BUSINESS EDUCATION Creating & Amending Award Budgets

Once the Post-Award Team has approved an award, individuals with the Workday role of Grant Manager will receive an action item in My Tasks. Using the award link in their tasks, Grant Managers can create budgets for awards in Workday. <u>Grant Managers must also have the workday role of **Grant Budget Specialist** to create and amend budgets. Follow the steps below to create an award budget.</u>

CREATE AWARD BUDGET

Selecting the award number linked in your Tasks will take you to the **award overview** screen:

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1. Select the Budget tab.

workday.

2. Select Maintain Budget.

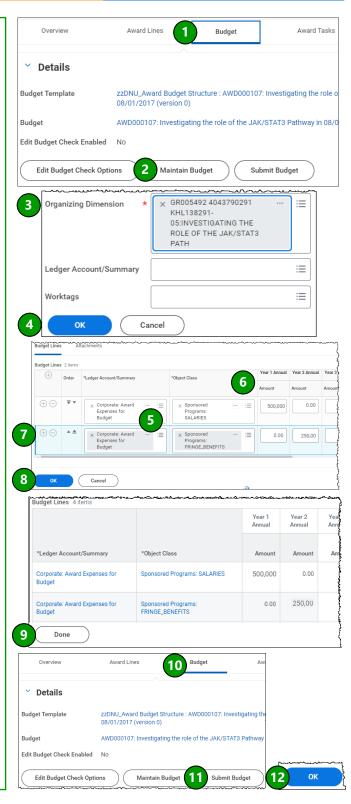
Note: When budgeting for multiple grants, the "Maintain Budget" task would need to be completed for each grant (individually) before submitting the entire budget.

- 3. Search or filter the appropriate Grant in the Organizing Dimension field.
- 4. Select OK.
- In the Budget Lines, use the prompt icon to filter the Ledger Account/Summary and Object Class fields.
- Input the appropriate Amount(s) for the Year(s) of the award you are budgeting for.
- 7. Select the **addition (+) symbol** to add additional budget lines as needed.
- Once all necessary budget lines have been completed, select OK.
- From the Award Overview screen, review all Budget
 Information and added Budget Lines, then select Done.

Note: Selecting 'Done' does not submit the budget. After selecting 'Done' you will be taken back to the Award screen where you must Submit the budget from the 'Budget' tab.

- 10. Select the Budget tab.
- 11. Select Submit Budget.
- 12. Review the Budget Template and select OK.

Note: This kicks off the award business process. The award budget has gone to the Post-Award Finance team for Approval.





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AMEND AWARD BUDGET

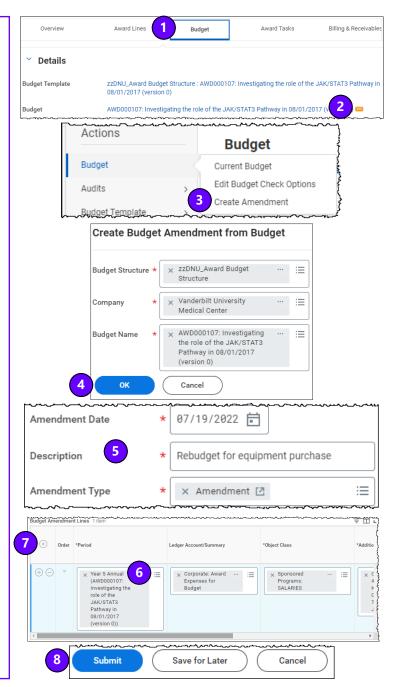
Searching the award number from the Workday Home screen will take you to the **award overview** screen:

- 1. Select the Budget tab.
- 2. Select the **Related Actions icon** next to the award budget hyperlink.
- From the Related Actions menu, select the Budget tab, and then Create Amendment.
- Ensure the required Budget Structure, Company, and Budget Name fields have pre-populated with the correct information. Select OK.
- Input or filter the appropriate Amendment Date, Description, and Amendment Type required fields.
- In the Budget Amendment Lines, select the prompt icon to filter the Period, Ledger Account/ Summary, Object Class, Additional Worktags, and Amount Change fields.

Note: Only the Grant(s) associated with the award will appear as an 'Additional Worktag' option.

- Select the addition (+) symbol to add additional budget amendment lines as needed.
- 8. Once all necessary budget amendment lines have been completed, select **Submit**.

Note: The Budget Amendment is routed to the Post-Award team for review and approval.



QUESTIONS?

Please email BusinessEducation@vumc.org.