

Research Workday Town Hall Agenda

May 15th, 2025



- Welcome
- Year End Close
- Financial Transaction Monitoring and Deficits
- Federal Payment Justifications
- Q&A

Year-End Close is Coming

Key Deadlines for FY25 Year-End Close

Close Day	Date	Activity
Day -11, 5pm CST	June 13	Cut off for FY25 requests for guaranteed closure of Requisitions and Purchase Orders. Requests submitted after June 13 will be worked but may not be closed prior to June 30.
Day -1, 2pm CST	June 27	Final cut off for Expense Reports. Expense Reports must be in a fully 'Approved' status by 2pm CST on June 27 to be included in FY25.
Day -1, 2pm CST	June 27	Final cut off for Receipts against Purchase Orders. Receipts must be in a fully 'Approved' status by 2pm CST on June 27 to be included in FY25. <ul style="list-style-type: none"> Refer to the QRGs for additional information: Receiving in Workday and Departmental Receipt Accrual Dashboard If you have further questions about Receipts, please contact Supply Chain or Central Finance.
Day 0, Midnight	June 30	Accounts Payable will close at midnight on June 30. No invoices will be entered for FY25 past this date. To ensure expense is properly captured in FY25, verify that <u>Receipts</u> for goods and services incurred during FY25 are properly created and approved by June 27, 2pm CST.
Day 1	July 1	Recurring Journals processed.
Day 1	July 1	Receipt Accrual and Supplier Invoice Exception Accrual processed.
Day 1	July 1	Allocation Runs scheduled (pro forma status). <ul style="list-style-type: none"> Pro forma allocations will be processed beginning at 8pm CST the evening of each day during year-end close.
Day 2	July 2	Integrations, including EPIC, processed.
Day 6, 5pm CST	July 9	Journal Entry Request Tool closes. <ul style="list-style-type: none"> Refer to the QRG for additional information: Accounting Journal Requests
Day 8, 5pm CST	July 11	Payroll Accounting Adjustments (PAAs) close. PAAs must be in a fully 'Approved' status by 5pm CST to be included in FY25. <ul style="list-style-type: none"> PAAs created after Day 8 resulting from Effort Certification changes will post in FY26. Extenuating circumstances that require adjustment to June FY25 will be evaluated on an individual basis. Refer to the QRG for additional information: Payroll Accounting Adjustments
Day 8, 5pm CST	July 11	Accounting Adjustments (AAs) close. AAs must be in a fully 'Approved' status by 5pm CST to be included in FY25. <ul style="list-style-type: none"> Note, the Adjustment Date defaults to the current day's date for AAs. You must change the date to 6/30/2025 for the adjustment to be accounted for in the June FY25 period. Refer to the QRG for additional information: Accounting Adjustments
Day 9, 5pm CST	July 14	Ad Hoc Bank Transactions close.
Day 10, 5pm CST	July 15	Deadline to record adjustments. No more adjustments are to be recorded after this date, unless approved by the Controller's Office.
Day 12	July 17	Finalize Allocations.
Day 12	July 17	Period closed. A separate notification from Workday will be sent once results are final.

Financial Transaction Monitoring and Deficits

Grant Deficit Status	Count
February	810 grant tags
Today	325 grant tags



- ✓ We've made great progress but there's still work to do.
- ✓ By the close of FY25 we need to be at NONE – or well documented pending awards with intent.
- ✓ ***Let's get these cleaned up this month so we can bill the sponsors!***

FY25 Close – focus now

Prioritize

- Prioritize resolution for all deficits.

Submit

- Submit PEER ticket requests for award line reallocations, carryforward, etc.
- Submit accounting adjustments or payroll accounting adjustments and ensure they are approved.

Document

- Provide **adequate support and cost transfer justification** to expedite the review process.

Monitor

- Monitor your inboxes and approve timely.

Be Proactive

- Do not wait to submit AAs and PAAs until later. All transactions being posted to FY25 need to be reviewed and approved before the month-end close.



