

Research Workday Town Hall

September 14, 2023

Research Workday Town Hall Agenda

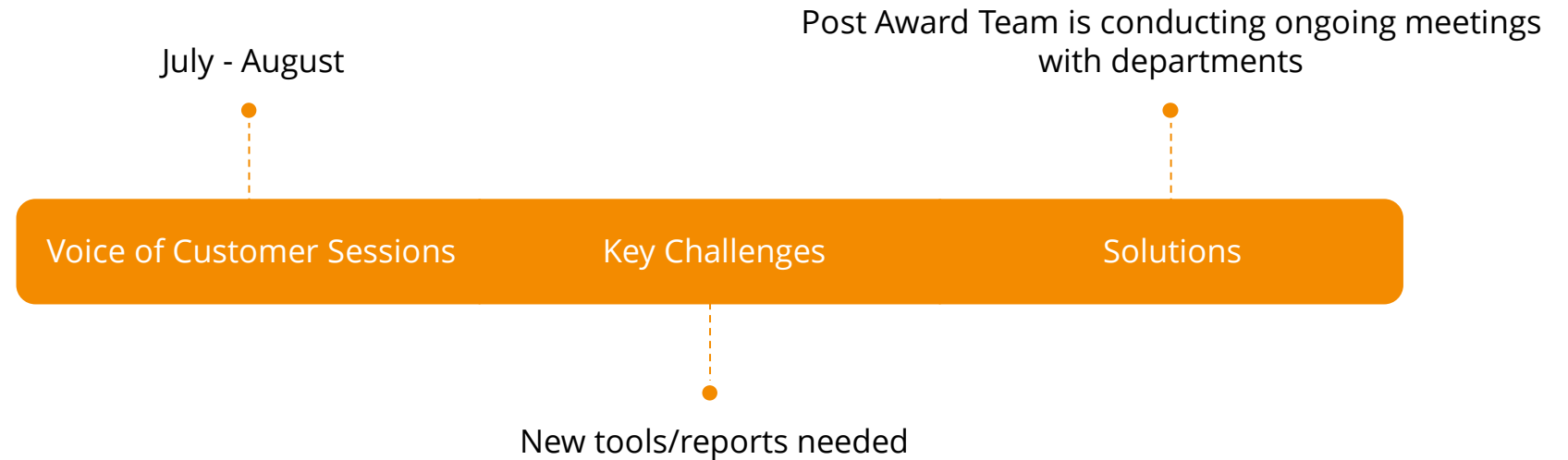
September 14, 2023



- Welcome
- Financial Reporting Close-Out Updates
- Subaward Changes to Support Obligations
- Report Update
- Supply Chain Update
- Conversion Update
- Q&A

Financial Reporting Close-Out Updates

Financial Reporting Close-Out Updates



Financial Reporting Close-Out Updates

- Key challenges:
 - Departments unsure how to identify financial closeouts due in Workday
 - Departments unsure which reports to run to review transactions
 - Departments questioned the actual amount to report to the sponsor due to inaccurate conversion data for some award life-to-date balances
 - Process to complete financial closeout was not clear from instructions within the Award Closeout Task assigned
 - Organizational default cost center for expired grants in Workday required many Payroll Accounting Adjustments (PAAs)
 - Approach to award end dates submitted from Coeus to Workday needed evaluating
 - Award Closeout Task not completed by **award task due date** may put us at risk of financial reporting being late to sponsors

Financial Reporting Close-Out Updates

- Remediation
 - Finance conducted 38 individual or group sessions guiding Departments through the closeout process in Workday - using actual awards due to sponsor
 - Finance changed post award team operating model to assign a Sponsored Program Manager to each Organizational Cost Center Grant Manager
 - Partnership between Departments and Finance is invaluable to a successful closeout with the sponsor
 - Finance continues to attend recurring Department/Division meetings to answer questions related to understanding the award closeout process and due dates, as well as gain perspective on reporting needs, training needs, security roles, journal processing, etc.
 - Finance continues to modify or add reports in Workday based upon feedback from customers
 - Conversion data life-to-date balance production corrections are planned for completion soon
 - Approach to award end dates from Coeus to Workday was revised (presented at Research Town Hall on 8/24/23)
 - Departments must complete Award Closeout Task by **award task due date** to reduce/eliminate risk of financial reports being late to sponsors

Financial Reporting Close-Out Updates

Overall Process for Financial Reporting Closeouts

In advance of the financial closeout process, *Department Grant Managers* should review and confirm **Award Lines Expiring Within 90 Days**. Once confirmed, Grants Managers are Assigned an Award Closeout Task in Workday by Finance.



