



Research & Grants Workday Reports

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Workday	Security Role(s)	Description	Prompt Fields	Available Columns	Report Notes
Report Name	needed				
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.	1 *Company 2 Organization 3 *Period 4 Worktags 5 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.



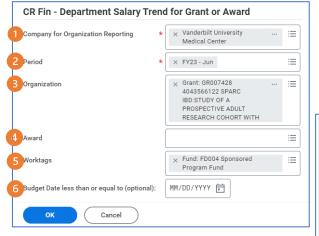


	Salary Over the Cap Type	Employee Name	Supervisory Org ID	Supervisory Org	Job Profile	Pay Component	Pay End Date	Pay Cycle Type	Pay Group	Check Date	Earns Begin Date	Earns End Date	VUMC Paid Hours	VUMC Paid Amt
		Melon, Walter (0000002)	S104488AA	GI Medicine Clinical Trials Department (Michael McGill (0051696)) (S104488AA)	3412 - Clin/Tran Research Coord II	PTO - non-exempt (PNS)					06/01/2023	06/30/2023	0.00	-127.63
4		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/Tran 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	3412 - Clin/Tran Research Coord II	Regular (Hourly) (REG)					06/01/2023	06/30/2023	0.00	-241.61





Workday	Security Role(s)	Description	Prompt Fields	Available Columns	Report Notes
Report Name	needed				
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.	1 Company for Organization Reporting 2 Period 3 Organization 4 Award 5 Worktags 6 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.

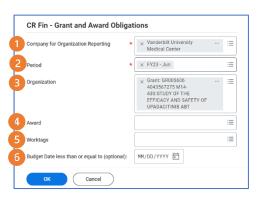


				Apr - FY23	May - FY23	Jun - FY23	Jul - FY24	Aug - FY24	Sep - FY24	Oct - FY24	Nov - FY24	Dec - FY24	Jan - FY24	Feb - FY24	Mar FY2
Employee	Ledger Account	Grant	Fund	Total	Tot										
Shanda Lear (0123456)	5200:Faculty Salaries	GR007428 4043566122 SPARC IBD:STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT 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	w





Workday Report Name	Security Role(s) needed	Description	Prompt Fields	Available Columns	Report Notes
CR Fin- Grant and Award Obligations	Grant Manager Grant Financial Analyst	For the Grant or Award prompted, provides a summary of obligations only from payroll to trend salary and fringe by person. Payroll obligations build for the current fiscal year, or for research only through the award line end date.	1 *Company for Organization Reporting 2 *Period 3 Organization 4 Award 5 Worktags 6 Budget Date less than or equal to	Employee; Ledger Account; Grant; Fund; Total obligation amount by person, ledger account, and funding source for the specified 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. Changes from PCAs will appear with biweekly process updates.

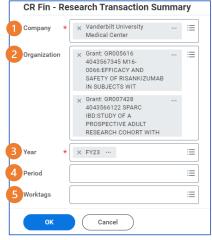


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Employee	Ledger Account	Grant	Fund	May - FY23	Jun - FY23	Jul - FY24	Aug - FY24	Sep - FY24	Oct - FY24	Nov - FY24	Dec - FY24	Jan - FY24	Feb - FY24	Mar - FY24	Total
Buzz Lightyear (3333333)	5200:Faculty Salaries	GR007428 4043566122 SPARC IBD:STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	0	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	9,000
Buzz Lightyear (3333333)	5575:Fringe Benefit Expense	GR007428 4043566122 SPARC IBD:STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	0	0	100	100	100	100	100	100	100	100	100	900
Peter Pan 5555555)	5010:Staff Salaries: Non- Exempt	GR007428 4043566122 SPARC IBD:STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	0	0	250	250	250	250	250	250	250	250	250	2,250
Peter Pan (555555)	5575:Fringe Benefit Expense	GR007428 4043566122 SPARC IBD:STUDY OF A PROSPECTIVE ADULT RESEARCH COHORT WITH	FD004 Sponsored Program Fund	0	0	25	25	25	25	25	25	25	25	25	225
Total				0	0	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	12,375





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 by run by Grant Manager or Grant Financial Analysts.	 *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.

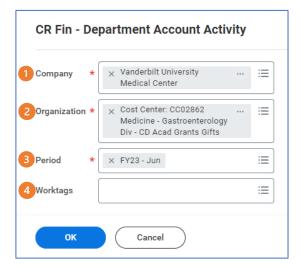


Ledger Account	Jul - FY23	Aug - FY23	Sep - FY23	Oct - FY23	Nov - FY23	Dec - FY23	Jan - FY23	Feb - FY23	Mar - FY23	Apr - FY
5000:Staff Salaries: Exempt	0	0	0	0	0	0	0	(31,319.06)	0.00	
5010:Staff Salaries: Non-Exempt	7,512.16	5,975.91	6,320.99	6,744.05	6,786.35	7,078.50	6,776.62	6,078.84	(2,363.56)	808.5
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.



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
6240:Insurance Expense	0.00	0	0	? WalkMe Menu: 0.00







Workday Report Name	Security Role(s) needed	Description
Dashboard – Department Finance Reports	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	This is a dashboard of available Workday Finance reports. There are two tabs:

