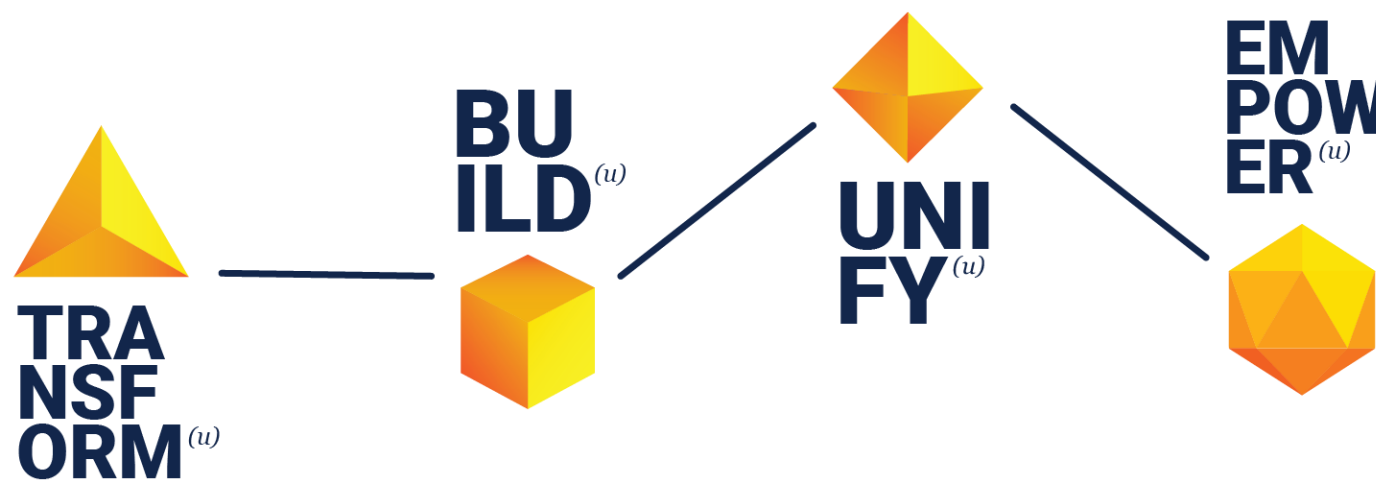


THE ENTERPRISE TRANSFORMATION | FINANCIALS

Grants Concepts Seminar



Welcome and Introductions

Jennifer Camp

Training Partner –
Grants & Contracts Accounting

Kevin Ellis

Training Partner –
School of Computer Science



“The significant problems we face today cannot be solved at the same level of thinking we were at when we created them.”

– Albert Einstein

Seminar Goals

- This seminar is a lecture-style offering.
- The content in today's course is the same as the accompanying web-based training: *Grants Concepts*.
- Please hold your questions. Time is allotted at the end for Q&A.



Agenda

- Course Purpose and Objectives
- Award Setup
- Award Management
- Award Reporting
- Award Closeout
- Course Review and Questions
- Next Steps

Safe Harbor

This information delivered within this presentation was originally published in June 2019.

This information, while accurate at the time, is subject to change.

Course Purpose

- The purpose of this course is to introduce and define important Workday terminology. While some of these new topics may seem abstract, they are the foundation of understanding core Workday functionality and are vital to transacting and reporting in Workday.
- This training is specific to Grants Concepts, and will not cover details related to other areas such as Procurement, Expenses, etc. There are separate training courses for these areas.

Course Objectives

By the end of this course, users will be able to:

- Become familiar with Workday concepts related to Grants.
- Follow the award set up workflow.
- Understand award management activities in Workday.
- Access and view grants reports in Workday.
- Understand the award closeout process in Workday.

Learning Methods

There are two types of learning methods that will be utilized during today's seminar:

Knowledge Checks

Instructors will ask users a question on a previously discussed Workday topic.



Demonstrations

Instructors will introduce a topic and show how to complete a process in Workday. Users will watch and reserve any questions for the Q&A portion at the end of the seminar



Terminology

Award	Stores information in Workday about the contract received from the sponsor.
Award Line	Contains business rules for collecting costs, F&A, billing sponsors, and reporting.
Grant	Used in Workday transactions to capture costs and revenue related to an Award.
Sponsor	Organization that awards funding for a grant or contract directly to Georgia Tech.
Prime Sponsor	The original source of funds, if different from the Sponsor (flow-through).
Award Lifecycle Status	Identifies status of award and award lines. Used for reporting and process routing.
Award Schedule	Identifies start and end date of the award.
Budget	Authorized funding for an award, allocated by object class within a grant(s).
Object Class	Cost categories that support sponsor budget and expenditure reporting.