Department Grant Managers review transactions, ensure all activity is compliant with sponsor terms & agreements, submit journals if needed, obtain PI approval of financial report, and mark Award Task Complete and submit in Workday before ***award task due date***.



Finance Sponsored Programs Manager reviews closeout to ensure activity is within budget period, confirms F&A calculated appropriately, performs a high-level review of allowable accounts, and submits timely financial report to sponsor.

Financial Reporting Close-Out Updates

Detailed Award Tasks for Finance and Departments – attached to Award Task in Workday

Task	Finance Task	Department Task
Identify Closeouts	On the 1st business day of the month, run CR RG Award Lines Expiring Within 90 Days - Company Level . As a best practice also run this report on the 15th business day of the month. Review results and identify if a closeout task is needed or if the End Date needs to be extended in WD.	On the 1st business day of the month, run CR RG Award Lines Expiring Within 90 Days - Grant Level . As a best practice also run this report on the 15th business day of the month. Review results and identify if a closeout task is needed or if the End Date needs to be extended in WD. Communicate to the Finance Post Award Sponsored Programs Manager if a closeout is needed or the OSP Award Administrator if a closeout is not needed.
Create Award Task	Create the Closeout Task for the awards that have a financial report due to the sponsor. If a Closeout Task is not needed create the Spend Management Task.	Task End Date is when the closeout review is due back to Finance
Update the Award Task Status		Type "Complete Award Task" in search bar, enter due date (out 90 days)
Create the Closeout Packet	Complete Closeout Packet template for the assigned award. When running the report be sure to add FD004 as the Worktag . Attach to the Closeout Task. Filter out Sources related to Conversion.	A helpful report is CR Fin - Research Transaction Summary
Review Award Task		Review all transactions for reasonableness, allowability, allocability and consistency and confirm the charges are appropriate charges for the grant and the budget period.
Ensure all Subcontract invoices have been paid		Review the Award Task Assigned including Closeout Packet. If any transactions exist outside of the budget period, review if they are appropriate for the budget period and if so submit a Journal to adjust the transaction to be within the budget period (JET).
Populate the Stipends - Training Grants tab as needed		Verify that all subcontract invoices have been received and paid.
Submit Accounting Adjustments or Journals as needed		Populate the Stipends - Training Grants tab as needed. Can build from the Department Transaction Summary report.
Ensure Payroll Costing Allocations are Updated and Current		Submit Accounting Adjustments or Journals as needed.
Attach the signed PI form to the Award Task BEFORE the Task End Date		Ensure Payroll Costing Allocations are Updated and Current.
Indirect Cost Review	If an indirect cost adjustment is needed per the IRIS Worksheet for transactions through 3/31/2023 a Journal will be needed in Workday.	Attach the signed PI form to the Award Task BEFORE the Task End Date.
Mark Award Task as completed BEFORE the Task End Date		Review the Indirect Cost to ensure the correct amount has been charged. If an adjustment is needed to Indirect Cost contact the Finance Post Award SPM.
Finance Reviews Award Closeout Task	Prior to Submitting to Sponsor, review if any transactions remain outside of the budget period.	Mark Award Task as complete and Submit BEFORE the Task End Date.

Financial Reporting Close-Out Updates

Department Grants Managers should review and confirm Award Lines Expiring Within 90 Days

CR RG Award Lines Expiring Within 90 Days - Grant Level ⋮

Principal Investigator

View As Employee

View with Employee Role

Filter Name

Manage Filters

0 Saved Filters

View As Employee Walter Mellon (065432)

