

UNIVERSITY of WASHINGTON



# NEWS FROM GCA

GRANT & CONTRACT ACCOUNTING

## 2023 2<sup>nd</sup> Quarter Newsletter

### Next GCA Forum

**August 2023 – Date and Time TBA**

**Zoom info will be sent prior to event.**

If you would like to suggest a topic, please email [gcahelp@uw.edu](mailto:gcahelp@uw.edu).

Recording and slides from past forums can be found [here](#).

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## ***Cutover to Workday***

**Q:** How will users get access to Award Portal?

**A:** Any active UW employee with a NetID will have access to Award Portal automatically when Award Portal goes live on July 11, 2023.

**Q:** How long will users have access to existing systems?

**A:** Existing systems (Ariba, MyFD, Grant Tracker, etc.) will be available for an extended period after cutover, but in read-only mode. This will enable Sponsored Programs Finance and Campus users to access historical data.

**Q:** Will historical budgets be migrated into Workday?

**A:** Budgets that were closed after June 16, 2022, will be brought over to Workday. Older budgets will remain viewable in Grant Tracker.

**Q:** How will budgets be converted into Workday?

**A:** In general, the budget number in current state will line up with the Grant ID in Workday. This is not always the case, however, as some budgets numbers may be split between multiple Grant IDs. Other budgets may not be converted to Workday at all. Users can check their existing budgets' projected mapping in Workday using the [Budget to Worktag Mapping Tool](#). Additional questions should be directed to UWFT FDM team, [uwftask@uw.edu](mailto:uwftask@uw.edu).

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## ***MyFD and Reconciliation***

**Q:** How long will MyFD be open to changes?

**A:** MyFD will only be open long enough to finish closing out the current fiscal year. Below are some key cutoff dates, courtesy of the [MyFD Biennium Close](#) page.

**July 6, 2023:** Recommended last day to transfer expenses which require central office review.

**July 10, 2023:** LAST DAY to submit expense transfers which require central office review.

**July 12, 2023:** LAST DAY for campus and central office users to submit expense transfers and MyFD JVs.

**Q:** How should I prepare for cutover?

**A:** As noted above, MyFD will close to changes in early July. As budget actuals will not be available in Workday until early August, it is recommended that departments save budget summary reports from MyFD to use as reference. As a reminder, changes will be posting in MyFD through the Month 25 close date on July 21, 2023.

Additional information regarding cutover can be found on [GCA's Finance Transformation page](#).

**Q:** How will reconciliation work in Workday?

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**A:** Reconciliation in Workday will be greatly changed from the current process. One significant change is the absence of a reconciliation feature in Workday comparable to the existing feature in MyFD. Another change is the advent of the month-end close process, which will have significant overlap with many current reconciliation processes. Many of these changes will be supported by reports in Workday like the Grant Budget vs. Actual report.

Additionally, UWFT held several trainings covering the new reconciliation process:

### **R2R-V-02 Workday Close and Consolidation**

[Session 1](#) | [Session 2A](#) – [Session 2B](#) | [Session 3](#)

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## ***Subaward Migration***

**Q:** How will subawards be migrated into Workday?

**A:** Award Lines will be created for existing subawards. Additionally, during the conversion process, an attempt will be made to create supplier contracts in Workday for open subaward BPOs. However, it is known that errors will block automated supplier contract creation for a portion of the BPO population. Procurement and OSP are working on the process for creating associated purchase orders for supplier contracts that are converted and for establishing supplier contracts and purchase orders in Workday for subawards that did not migrate. Those offices will be communicating what actions campus units need to take related to these processes.

**Q:** Have these changes been communicated to our subawardees?

**A:** Yes, and an [update](#) was shared via email with MRAM.

**Q:** How will PIs be able to approve subaward invoices in Workday?

**A:** Individuals with the Grant Manager role in Workday will review the subaward invoice first and will work through any administrative concerns with the subrecipient. Once approved by the Grant Manager, the Principal Investigator will receive a Workday notification to review and approve the invoice in Workday.

Additional questions should be directed to the Subaward Team at [ospsubs@uw.edu](mailto:ospsubs@uw.edu).

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## ***Process Changes***

**Q:** How will sub budgets be requested in Workday?

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**A:** The TPU process will no longer exist in Workday. Campus units will use SAGE Budget worksheets to request award lines at the time of award or through the modification process in SAGE. The process is still in development and is subject to change.

**Q:** How are eGC1s changing in future state?

**A:** In the new system, the link has been broken between award modifications and eGC1s. eGC1s will be required to set up an award but not for most subsequent modifications. Most award modifications will be handled using a new process that is still in development.

**Q:** How will deficit transfers be handled in Workday?

**A:** Award Portal will not have the deficit transfer link users were familiar with in Grant Tracker. Deficit transfer requests will be submitted to GCA via email or Award Portal ticket.

**Q:** Will NIH SNAP awards be handled differently in Workday?

**A:** In current state, NIH SNAP awards are typically set up with one budget for the entire competitive segment. In future state, these awards will be set up only for the initial period of funding, with subsequent periods added upon receipt of appropriate NOAs. Converted awards may be grandfathered into the old process even after conversion.

GCA covered this topic in more detail at the 6/16/2023 Bonus UWFT-Focused MRAM. A copy of the slide deck for this topic is available [here](#).

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If you have any questions about topics discussed in this newsletter or would like to suggest topics for future newsletters, please contact us via email at [gcahelp@uw.edu](mailto:gcahelp@uw.edu).

## **GRANT & CONTRACT ACCOUNTING**

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