Workday Grant Mapping Overview

Award Structure in Workday

Workday Grants Management uses Awards and Grants to account for sponsored activity as shown in the figure below.

![Award Structure Diagram](image)

**Figure 1. Workday Award Structure**

The Award captures the sponsored award demographic information. Each Award has at least one Award Line. The Award Line defines the business rules to validate allowed costs, to apply Facilities and Administrative costs, to bill correctly, and to report on activities related to the sponsored award. Each Award Line is assigned one primary Grant. *It is the Grant that is used in the COA charging instructions.*

The Grant is also assigned related COA segments for Cost Center, Program, Project, Assignee and Fund, which are known as Related Worktags. These related segments will default on transactions where the Grant is entered. The Grant collects the costs and is one of the required “funding components” of the Workday Chart of Accounts.

PTAO Combination Mapping to Workday

Active PTAOs for sponsored awards and industry clinical trials were mapped to Workday Grants by the Workday Financials Grants team. The diagram below illustrates the mapping logic used.
Figure 2. PTAO to Workday Mapping

Where the Award Status was not ‘Closed’, the Workday Financials Grants Team mapped the Oracle Award to a Workday Award. A Workday Grant was assigned for each unique Project-Task-Award-Organization combination where the Project-Organization linkage had transactions in the last 48 months. In addition, active subawards related to a converted Award were assigned a Grant that will be
used only for subaward activity (Workday manages subawards by Grant as opposed to using expenditure types).

On each Workday Grant, related worktags of Cost Center, Program, Project and Fund were all assigned values based on Oracle characteristics:

**Fund** – Assigned based on the Oracle source group:

- FD02 – Federal funding (including Federal pass-through)
- FD28 – Non-Federal funding
- FD29 – Industry funded clinical trials (current 44 awards)

**Cost Center** – Mapped based on the Oracle Org to Cost Center mapping (see PTAEO to Workday COA Mapping brio).

**Program** – Assigned to PG00032 Research unless the Oracle Organization was related to Stem Cell (org number ended in -888) then it was assigned PG00029 Stem Cell Research. The Workday Financials Grants team recognizes that not all sponsored awards and industry clinical trials relate to the research mission. However, there were no other Oracle fields that could reliably be used to determine Program. As a result, departments will be able to provide feedback to allow for the appropriate assignment of Program (see guidance below).

**Assignee** – Mapped based on Oracle Project Manager field. Where no Assignee segment exists, the Oracle Project Manager did not meet the Assignee standard as defined by the COA. See the definition of Assignee and the Business Use Case Guide for details.

**Project** – A default of PJ000001 General Project assigned. A unique Workday Project is not required for sponsored awards or clinical trials (this is different from today’s Oracle requirements).

### Cost Share and Salary Limits (including Salary Over the Cap)

**Usage in Workday – July 1, 2017 and forward**
Yale will account for mandatory and voluntary committed cost share and Salary Over the Cap within Workday. Cost Share and Salary Over the Cap costs will be captured using the Grant assigned to the sponsor-supported costs. For transactions beginning July 1, 2017, there will not be a separate Grant number that is used only for cost sharing. The same Grant will be used for both the direct costs and shared costs.

Once the Grant segment is entered on a transaction (such as an Expense Report line), the user must select the funding component segment that will be supporting the cost share, either a Yale Designated or a Gift. The related worktag Fund on the Yale Designated or Gift will automatically override or update the Fund that defaulted from the Grant.

**PTAOs Used for Cost Share – Historical Conversion Only**
Each PTAO used to capture cost shared costs in Oracle was mapped in Workday to a Grant number. However, these Grants were not assigned to a Workday Award because after July 1, 2017 a Grant will capture all costs funded by sponsor or Yale as described above in Usage in Workday.
Workday Grants that capture historical cost share are identified on the mapping tools as those that are mapped from an Oracle non-sponsored Award with linkage to a sponsored Project.

The approach for conversion of historical cost share costs are under review. Once the approach is finalized, the Workday Financials Grants team will provide updated information (and share via the COA website) to the community on how historical cost share expenses will be reported after July 1, 2017.

Subawards
As noted above, Workday assigns a unique Grant to account for subaward activity. The Grant number used for subaward activity will be a different number from the Grant used for non-subaward activity (standard direct costs and/or cost share activity). The Award Line to which the Grant is assigned identifies the Subrecipient, Facilities and Administrative Cost Rate and Limit, authorized funding, as well as other information. All activity related to the subaward for the life of the award is captured by the Grant.

If an Award has more than one subaward line, the Workday Project team set up multiple Grants to house them (expect that the other related worktags will be the same). Departments do NOT have any action.

Guidance for Departmental Business Office Review

Instructions, resources and tools are available on the Workday COA website to help departmental business offices perform the review and update of their Workday COA segments and mappings. The PTAO to Workday COA Mapping Brio provides the ability for users to filter by Oracle Award to facilitate Departmental Business Offices review of Workday Grant mappings grouped by Oracle Award.

The Instructions document contains detailed information about how to identify and provide feedback on sponsored award (SPAGR source group) mappings and related worktag assignments.

Departmental Business Offices may submit changes to the following related worktags and mappings associated with sponsored Grants, clinical trial Grants and historical cost share Grants, if needed:

1. **Cost Center**
2. **Program** (It is expected that departments will review this program assignment and request a change if the activity falls into a different programmatic area.)
3. **Project**
4. **Assignee** (Note that if Assignee is incorrect or does not exist, then request a change.)
5. **Yale Designated** (Note review for changes related to cost share PTAOs/Grants only.)

There are a number of PTAOs where the Workday Grant value is ‘GR999999 - Unmapped Grant’ because the mapping program defaulted this value for a PTAO where a Workday Grant was not created. The Workday Financials Grants team will incorporate these in the next round of Grant builds.