Research Administrator Responsibilities

Financial Transaction Monitoring and Deficits – *Monitor, Analyze, Correct and Prevent*

MONITOR all financial transactions within Workday timely

ANALYZE to ensure charges are appropriate to the award

CORRECT if the charge does not belong OR if the award is overspent

PREVENT future deficits

Address instances of overspending (deficits) in a timely manner

- Run WD Report *CR Fin Grant & Contract Deficits*

[CR_Fin_Deficit_Report_Guide.pdf](#)

Research Administrator Responsibilities

REMINDERS – *Monitor, Analyze, Correct and Prevent*

- Adjustments such as Payroll Accounting Adjustments (**PAAs**) may also require you to process a **PCA** to prevent future corrections
- **Cores corrections may also require you reach out** to lab personnel or others responsible for using those funding sources **to prevent future corrections**
- Follow each initiated correction to ensure **all approvals have been completed, and the deficit is cleared - by monitoring**
- Some deficits are not overspending on an award in total; however, if they are at the grant worktag level, you will need to **submit a PEER ticket for a reallocation** of the authorized amount at the line level. To ensure the reallocation occurs and billing can resume for the award, submit a ticket and inform your OSP contact of the timing **this week**
 - **Tip: if you request an award line amount be adjusted, you should also adjust your budgets**
- The **CR Fin Grant & Contract Deficits** report guide can be found [here](#). [CR_Fin_Deficit_Report_Guide.pdf](#)
- As we continue to build educational materials for spend management, you will become very familiar with the motto ***Monitor, Analyze, Correct, and Prevent***



JET - Journal Entry Request Tool

closes at 5 p.m. on WEDNESDAY, July 9th

PLEASE submit all JET items a few days BEFORE this deadline so they have time to flow through ALL approvals and post to WD for FY25

Reminder: JET is used for corrections to the ledger for items that are posted through integrations to WD such as CORES corrections, work order corrections, etc.

Day 8, 5pm CST

July 11

Payroll Accounting Adjustments (PAAs) close. PAAs must be in a fully 'Approved' status by 5pm CST to be included in FY25.

- PAAs created after Day 8 resulting from Effort Certification changes will post in FY26. Extenuating circumstances that require adjustment to June FY25 will be evaluated on an individual basis.
- Refer to the QRG for additional information: [Payroll Accounting Adjustments](#)

Day 8, 5pm CST

July 11

Accounting Adjustments (AAs) close. AAs must be in a fully 'Approved' status by 5pm CST to be included in FY25.

- Note, the Adjustment Date defaults to the current day's date for AAs. You must change the date to 6/30/2025 for the adjustment to be accounted for in the June FY25 period.
- Refer to the QRG for additional information: [Accounting Adjustments](#)

PAAs - Payroll Accounting Adjustments

And

AAs – Accounting Adjustments

close at 5 p.m. on FRIDAY, July 11th

PLEASE submit all PAAs and AAs a few days **BEFORE** this deadline so they have time to flow through ALL approvals and post for FY25

Reminder: PAAs are used to correct payroll accounting transactions and AAs are used to correct non-payroll transactions that initiated in WD

Payroll to Employees



Reminder to SPEND VU Endowed Chairs and Funds (VU Grants)

Thank you for your continued support, ensuring we spend 100% of the available VU Endowed Chairs and Funds in compliance with donor requirements for FY25.

Current Spend = \$30M
Available to Spend = \$10M

Run Workday report CR RG VU Grant Remaining Balance – Grant Org Level

Below is an example email sent to the CBO and Department Chair monthly
❖ **Contact Lynn Capps with any questions.**



CR RG VU Grant Remaining Balance - Grant Org Level

View Report Definition

Grant Hierarchy

Company for Organization Reporting * Vanderbilt University Medical Center

Time Period * Annual (VUMC Fiscal Schedule)

Period * FY24 - Nov

Filter Name

Manage Filters

2 Saved Filters

Save

Cancel OK

From: Capps, Lynn R
Subject: VU Endowed Chairs and Funds (VU Grants) - August 2024 - Neurology

