Research Workday Town Hall
October 26, 2023

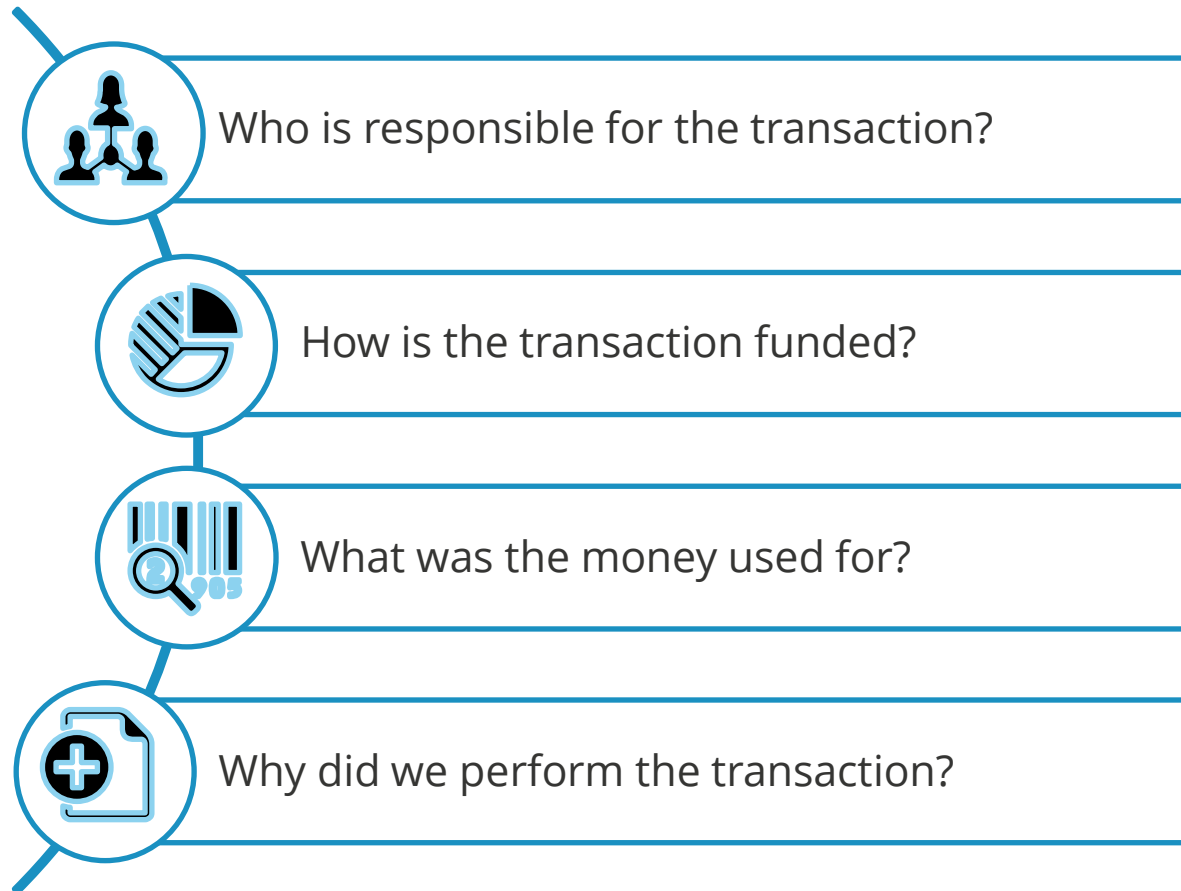# Research Workday Town Hall Agenda

October 26, 2023

- Welcome

- FDM

- Subcontract Process

- Q&A

FDM

What is the Workday Foundation Data Model?

The FDM is a multidimensional structure of key data elements that provide a foundation for Workday transaction processing and reporting. It is a framework to support all financial and management reporting across the enterprise. It answers questions such as:

Who is responsible for the transaction?

How is the transaction funded?

What was the money used for?

Why did we perform the transaction?

Workday FDM Reporting Dimensions - Overview

Worktags facilitate managerial, operational, and industry reporting by classifying transactions.

