welcome

- Commitment/Obligation Accounting Updates
- Review Process for Submitting Pre-Award Requests
- Reports
- Conversion Update
- New Supplier Requests
- Receiving & Supplier Match Exceptions: Workday Notifications

- Q&A

Commitment/Obligation Accounting Updates

Obligations and Commitments

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

Supply Chain	Payroll
• Approved Purchase requisitions create Commitments • Approved Purchase Orders result in an Obligation • Obligations are relieved as Invoices are paid on Purchase Orders, or by closing the Purchase Orders	• Obligations are built based on information within the job record such as Standard Working Hours, Salary, pay group, hire and termination dates, and payroll costing allocation* • Obligations will build for one fiscal year on cost centers, and up to 3 fiscal years on sponsored research funding • Obligations are relieved by the actual payroll run

*Payroll Costing Allocations would be Earnings Distributions in our legacy environment

Understanding Research Payroll Obligations

On Sponsored Research, 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. Obligations will update the first week of the pay period (i.e. week of 8/14, 8/28)

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.

The trending view on this report is built on Budget Date

Update: Enabling Alternate Costing for Expired Grants

- **What is Alternate Costing for Grants?**

  - When alternate costing for grants is enabled, it is driving payroll costs after award line end dates to employee's default cost center assignment.

- **What changes if we disable Alternate Costing for Grants?**

  - Payroll actuals will continue to post to the grant after the award line end date. (desirable)

  - Payroll obligations logic will break; obligations will continue to build for 3 fiscal years without respect for the end date, overstating obligations and calculation of remaining balances (not desirable)

  - Salary over the cap costs do not get allocated properly to alternate funding source on actuals; w/ alternate costing enabled all cost allocated to expired grants process to the worker's default costing. Without alternate costing enabled, all costs (including over the cap cost) is allocated to the grant. (not desirable)

Because of the impact to payroll obligation calculation & salary over the cap costing, we do not plan to modify the payroll configuration for alternate costing for grants.

Review Process for Submitting Pre-Award Requests

Which Worktags can OSP create or change?

Cost Center	Grants	Gifts	Programs	Projects

• Manage a book of business or portfolio of activity
 	
• Provide a structure for department financial reporting
 	
• House many different types of activity, including grants, gifts, and programs
	• Award IDs and Grant IDs facilitate research-related business processes, such as
	
	  ○ Salary cap calculations
	  ○ External reporting and internal financial / management reporting
	  ○ Facilities and administrative expense calculation
	  ○ Effort reporting
		• Gift IDs facilitate the tracking of gifts received, pledges, and spending on restricted, temporarily restricted, and unrestricted gifts	• Programs are used to track revenue and/or expenses for ongoing business activities and departmental initiatives, such as
			
			Research faculty funds
			  ○ Teaching faculty funds
			  ○ Fellow support
				• Capital projects are assigned a Project ID that allows for the assignment of budgets, funding, and tracking of spending, commitments, and obligations on major projects
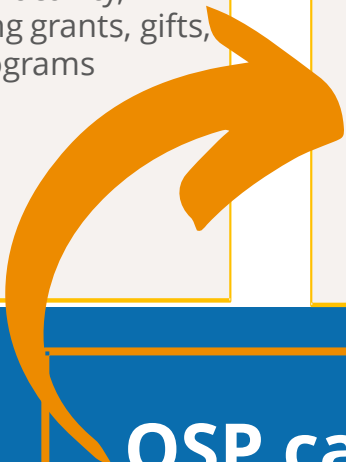
OSP can only create or change 'Grants' Worktags.

Why can't I find a Worktag in Workday?

Workday assigns the PI and CC unit number based on the PI and Lead Unit from the Coeus Proposal Development or PEER request.

If the Worktag isn't setup in the right unit, administrators won't be able to see it.

Correcting the unit assignment for a proposal development requires substantial time, coordination, and approvals. Be sure to verify the correct unit is listed during the proposal process in Coeus!

How can I check the status of a Worktag?
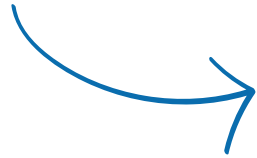
OSP creates or modifies Worktags upon receiving a PEER request or new award documents. Each action is entered into a PEER work queue that is available for department personnel to view .

To view the work queue, click 'OSP Awards Management' from either the tile on the PEER dashboard or the 'Home' dropdown

Can't find a ticket? PEER data is limited by unit. Contact your OSP Award Specialist for help.

How to Request Workday Award & Worktags
Before Receipt of NGA or Fully Executed Contract

Submit an action request in PEER:

For grants: search by the Coeus Institute Proposal (IP) number that identifies the appropriate budget segment/year/supplement.

Note: the Coeus IP number is available in CoeusWeb after successful submission.

For contracts: search by VUMC contract number for an industry contract under negotiation. For contracts already associated with a Coeus record, search by IP

REMINDER

If the project or modification required a separate Coeus record, it will need to be **routed** and **approved** before requesting a Worktag

---

PEER | Home ∨ | Admin ∨ | Grants ∨ | Contracts ∨ | Action Requests ∨ | Notifications | Help ❓ — Chris Renner ⓐ | Log Out ⏻

Action Requests | ☰ View All Requests | ❓ Help

Action Request Menu > **Home** > **Submit an Action Request**

ACTION: Request New/Reallocate Workday Grant Worktag(s)

Instructions: Enter either a Coeus Institute Proposal Number or a contract VUMC number below, then click Import. Complete the remaining parts of the form that appears and then submit.

Coeus Institute Proposal (IP) Number
This can be found on the Proposal Summary screen for submitted proposals in **CoeusWeb**. Use for grants or for contracts that started with a Coeus Proposal Development.

[   ] | ☁ Import info from Coeus | 🔍 Find IP Number from WD Award ID

OCM Contract Number
e.g. VUMC12345. Use only for OCM contracts that did NOT go through Coeus Proposal Development. Submitting this Grant Worktag Request via contract number will trigger overnight creation of the Coeus Institute Proposal.

** OR **

VUMC [   ] | ☁ Import info from Contract

⚠️ **While Coeus or PEER data will complete the majority of the request, the department can edit or provide additional details (i.e., description or attachments)**

MW ‹#›

Q What happens when a Worktag reaches its end date but not the project period end date?

a. Charges can continue for certain periods of time, based on their type:
- Salary direct charges are returned to default department
- Non-salary direct charges (including sub award invoices) can continue for 90 days
- iLab permits scheduling up to 120 days past a Worktag end date

» OSP & Finance are identifying Worktags where the terms and conditions permit **automatic carry-forward. OSP will automatically extends such Worktags when they reach the last month of the budget period.**

This process seeks to reduce both the need for PCAs and the overall administrative burden on departments.

Q When is a Worktag eligible for auto-extend?

a If award/contract terms and conditions permit, generally:
- Additional budget periods are anticipated according to the award documents (not including NCE)
- VUMC is authorized by the award documents to move funds into subsequent budget periods
- VUMC is <u>not</u> required to provide annual financial reporting

While OSP will extend end dates of eligible Worktags - we **will not add new funding amounts until a NOGA or contract amendment is received.** OSP will not proactively extend outgoing subaward lines until a contract modification is received to ensure accurate payment of invoices

Q What happens if a Worktag ends, and the project doesn't allow for auto-carryforward?

a If award/contract terms and conditions require new award lines for each year, OSP will proactively create new award lines for the next budget period.

- Please check the AWD record before requesting new award lines
- If there is a $0 award line that covers the next budget period, it can be used for salary, iLab, and other expenses
  - If there are no new award lines for the next budget period, please submit a PEER ticket to request one

It will take some time for OSP to proactively update eligible projects

Q: Can I extend an award line while waiting for an approved NCE?

a: Yes! Submit a 'Pre-Approved Extension Request' in PEER, along with written documentation from the sponsor. This process maintains the existing grant tag and extends the award line while VUMC waits for the NGA or amendment from the sponsor or agency.

To request a pre-approved extension request:
- **Navigate to the 'Action Requests' dropdown at the top of PEER and select 'Submit Action Request'**
- **Scroll to the 'Workday-Related' section and click 'Pre-Approved Project Extension Request'**

Reports: Effort Report & Additional Report

Pro Forma Effort Certification

- Who: Grants Managers

- What: This task allows a Grant Manager to monitor effort distributions for employees on a federal grant for a specific period of time.