Components of an Award

Award, Award Line, and Grant

Award

Sponsor and Prime Sponsor

Award Type

Award Date

Award Schedule

Award Amounts

Business rules to bill, collect, and report on awards.

Award Line

Reimbursement Method

F&A Rules

Start and End Dates

Subrecipient

Reporting is available by Award or Grant.

Grant

Driver worktag in transactions

Grant (Worktag)

Related Worktags

Security Roles

Role Name	Business Description
Award Principal Investigator	Lead PI for the award. Directs scientific/technical work and has overall responsibility for funds awarded from the sponsor.
Grants Principal Investigator	PI responsible for grant within an award, who may be the same as the award PI.
Grants Manager	Campus user who is responsible for day-to-day management of the grant, including review and approval of award expenditures.
Award Report Viewer	Other investigators or campus users associated with an award. Provides access to Workday grants reports.

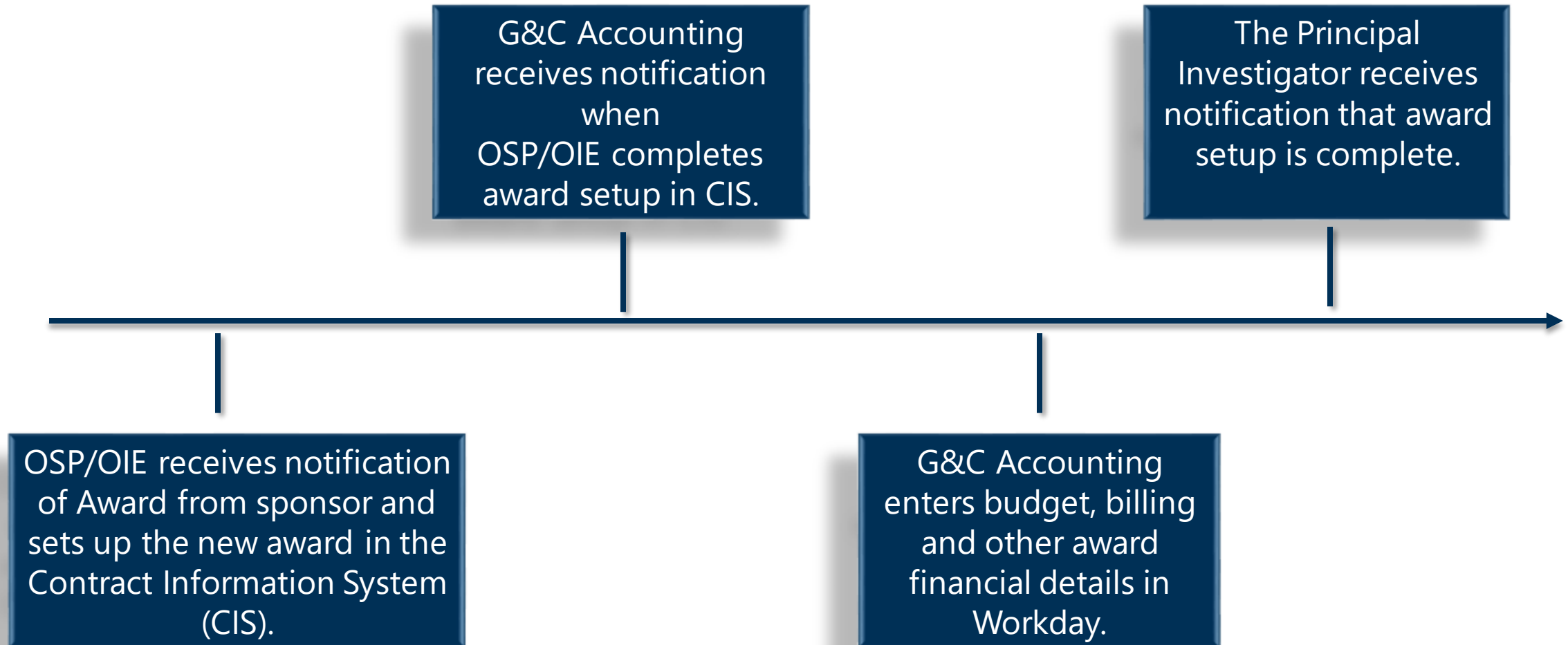


Award Setup

Award Setup Overview

- At Georgia Tech, the Office of Sponsored Programs (OSP) and the Office of Industry Engagement (OIE) support researchers with proposal submissions and contracting.
- When a sponsor awards funding to an academic unit (excluding GTRI), OSP/OIE completes the initiation. After that, Grants & Contracts Accounting can set up the award in Workday.

Award Setup Workflow



Request Advance Award Number

- When appropriate, Georgia Tech allows pre-award spending through the use of advance award numbers.
- Requests for advance award numbers must be submitted to the OSP/OIE Contracting Officer.
- Upon approval, Grants & Contracts Accounting will set up an advance award/grant in Workday to which pre-award spending may be charged.

Knowledge Check

True or False: Each Award line must have an associated grant.

- A) True
- B) False



Knowledge Check

True or False: Each Award line must have an associated grant.

A) True

B) False



Award Management

Award Management Overview

- Once award setup is complete, Workday helps campus users, investigators, and Grants & Contracts Accounting with the following activities:
 - Managing award spend.
 - Tracking budget revisions.
 - Reporting.

Award Spend

- In Workday, when you enter a requisition, expense report, or journal with a cost that should be charged to an award, populate the **Grants driver worktag**.
- Driver worktags determine the source of funding. Once a driver worktag is entered, **related worktags** will automatically populate.

Grant	Gift	Designated	GTRI Charge Code	Custodial Entity	NIGP	*Additional Worktags
<input type="checkbox"/> GR999999999 Training Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Class: CL11000 General Operations <input type="checkbox"/> Cost Center: CC000118 ERP Enterprise Resource Planning <input type="checkbox"/> Function: FN11100 General Academic Instruction <input type="checkbox"/> Fund: FD00000 INTERFUND CLEARING <input type="checkbox"/> Location: Lyman Hall

Spend Restrictions

- Workday allows Georgia Tech to establish “guardrails” that govern allowable costs on an award.
 - For example, if the contract terms and conditions do not allow foreign travel, the Foreign Travel Unallowable spend restriction prevents you from charging foreign travel to the grant.
- Spend restrictions help ensure accuracy at the point the transaction is initiated in Workday and reduce the need for cost transfers.
- During award setup, Grants & Contracts Accounting establishes applicable spend restrictions on award lines based on sponsor requirements.
- Grants managers may review spend restrictions by entering the award number in the search bar and selecting the award lines tab and then award lines sub-tab (view spend restrictions field).

Request Framework for Grants

- Georgia Tech is using Workday's Request Framework to help campus users manage additions and changes to awards.
- Campus users may use this Request Framework to request a new award line/grant within an existing award, or to request changes to an existing grant such as the title or status.
- All requests are routed to Grants & Contracts Accounting for review and set up in Workday.

Create a Budget Amendment

- You can reallocate budgets within the same award using Workday's Budget Amendment for Organization task. You may need to do this when:
 - The budget from one grant should be reduced, and the amount moved to another grant.
 - The budget within one grant should be moved from one object class to another object class.
- This task should be initiated by the ***Grants Manager***.
- Budget amendments initiated by the department must be balanced (net to zero).

Knowledge Check

Which of the following is **NOT** part of the award management process?

- A) Award Spend
- B) Proposal submission
- C) Request Framework
- D) Budget Amendment for Organization



Knowledge Check

Which of the following is **NOT** part of the award management process?

- A) Award Spend
- B) Proposal Submission**
- C) Request Framework
- D) Budget Amendment for Organization



Award Reporting

Award Reporting Overview

- Workday grants reporting provides visibility and flexibility to manage financial activity at the award and grant levels.
- The Sponsored Award Budget & Expense Report (SABER) summarizes budgets and spend for all grants in an award.
- The Sponsored Transactions in Grants report (STinG) summarizes budgets and spend by grant.
- Both reports provide real-time data with drill down to transactions originated in Workday, including supplier invoices, expense reports, purchase orders, requisitions, and accounting journals.

Award Reporting Overview

- Campus users can view financial data for their award portfolios using the Grants Reporting worklet.
- Please note that journals integrated from other systems may not include transaction level detail in Workday.

Demo – View SABER Report

Scenario:

- A summary of budgets and spend on all grants has been requested.
- Access the SABER report to find needed information.

With the **Award Report Viewer** role, perform the following steps:

1. Select the Grants Reporting Worklet.
2. Choose SABER.
3. View and locate information.



Knowledge Check

Which Workday Grants report is used for award-level reporting?

- A) Sponsored Transaction in Grants (STinG)
- B) Expense Report
- C) Sponsored Workday Report Detail
- D) Sponsored Award Budget and Expense Report (SABER)



Knowledge Check

Which Workday reports provide real-time data with the ability to drill down into transactions?

