

You have been assigned the role of **Grant Manager**. This document contains information specific to your role.

This role is the **cost center level approver** for the following business processes* that affect Research & Grants:

- Expense Reports
- Journal Entries
- Manual Journals
- Supplier Invoices
- Change Orders
- Cost Share
- Payroll Costing Allocation
- Accounting Adjustments
- Purchase Requisitions
- Effort Certification

**this is not a complete list*

Online Training is available in the Learning Exchange. *This is not a complete list. Additional modules are in the **Workday Curriculum: Grant Manager***

- WDES-100: Introduction to Workday
- WDES-101: Workday FDM
- WDRG-101: Intro to Research & Grants in Workday
- WDRG-105: Managing Award Tasks
- WDRG-116: Cost Share for Sponsored Projects
- WDRG-119: Effort Certification Introduction
- WDRG-126: Reporting for Research & Grants

Reports are available by typing the following report name* in the search field:

- Budget vs. Actual by Cost Center
- Budget vs. Actual by Revenue Category
- Expense Journal Lines
- Find Purchase Orders
- Find Supplier Invoices
- Income Statement
- General Ledger Activity Summary
- Ledger Detail
- Ledger Account Summaries Report
- Ledger Account Activity Summary

**This is not a complete list. Note that access to report data is based on role in Workday*

Quick Reference Guides are available within the Resources tab of the respective online module or by clicking the links below:

- [Foundational Data Model \(FDM\)](#)
- [Role-Based Security](#)
- [Delegation](#)
- [Reports](#)
- [Approving Time Off](#)
- [Approving Expense Reports](#)
- [Effort Certification for Grant Managers](#)

Smart Walkthrus are available for the following business processes by clicking **Show Me How** within Workday:

- Delegate Inbox Items/Business Process
- Create Expense Report
- Approve Expense Report
- Payroll Costing Allocation
- Create Purchase Requisition
- Approve Purchase Requisition
- Create Supplier Invoice
- Approve Supplier Invoice
- Create Journal Entry

**Smart Walkthrus are continually being added.*

Additional Information is available using the links below:

- **Security Role questions - submit a Pegasus ticket here*
- [Cost Center Translator](#)
- [Reporting Crosswalk](#)
- [What's Changing with Workday](#)
- [Workday Training Hub](#)
- [Quick Reference Guides](#)
- Training Questions: email BusinessEducation@vumc.org

**Coming Soon*