Workday PI Research Administration Dashboard (RAD) Training Guide

Overview

This Training Guide is designed to walk users through navigation and use of the Workday PI Research Administration Dashboard (RAD) in UBI Qlik Sense.

The Workday PI RAD app is a centrally located UBI Analytics (Qlik Sense) app that provides current research administration metrics and details. The dashboard is a reliable and consolidated way to see your data, plus it is intended to provide a "one-stop" window into financial issues and trends associated with sponsored research. It includes data from both Workday and SAFM (the Financial Aid system of record).

A few important distinctions between Qlik Sense Reporting and Workday Reporting:

- Workday reporting updates in real-time; Qlik Sense updates **nightly** Sunday through Thursday. If you need real-time reporting, look to Workday.
- If sub-awards are on an award, the PI RAD app in Qlik Sense is going to reflect your most accurate numbers for balance available. Currently Workday reporting cannot correctly calculate the F&A Obligations on sub-awards with basis limits, but this issue **has been corrected** in Qlik Sense.

Additional Resources:

- UBI Analytics Navigation Trifold
- Intro to Qlik Sense online training – to become more familiar with using Qlik Sense. You *do not* need to request the EDW_P_Finance Role.
- Overview and Navigation Video

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Navigation Tips and Tricks

Logging into the App:

1. Click on the [PI RAD App LINK]

   The app will automatically open to the **About**, where you will see the following:
   - Last Data Refresh date/time
   - About the Application
   - Known Issues – a description of any problem areas that have been identified but not yet resolved.
   - Release Notes – a description of newest enhancements or changes to the application.
   - Available Sheets – a list of available sheets and a description of what each is used for.
   - Resources – a list of available resources to help you navigate.

Navigation Buttons:

1. Use the menu buttons at the top of the page to navigate to the most common sheets:

2. You can also use the drop-down menu in the upper right-hand corner to navigate to these sheets as well as any community sheets.

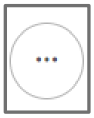
Community Sheets are customized sheets created by other users and published for others to use. They may not be applicable to you, and this guide does not provide information on how to use any of the Community Sheets.

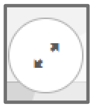
The most likely scenario of a Community Sheet being applicable to you is if someone from your school/unit has created one. You can see who created a Community Sheet by clicking on the information icon located on the report thumbnail:

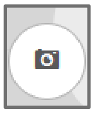
Table/visualization navigation:

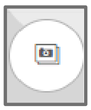
1. There are many tables and visualizations on each sheet. Hover over or right-click a table or visualization to display the navigation options.

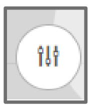
2. Click on the appropriate icon:

 To share or download the table/visualization.

 To expand the table/visualization to full-screen mode. When you want to exit the full-screen mode, click the x in the upper right-hand corner.

 To take a snapshot of the table/visualization.

 To go to the snapshot library.

 To modify the visualization parameters (available on some).

 To view information/definitions available for that table/visualization (available on some).

Sorting and Filtering:

1. To sort a column, click on the column header.

   The column will be sorted in ascending order (numerical or alphabetical). Clicking the column header again will reverse the order.

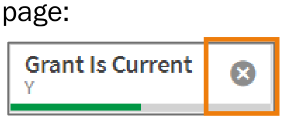
2. To filter, click directly on a field in a table or visualization to select that item (i.e. a specific grant, date, spend category).

   If you do not see the item you wish to select as a filter, search using the magnifying glass icon in the column header: 

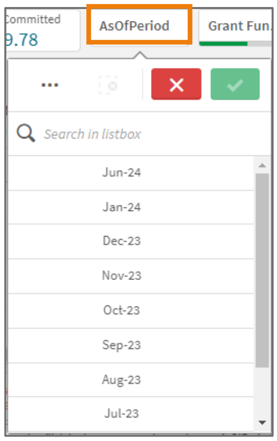
There is a default filter that you will see in the filter area when you first enter the dashboard.

