



VUMC
BUSINESS
EDUCATION

FY25 Annual Budget Training:

Workday Adaptive Planning For Hospitals and Clinics

Duration: 3 hours

Access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, it is best practice to be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



Training Agenda

- Budget and Adaptive Planning Basics
- Volumes
- Labor
- Non-Labor Expenses and Other Revenue
- Allocations
- Patient Revenue
- Income Statement
- Reports

Budget and Adaptive Planning Basics

Getting Logged In

[Link to Workday](#)

workday.

VUMC Users
Used by VUMC employees, pre-hires, contractors, and volunteers.

Suppliers
Used by VUMC suppliers.

Prior Employees
Used by previous VUMC employees or retirees for access.

**VANDERBILT UNIVERSITY
MEDICAL CENTER**

Notice

To access many of the features within Workday, you will need to be logged into a VUMC network. You can access a network by being on site in a VUMC location, or through a virtual private network (VPN) connection if working remotely. If you are not logged into a VUMC network, your access will be limited to self-service features only.

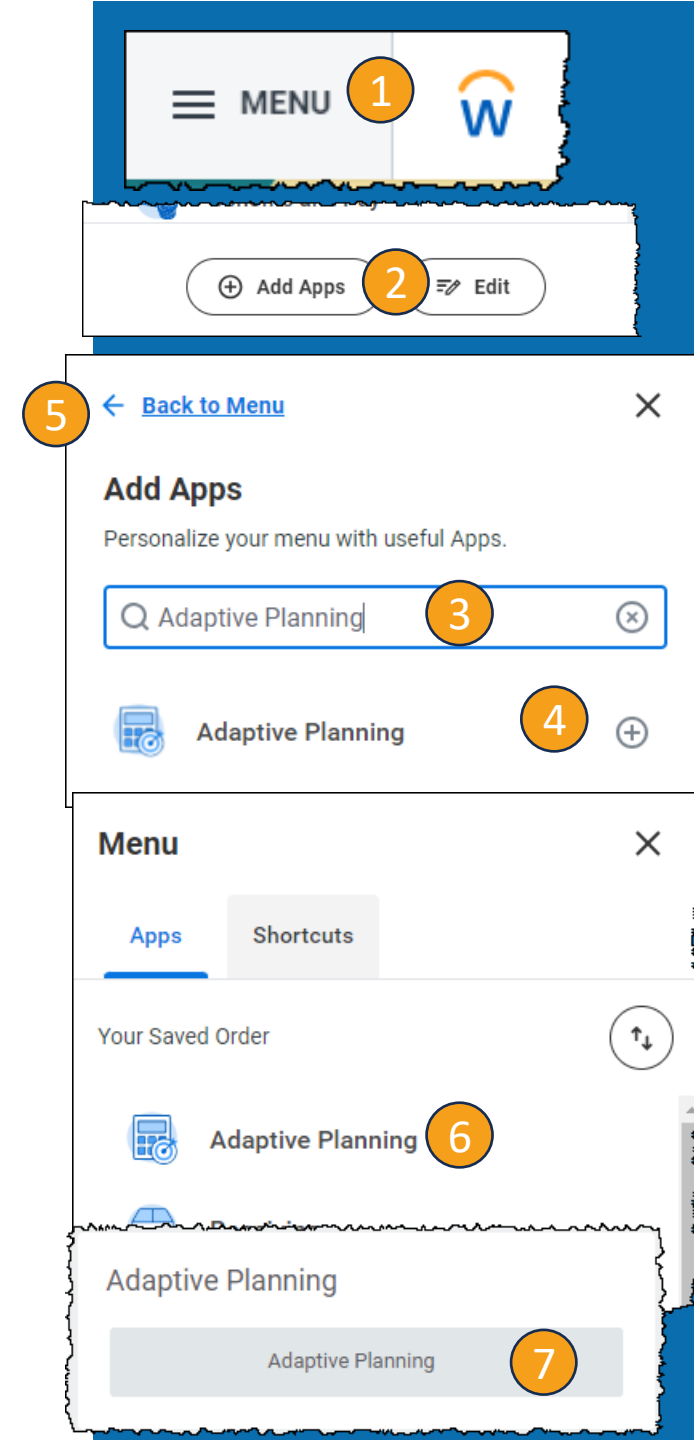
Status

Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update; starting on Friday, January 19, 2024 at 11:00 PM PST (GMT-8) until Saturday, January 20, 2024 at 2:00 AM PST (GMT-8).