Hello,

Please see attached for the August 2024 VU Endowed Chairs and Funds (VU Grants) usage report. This information can be obtained any time from Workday by running: [CR RG VU Grant Remaining Balance – Grant Org Level](#)

- NEW: To further assist with monitoring spend activity, this report has been enhanced to include Commitments, Obligations and Remaining Balance After Encumbrances. These new informational fields will provide a quick view of expected expenses, with adjusted remaining balances for more precise spend planning. Please note that billing to VU will continue to be based on actual posted expenses, which is represented in the attached file.

As we have now completed the 2nd month of FY25 and your plans are in place to take full advantage of these funds, please be reminded of the following, where applicable:

- Planning the logistics early for lectureships is best practice. These events need to occur in time for expenses to process and post for FY25. When advertising for the event, please be sure to acknowledge the lectureship in the communications.
- Complete any necessary Payroll Costing Allocations (PCA's) or Payroll Accounting Adjustments (PAA's) in Workday, as soon as identified.
- Review vacant Chairs and make sure steps are taking place with Faculty Affairs to fill. These are all now in Workday with Award ID's and \$0 Award Line Amounts. These are also highlighted in yellow in the attached Remaining Balance Report, Chairholder / Other column.
- Spend as soon as possible! You have access to the full FY25 Award Line Amounts now.
- Please ensure existing deficits are cleared. VU does not allow overspending on these awards.

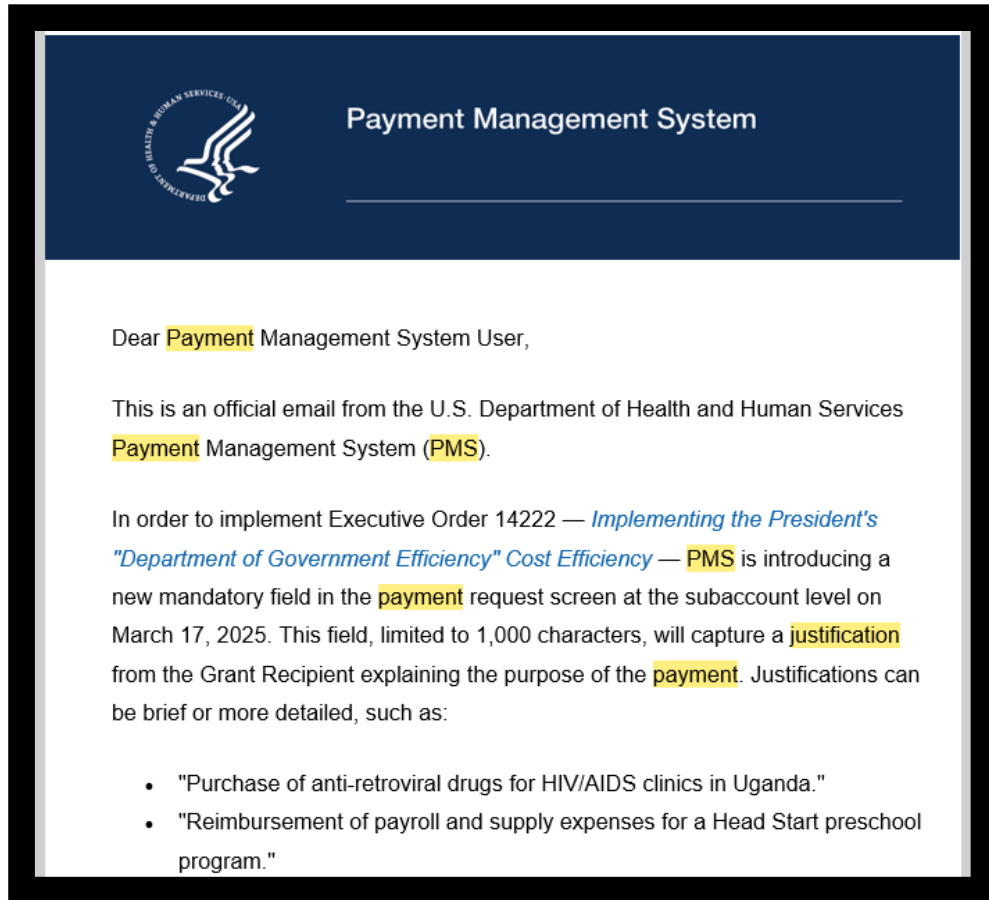
Thank you again for your continued support, ensuring we spend 100% of the available VU Endowed Chairs and Funds in compliance with donor requirements / VU Utilization Guidelines (attached).