- **Organization Worktags** are building blocks for managing information that are both financial and non-financial; can be organized into **hierarchies** and **roles** and **security** can be assigned

- **Other Worktags** provide quick way to capture additional information that can be used for reporting

FDM Dimensions

"Who" is paying or providing funds?

Organization   **Other Worktags**

Accounting Worktags
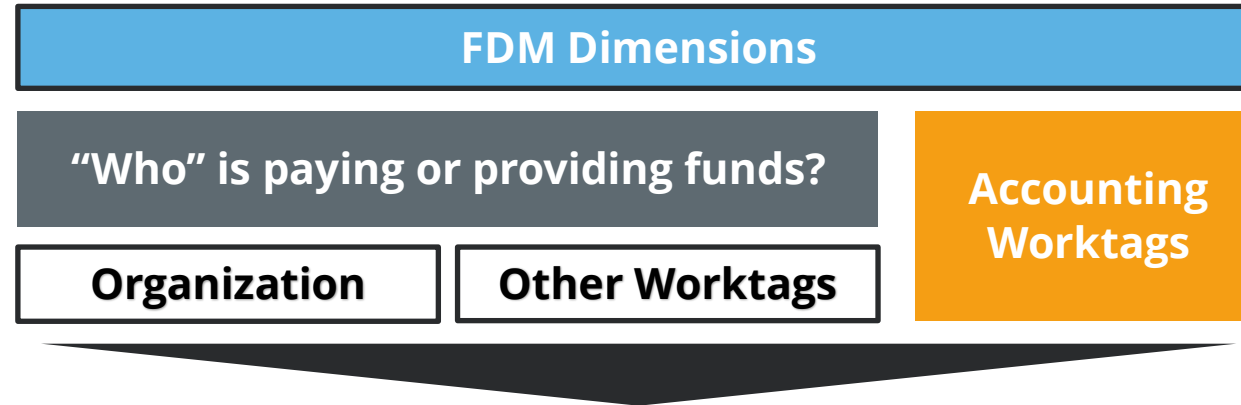
Allows users to tag their transactions by business dimensions that are relevant to each area of the business while providing a framework to support financials and management reporting across the enterprise.

- **Accounting Worktags** describe the nature of the transaction to support all financial and management reporting across the enterprise.

Cost Centers

Cost Centers in Workday

- Are often financial departments in legacy systems
- Have a clearly defined responsible manager
- Provide a structure for department financial reporting
- House many different types of activity

Cost Centers in Workday are **not**

- Necessary to provide distinct accounting and Income Statement reporting
- Many business processes that require a separate cost center today are managed with specifically designed worktags

Workday Cost Center Activity

Grants

Gifts

Projects

Programs

Other Types of Activity (i.e., Custom Organizations)

Additional Worktags

Additional defined worktags create a richer data source for financial processing and for internal and external reporting:

| Provider	Bill Area	Assignee	Function Code	CARTS
• Professional Billing (PB) Epic provider # • Used to record PB collections and to process income distribution allocations • Facilitates reporting on provider level	• Bill Areas translate or connect Epic Professional revenue locations to the organizational financial structure • Used to record PB collections and to process income distribution allocations • Facilitates reporting on provider level revenue	•Represents a Faculty member or Provider •Can be used in conjunction with other worktags like: •Program – to track individual teaching or research funding •Provider – to create Provider level P&L reporting	• Breaks expenditures into major functions such as Instruction and Department Research, Sponsored Research, and Public Service • Utilized for Medicare Cost Report, indirect cost negotiations, & external reporting	• Utilized by the Academic Enterprise and VMG • Provides revenue and expenditure reporting on the major missions: Clinical, Administration, Research, Teaching, and Service
Example: **PR10711- WALSH, WILLIAM F**	**Example:** **BA1010015001 - Neonatology-campus**	**Example:** **AS0045813 Gore, John C**	**Example:** **FC18018 - Instruction and Departmental Research**	**Example:** **CTRRD - Research Restricted Department**

Funding Source/Driver Worktags

Funding source Worktags create distinct accounting and reporting for a variety of business purposes:

- Manage a book of business or portfolio of activity
- Provide a structure for department financial reporting
- House many different types of activity including Grants, Gifts, and Programs

Cost Center
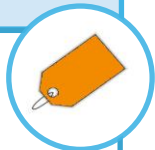
- Award IDs and Grant IDs facilitate research related business processes such as:
- ✓Salary Cap calculations
- ✓External Reporting and internal financial/ management reporting
- ✓Facilities and Admin expense calculation
- ✓Effort reporting

Grants
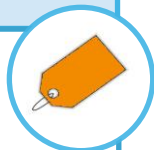
- Gift IDs facilitate tracking of gifts received, pledges and spending on restricted, temporary restricted, and unrestricted gifts

Gifts
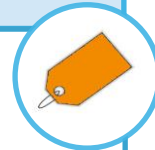
- Programs will be used to track revenue and/or expenses for ongoing business activities and departmental initiatives. Examples would include Research Faculty Funds, Teaching Faculty Funds and Fellow support.

Programs
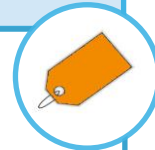
- Capital Projects will be assigned a Project ID which allows for assignment of budgets, funding, and tracking of spend, commitments, and obligations on major projects
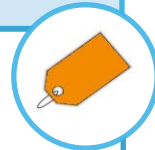
Projects

Medicine
(CCH Medicine)

Allergy/Pulmonary Division
(CCH Allergy/Pulmonary Division)

Cardiology Division
(CCH Cardiology Division)

Clinical Pharmacology Division
(CCH Clinical Pharmacology Division)

Diabetes/Endocrinology Division
(CCH Diabetes/Endocrinology Division)

Epidemiology Division
(CCH Epidemiology Division)

Gastroenterology Division
(CCH Gastroenterology Division)

Genetic Medicine Division
(CCH Genetic Medicine Division)

Geriatrics Division
(CCH Geriatrics Division)

Hematology/Oncology Division
(CCH Hematology/Oncology Division)

Infectious Disease Division
(CCH Infectious Disease Division)

Internal Medicine Division
(CCH Internal Medicine Division)

Medicine Administration Division
(CCH Medicine Administration Division)

Nephrology Division
(CCH Nephrology Division)

Rheumatology Division
(CCH Rheumatology Division))

Medicine Cost Centers

Nephrology Division

Operating Entity

| OEClin_RA Clinical Department VMG | OEClin__RA Clinical Department Research and Administration | OEClin_Edu Clinical Department Education Operating Entity | OEAcad_GG Academic Grants and Gifts |

Cost Center

| CC01155 Medicine - Nephrology Div - CD Clin VMG | CC02885 Medicine - Nephrology Div - CD Clin Research Admin | CC02884 Medicine - Nephrology Div - CD Clin Education | CC02883 Medicine - Nephrology Div - CD Acad Grants Gifts |

Clinical Margin

Example Grant and Gift Hierarchies

Primary gift and grant hierarchies have been created to mirror cost center hierarchies

Navigate Gift Hierarchy

Gifts by Department CC

GFH Department of Medicine

GFH CC02857 Medicine - Diabetes/Endocrinology Div - CD A... ←

16

GFH CC02857 Medicine...

| GF00305 CME Diabetes... | GF00395 DAVID N. ORT... | GF00424 DEVIN GIFTS... | GF00434 Diabetes END... | GF00532 ENDOCRINE G... | GF00628 GANNON GIF... | GF00747 GIFT - MISC G... | GF00914 GRANT LIDDL... | GF01422 MISCELLANE... |

Navigate Grant Hierarchy

All VUMC Grants

Department of Medicine

Managers (5)

Managers (4) ←

GH CC02857 Medicine - Diab...