"Grant is Current – Y" – this filter is applied so that grants that have ended more than 90 days ago do not show up as a default. To see the information including all grants, you can change this filter.

To clear this (or any) filter, click on the x next to the filter displayed at the top of the page:



An optional filter field on some sheets is the **As-Of Period** filter. To view the data as it would have appeared during a specific period, select this filter, then choose the period:



Filters selected will apply to **ALL** sheets until cleared.

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Summary of Sheets

The PI Research Administration Dashboard is separated into the following "sheets."

About – provides an overview of the application, descriptions of all sheets, lists of known issues that are unresolved, and a list of resources.

Definitions – provides definitions of terms and column headers seen in this application.

Contacts – provides information and allows for filtering on contacts, such as Award Lead PI, OSP Contact, Sponsor, Grant Manager, Subrecipient, and Organization Hierarchy.

Home Page – Portfolio – provides a high-level overview of your portfolio until filters are selected.

Timelines and Progress – provides a visualization of your Grant(s) timeline and, when a specific grant is selected, provides visualizations on Burn Rate and Days Worked.

Monthly Summary – provides a more detailed look at Award Summary – Total Costs, Future Obligations, Payroll Costing, Invoice History, and End Dates.

Basic BBA – provides a detailed, drillable look at Budget Balance Available based on Award/Grant(s) selected.

Spending – provides a detailed, drillable look at Grant Spending by Fiscal Period and Spending Details – Actuals.

Clinical BBA – provides a detailed, drillable look at Budget Balance Available and Invoice History to give better visibility into Clinical grants.

Grants & Subawards – provides a detailed look at the subawards associated with an award or grant.

SOC/Cost Share – provides Expense Summary by Fiscal Period and Expense Details for SOC and Cost Share.

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How to Find Award/Grant Balance Available

The following instructions guide you to the multiple places you can find the field **"Budget Balance after Committed."**

Note that "**Budget Balance after Committed"** reflects the **Total Budget** (including budgeted F&A) minus all the following:

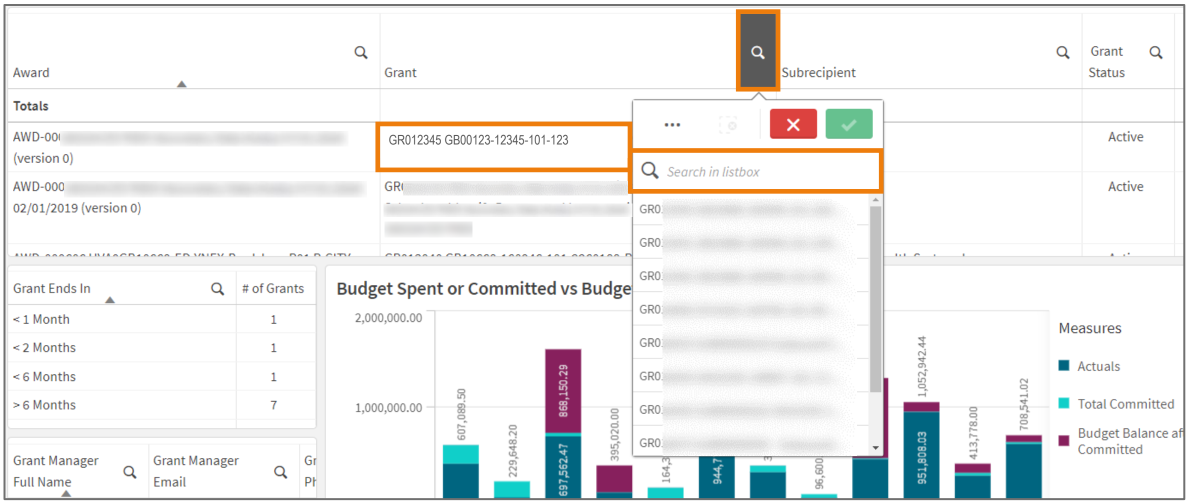
- Actuals
- Obligations (from purchase orders, supplier invoices, and future payroll costing allocations*)
- F&A Obligations
- SAFM Obligations (from financial aid due to GRAs)
- F&A Obligations SAFM (the F&A due, if any, from SAFM obligations)
- Commitments (from purchase requisitions)
- F&A Commitments