107 items

Award	Award Lifecycle Status	Award Type	Sponsor	Award Notes	Sponsor Type	Sponsor Due Date	Grant	Cost Center	Primary	Award Line Lifecycle Status	Start Date	End Date	Days Until Grant Ends	Grant Manager	Principal Investigator
AWD000125: A Pathogenic Role for Natriuretic Peptide Receptor 08/10/2021 (version 1)	Active	Grant	National Heart, Lung, and Blood Institute		Federal		GR009988 4043350681 KHL153956-01A1.A PATHOGENIC ROLE FOR NATRIURETIC PEPTIDE	CC02849 Medicine - Cardiology Div - CD Acad Grants Gifts	Yes	Active	08/10/2021	08/02/2023	-42	(0183874) (0095548) (0006064) (0026927) (0182811) More (2)	Vineet Agrawal (0136573)
AWD000125: A Pathogenic Role for Natriuretic Peptide Receptor 08/10/2021 (version 1)	Active	Grant	National Heart, Lung, and Blood Institute		Federal		GR014882 Agrawal,Vineet; A Pathogenic Role for Natriuretic Peptide Receptor-C in Pulm COST SHARE (2021-08-10)	CC02849 Medicine - Cardiology Div - CD Acad Grants Gifts	No	Active	08/10/2021	08/02/2023	-42	(0183874) (0095548) (0006064) (0026927) (0182811) More (2)	Vineet Agrawal (0136573)
AWD000141: Microbiome, Metabolites, and Alcohol in HIV to Red 07/01/2021 (version 0)	Active	Grant	National Institute on Alcohol Abuse and Alcoholism		Federal		GR013598 4043351271 FAA029542-02.PRIME (PROJECT 1) - MICROBIOME, METABOLITES	CC02849 Medicine - Cardiology Div - CD Acad Grants Gifts	No	Active	09/01/2022	08/31/2023	-13	(0183874) (0095548) (0006064) (0026927) (0182811) More (2)	Matthew Freiberg (0121201)

Partnership between Departments and Finance is invaluable to a successful closeout with the sponsor. Working together at the beginning of a month to ensure all agree on the closeouts due could be a best practice.

After reviewing the results of this report, if a closeout is not needed, the Department Grants Manager should notify OSP of updates requested.

If a financial report is due to the sponsor, the Sponsored Programs Manager will assign an Award Task with a due date.

Financial Reporting Close-Out Updates

Which reports should I run to review transactions for financial award closeouts?

Recommend:

- CR Fin – Research Transaction Summary
- CR Fin – Budget vs Actual for Grant or Award

Both will be shown later in the presentation

Also recommend:

- Review the [Research Reports Guide](#) recently released to help with all projects related to grants and contracts

Financial Reporting Close-Out Updates

- **How do I confirm there are no expenses outside of the budget period so all appropriate expenses will be billed to the sponsor, before I mark the Award Task as complete?**
 - Click in the column "Cost Reimbursable Spend Outside Award Line Dates" selecting an amount
 - Select "View by: "Initiating Spend Transaction of Facilities and Administrative or Award Revenue Operational Journal" and you will see the journal that generated the transaction
 - You **MUST** clear these transactions for an invoice to be generated for the report to the sponsor
 - **REVIEW** this activity **ANYTIME** during your award

Award Lines Overview **Award Line Summary** Award Lines

Award Line Summary 6 items

Line	Line Number	Grant	Revenue Category	Line Type	Line Status	Line Amount	Billing Schedule	Cost Reimbursable Spend Outside Award Line Dates
		AI095227-10 INSPIRE SUPPLEMENT: VIRAL AND HOST DETERMINANTS (Inactive)					R	
Q	3	GR007773 4043850491 UAI095227-11S1 DCC : VIRAL AND HOST	RC156 Federal Grant Revenue	Cost Reimbursable	Active	1,814,971.58	BILLSCH_AWD000642_IMPLR	67.83
Q	4	GR007774 4043850501 UAI095227-11S1:INSPIRE: VIRAL AND HOST DETERMINANTS	RC156 Federal Grant Revenue	Cost Reimbursable	Active	312,967.28	BILLSCH_AWD000642_IMPLR	0.00
Q	5	GR007775 4043850631 UAI095227-11S2:HEROS 2 SUPP	RC156 Federal Grant Revenue	Cost Reimbursable	Active	164,815.00	BILLSCH_AWD000642_IMPLR	3,622.35
Q	6	GR012920 4043850491 UAI095227-11S1 DCC : VIRAL AND HOST Rowan University VUMC92044	RC156 Federal Grant Revenue	Cost Reimbursable	Active	26,469.00	BILLSCH_AWD000642_IMPLR	0.00

Financial Reporting Close-Out Updates

- **How do I confirm there are no expenses outside of the budget period so all appropriate expenses will be billed to the sponsor, before I mark the Award Task as complete?**
 - Click in the column "Cost Reimbursable Spend Outside Award Line Dates" selecting an amount
 - Select "View by: "Initiating Spend Transaction of Facilities and Administrative or Award Revenue Operational Journal" and you will see the journal that generated the transaction
 - REVIEW this activity ANYTIME during your award
 - You MUST clear these transactions for an invoice to be generated for the report to the sponsor