265

Managers (4)

GR000083 4043516226 2-SR...	GR000116 4043516253 201...	GR000117 4043516223 201...	GR000118 4043516233 201...	GR000872 4043516965 DEV...	GR000884 4043511531 DK0...	GR000885 4043511541 DK0...	GR000887 4043510393 DK0...	GR000894 4043511811 DK1...
Managers (4)	Managers (4)	Managers (4)	Managers (4)	Managers (4)	Managers (4)	Managers (4)	Managers (4)	Managers (4)

Transitioning to Workday

Throughout Implementation, the enterprise will map current state values to the Workday FDM. Below are examples of how items may translate to VUMC future state.

workday®

VUMC L1

VUMC L2 — VUMC L2

Cost Center — Cost Center — Cost Center — Cost Center

Driver Worktag[1]

Grant (GR######)
Gift (GF#####)
Program (PG#####)
Project (PR#####)
Cost Center (CC#####)

Related Worktags[2]

| Cost Center (CC#####) | Fund (FD###) | Operating Entity (OE###) | Function (FC#####) |

Revenue Category (RC####) ➕ Ledger Account

Spend Category (SC####) ➕ Ledger Account
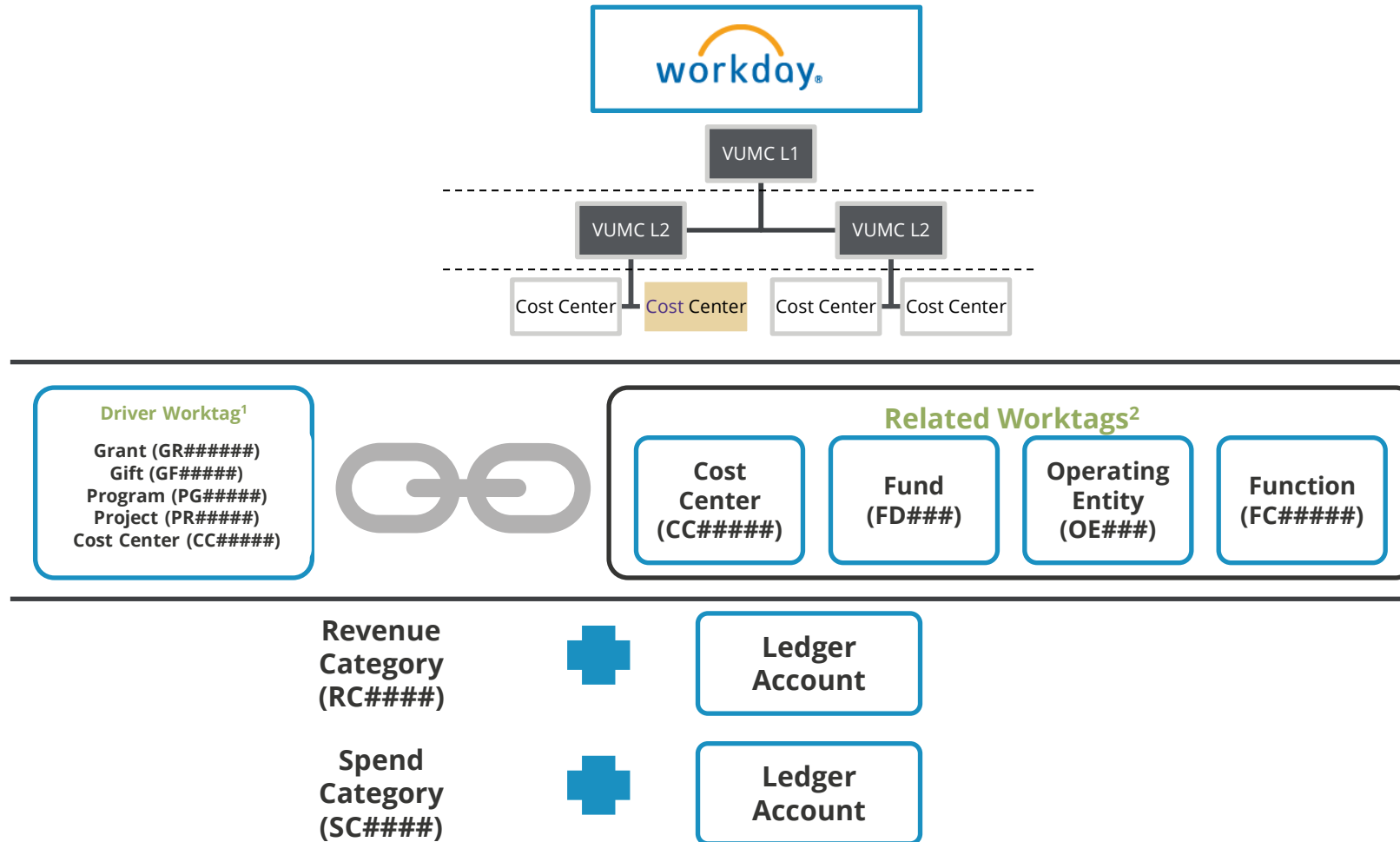
Driver Worktags