**Payroll Costing Allocations are not always set up through the entire Period of Performance*

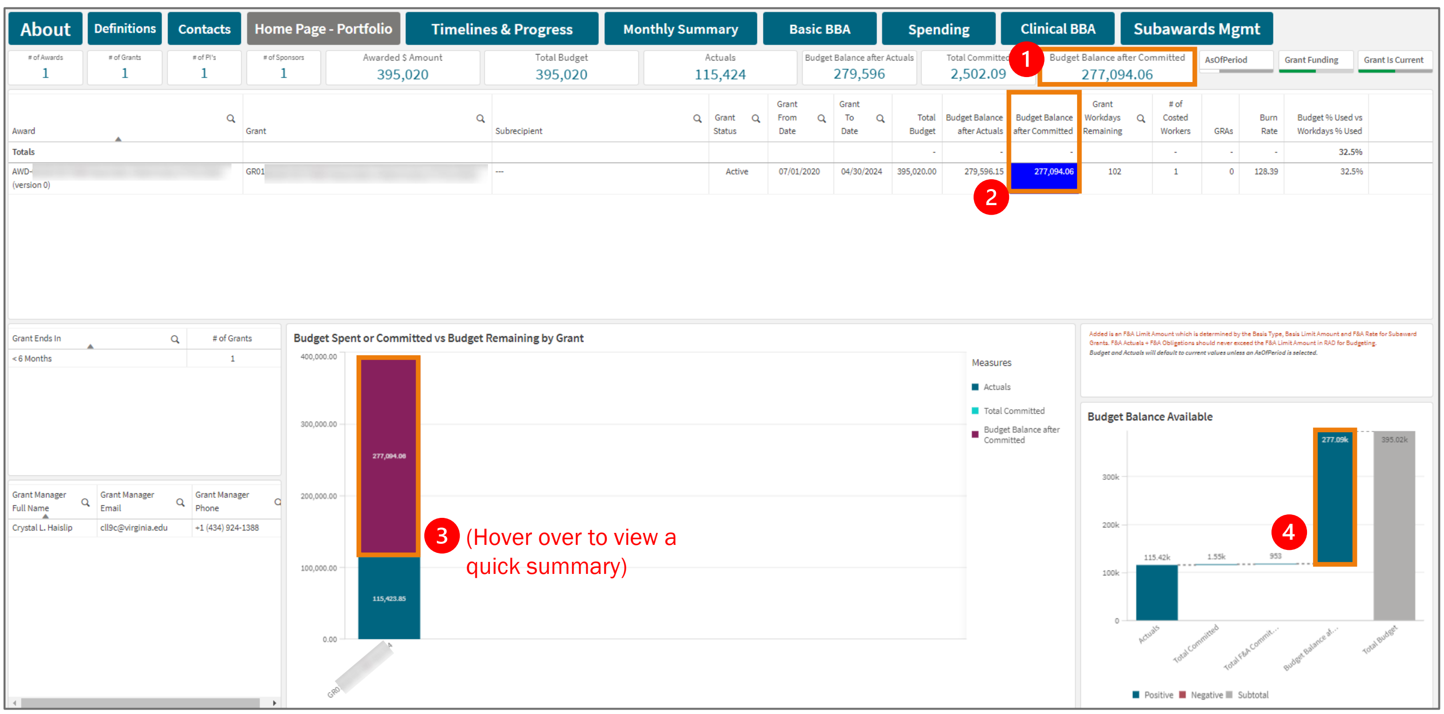
From the **Home Page** sheet:

1. Select a Grant from the Award/Grant table on the home page.

   Either click on the Award/Grant line within the table or select the magnifying glass icon in the appropriate column header and type your Award/Grant into the search bar:



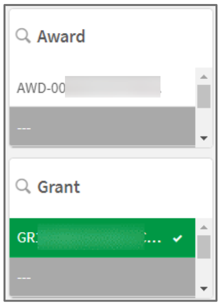
The Budget Balance after Committed will now show in __four__ places on the **Home Page**:



From the **Monthly Summary** sheet:

1. Click the **Monthly Summary** button at the top of the page.

2. If you have not selected the Grant already, use the Grant filter table to find and select your Grant:



3. Scroll to the right in the **Award Summary – Total Costs** table to see the Budget Balance after Committed.

Award Summary - Totals Costs (Direct & Indirect)

Grant Ends In	Award Description	Award Sponsor	Sponsor Award Reference Number	Cost Share Requi…	Award ID	Grant ID	Total Budget	Actuals	Budget Balance after Actuals	Budget Balance after Committed
Totals							-	-	-	-
< 6 Months				N	AWD-	GR	395,020.00	115,423.85	279,596.15	277,094.06

From the **Basic BBA** sheet:

This is the best way to view what you have available to spend in Direct Costs versus Indirect Costs.

1. Click the **Basic BBA** button at the top of the page.

2. If you have not selected the Award or Grant(s) already, use the filters on the right to find and select your Award(s) and/or Grant(s).

3. In the Budget Balance Available table, click on the to expand the table to view Direct and Indirect costs (it defaults to a rolled-up view):

Budget Balance Available
Award: AWD-0

Grant | Direct vs Indirect | Comp or Non-Comp | Use/Object Class | RC-SC Category | Employee or Sup… | Values

	Total Budget	Actuals MTD	Actuals FYTD	Actuals	Budget Balance after Actuals	Total Committed	Budget Balance after Committed
GR 07/01/2020 to 04/30/2024	395,020.00	784.55	44,875.81	115,423.85	279,596.15	2,502.09	277,094.06
Direct	244,594.00	485.78	27,786.86	71,469.87	173,124.13	2,502.09	170,622.04
Indirect	150,426.00	298.77	17,088.95	43,953.98	106,472.02	0.00	106,472.02

4. Continue to click the to expand Direct and Indirect rows, drilling down to the level of detail you want to see.
   a. To Expand all rows at once:
      i. Right click on the button
      ii. Click the ellipsis ...
      iii. Click Expand/Collapse
      iv. Select Expand All

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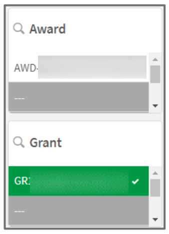
How to View Workers Costed to an Award/Grant

1. Click the **Monthly Summary** button at the top of the page.

2. If you have not selected the Award/Grant already, use the Award/Grant filter table to find and select your Award/Grant:



3. In the Payroll Costing table, view the employee, the worktag(s) and percentage(s) for their costing allocation, whether the costing allocation is Current/Historical/Future, and the Start/End dates for the allocation:

Payroll Costing

Payroll Costing Employee Name	GR, GF, DN, PJ	Comp' %	Current / History / Future	Start Date	End Date
A[illegible]	GR[illegible]	25.00%	C	11/25/2023	12/24/2023
A[illegible]	GR[illegible]	25.00%	H	8/25/2022	12/24/2022
A[illegible]	GR[illegible]	25.00%	H	12/25/2022	2/24/2023
A[illegible]	GR[illegible]	25.00%	H	2/25/2023	4/24/2023
C[illegible]	GR[illegible]	2.00%	H	6/25/2022	12/24/2022
H[illegible]	GR[illegible]	30.00%	H	6/25/2022	8/24/2022

> If you want to see the employee's entire distribution percent across all worktags, do not select an Award/Grant filter. Instead, select the employee as a filter.