As you proceed with plans to utilize this funding for FY25, please let me know if I can assist further.

Thank you,
Lynn Capps

Federal Payment Justifications

Federal Payment Justification



- On March 17th, the federal Payment Management System implemented a new mandatory payment justification field.
- Grant recipients like VUMC are now required to submit payment justification to support each reimbursement request (by award).
- Other federal Non-HHS entities have implemented similar requirements.

Federal Payment Justification

Leveraging "Major Goals" proposal information captured in Coeus Web

Exit Proposal

View Proposal

Proposal Summary

Edit Proposal

General Info

Investigator/Key Person

Organization

Special Review

Grants.gov

Budget

Attachments

Forms

Questionnaire

Submit for Approval

Tools

Simulate Routing

Proposal Roles

Delete

Print

Approval Routing

104204 : Institute of Medicine and Public Health

Title
Shane Coeus Training

Announcement Number
RFA-DA-24-032

Save Discard Changes

General Info

Title*

Shane Coeus Training

Proposal Type*

Continuation

Activity Type*

Research

Anticipated Award Type*

Grant - Research

Direct Sponsor*

000758 - National Institute of Diabetes & Digestive & Kidney Disease

Sponsor Proposal Number

Prime Sponsor

Start Date*

01 / 01 / 2025

End Date*

12 / 31 / 2029

Coeus Award Number

+ Add Award

Submission Info

(this data is shared with PEER for OSP Specialist Review)

Deadline Date

mm / dd / yyyy

A deadline date is not required but is extremely helpful for OSP to prioritize.

Submission Method*

S2S

Anticipated Submission Date

mm / dd / yyyy

Submit By*

Dept/PI

Date Justification (mail description)


Major Goals

(For use in Federal billing and on the Other Support Form)

Federal Payment Justification

- Now, in addition to general justification, VUMC has been prompted to provide additional payment justification for various awards.
- These requests are typically requiring detailed breakdown of costs.
- Until justifications are reviewed and accepted by DOGE, our payment requests are not released.

An official website of the United States government

 **Department of Government Efficiency**
The people voted for major reform.

Payment Clarification

Reference ID: 4040567623 FAIN: 90DDUC007705 Subaccount: 90DDUC007705

Additional information is requested for this payment request, pertinent to [Executive Order 14222](#). Please provide a more detailed justification. An ideal payment justification describes the payment request in line-item detail (eg, breakdown of costs).

Previous Justification

Reimbursement of allowable expenses to support the Vanderbilt Kennedy Center for Excellence in Developmental Disabilities

Grant Officer Feedback

Please provide additional details

Additional Clarification Required

Please provide more detailed information to address the concerns with your previous justification...

Federal Payment Justification

PROCESS FOR RESPONDING TO DOGE REQUESTS

If you receive a request from an agency for additional payment justification, please forward to Finance immediately

Send to: Staci Turner or Kelley Thurmon

From: **Defend the Spend** <defendthespend@hhs.gov>

Sent: Thursday, May 8, 2025 8:24 AM

To: Ingram, Eric R <eric.ingram@vumc.org>

Subject: Additional clarification required for your recent payment request from PMS

Hello,

Thank you for providing information for your recent payment request for subaccount [REDACTED] in PMS.

ADMINISTRATION FOR COMMUNITY LIVING is requiring additional information regarding this payment before funds are disbursed. An ideal payment justification includes a specific description of why the funds are necessary, and why they are aligned with the award.

