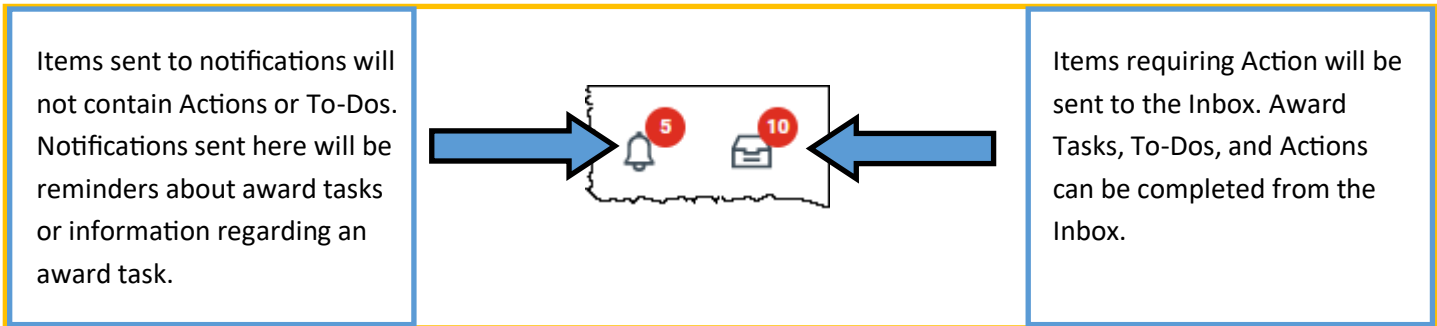




Grant Notifications

Grants and Awards in Workday generate Actions, To-Dos, and Award Tasks for employees with roles assigned on an award. Actions, To-Dos, and Awards Tasks are sent as notifications to an Employee's Workday Inbox or Notifications.



| Notification | Description | Timing | Image |
|---------------------------------|--|---|---|
| Award Task | Tasks generated based on financial reporting, programmatic reporting, and billable milestones. | Notifications for award tasks are dependent upon reporting schedules and when billable milestones are met. Some Inbox notifications will contain a due date. | Accounting Adjustment: 2 for 06/22/2022 1 month(s) ago - Effective 06/22/2022 Inbox |
| | | | Unposted Journal: NTS02 on 01/02/2022 for \$19,067.00 by 1 month(s) ago Inbox |
| | | | Create Billing Schedule - Customer Contract: Customer Contract: Sandy Beech 06/22/2022 for \$117,282.00 1 month(s) ago - Due 06/24/2022; Effective 06/22/2022 Inbox |
| Notice of Award Creation | Notice that an award record has been created in Coeus and is now active in Workday. | When an award is created, the grants manager will be prompted. | Award:AWD888940: zzDNU_JB2_American Cancer Society - Institutional 01/01/2022 for \$240,000.00 An award has been created. Please create the budget. 28 day(s) ago Notification |
| Reminder to Create Award Budget | Prompted to create an award budget. | When an award is created, the grants manager will be notified to create the budget. | Award:AWD888940: zzDNU_JB2_American Cancer Society - Institutional 01/01/2022 for \$240,000.00 An award has been created. Please create the budget. 28 day(s) ago Notification |
| Spend Transactions Approval | Grant expense transactions on an award. | Some notifications will contain a due date. | Costing Allocation: Paige Turner (0123456) P00015363 Dept Chairperson Professor 27 day(s) ago - Due 07/02/2022; Effective 06/30/2022 Inbox |



Grant Notifications

Grants and Awards in Workday generate Actions, To-Dos, and Award Tasks for employees with roles assigned on an award. Actions, To-Dos, and Awards Tasks are sent as notifications to an Employee's Workday Inbox or Notifications.

| Notification | Description | Timing | Image |
|-----------------------|---|---|---|
| Supply Chain Approval | Expense reports, supplier invoices, requisitions, purchase orders. | Some notifications will contain a due date. | Expense Report: EXP-00000249, Dinah Mite (0123456) on 06/13/2022 for \$500,000.00 1 month(s) ago - Effective 06/13/2022 Inbox ☆ |
| | | | Supplier Invoice: SI-0000000520, ADERA on 06/27/2022 for \$20,000.00 1 month(s) ago - Effective 06/27/2022 Inbox ☆ |
| | | | Requisition: REQ1001006, Requester: Anita Knapp (0123456) , Date: 07/13/2022, Amount: \$75,000.00 14 day(s) ago Inbox ☆ |
| | | | Purchase Order: PO100000001222, Supplier: MEDLINE INDUSTRIES INC, Date: 07/01/2022, Amount: \$234.76 26 day(s) ago Inbox ☆ |
| Payroll Approval | Payroll accounting adjustments and payroll costing allocations. | Some notifications will contain a due date. | Update Costing Allocation for Change: Payroll Accounting Adjustment: Walter Mellon (0123456)- 04/01/2022 - 04/30/2022 8 day(s) ago Inbox ☆ |
| | | | Costing Allocation: Holly Wood (0123456)- P00015363 Dept Chairperson Professor 27 day(s) ago Due 07/02/2022 Effective 06/30/2022 Inbox ☆ |
| Effort Certification | All employees with effort on an award will be prompted to certify their effort quarterly. | Some notifications will contain a due date. | Effort Certification: Federally Funded for Jack Pott (0123456) for 02/27/2022 - 06/30/2022 6 day(s) ago Inbox ☆ |

QUESTIONS?

Please email BusinessEducation@vumc.org.