- Why: To proactively review effort distributions prior to the effort certification period to identify changes that may be needed in an individual's planned costing allocation and/or retroactively by payroll accounting adjustment

- When: For individual effort reviews, and at least monthly

- Notes: Follow the guide when running the report, prompts must be followed exactly to return results AND the guide provides in depth explanation of each tab

  Pro Forma Effort Certification Guide

Pro Forma Effort Certification

Pro Forma Effort Certification

Costed Organizations
- × Grant: GR040481 4044810481
- R00202210-05: 21 PILOTS

Worker Organization Assignments

Effort Certification Type *
- × Federally Funded

Population Selection

◉ Use Effort Certification Type's Population

○ ✗ Specify Employees — *report will not run by employee*

Effort Certification Start Date * 04/01/2023

Effort Certification End Date * 06/30/2023

Include Payroll Obligations ☐

OK   Cancel

This is a Workday provided report. To successfully return results, enter a **grant worktag** (GR) in this field.

Highly Suggested Prompts

Background Process — Pro Forma Effort Certification Process ···

Process	Pro Forma Effort Certification Process
Request Name	Pro Forma Effort Certification Process
Status	Initiated
Current Processing Time (hh:mm:ss)	00:00:00
Average Processing Time (hh:mm:ss)	00:00:00

(Refresh) ◀◀

Pro Forma Effort Certification Process | Process Info | Messages (0) | Child Processes (0)

Costed Organizations	Grant: GR040481 4044810481 R00202210-05: 21 PILOTS
Effort Certification Type	Federally Funded
Effort Certification Start Date	04/01/2023
Effort Certification End Date	06/30/2023
Include Payroll Obligations	No
Count of Pro Forma Effort Certifications	0

(Done)

View Background Process — Pro Forma Effort Certification Process ···

Process	Pro Forma Effort Certification Process
Request Name	Pro Forma Effort Certification Process
Status	Completed
Current Processing Time (hh:mm:ss)	00:00:01

Pro Forma Effort Certification Process | Process Info | Messages (0) | Child Processes (0)

Costed Organizations	Grant: GR040481 4044810481 R00202210-05: 21 PILOTS
Effort Certification Type	Federally Funded
Effort Certification Start Date	04/01/2023
Effort Certification End Date	06/30/2023
Include Payroll Obligations	No
Count of Pro Forma Effort Certifications	6

(View Pro Forma Reports) ◀◀

View Pro Forma Effort Certifications

Costed Organizations	Grant: GR040481 4044810481 R00202210-05: 21 PILOTS
Effort Certification Type	Federally Funded
Effort Certification Start Date	04/01/2023
Effort Certification End Date	06/30/2023
Include Payroll Obligations	☐

Population Selection

◉ Use Effort Certification Type's Population

○ Workers

6 items

Worker	Cost Center from Worker Organization Assignments	Pro Forma Effort Certification
Shirley Knott (0054654)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 06/30/2023
Sandy Beech (0092319)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Sandy Beech (0092319) for 04/01/2023 - 06/30/2023
Walter Mellon (0098745)	CC0320 Medicine - Training Division - CD Research Admin	Pro Forma Effort Certification for Walter Mellon (0098745) for 04/01/2023 - 06/30/2023

WalkMe Menu:

OK   **Cancel**

Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30/2023 ⋯

Created On
06/02/2023 01:32:10.184 PM

Summary | **Aggregate** | Details | Positions

8 items

Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	Ledger Type	04/01/2023 - 04/30/2023 (US Monthly) Effort Certification Amount Estimated	04/01/2023 - 04/30/2023 (US Monthly) Effort Certification Percent Estimated	05/01/2023 - 05/31/2023 (US Monthly) Effort Certification Amount Estimated	05/01/2023 - 05/31/2023 (US Monthly) Effort Certification Percent Estimated	06/01/2023 - 06/30/2023 (US Monthly) Effort Certification Amount Estimated	06/01/2023 - 06/30/2023 (US Monthly) Effort Certification Percent Estimated	Total Certified Amount Estimated	Total Certified Percentage Estimated
AWD000214: The impact of hypoxia on Staphylococcus aureus met 05/10/2017 (version 0)	5R01AI132560-05	National Institute of Allergy and Infectious Diseases	GR006526 4046060341 RAI132560-05 THE IMPACT OF HYPOXIA ON STAPHYLOCOCCUS AURE	FD004 Sponsored Program Fund	Actuals	3,005.49	35.00%	3,005.49	35.00%	3,005.50	35.00%	9,016.48	35.00%
AWD004554: The impact of wildfire smoke inhalation on mucus 12/01/2022 (version 0)	5R01AI145992-04	National Institute of Allergy and Infectious Diseases	GR017878 4043333333 OO45301-01:WILDFIRE SMOKE IMPACT ON MUCUS	FD004 Sponsored Program Fund	Actuals	429.36	5.00%	429.36	5.00%	429.36	5.00%	1,288.08	5.00%
AWD009876: Training Example Research Program 02/01/2022 (version 0)	2T32AI095202-12	National Institute of Allergy and Infectious Diseases	GR011987 4041212121 OO45301-01:TRAINING_EXAMPLE_STUDY_1	FD004 Sponsored Program Fund	Actuals	85.87	1.00%	85.87	1.00%	85.86	1.00%	257.60	1.00%
AWD001108: Mechanisms of bone loss during inflammatory bowel 07/01/2020 (version 0)	CCF-709139	Crohn's & Colitis Foundation of America	GR004028 4046066145 709139:MECHANISMS OF BONE LOSS DURING INFLAMMATORY BOWEL DIS	FD004 Sponsored Program Fund	Actuals	858.71	10.00%	858.72	10.00%	858.71	10.00%	2,576.14	10.00%
AWD0091531: Impact of eLearning Training 029/01/2022 (version 0)	R01 AI161022	Washington University	GR012845 4046123457 OO45301-01:DEFINING THE IMPACT OF ELEARNING	FD004 Sponsored Program Fund	Actuals	1,717.42	20.00%	1,717.42	20.00%	1,717.42	20.00%	5,152.26	20.00%
AWD009876: The impact of humor on longevity 12/01/2022 (version 0)	MF-2111-01999	The Miriam and Joel Maisel Foundation	GR00174196 4040099881 OO44444-01:HUMOR AND LONGEVITY	FD004 Sponsored Program Fund	Actuals	686.97	8.00%	686.97	8.00%	2,404.39	28.00%	3,778.33	14.67%
(Blank)			(Blank)		Actuals	1,803.29	21.00%	1,803.29	21.00%	85.88	1.00%	3,692.46	14.33%
Total						8,587.11	100.00%	8,587.12	100.00%	8,587.12	100.00%	25,761.35	100.00%

	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		Total Certified Amount Estimated	Total Certified Percentage Estimated
	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated		
	3,005.49	35.00%	3,005.49	35.00%	3,005.50	35.00%	9,016.48	35.00%
	429.36	5.00%	429.36	5.00%	429.36	5.00%	1,288.08	5.00%
	85.87	1.00%	85.87	1.00%	85.86	1.00%	257.60	1.00%
	858.71	10.00%	858.72	10.00%	858.71	10.00%	2,576.14	10.00%
	1,717.42	20.00%	1,717.42	20.00%	1,717.42	20.00%	5,152.26	20.00%
	686.97	8.00%	686.97	8.00%	2,404.39	28.00%	3,778.33	14.67%
	1,803.29	21.00%	1,803.29	21.00%	85.88	1.00%	3,692.46	14.33%
	8,587.11	100.00%	8,587.12	100.00%	8,587.12	100.00%	25,761.35	100.00%

Pro Forma Effort Certification for Shirley Knott (0054654) for 04/01/2023 - 04/30

Created On
06/02/2023 01:32:10.184 PM

Summary	Aggregate	Details	Positions

Click here to sort

04/01/2023 - 04/30/2023 (US Monthly)

05/01/2023 - 05/31/2023 (US Monthly)

06/01/2023 - 06/30/2023 (US Monthly)

Effort Certification Lines

Period   04/01/2023 - 04/30/2023 (US Monthly)

7 items

Grant	Costing Company	Payroll	Costing	Original Percent	Change Reason	Certified Percent Estimated
GR040481 4044810481 R00202210-05: 21 PILOTS	Vanderbilt University Medical Center	Earning: Regular (Salary) (REGSAL) Employee: Shirley Knott (0054654) Job Profile: 2050 - Assoc Professor Pay Group: Medical Center Monthly Position: P00040044 Assoc Professor Spend Category: SC154 SWB: Regular ⊖ Less (2)	CARTS: CTRNG Research - Non-Federal - Grant Cost Center: CC0220 Medicine CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR040481 4044810481 R00202210-05: 21 PILOTS ⊘ Location: MEDICAL CENTER NORTH (LOC00023) Operating Entity: OEAcad_GG Academic Grants and Gifts ⊖ Less (2)	35.0%		35.0%

Worktags

Status Summary By PI

- Who: Grants Managers and Grants Financial Analyst

- What: This report shows budget, actual spending, commitments, obligations and remaining balances for direct costs only on all Grants and VU Grants by PI.

- Why: To support PI and manage spend on sponsored projects

- When: Monthly or as needed to manage Grants

- Notes: Report does not include Gifts, Endowments or Indirect Costs.