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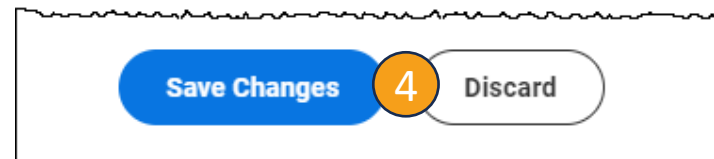
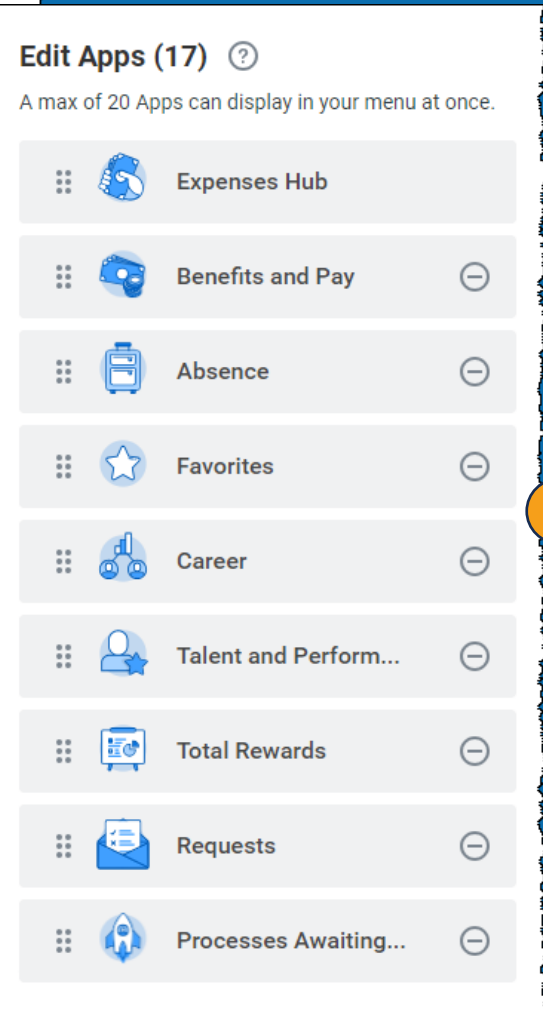
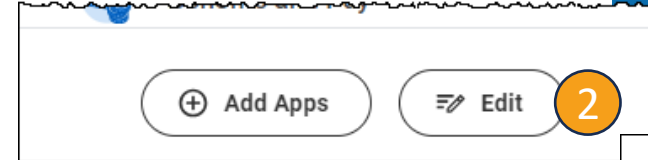
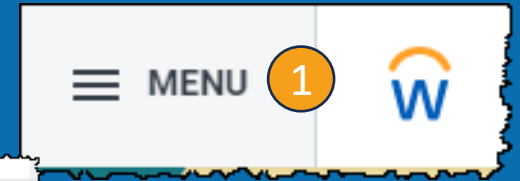
Add Adaptive Planning App to Menu

1. Select the **Menu** icon.
2. Select **Add Apps**.
3. Type **Adaptive Planning** to the search bar.
4. Select the **+ icon** next to Adaptive Planning App.
5. After the app disappears, select **Back to Menu** to return to the main menu and access the app.
6. Select the **Adaptive Planning App** from your main menu.
7. To get to the Adaptive Planning workspace, select **Adaptive Planning**. A new tab will open.



