



Research & Grants Workday Reports

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Workday Report Name	Security Role(s) needed	Description	Prompt Fields	Available Columns	Report Notes
CR Fin - Labor Detail by Fiscal Period	Cost Center Manager Cost Center Financial Analyst with Payroll Details Grant Manager Grant Financial Analyst	Provides information about Hours & Amount paid for each worker by Cost Center, Cost Center Hierarchy, Grant or Grant Hierarchy. For the fiscal period selected returns Journal Source, Cost Center, Grant, Gift, Project, Program, Spend Category, Pay Component, Pay Group, Job Profile, Total Paid Hours, Total Paid Dollars. Only includes salary expense, no fringe.	<ol style="list-style-type: none"> *Company Organization *Period Worktags Pay Group 	Journal; Journal Source; Cost Center Code; Cost Center; Ledger Account; Spend Category; Grant; Gift; Program; Project; Fund; Salary Over the Cap Type; Employee Name; Supervisory Org ID; Supervisory Org; Job Profile; Pay Component; Pay End Date; Pay Cycle Type; Pay Group; Check Date; Earns Begin/End Date; VUMC Paid Hours/Amt	Report can only be run for one period at a time.

CR Fin - Labor Detail by Fiscal Period

1 Company: Vanderbilt University Medical Center

2 Organization: Grant Hierarchy: GH CO02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts

3 Period: FY23 - Jan

4 Worktags: Employee: E.Namel (0101010)

5 Pay Group

Filter Name: Manage Filters Save

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Salary Over the Cap Type	Employee Name	Supervisory Org ID	Supervisory Org	Job Profile	Pay Component	Pay End Date	Pay Cycle Type	Pay Group	Check Date	Earns Begin Date	Earns End Date	VUMC Paid Hours	VUMC Paid Amt
	Melon, Walter (0000002)	S104488AA	GI Medicine Clinical Trials Department (Michael McGill (0051696)) (S104488AA)	3412 - Clin/Tri Research Coord II	PTO - non-exempt (PNS)					06/01/2023	06/30/2023	0.00	-127.63
	Lear, Shanda (0000003)	S104487AH	GI Medicine Research Department (Keith Wilson (0063344)) (S104487AH)	3876 - Histotechnologist Research	PTO - non-exempt (PNS)					06/01/2023	06/30/2023	0.00	-117.16
	Lear, Shanda (0000003)	S104487AH	GI Medicine Research Department (Keith Wilson (0063344)) (S104487AH)	3876 - Histotechnologist Research	PTO - non-exempt (PNS)					06/01/2023	06/30/2023	0.00	-86.59
	Lear, Shanda (0000003)	S104487AH	GI Medicine Research Department (Keith Wilson (0063344)) (S104487AH)	3876 - Histotechnologist Research	PTO - non-exempt (PNS)					06/01/2023	06/30/2023	0.00	-229.23
	Lear, Shanda (0000003)	S104487AH	GI Medicine Research Department (Keith Wilson (0063344)) (S104487AH)	3876 - Histotechnologist Research	PTO - non-exempt (PNS)					06/01/2023	06/30/2023	0.00	-76.41
	Ander, Corey (0000007)	S104488AA	GI Medicine Clinical Trials Department (Michael McGill (0051696)) (S104488AA)	3412 - Clin/Tri Research Coord II	Regular (Hourly) (REG)					06/01/2023	06/30/2023	0.00	-241.61
	Ander, Corey (0000007)	S104488AA	GI Medicine Clinical Trials Department (Michael McGill (0051696)) (S104488AA)	3412 - Clin/Tri Research Coord II	Regular (Hourly) (REG)					06/01/2023	06/30/2023	0.00	-241.61

Journal	Journal Source	Cost Center Code	Cost Center	Ledger Account	Spend Category	Grant	Gift	Program	Project	Fund	Salary Over the Cap Type
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC365 SWB: PTO	G0003910 4043556155 1903-0 3793 GCA COMBINATORIAL SINGLE CELL STRATEGIES-CLINICAL				FD004 Sponsored Program Fund	
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC365 SWB: PTO	G0006875 4043900121 RD4120200-G1 SPERNDIOME AS A NEW THERAPY FOR COLITIS AND CHE				FD004 Sponsored Program Fund	
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC365 SWB: PTO	G0011911 4043550253 R04120385-CURULE OF AFRICAN-CENTRIC TP93 VARIANT IN HIGHIE				FD004 Sponsored Program Fund	
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC365 SWB: PTO	G0013790 4043910401 PCA116087-16H_PYLOR-INDUCED INFLAMMATION AND GASTR-CORE A				FD004 Sponsored Program Fund	
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC365 SWB: PTO	G0009954 404353793 WB1X WH-21-1-0617-TRANSLATIONAL IMPACT OF ELECTROPHILE ADDUCT				FD004 Sponsored Program Fund	
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC154 SWB: Regular	G0004528 4043557915 COBSONA INFLAMMATORY BOWEL DISEASE (IBD) REGISTRY				FD004 Sponsored Program Fund	
...	Payroll Forward Accrual	CC02862	CC02862 Medicine - Gastroenterology Div - CD Acad Grants Gifts	5010 Staff Salaries: Non-Exempt	SC154 SWB: Regular	G0004528 4043557915 COBSONA INFLAMMATORY				FD004 Sponsored Program Fund	