Status Summary By PI

Status Summary by PI ⋯ ⁞ⁱ⁞

Company for Organization Reporting   Consolidated Vanderbilt University Medical Center   **Period**   FY24 - Aug

Principal Investigator   Walter Mellon (0099955)

13 items

Grant	Award	Grant	Principal Investigator	Grant From Date	Grant To Date
GR004031 4043566965 7437-303 REGENERATE:STUDY EVALUATING THE SAFETY AND EFFICACY	AWD002471: A Phase 3, Double-Blind, Randomized, Long-Term, PI 01/01/2016 (version 0)	GR004031 4043566965 7437-303 REGENERATE:STUDY EVALUATING THE SAFETY AND EFFICACY	Walter Mellon (0099955)	01/01/2016	05/05/2024
GR004032 4043567305 747-304:EFFICACY AND SAFETY OF OBETICHOLIC ACID IN SUBJECTS	AWD002602: A Phase 3, Double-Blind, Randomized, Placebo-Contr 04/20/2018 (version 0)	GR004032 4043567305 747-304:EFFICACY AND SAFETY OF OBETICHOLIC ACID IN SUBJECTS	Walter Mellon (0099955)	04/01/2018	04/30/2023
GR004074 4043567485 A 5-YEAR LONGITUDINAL OBSERVATIONAL STUDY OF THE NATURAL HIS	AWD002684: A 5-year Longitudinal Observational Study of the N 11/13/2018 (version 0)	GR004074 4043567485 A 5-YEAR LONGITUDINAL OBSERVATIONAL STUDY OF THE NATURAL HIS			
GR004078 4043557725 A DOUBLE-BLIND, RANDOMIZED, PLACEBO-CONTROLLED STUDY AND OPE	AWD003222: A Double-blind, Randomized, Placebo-Controlled Stu 12/01/2020 (version 0)	GR004078 4043557725 A DOUBLE-BLIND, RANDOMIZED, PLACEBO-CONTROLLED STUDY AND OPE			

Budget	Actuals	Remaining Balance	Commitments	Obligations	Remaining Balance After Encumbrances	Percentage Remaining
$139,721.00	$62,345.10	$77,375.90	0.00	0.00	$77,375.90	55.38%
$255,639.00	$146,928.80	$108,710.20	0.00	0.00	$108,710.20	42.52%
$109,678.00	$281.00	$109,397.00	0.00	0.00	$109,397.00	99.74%
$219,000.00	$10,730.90	$208,269.10	0.00	0.00	$208,269.10	95.10%

Totals are found at the bottom of the report.

| $2,335,501.00 | $318,117.91 | $2,017,383.09 | 0.00 | 0.00 | $2,017,383.09 | 86.38% |

? WalkMe Menu:

Conversion Update

Data Conversion Update

- Approach for conversion review
  - Analyzed grants/contracts identified with conversion errors and determined root cause of variances
  - Reviewed full population for any grant or contract that had the same root cause condition to identify full impact
  - Identified adjustments that are needed to correct historical balances

- Key issues identified
  - Legal split journals
  - Duplication of 6 accounts in a conversion table (e.g., advertising, gain/loss sale equip, professional liability insurance, temp help - non VTS, contract labor, med center expense credit)
  - Incorrect cost center start dates

- Remediation

  Working with Deloitte to confirm best approach for processing corrections. Goal is to complete by next reporting cycle but pending confirmation.

New Supplier Requests

New Supplier Requests

- Supply Chain list on Finance website: https://www.vumc.org/finance/supplier-lists