The screenshot shows a software interface with a pop-up window titled "Award Lines Overview" and "Award Line Summary". The pop-up window has a "Criteria" section with "View by:" set to "Initiating Spend Transaction of Facilities and Administrative or Award Revenue Operational Journal" and "and then by:" set to "Select a Field...". There is a "Refresh" button. Below this, it says "2 items" and shows a table with the following data:

Initiating Spend Transaction of Facilities And Administration or Award Revenue Operational Journal	Sum
JR-3080526 - Vanderbilt University Medical Center - 08/31/2023 - August 2023 VUMC Core Billing Upload	67.83
Total	67.83

Below the pop-up window, a main table is visible with the following data:

3 4043850491 27-11S1 DCC : VIRAL ST	RC156 Federal Grant Revenue	Cost Reimbursable	Active	1,814,971.58	BILLSCH_AWD000642_IMPL_C R	67.83

Important: PAA budget dates default to the budget date of the period. Be aware that the accounting date appears in the period the PAA posts.

Understanding this will be helpful when **communicating** with your Sponsored Programs Manager.

Example: A PAA for June pay period is entered in August when you become aware of the change needed.

The **budget date** in the PAA is June (this will default to June in the PAA).

The **accounting date** for this PAA will be August (and can't be changed) because it posted in August. Workday is capturing this correctly.

Financial Reporting Close-Out Updates

- **How do I know the actual amount to report to the sponsor until conversion data for award life-to-date balances are corrected?**

In this example, we manually extracted IRIS data thru 3/31 and added WD actuals in Excel

Actuals (April thru current date) = LTD totals

IRIS Closeouts : Financial Reporting							
IRIS Home		Due List	Financial Reporting	Maintenance	Training	Reports	
Center Name:	PCORI-CORNELL UNIVERSI	GL Start Date:	11/1/2021	Assets:	\$0.00	Revenue:	\$83,949.78
Base Center:	4047857173	GL End Date:	4/30/2023	P/I:	\$0.00	Expenses:	\$83,949.78

Ledger Account	Ledger Account Type	Legacy Activity through 3/31/2023	Apr	May	WD Transaction Amount	WD Plus Legacy
5200:Faculty Salaries	Expense		\$2,880.68	(\$209.09)	\$2,671.59	2,671.59
5575:Fringe Benefit Expense	Expense		\$388.89	(\$28.23)	\$360.66	360.66
Direct Subtotal		59,964.11	\$3,269.57	(\$237.32)	\$3,032.25	62,996.36
6430:Grants and Contracts Facilities And Administrative Costs Expense	Expense	23,985.67	\$1,307.84	(\$94.93)	\$1,212.91	25,198.58
Total		83,949.78	4,577.41	(332.25)	\$4,245.16	88,194.94

This agrees to the WD report below because there were no conversion balance issues

CR Fin - Research Transaction Summary					
Company	Vanderbilt University Medical Center		Year	FY23	
Organization	Grant: GR012605 4047857173 COVID-19:EVALUATING THE COMPARATIVE EFFECTIVENESS OF TELEME				
5 items					
Ledger Account	Mar - FY23	Apr - FY23	May - FY23	Jun - FY23	
5200:Faculty Salaries	48,319.22	2,880.68	(209.09)	0.00	50,990.81
5575:Fringe Benefit Expense	11,644.89	388.89	(28.23)	0.00	12,005.55
Direct Costs	59,964.11	3,269.57	(237.32)	0.00	62,996.36
F&A Total	23,985.67	1,307.84	(94.93)	0.00	25,198.58
Total Expense	83,949.78	4,577.41	(332.25)	0.00	88,194.94

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If anyone needs assistance in understanding how to identify an accurate remaining balance for their award, they should contact their assigned Sponsored Programs Manager.

Financial Reporting Close-Out Updates

Department Grants Managers should complete assigned Financial Award Closeout Tasks



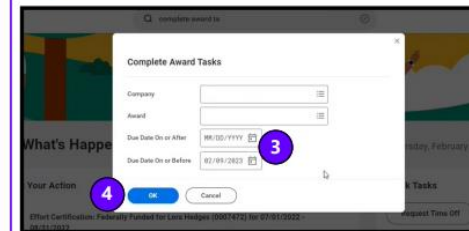
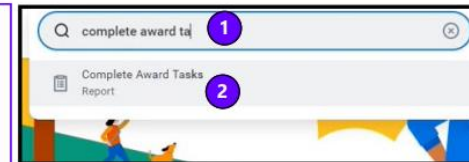
Completing Award Tasks



When a due date for an award task approaches, users must complete the steps detailed in the task and then submit the task.

1. Search for **Complete Award Task**
2. Select **Complete Award Task** from the dropdown
3. Enter a **date range**
4. Click **OK**
5. Click **Complete** on the relevant task
6. Follow the directions in the **Comments** section of the task
7. Upload any necessary attachments
8. Click **Submit**

Note: Submitting your task will begin the business process and route your submission to central office personnel

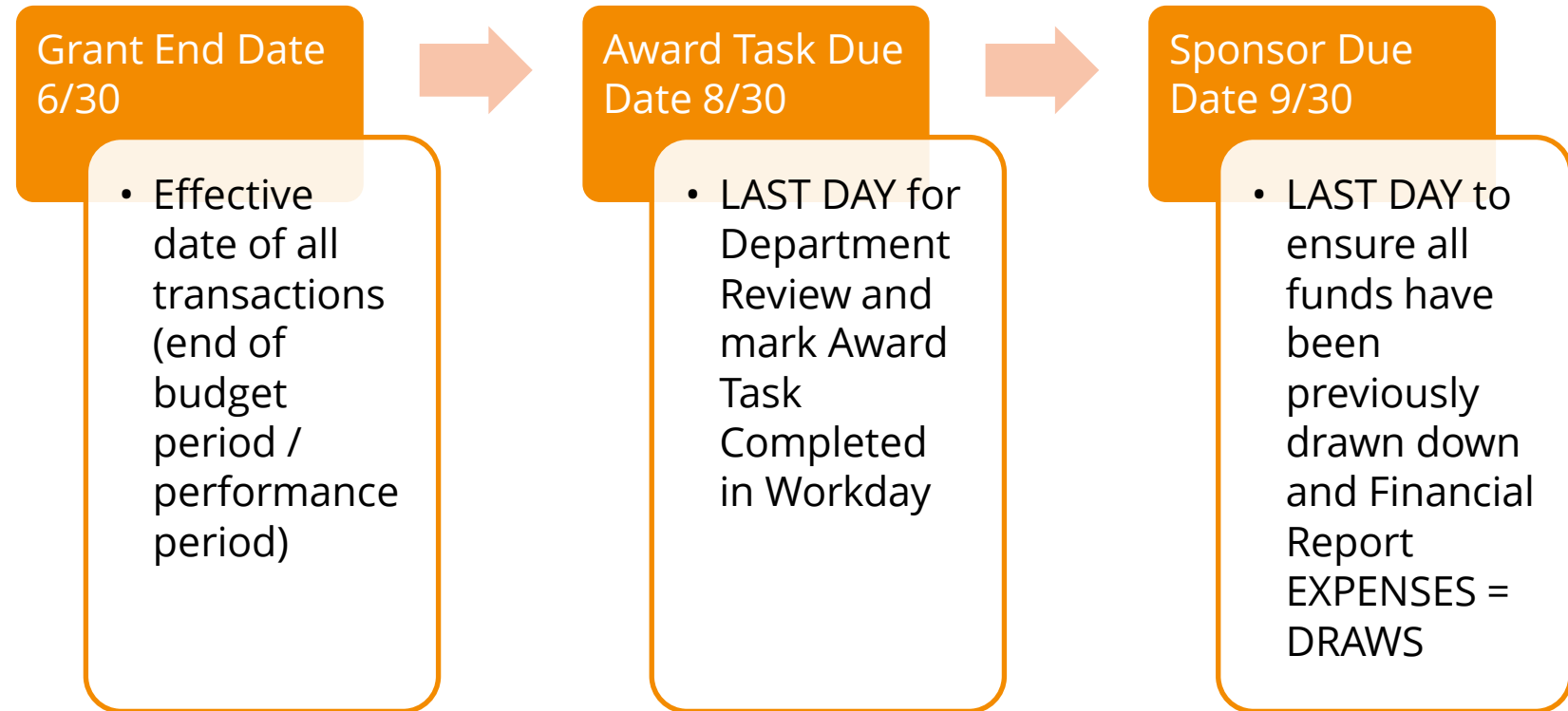


Award Task	Organization	Award	Award Group	Award Line	Award Task Type	Start Date	End Date	Due Date	Billing Milestone	Complete
Q	Vanderbilt University Medical Center	AKW08963 2020ML Estrogen signaling and energy metabolism in O1-01-2018 (version 0)	Spinal Management	AKW08963 RC156 Federal Grant Revenue (Line 5)	Review Award Terms and Restrictions	02/15/2023	02/28/2023	02/28/2023		Complete
Q	Vanderbilt University Medical Center	AKW08963 2020ML Estrogen signaling and energy metabolism in O1-01-2018 (version 0)	Spinal Management	AKW08963 RC156 Federal Grant Revenue (Line 5)	Review Budget to Actuals	02/15/2023	02/28/2023	02/28/2023		Complete