4. In the **Future Obligations** table, you can view the dollar amount of the obligation for currently costed workers, broken down into Object Class for Salary/Wage and Fringe Benefits:

Future Obligations

Award ID	Grant ID	Obligations	Worker/Supplier	Object Class
Totals		1,549.09		
AWD-[illegible]	GR[illegible]	1,208.34	A[illegible]	Standard: 01b_Salaries_and_Wages
AWD-[illegible]	GR[illegible]	340.75	A[illegible]	Standard: 02_Fringe_Benefits

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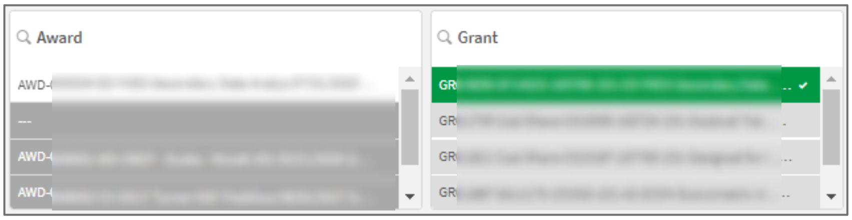
How to View Details on Spending

1. Click the **Spending** button at the top of the page.

2. If you have not selected the Award/Grant already, use the Award/Grant filter table to find and select your Award/Grant:



3. View the Spending by Fiscal Period table.
    a. Further filter by selecting any of the following:
        i. Object Class
        ii. RC-SC Category
        iii. Ledger Account
        iv. Fiscal Period
    b. Expand any of the line items by clicking the ⊕ to drill down to the desired level of detail.

Grant Spending by Fiscal Period

Object Class | RC-SC Category | Ledger Account | Fiscal Period

	Totals	Dec-23	Nov-23	Oct-23	Jun-23	May-23	Apr-23
Totals	115,423.85	784.55	2,243.93	41,847.33	2,918.68	9,929.70	2,368.69
⊕ Standard: 01a_Faculty_Salaries	38,316.03	-	705.96	13,366.67	1,411.92	4,678.33	-
⊕ Standard: 01b_Salaries_and_Wages	16,411.73	-	-	6,875.03	-	149.98	1,145.84
⊕ Standard: 02_Fringe_Benefits	15,240.55	-	197.68	5,669.96	395.32	1,320.11	320.84
⊕ Standard: 08a_Travel_Domestic	971.56	485.78	485.78	-	-	-	-
⊕ Standard: 10_Other_Direct_Costs	530.00	-	-	-	-	-	-

4. View the detailed transactions in the **Spending Details – Actuals** table:
    a. Scroll to the far right to see all the information.
    b. If there is a Journal Entry in Workday associated with the line item, you can click on the link in the Journal Number column to be taken to that item in Workday.

Spending Detail - Actuals

Award	(Click to go to WD)	Grant	Object Class	RC-SC Category	Actuals	Employee Name	Supplier
Totals					115,423.85		
AWD-	AWD-	GR01 -	Standard: 01a_Faculty_Salaries	SC0616 Salaries Faculty AGFM and Visiting FT	2,339.17		---

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How to View Details on Subawards

1. Click the **Subawards Mgmt** button at the top of the page.

In the **Award Summary** table:

2. Select the Award. Once selected, this table will show a summary of that Award:
    a. Scroll to the far right to see all the information.

Award Summary

Award	(Click to go to WD)	# of Non-Suba...	# of Suba...	Sponsor Award Reference	Cost Share Req...	Award Status	Award Lifecycle Status	Award Type	Award Start Date	Award End Date	Award Days Remai...	Award Total Amount	Total Budget	Award vs Budgeted Difference	Award Description
AWD-00[illegible]m ([illegible])	AWD-[illegible]	6	5	5R[illegible]	N	Approved	Active	Grant	09/06/2022	06/30/2027	927	7,375,611.98	5,565,864.51	1,809,747.47	[illegible]m

Award Summary table column definitions:

- # of Non-Subawards – these will be any grants (including primary) that are not outgoing subawards
- # of Subawards – the number of outgoing subawards
- Award vs Budgeted Difference – This is the difference between your Total Budget and the Award Funded amount in Workday. If there is a variance, first de-select the **Grant is Current** filter being set to Y to see if this resolves the discrepancy.