- Requesting a New Supplier QRG: Request New Supplier

	A	B	C	D	E	F	G	H
	Supplier	**Doing Business As**	**Supplier ID**	**Supplier Category**	**Supplier Group**	**All Addresses**	**Default Phone Number**	**Primary Email Address**
	101 BIO LLC		0000176270	Consulting Services	Suppliers N-Z	PO Box 1016 PO Box 50573	+1 (888) 9686788	info@101Bio.com
	10X GENOMICS INC		0000186304	Lab	Suppliers N-Z	6230 Stoneridge Mall Rd 7068 Koll Center Pkwy		customerservice@10xgenomics.com
	1750 ROCKVILLE PIKE LLC HILTON ROCKVILLE		0000221625	Repairs and Maintenance	Suppliers N-Z	11770 US Hwy 1 Ste 202 1750 Rockville Pike	+1 (301) 4681100	winnie.stubblefield@hilton.com
	1EQ INC	BABYSCRIPTS	0000217150	Education	Suppliers N-Z	1101 30th St NW		accounting@babyscripts.com
	20/20 VENTURES LLC / STRADIS MEDICAL		0001024588	Need Assignment	Diversified Supplier Suppliers N-Z	1005 Alderman Dr Ste #111 6665B Corners Industrial Ct	+1 (770) 9622425	
	21ST MORTGAGE CORPORATION		0000159608	Need Assignment	Suppliers N-Z	620 Market St, Ste 100 PO BOX 148	+1 (865) 2922120	
	230 NORTH LLC	BOBBY HOTEL NASHVILLE	0000197416	Repairs and Maintenance	Suppliers N-Z	230 4th Ave N 240 4th Ave N	+1 (629) 7021655	josh.gannon@bobbyhotel.com
	2303 CRESTMOOR INC		0000207848	Real Estate	Suppliers N-Z	4306 Esteswood Dr	+1 (615) 3100648	ckirkland@the-kirkland-group.com

myworkday

New Supplier Requests

- As the requestor, you will receive a second Workday notification when the supplier is Active and ready to use.

- To follow-up on your request, search for My Supplier Requests in Workday or email vumcdsvendormaintenance@vumc.org

REQUEST			
Process	**Order**	**Step**	**Role**
Supplier Request	a	Supplier Request	Requestor
Supplier Request	b	Review Supplier Request	Manager
Supplier Request	c	Approval by Supplier Contract Specialist or Supplier Contract Specialist Manager	Supplier Contract Specialist

EVENT			
Process	**Order**	**Step**	**Role**
Supplier Event	a	Supplier Event Initiation	
Supplier Event	aa	Review Supplier	Supplier Administrator
Supplier Event	b	Create Workday Account for Supplier Contact BP	Supplier Administrator
Supplier Event	ba	To Do: Assign Supplier Contact to VUMC Supplier Group	SCM Security Partner
Supplier Event	c	Complete Questionnaire	Buyer
Supplier Event	c	Manage Attachments	Supplier Contact as Self
Supplier Settlement Bank Account Change Event	c	Supplier Settlement Bank Account Change Event	Supplier Contact as Self
Supplier Event	c	Complete Questionnaire	Supplier Contact as Self
Supplier Settlement Bank Account Change Event	d	ACH Verification	Settlement Analyst
Supplier Event	e	Complete IRS verification and OIG Check. Attach appropriate documentation to the Supplier record.	Supplier Administrator
Supplier Event	f	Review Supplier	Supplier Administrator
Supplier Event	g	Approval by Accounts Payable Manager or Accounts Payable Operations Lead	Approval by Payable Manager or Accounts Payable Operations Lead
Supplier Event	h	To Do: Edit Remit-To Connections.	Supplier Administrator
Supplier Event	h	To Do: Create subrecipient record for new supplier	Grants
Supplier Event	h	To Do: Create a Corresponding Manufacturer for the New Supplier	Item Master Team

Miscellaneous Payment Report

Find My Organization's Miscellaneous Payment Requests

The Find My Organization's Miscellaneous Payment Requests—VUMC report allows a Cost Center based role (such as Cost Center Financial Analyst or Cost Center Manager) to track the status of miscellaneous payments

- Requests will typically appear between 3-5 days of being submitted (volume dependent).
- Examples of miscellaneous payments include, but are not limited to, payments for study participants, patient refunds, honorariums and guest

Required Report Prompts:
1. **Company**: defaults to Consolidated Vanderbilt University Medical Center and should not be changed.
2. **Organization** : Enter Workday Cost Center in this prompt.

Optional Prompts:
3. Worktags
4. Document Status
5. Payee
6. Payment Status
7. Requester
8. Request Category

New QRG: Create and Find Miscellaneous Payment Request

https://www.vumc.org/myworkday/sites/default/files/public_files/Training/SCM/Create%20and%20Find%20Miscellaneous%20Payee%20Requests.pdf

Receiving and Supplier Match Exceptions: Workday Inbox Notifications

Workday Notifications

- Receiver Notifications state that if the package has been identified to contain temp sensitive materials, the package will be received and delivered the same day by Central Supply Receiving.

- As of August 16, Workday will be sending match exception notifications to the inbox of the requester on the requisition instead of the cost center manager.

- Note the requester is the person indicated in the requester field on the request (not the VUMC Requester role)

  - This change applies only to those supplier invoices which were processed on or after August 16.

  - For invoices processed before August 16th, notifications will go to the Cost Center manager

myworkday