[Completing Award Tasks Quick Guide](#)

Financial Reporting Close-Out Updates

Departments must complete Award Closeout Task by **award task due date** to reduce/eliminate risk of financial reports being late to sponsors



Complete all journals, adjustments, submit final invoices to be paid, etc. before Award Task Due Date – best practice is that transactions occur before the Grant End Date (during the budget period)

Don't forget to update any PCAs for next budget period – aim to do this before the payroll deadline

Payment Management System states: "Federal grants management policy specifies that within 90 days of the performance period end date, the grant recipient must submit its final financial report and have drawn all funds spent for the grant unless the awarding agency extends the grant award."

Financial Reporting Close-Out Updates

How does an Award Closeout Task not completed by **award task due date** put us at risk of financial reporting being late to sponsors?

- Sponsor due dates for financial reports vary depending on terms and conditions within each award agreement
- The volume of awards does not allow enough time to process every award due on the date, so we vary the due dates throughout the month due to provide adequate time for review, accounting journals and adjustments to post, an invoice to be generated, cash to be drawn, and submission of the **expense report that must equal the draws** to the sponsor
- Federal Payment Management System now requires we draw down all funds within 90 days during the last segment of the award (regardless if their due date for the actual report is 120 days)
 - We **MUST** draw the funds **before the 90-day requirement** AND **submit a financial report where expenses = the funds drawn** to prevent the funds being flagged as expired in the PMS system and/or the financial report being rejected
 - If funds are flagged as expired, the process to request the funds involves agency approval and is cumbersome and not guaranteed
 - If funds are expired or reports are delinquent the PI is notified, and we want to avoid that

Financial Reporting Close-Out Updates

How does an Award Closeout Task not completed by **award task due date** put us at risk of financial reporting being late to sponsors?

Example below of Payment Management System notification of expired funds

The screenshot shows the Payment Management System interface. At the top, it says "U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES" and "PSC | Payment Management System". Below that, it says "Payment Request - View Request" and "Tran". A yellow highlight contains the text: "Your Payment Request includes funds being requested from restricted and/or expired grant funds which requires Awarding Agency approval. Once the approval is received, payment will be processed by PMS." Below this, it shows "INQUIRY: SA-G DATE: 09/13/2023 TIME: 01:55:26 PM". There are several dashed lines. Then, it shows "ACCOUNT** *PIN*" with "E1397P1 E1397". Below that, it shows "SUBACCOUNT" and a table of data:

SUBACCOUNT	*****AUTHORIZED*****	*****PAYMENTS*****	***FUNDS AVAILABLE***
RAI108197CCV	\$913,786.00	\$888,484.98	\$25,301.02 \$25,301.02 AVAILABLE AMT > 90 DAYS (EXPIRED)

Financial Reporting Close-Out Updates

- BEST PRACTICES ***before*** the financial report is due to the sponsor
 - Know the status of all your awards –
 - Run report [CR RG Award Lines Expiring Within 90 Days – Grant level](#)
 - Ensure payroll costing allocations (PCAs) are current ***before*** payroll runs
 - Process payroll accounting adjustment (PAAs) when absolutely necessary
 - Ensure expenses are **within the budget period** and are processed timely
 - **billing for expenses outside of the budget period is not a simple task in Workday and could impact our ability to draw down funds or invoice the sponsor**
 - **transactions outside the budget period NEED AN ACTION in Workday before the invoice or final report can be created and submitted to the sponsor**
 - **complete these transactions before submitting award closeout as completed**
 - Monitor awards and minimize transactions processed at the end of an award – this includes adding or removing charges
 - Contact your Sponsored Programs Manager if you have any questions

[Link: Pre and Post Award Central Office Department Contact List](#)

Subaward Changes to Support Obligations

Subaward Changes to Support Obligations

NOW LIVE!

- RECAP OF KEY ROOT CAUSE ISSUE:
 - Configuration error on supplier contract set up prevented obligations from being created for subaward contracts.
- CORRECTION STATUS:
 - Resources from Supply Chain, Finance & Deloitte coordinated a plan for testing for changed configuration, transitioning existing contracts to new contract type to facilitate creation of obligations for remaining contract balances.
 - Subaward contract obligations are now created in our production environment.
- IMPACT TO END USERS:
 - For subaward contracts that were already created without obligations:
 - New contracts have been created and linked back to awards with a new contract type that facilitated creation of the remaining obligation.
 - Contracts were created based upon remaining amount at the time of creation (Contract amt less any invoices paid to date)
 - New contracts being created are set up with the new contract type, obligations are created for the full amount of the contract, relieved as invoices are paid against it and become actual expense.



Reports

Reporting Updates

1. **CR Fin- Budget vs. Actual for Grant or Award (REPLACEMENT REPORT)**
 - a) Replacement of *CR RG Budget vs. Actual- Grant Level*
 - b) IMPROVEMENTS include use of different prompt set, formatting changes & overall improved performance

2. **Research Transaction Summary (ADDITIONAL MODIFICATION)**
 - a) Modified to exclude GL conversion data
 - b) LTD Expense for GR is summarized in March 2023



CR Fin – Budget vs Actual for Grant or Award

Who: Grants Managers and Grants Financial Analyst

What: This report provides the award to date budget, actuals, commitments, obligations and remaining balance.

Why: To manage spend on sponsored projects (does not include VU GRANTS)

When: Monthly or as needed to manage sponsored projects (does not include VU GRANTS)

Notes: This report is like the DMS Status Summary Report

CR Fin – Budget vs Actual for Grant or Award

CR Fin - Budget vs Actual for Grant or Award

Grant

Award

Period *

Budget Date

Filter Name

Manage Filters

0 Saved Filters



If award line end date extends beyond the current budget year, use this field to align the obligation end date and budget end date

field will filter the obligations by the budget date, which aligns to the period in which the expense is expected to hit

CR Fin – Budget vs Actual for Grant or Award

Obligations are generated based upon the contract amount. As invoices are paid against the contract, the obligation amount will be reduced, and actual expense will increase.

CR Fin - Budget vs Actual for Grant or Award

Grant GR012009-10-10101071 UAI154659-03:NATIENS: PHASE III RANDOMIZED HENNEPIN Period FY24 - Sep

4 items

Object Class	Grant	Award	Grant From Date	Grant To Date	Budget	Commitments	Obligations	Actuals	Commitments + Obligations + Actuals	Remaining Balance	Percentage Remaining
Subaward Costs	GR012009-10-10101071 UAI154659-03:NATIENS: PHASE III RANDOMIZED HENNEPIN	AWD000651: NATIENS: A Phase III Randomized Double Blinded Stu 07/15/2020 (version 0)	05/01/2022	04/30/2023	\$16,278.00	0.00	\$16,278.00	0.00	\$16,278.00	\$0.00	0.00%
Total Direct Costs					\$16,278.00	0.00	\$16,278.00	0.00	\$16,278.00	\$0.00	0.00%
Indirect Costs	GR012009-10-10101071 UAI154659-03:NATIENS: PHASE III RANDOMIZED HENNEPIN	AWD000651: NATIENS: A Phase III Randomized Double Blinded Stu 07/15/2020 (version 0)	05/01/2022	04/30/2023	\$11,394.00	0.00	0.00	0.00	0.00	\$11,394.00	100.00%
Total Direct & Indirect Costs					\$27,672.00	0.00	\$16,278.00	0.00	\$16,278.00	\$11,394.00	41.18%



TIP: Keeping budgets up to date will ensure you are getting the most benefit from this report (and any other report that includes budget, such as Status Summary by PI).

CR Fin- Research Transaction Summary

CR Fin - Research Transaction Summary ...

Company *

Organization

Year *

Period

Worktags

OK **Cancel**

CR Fin - Research Transaction Summary

Company Consolidated Vanderbilt University Medical Center

Organization Grant: GR013029 4045330563 74121: CENTER OF EXCELLENCE QUALITY AND SAFETY PROJECTS - (NO)

20 items

Ledger Account	Mar - FY23	Apr - FY23
5200:Faculty Salaries	78,990.18	
5575:Fringe Benefit Expense	377,995.09	
6000:Medical Supplies	0	
6010:Non-Medical Supplies	3,419.67	
6100:Machinery And Equipment	0.00	
6200:VU Expense	56,097.04	
6210:Professional Services Expense	0	
6220:Subcontracts	46,940.81	
6250:Research And Education	2,128.00	
6260:Employee Engagement And Development	432.99	
6270:Telephone And Communications	12,113.40	
6300:Food And Catering	0	
	8,407.02	
	3,907.67	
	2,046.00	
Direct Costs	1,896,069.78	
F&A Total	531,374.34	
Total Expense	2,427,444.12	