- A) Sponsored Transaction in Grants (STinG)
- B) Expense Report
- C) Sponsored Workday Report Detail
- D) Sponsored Award Budget and Expense Report (SABER)**



Award Closeout

Award Closeout Overview

- Workday contains features to provide better visibility and management of awards during the close-out process.
- These features include award status updates and validations to help control spend and manage cost transfers after the award period of performance end date.

Award Status during Closeout

- The day after an award reaches its end date, Workday changes the award status to Closeout.
- As the closeout timeline progresses, Workday will either warn you that the award is in closeout (and allow the transaction) or prevent you from transacting.
- In addition, the SABER and STinG reports reflect the award close out status and number of months past term.
- If incremental funding or a no-cost extension is pending and the award status is Closeout, inform Grants & Contracts Accounting.
 - If appropriate documentation is provided, Grants & Contracts Accounting can change the status to Central Administrative Review - which allows you to continue transacting.

Resolving Award Overspend

- Grants managers will use the SABER and STinG reports to manage award spend throughout the life of the award.
- Workday has been configured to allow transactions that exceed budget when appropriate.
- During award close out, grants managers are expected to resolve costs in excess of budgets by initiating accounting journals to move the costs to an appropriate funding source.
- If timely action is not taken, Grants & Contracts Accounting will transfer the cost overruns to a designated worktag for your cost center.

Knowledge Check

How many days after an award reaches its end date does the award status change to Closeout in Workday?

- A) 2 days
- B) 1 day
- C) 3 days
- D) 5 days



Knowledge Check

How many days after an award reaches its end date does the award status change to Closeout in Workday?

A) 2 days

B) 1 day

C) 3 days

D) 5 days



Course Review

- After OSP/OIE initiates the award, the integration pushes the information into Workday. Grants & Contracts Accounting can then set up the award in Workday.
- Spend restrictions are established on award lines based on sponsor requirements.
- SABER and STinG reports will replace the PEB report.
- Cost overruns are now posted to a designated worktag for the department's cost center.

Questions?

Next Steps & Resources

- Visit the **Services & Support Portal for Financials Administration** at services.gatech.edu/financials.
 - Submit the **Request Help** form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at **404-385-5555** or erp.ask@gatech.edu.
 - Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.



The screenshot shows the 'Financials Administration Support' portal. At the top, there is a search bar with the placeholder text 'Type your question - Ex: "How do I create an expense report?"'. Below the search bar, the page is organized into several sections:

- General Workday:** Audit • Report • Planning
- Expenses:** Travel and Expenses
- Procurement:** eProcurement • BuzzMart • PCard
- Financial Accounting:** General Ledger • Accounting
- Grants:** Manage • Award Lifecycle • Deltek
- Business Assets:** Asset Mgmt • Surplus • Logistics
- Supplier Accounts:** Vendor Mgmt • Accounts Payable
- Reporting:** Request • Change • Update
- Banking and Settlement:** Treasury Services
- Foundational Data Model:** FDM • Request Changes
- Workday App Security:** Access • Reports • Integrations

On the right side, there are two columns of content:

- Workday Tips & Tricks:**
 - Tips & Tricks #3: Cancel vs. Cancel** - Depending on what function you are doing within Workday, the "Cancel" action could have different meanings. Jun 29, 2019
 - Tips & Tricks #2: Travel Journal for Per Diems** - Per Georgia Tech Policy, a traveler can only claim 75% of the per diem rate on the first and last day of travel. The submitter will need to make those changes manually in the Expense Report. Jun 29, 2019
 - Tips & Tricks #1: When in Doubt, Clear Them All Out** - If the wrong driver worktag has been entered while preparing a transaction and you need to add a new one, you need to also delete out the related worktags that populate BEFORE adding your new driver worktag. Jun 29, 2019
- Financials Questions?**
 - Request Help** - Answer a few questions and we'll handle the rest. [Start >>](#)
 - Call Us** - Speak with a financials expert. **404-385-5555 >>**

Next Steps & Resources

- **Ask a Peer**

- Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

- Find a Workday Peer by Department or Process Area at

transformation.gatech.edu/ask-a-peer.

Need Help? Ask a Peer

Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

Report an issue or contact the ERP helpdesk

services.gatech.edu

How does it work?

There are nearly 100 Workday Peers embedded across campus to help you through basic questions during the Workday go live. Peers can help you with tasks such as filling out a spend authorization or expense report, starting a requisition, managing PCard transactions, and some navigational and functional questions.

Peer Office Hours

Use the table below to identify which Peer is the best to contact for your question. You can search by department or process area.

Find a Peer by Name

Peers by Department

- Any -

Peer by Process Areas

- Any -

Apply

Reset