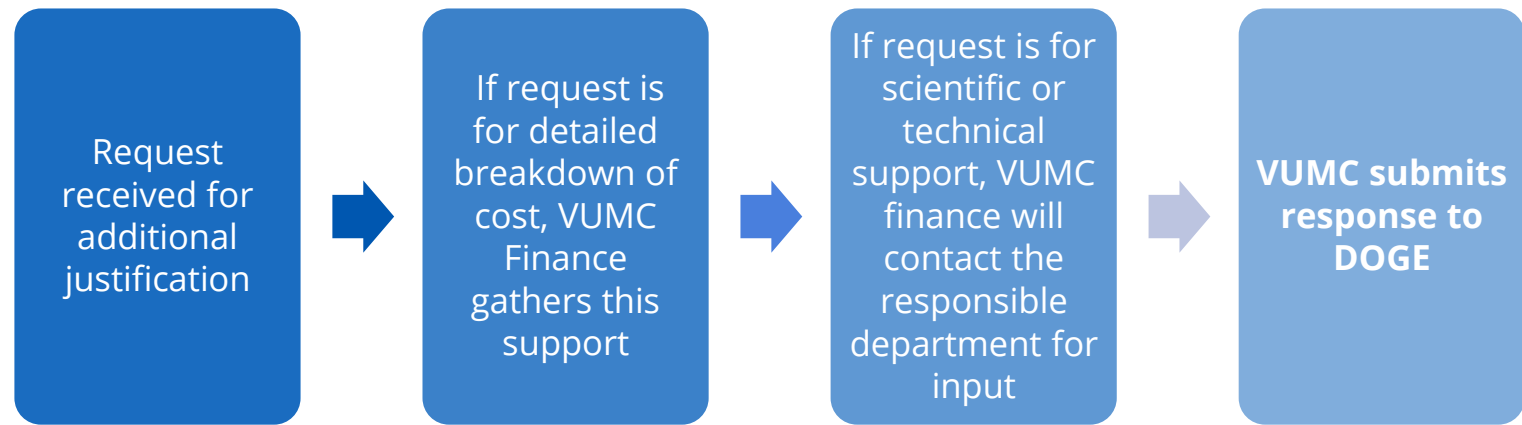
Please enter the additional information at this link: <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpub-dts.doge.gov%2F%2F49f77b8-6b5e-4c6d-a592-7cb31d21cd80-930dd4c1-a89d-48f2-9111-f74e2d07e2a5-1746710468400&data=05%7C02%7Ckelley.a.doherty%40vumc.org%7C97c417a12418498c7d6308dd8e3bcfd8%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C638823109726914961%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiwlJAUwMDAwMCIslAiOiJXaW4zMilslkFOljoITWFpbCIsIlUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=80iTY-FrIB%2FIWGi4IhbnOeTt79HGSSzAtUebqE53Wdg%3D&reserved=0>

If you have any inquiries, please reach out to your contact at ADMINISTRATION FOR COMMUNITY LIVING directly.

Federal Payment Justification

PROCESS FOR RESPONDING TO DOGE REQUESTS

- Requests received by Finance will be responded to by Finance with detailed breakdown of costs. Departments will only be contacted for input if the Grant Officer feedback on the request indicates there is a need to provide technical or scientific support.
- Requests received by finance are being tracked so we can document a list of awards to maintain for leadership.



Federal Payment Justification

BEST PRACTICES

Prioritize

- Maintain accurate Workday budgets to facilitate use of delivered reports to monitor award spending.

Review

- Perform monthly review of expenses. Verify effort allocations are correct.

Document

- Provide **adequate support and cost transfer justification** to expedite the review process when corrections are needed.

Monitor

- Monitor your inboxes and approve transactions timely. Do not approve if they are not correct.

Be Proactive

- Do not wait to submit AAs and PAAs! Correct errors as soon as they are identified.



Next Research Town Hall: June 19th



Questions?