In this example of a supply chain transaction, the user entered the Grant ID and Spend Category. Other worktag fields are populated by default.

Illustrative

Populated from the business document (e.g., supplier invoice)

Data Entry

PG107824	Insurance (SC1039)
GR006779 RDK0113423-03 Estrogen Receptor	Hospital Equipment (SC1063)
PR345432	Bank Fees (SC1275)
GF151221	

Worktags

| Grant | Spend Category | | Cost Center | Fund | Operating Entity | Ledger Account | Supplier | Assignee |

CC10612 Operations · FD004 Sponsored Program Fund · OE001 Adult Hospital · 60100 Equipment · Honky Tonk MRI Supply · Logan McNeil (Lmcneil)

Driver Organization Worktag

Type of Spend (or Revenue) Accounting Worktag

Related and Transaction Worktags

13

Outgoing Subcontract Process

Subcontract Process – SET UP

DEPT → SUBMIT COEUS PROPOSAL THAT INCLUDES OUTGOING SUBAWARDS

OSP → RECEIVE, REVIEW SUBMIT PROPSAL

OCM → PROPOSAL LOG DATA RECEIVED FROM COEUS

DEPT → PROPOSAL IS AWARDED, REQUEST FOR OUTGOING SUBAWARD IS SUBMITTED VIA PEER

OCM →
- CONTRACT REQUEST RECEIVED FOR PROCESSING
- OUTGOING SUBAWARD FULLY REVIEWED, NEGOTIATED AND FULLY EXECUTED

OSP → NOTIFICATION OF FULLY EXECUTED SUB IS RECEIVED VIA PEER TO COEUS INTEGRATION

OSP → GRANT ID/AWARD LINE IS CREATED

FIN → SUPPLIER CONTRACT IS CREATED IN WORKDAY; CREATES OBLIGATION FOR SUB

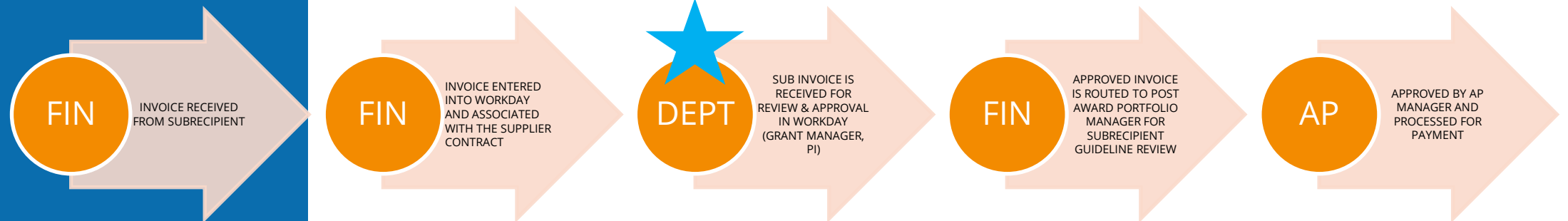**Changes to pre-Workday processes for subaward set up**

15

Subcontract Process – Payments

THE SUBAWARD INVOICE PAYMENT PROCESS IS CHANGED FROM LEGACY PROCESSES!