Workday Report Name	Security Role(s) needed	Description	Prompt Fields	Available Columns	Report Notes
CR Fin- Department Salary Trend for Grant or Award	Grant Manager Grant Financial Analyst	Combines actual and obligation journals from payroll to trend salary and fringe by person for the prompted grant or award. Payroll obligations build for the current fiscal year, or for research only through the award line end date.	<ol style="list-style-type: none"> Company for Organization Reporting Period Organization Award Worktags Budget Date less than or equal to 	Employee; Ledger Account; Grant; Fund; Column for each period	If a Budget End Date prompt is entered, the report will return less than or equal to the award line end date. If no Budget Date is entered, the report defaults to up to 3 fiscal years of returns.

CR Fin - Department Salary Trend for Grant or Award

- Company for Organization Reporting *
- Period *
- Organization
- Award
- Worktags
- Budget Date less than or equal to (optional):

Employee	Ledger Account	Grant	Fund	Apr -	May -	Jun -	Jul -	Aug -	Sep -	Oct -	Nov -	Dec -	Jan -	Feb -	Mar
				FY23	FY23	FY23	FY24	FY24	FY24	FY24	FY24	FY24	FY24	FY24	FY24
				Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Shanda Lear (0123456)	5200:Faculty Salaries	GR007428 4043566122 SPARC IBD-STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Shanda Lear (0123456)	5575:Fringe Benefit Expense	GR007428 4043566122 SPARC IBD-STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	400	400	400	400	400	400	400	400	400	400	400	400
Walter Mellon (0078965)	5010:Staff Salaries: Non-Exempt	GR007428 4043566122 SPARC IBD-STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	800	800	800	800	800	800	800	800	800	800	800	800
Walter Mellon (0078965)	5575:Fringe Benefit Expense	GR007428 4043566122 SPARC IBD-STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	200	200	200	200	200	200	200	200	200	200	200	200
Total				4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400





Workday Report Name	Security Role(s) needed	Description	Prompt Fields	Available Columns	Report Notes
CR Fin- Research Transaction Summary	Grant Manager Grant Financial Analyst	For the grant or grant hierarchy prompted, returns a summary of expense transaction amounts by account and period. Provides a subtotal for Direct and F&A expenses. Can be run by Grant Manager or Grant Financial Analysts.	<ol style="list-style-type: none"> *Company Organization *Year Period Worktags 	Ledger Account; Column for each period	Must be run at a grant or grant hierarchy level because the report is for research only.

CR Fin - Research Transaction Summary

1 Company * Vanderbilt University Medical Center

2 Organization
 x Grant: GR005616 4043567345 M16-0066:EFFICACY AND SAFETY OF RISANKIZUMAB IN SUBJECTS WIT
 x Grant: GR007428 4043566122 SPARC IBD:STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH

3 Year * FY23

4 Period

5 Worktags

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Ledger Account	Jul - FY23	Aug - FY23	Sep - FY23	Oct - FY23	Nov - FY23	Dec - FY23	Jan - FY23	Feb - FY23	Mar - FY23	Apr - FY
5000:Staff Salaries: Exempt	0	0	0	0	0	0	0	(31,319.06)	0.00	
5010:Staff Salaries: Non-Exempt	7,512.16	5,975.91	6,320.99	6,744.05	6,786.35	7,078.50	6,776.62	6,078.84	(2,363.56)	808.5
5200:Faculty Salaries	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.67	2,916.6
5575:Fringe Benefit Expense	2,543.50	2,111.74	2,239.18	2,330.14	2,344.00	2,425.71	2,338.58	(6,874.93)	(278.43)	624.5
6250:Research And Education	100.00	1,457.35	123.66	162.06	165.11	482.99	974.63	2,353.11	2,612.25	1,787.5
Direct Costs	13,072.33	12,461.67	11,600.50	12,152.92	12,212.13	12,903.87	13,006.50	(26,845.37)	2,886.93	6,137.3
F&A Total	1,326.23	1,523.06	1,183.54	1,246.09	1,252.58	1,382.16	1,485.83	(2,237.45)	785.02	953.3
Total Expense	\$13,072	\$12,462	\$11,601	\$12,153	\$12,212	\$12,904	\$13,007	(\$26,845)	\$2,887	\$6,13