Remove an App from your Menu

1. Select the **Menu** icon.
2. Select **Edit**.
3. Select an app with the – symbol to remove.
4. Select **Save Changes**.
5. Follow the steps on the **Add Adaptive Planning App to Menu slide** to add the Adaptive Planning App.



Adaptive Planning Homepage


The screenshot shows the Adaptive Planning homepage. At the top, there is a navigation bar with a hamburger menu icon, the Workday logo, the text "Production - Vanderbilt University Medical Center", and "Home". On the right side of the navigation bar, there is a help icon (question mark) and a user profile icon labeled "BC". Below the navigation bar is a decorative banner with a stylized landscape featuring a yellow sun, blue hills, a blue river with a white sailboat, and several green trees. The main content area has a light gray background. The first section is a heading "Welcome to Workday Adaptive Planning". Below this is a "What's New" section with a megaphone icon, the text "What's New", and a link "View What's New Report →". Below the "What's New" section is a "Quick Links" section with two colorful rectangular buttons. The first button is green and blue with a magnifying glass icon, and the second button is orange with a laptop icon.

Production - Vanderbilt University Medical Center | Home

?

BC



Welcome to Workday Adaptive Planning

 **What's New**

Learn more about the updates in our new release

[View What's New Report →](#)

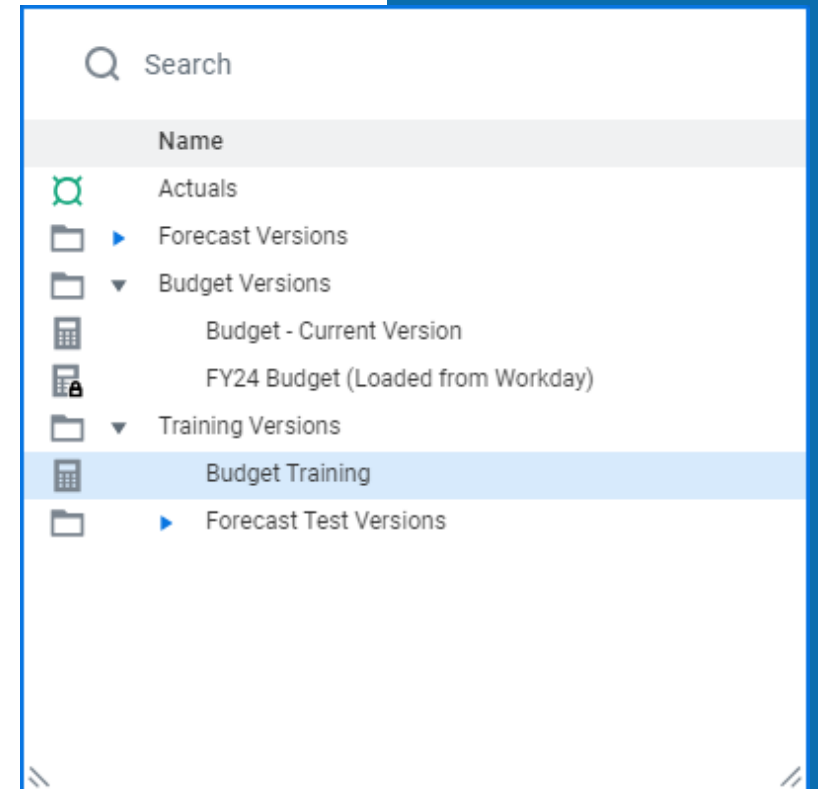
Quick Links



Versions

For training today, please ensure that you are in the **Budget Training**. When you access a sheet or dashboard, it will be in the top right corner of the screen.

When you are working on the actual budget, please ensure that you are using **Budget – Current System** to make changes to the data. Information in the training environment will not be saved and cannot be used for the FY25 budget.



Navigating to Dashboards

1. Select the **Menu** icon.
2. Select **Dashboards**.
3. Select the **appropriate Dashboard**.

Volume = Department Statistics

Labor = Labor

Outpatient Revenue = Outpatient Gross Revenue

Allocations = Allocations: History Based or Allocations: Prorates & Rev %

Non-Labor & Other Revenue = Non Labor Expenses & Other Revenue

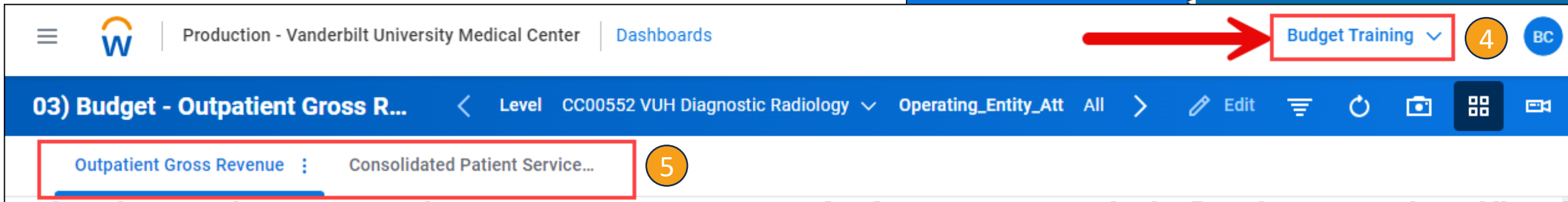
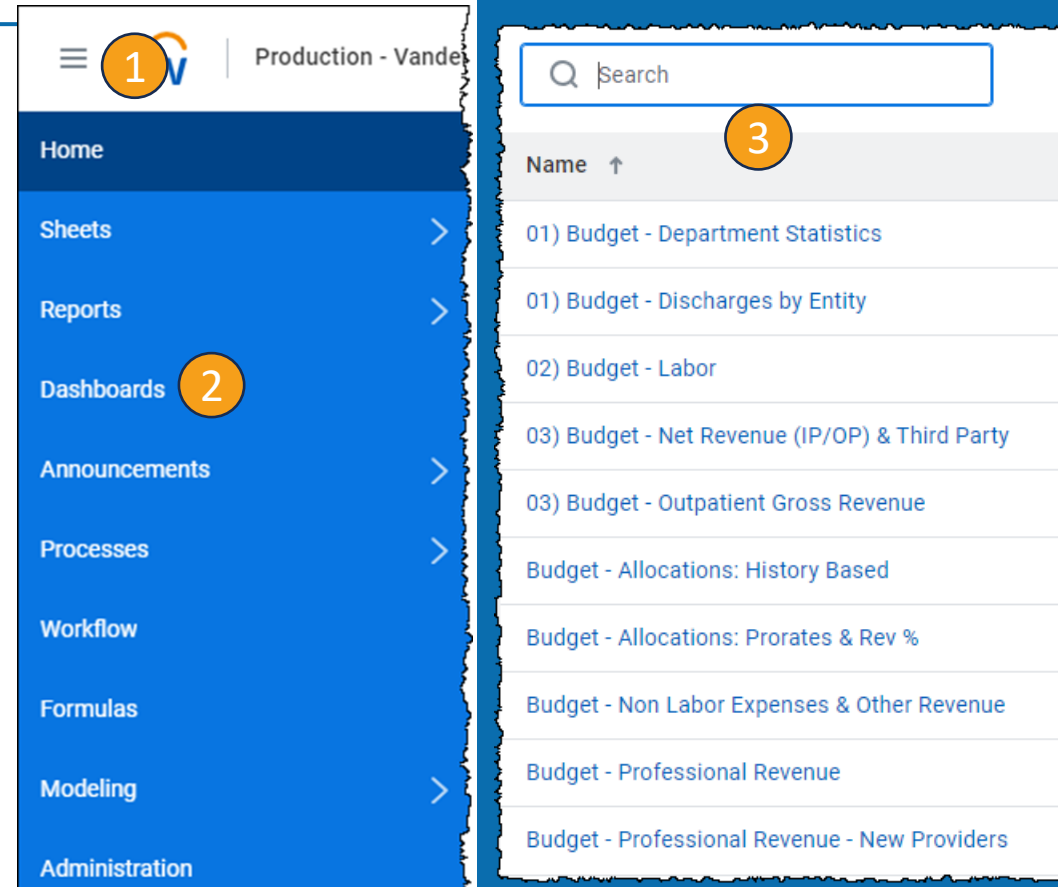
Professional Revenue = Professional Revenue or Professional Revenue – New Providers