IRIS Closeouts : Financial Reporting

IRIS Home Due List Financial Reporting Maintenance Training Reports

Center Name: 74121:ST TN GL Start Date: 7/1/2022 Assets: \$0.00 Revenue: \$2,146,380.68
 Base Center: 4045330563 GL End Date: 6/30/2023 P/I: \$0.00 Expenses: \$2,427,444.12

LTD expense for sponsored awards is loaded into March 23 ledger period

Weekly Supply Chain Update

Receiving Requirement Changes in Workday

As we continue to evolve our Workday processes, with a focus on efficiency, simplicity, and controls, we have been listening intently to our customers. To that end, a review of our receiving process/requirements has been completed. As a result:

Example:

Requires receipt:

PO with 10 lines each
@\$9,000. Total PO value
\$90,000

Does not require receipt:

PO with 10 lines each
@\$900. Total PO value
\$9,000

- We are **eliminating** the requirement for a receipt of non-capital goods or services where the purchase order value is <\$10,000.
- The threshold **excludes** capital, Tecsys, and GraphiteRX. A confirmation receipt for these processes, regardless of PO value, remains required.
- Attaching packing slips is not required for <\$10,000.
- In cases where packages are delivered to Central Receiving, the package will be received in Workday and requesters will continue to be notified that the goods are available for pick up.
- In cases where the package has been identified to contain temp sensitive materials, Central Receiving will receive, in Workday, and deliver the package the same day

Match Exceptions

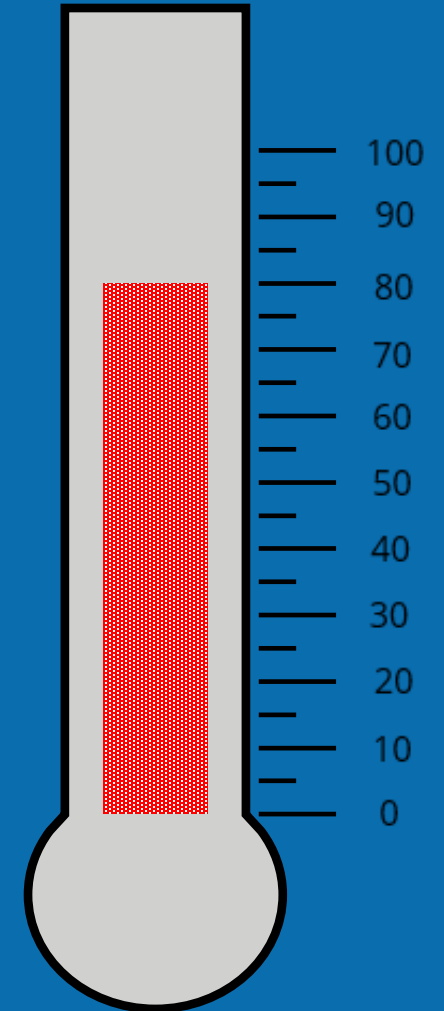
Please continue to check for match exceptions in your Workday Inbox. Below are some potential reasons a match exception might occur along with solutions.

Match Exception Reason	Resolution
Receipt has not been created	Contact receiver to create receipt or create receipt manually if able. Be sure goods/services have been delivered/fulfilled.
Receipt amount is less than PO and invoice amount	Create receipt adjustment. Note that invoices cannot be partially paid, but POs can.
Invoice Line Unit Cost exceeds PO Line Unit Cost	Contact Buyer or reach out to vumcapexceptions@vumc.org .
Supplier Invoice has other charges	Contact Buyer or reach out to vumcapexceptions@vumc.org .

Weekly Conversion Update

Data Conversion Update

- Recap key root cause issues identified for LTD balances
 - Legal split journals
 - Duplication of 6 accounts in an object class 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
- Correction Status for LTD balances
 - Successfully completed testing of correction process on sample set of grants to include examples from each correction scenario
 - Post Award Team reviewed and tested correction population LTD adjustment amounts
 - Full population testing is in process in our Test environment to resolve any issues prior to running in Production
 - Goal is to complete production corrections by next reporting cycle





Questions?



workday



Demo