THE GOAL:
- **INVOICES ARE INITIATED FOR PAYMENT WHEN RECEIVED**
- **SUBRECIPIENT GUIDELINE COMPLIANCE REVIEWS OCCUR <u>BEFORE</u> PAYMENT IS PROCESSED**

FIN — INVOICE RECEIVED FROM SUBRECIPIENT

FIN — INVOICE ENTERED INTO WORKDAY AND ASSOCIATED WITH THE SUPPLIER CONTRACT

DEPT — SUB INVOICE IS RECEIVED FOR REVIEW & APPROVAL IN WORKDAY (GRANT MANAGER, PI)

FIN — APPROVED INVOICE IS ROUTED TO POST AWARD PORTFOLIO MANAGER FOR SUBRECIPIENT GUIDELINE REVIEW

AP — APPROVED BY AP MANAGER AND PROCESSED FOR PAYMENT

Best Practices for Outgoing Subawards

Be Timely!

- Take appropriate pre-award actions timely!
  - Submit proposed subaward information in along w/ your award proposals in COEUS
  - Initiate requests for outgoing subaward contracts in PEER in a timely manner when your proposal has been awarded
  - Initiate requests for subaward contract amendments via PEER in a timely manner- do not wait until after the contract has expired if you know you plan to extend it!

Know the terms of the agreement!

- Is the agreement fixed price or cost reimbursable?
- Is there automatic carryforward?
- Does the contract contain the correct email address for invoices? Subaward invoices should always be sent directly to **vumc.finance.invoices@vumc.org**

Support timely payment processing!

- Grant Managers should be monitoring their Workday inbox to ensure timely approval of invoices.
- If the invoice is not acceptable by the PI/requires amendment, the department should work with the sub to obtain a revised invoice.
  - Please SEND BACK the invoice in Workday with this information so it can be **cancelled**
- If you receive an invoice directly from the sub, forward to **vumc.finance.invoices@vumc.org** to so it can be entered into Workday to initiate approvals and payment
  - Invoice can be pre-reviewed (and PI approval obtained) before it is sent to Finance to eliminate the need to obtain that approval once the invoice is entered into Workday
  - Grant Manager will be prompted to approve the transaction in Workday regardless of the status of PI approval.

Did you know? If you are contracting with an organization who is not yet set up as a supplier, , the subrecipient will be prompted to take action to obtain information needed to complete the set up of the new supplier record!

Subcontract Invoice Payment Status

To check on the status of payment for a subcontract invoice:

Access supplier invoice details, including payment status by running Find Supplier Invoices - VUMC
Use available prompts to limit results by supplier, invoice number, invoice dates, etc.

Find Supplier Invoices - VUMC

Company	✕ Consolidated Vanderbilt University Medical Center
Supplier	✕ MEMORIAL SLOAN-KETTERING CANCER CENTER
Supplier Hierarchy	
Supplier Category	
Supplier Groups	
Supplier Status	
Purchase Order Type	
Invoice Number	
Supplier's Invoice Number	
Spend Category	
Invoice Status	
Match Status	
Invoice Created On or After	
Invoice Created On or Before	
Invoice Date On or After	
Invoice Date On or Before	

Find Supplier Invoices - VUMC

> **Details**

3 items

Supplier Invoice	Company	Supplier	Supplier Remit	Supplier's Invoice Number	Invoice Number	Invoice Date	Due Date	Invoice Amount with Sign	Invoice Accounting Date	Invoice Status	Match Status	Payment Status
⋯	Vanderbilt University Medical Center	MEMORIAL SLOAN-KETTERING CANCER CENTER	MEMORIAL SLOAN-KETTERING CANCER CENTER - Remit-To: 0000071277_14_RT	134877	SI-000249546	06/05/2023	07/05/2023	11,967.90		Draft		Unpaid
🔍	Vanderbilt University Medical Center	MEMORIAL SLOAN-KETTERING CANCER CENTER	MEMORIAL SLOAN-KETTERING CANCER CENTER - Remit-To: 0000071277_14_RT	134878	SI-000243658	06/05/2023	07/05/2023	9,382.50		In Progress	Exception	Unpaid
🔍	Vanderbilt University Medical Center	MEMORIAL SLOAN-KETTERING CANCER CENTER	MEMORIAL SLOAN-KETTERING CANCER CENTER - Remit-To: 0000071277_14_RT	134293	SI-000103374	02/16/2023	03/18/2023	21,843.74		Canceled		Unpaid