In the **Grants** table:

3. View a summary of all the Grants/Subawards under that Award.
    a. Scroll to the far right to see all the information, including who the subrecipient is and the pertinent financial details associated with each subaward.

Note: The **Basis Limit Amount** indicates the amount of direct costs subject to F&A, not the amount of F&A that will be charged. For subawards that have a Basis Limit, the **F&A Rate** (ex., .615) will be multiplied against the **Basis Limit Amount** instead of the full **Subaward Direct Cost Budget** amount. The result of this calculation is the **F&A Limit Amount.**

SubAward Direct Cost Budget	Basis Type	Basis Limit Amount	F&A Rate	F&A Limit Amount
0.00	MTDC	0.00	0.615	0.00
86,641.00	MTDC	25,000.00	0.615	15,375.00

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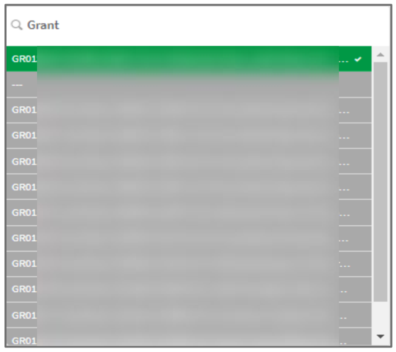
How to View Details on Clinical Trial Balances

1. Click the **Clinical BBA** button at the top of the page.

2. If you have not selected the Grant already, use the Grant filter table to find and select it:



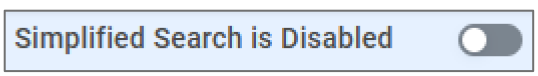
In the **Budget Balance Available** table:

3. Expand any of the line items by clicking the ⊕ to drill down to the desired level of detail (direct and indirect).
    a. The **Clinical Financing** column equals the total invoice revenue received from the sponsor.

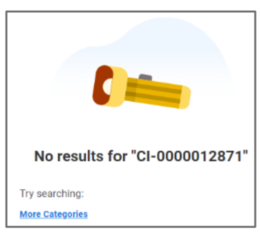
4. View information about individual invoices associated with this grant.
    a. Click on the blue Customer Invoice number to view the full invoice in Workday.

If Workday states "No results for "CI-######":

1) Disable "Simplified Search":



2) Click on <u>**More Categories**</u>.



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How to see SOC or Cost Share that applies to an Award/Grant

If you are viewing the Basic BBA sheet or the Clinical BBA sheet, there is a small table that will show any SOC or Cost Share Funding for the Award or Grant(s) selected. To see the details associated with the SOC or Cost Share, you will need to navigate to the SOC/Cost Share sheet. Or you can navigate directly to the SOC/Cost Share sheet and select your Award/Grant filters there.

1. Click the **SOC / Cost Share** button at the top of the page.

2. Select or change filters, if applicable.

3. In the **SOC or Cost Share – Actual Expense Summary by Fiscal Period** table, view the totals for each fiscal period that has Cost Share or SOC applied. You can further filter by the following:
    - Grant/Award/Type
    - Cost Share Cost Center
    - Cost Share Designated or Gift
    - Cost Share Employee
    - Cost Share Spend Category
    - Cost Share Fiscal Period

4. In the **SOC or Cost Share – Actual Expense Detail** table, view the details for the SOC or Cost share, including:
    - Worktags
    - Ledger Account
    - Journal Source
    - Accounting Date
    - Budget Date