



## Cost Reimbursable Line Status Report

The Cost Reimbursable Line Status report allows the user to view the billing status for transactions on cost reimbursable award lines. Total expenses within this report should tie to ledger-based reporting for grants. This report is reconciled against the Research Transaction Summary at closeout to ensure all cost reimbursable expenses are billed.

The report may be viewed by Grant Worktag (preferred) or Award.

A cost reimbursable spend line is a transaction line that Workday creates in award costs processing. It is used to calculate revenue recognition and the amount to bill for eligible cost reimbursable award expenditures. The cost reimbursable spend line can have different statuses depending on what processes it has gone through.

### Cost Reimbursable Line Status Report Prompts

After searching for the Cost Reimbursable Line Status report in the Workday Search bar, select the search results for the prompt to pop-up.

Run the report by:

1. **Award**

OR

2. **Grant Worktag**

3. Select **OK**.



## Cost Reimbursable Line Status

When the report opens, a bar graph is displayed that graphically represents the counts of billable amounts and their current statuses. If the report is run by award, it will display billable amounts for all grant worktags associated with that award. If run by grant worktag, only amounts for that grant worktag will be displayed.

### Bar Graph

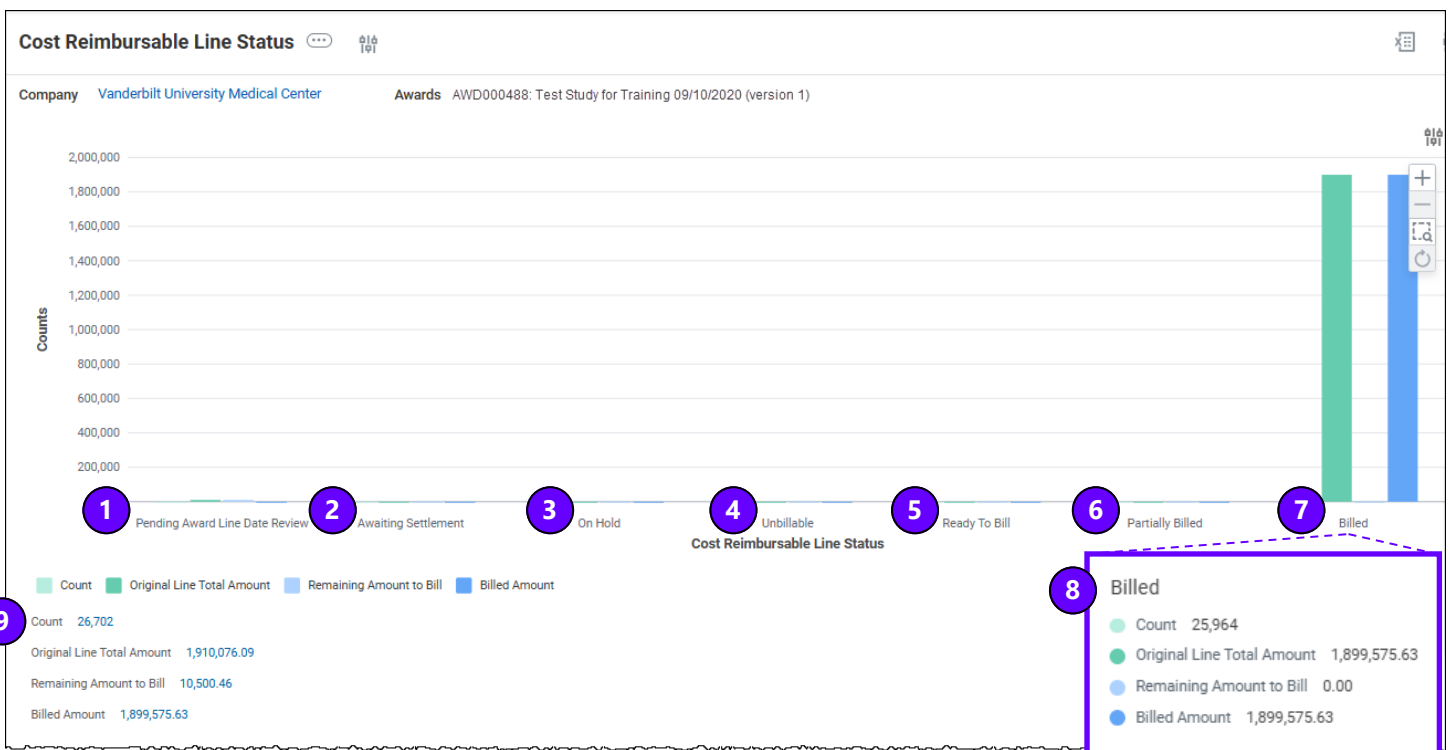
The total dollar amounts are displayed in a vertical graph within each status. See page 3 for a definition of each status.

- 1. Pending Award Line Date Review
- 2. Awaiting Settlement
- 3. On Hold
- 4. Unbillable
- 5. Ready to Bill
- 6. Partially Billed
- 7. Billed

8. Hover over a status to see the **totals** within each. Billed is the example shown here.

9. Below the graph is the legend and totals. The totals are:

- **Count** - The total number of bills for this award.
- **Original Line Total Amount** - The total dollar amount of bills.
- **Remaining Amount to Bill** - The total dollar amount remaining to bill during the life of the award.
- **Billed Amount** - Total dollar amount already billed.