Workday Report Name	Security Role(s) needed	Description	Prompt Fields	Available Columns	Report Notes
CR Fin – Department Account Activity	Cost Center Manager Cost Center Financial Analyst Cost Center Financial Analyst with Payroll Details Grant Manager Grant Financial Analyst Gift Manager Gift Analyst Program Manager Program Financial Analyst Project Financial Analyst	For the period selected, returns beginning balance, activity, and ending balance by account.	1 *Company 2 *Organization 3 *Period 4 Worktags	Ledger Account; Beginning Balance; Debit Amount; Credit Amount; Ending Balance	Optional prompt limits results on organization and period selected. Ex. Use fund to limit result to activity in a specific fund type in combination with the Organization selected.

CR Fin - Department Account Activity

1 Company *

2 Organization *

3 Period *

4 Worktags

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
6000:Medical Supplies	3,138.38	4,837.83	3,631.84	4,344.37
6010:Non-Medical Supplies	595,825.07	120,250.31	78,647.75	637,427.63
6015:Non-Medical Supplies Book To Physical Adjustment	0.00	0	0	0.00
6100:Machinery And Equipment	10,990.00	96.00	96.00	10,990.00
6110:Maintenance And Repairs	16,603.70	1,065.55	894.00	16,775.25
6200:VU Expense	238,298.29	70,089.57	6,320.76	302,067.10
6210:Professional Services Expense	0.00	0	0	0.00
6220:Subcontracts	1,185,559.92	377,310.94	147,931.64	1,414,939.00
6240:Insurance Expense	0.00	0	0	0.00



Workday Report Name	Security Role(s) needed	Description
Dashboard – Department Finance Reports	<ul style="list-style-type: none"> Cost Center Manager Cost Center Financial Analyst Cost Center Financial Analyst with Payroll Details Grant Manager Grant Financial Analyst Gift Manager Gift Analyst Program Manager Program Financial Analyst Project Financial Analyst 	<p>This is a dashboard of available Workday Finance reports. There are two tabs:</p> <ul style="list-style-type: none"> Clinical Enterprise Academic Enterprise <p>This dashboard lists available finance reports, along with descriptions, that users may run, based on their security roles.</p>

Department Finance Reports

Clinical Enterprise Academic Enterprise

CR Academic Enterprise Reports

Report Task	Brief Description
CR Fin - Academic Enterprise Clinical Practice Details	P&L format for Clinical areas of the Academic Enterprise. Organization prompt can be run by cost center, or cost center hierarchy level. If run at the department level, returns the budgeted margin for that department (i.e. no grant or gift activity).
CR Fin - Academic Enterprise Cores	Filtered results based on CARTS values to return CORES data. P&L format for Clinical areas of the Academic Enterprise. Organization prompt can be run by cost center, or cost center hierarchy level. If run at the department level, returns only CORES activity.

CR Labor Reports

Report Task	Brief Description
	selected during the runtime
CR - Labor Distribution by Earnings_Detailed	Provides detailed information about each employee's earnings by categories such as Regular, PTO, Sick, Orientation, Other, Overtime, Shift and Premium
CR - Labor Distribution by Hours	Provides summary of hours by each cost center, divided into categories such as Regular, PTO, Sick, Orientation, Other, Overtime, Shift and Premium. It also drills down to Ledger Account, Job Category and employee level

CR Research Reports

Report Task	Brief Description
CR Effort Actuals and Obligations	
CR Fin - Budget vs Actual for Grant or Award	
CR Fin - Department Salary Trend for Grant or Award	Combines actual and obligation journals from payroll to trend salary and fringe by person for the prompted grant or award. Payroll obligations build for the current fiscal year, or for research only through the award line end date.

CR FDM Reports

Report Task	Brief Description
CR FIN Cost Center Lookup	Provides a list of valid cost centers as well as rollup levels for the cost center hierarchy

CR VMG Reports

Report Task	Brief Description
CR FIN - Allocation Transactions	This report offers Journal Level detail for transactions with the Professional Service Revenue (4020) and Allocations (6495) Ledger Accounts.
CR FIN - Cost Center Professional Revenue Trend	This report shows FYTD trends for transactions posted with the Professional Service Revenue (4020) and Allocations (6495) Ledger Accounts.
CR FIN - Professional Revenue Trend - Cost Center Level	This report will deliver the FYTD trend for Professional Service Revenue (4020) Ledger Account by Cost Center.
CR Fin - Provider Collections by Bill Area Trend	This report delivers FYTD Trending for Provider and Bill Area level collection amounts for the Professional Services

CR Gifts Reports

Report Task	Brief Description
CR Fin Endowment Gifts	
CR Fin Spendable Gifts	