## Cost Reimbursable Line Status

Below are the definitions of the line statuses as displayed in the graph from page 2 of this guide.

### Bar Graph Statuses Defined

The total dollar amounts are displayed in a vertical graph within each status:

1. **Pending Award Line Date Review:** The spend transaction budget date is outside of the award line dates, and the award costs processing rule is configured to ignore award line dates for award costs. To make the spend transaction billable, either:

Submit a journal to modify transaction budget dates if necessary (Department Grant Manager)

Manually change the status to *Ready To Bill*, when you enable billing outside the dates on your award lines. (Post Award Finance)

Edit the budget date of the spend to fall inside the award line date range, or change the dates on the award line to include the spend budget date. (Post Award Finance)

2. **Awaiting Settlement:** The transaction is either partially settled or not settled. You can't bill the sponsor until you settle the transaction in full. This status only applies to transactions that can be settled.

3. **On Hold:** Transaction(s) have been placed on hold. To resume billing on the transaction, access the **Maintain Billing Status for Cost Reimbursable Award Transactions** task. (Post Award Finance)

4. **Unbillable:** There's no billing schedule associated with the award line, or the billing schedule is not in *Approved* status. Example: The billing schedule for the award line is either in *Draft* status or has been canceled.

5. **Ready to Bill:** The spend transaction has been settled. These are eligible to be billed to the sponsor. Billing is always done by Post Award Finance.

6. **Partially Billed:** The transaction is partially billed. When the amount of unbilled receivables exceeds the billing limit or authorized amount for the award or award line, Workday bills only up to the award line amount, billing limit, or authorized amount, splitting the billed amount in equal percentage across all spend lines on the invoice. You can view the billed amount and the remaining amount to bill on the report.

7. **Billed:** There's already a sponsor invoice associated with this transaction. No user action is expected.

Additional statuses include:

**Cancelled:** Workday has canceled the transaction as part of award costs processing, and replaced it with new transaction lines with updated and correct information in some cases. No user action is allowed. Not typically displayed in the Cost Reimbursable Line Status Report.

**Not Billable:** The transaction is ineligible for billing, but eligible for accounting and reporting purposes. Examples: Payroll forward accrual and fringe forward accrual entries. No user action is allowed.



## Cost Reimbursable Line Status

Scroll down to see a table of Award line (with associated Grant Worktag) amounts, broken down by Object Class, and their total counts and amounts for each Award Line Status. An internal scroll is present for viewing all seven (7) line statuses. The blue numbers are drillable and may be selected to view the detail in a pop-up box.

### Award Line Totals by Object Class

1. The left section of the Award Lines table lists the Award, Fund type, Grant information and Object class of the expenses.
2. The right displays the Count, Original Line Total Amount, Remaining Amount to Bill, and Billed Amount for each Cost Reimbursable Line status for the Object Class for the Grant Worktag (also known as the Award Line).

7 items

Award	Fund	Grant	Object Class	Pending Award Line Date Review				Awaiting Settlement			On Hold			
				Count	Original Line Total Amount	Remaining Amount to Bill	Billed Amount	Count	Original Line Total Amount	Remaining Amount to Bill	Billed Amount	Count	Original Line Total Amount	Re Amou
AWD000488: Test Study for Training 09/10/2020 (version 1)	FD004 Sponsored Program Fund	GR001234 404123456 RAG065550-02 AGE-ASSOCIATED INNATE IMMUNE DYSFUNCTION IN	Sponsored Programs: FACILITIES_AND_ADMINISTRATION_COSTS	71	4,430.84	4,430.84	0.00	0	0.00	0.00	0.00	0	0.00	
AWD000488: Test Study for Training 09/10/2020 (version 1)	FD004 Sponsored Program Fund	GR001234 404123456 RAG065550-02 AGE-ASSOCIATED INNATE IMMUNE DYSFUNCTION IN	Sponsored Programs: SALARIES	37	4,938.36	4,938.36	0.00	0	0.00	0.00	0.00	0	0.00	
AWD000488: Test Study for Training 09/10/2020 (version 1)	FD004 Sponsored Program Fund	GR001234 404123456 RAG065550-02 AGE-ASSOCIATED INNATE IMMUNE DYSFUNCTION IN	Sponsored Programs: FRINGE_BENEFITS	34	1,131.26	1,131.26	0.00	0	0.00	0.00	0.00	0	0.00	
AWD000488: Test Study for Training 09/10/2020 (version 1)	FD004 Sponsored Program Fund	GR001234 404123456 RAG065550-02 AGE-ASSOCIATED INNATE IMMUNE DYSFUNCTION IN	Sponsored Programs: OTHER_DIRECT_COSTS	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	
AWD000488: Test Study for Training 09/10/2020 (version 1)	FD004 Sponsored Program Fund	GR001234 404123456 RAG065550-02 AGE-ASSOCIATED INNATE IMMUNE DYSFUNCTION IN	Sponsored Programs: MATERIALS_AND_SUPPLIES	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00	

### Cost Reimbursable Line Status Summary

This report is helpful for users to quickly view the billing status for all cost reimbursable spend transactions. Transactions awaiting settlement at close may need to be accrued for billing if not settled in advance of reporting deadlines.

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).