4. Ensure that you are in the **correct version** in the top right corner.

Training: Budget Training

Actual: Budget Current Version

5. You can select different dashboards to explore using the **tabs** at the top.



Navigation in Dashboards

1. The instructions for each Dashboard can be found at the top of the page. Select Instructions (Expand to View) to review any instructions for the Dashboard.
2. To change the selected Cost Center, select the dropdown arrow next to the Cost Center. You can search for a specific cost center or use the other menus to drill down and find a Cost Center or group of Cost Centers.
3. To change the Operating Entity, select the dropdown arrow next to Operating Entity. You can search for a specific OE or select an OE from the list provided based on the Cost Center.
4. The menu on the right of the bar gives the options to edit, filter, refresh, take a snapshot, show a grid view, or presenter mode.
5. The dots next to each dashboard give the option to download an image.

The screenshot displays the 'Budget - Labor' dashboard in Workday. At the top, the breadcrumb navigation shows 'Level CC02601 VUH Patient Transport' and 'Operating_Entity_Att All'. Below this, there are four dashboard tabs: 'Labor - Roster', 'Labor - New Positions & Vac...', 'Labor - Variable', and 'Fringe & Consolidated Labor'. The 'Labor - Roster' tab is active. Callout 1 points to the 'Instructions (Expand to View)' link. Callout 2 points to the search bar in the 'Level' dropdown menu. Callout 3 points to the search bar in the 'Operating_Entity_Att' dropdown menu. Callout 4 points to the utility menu on the right, which includes options for 'Edit', 'Filter', 'Refresh', 'Snapshot', 'Grid View', and 'Presenter Mode'. Callout 5 points to the 'Download Image' option next to the 'Instructions (Expand to View)' link.

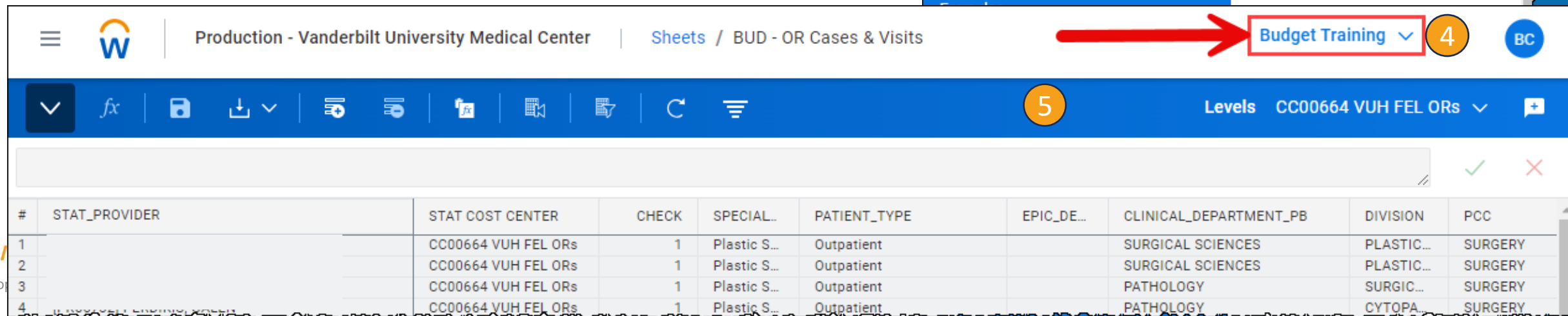
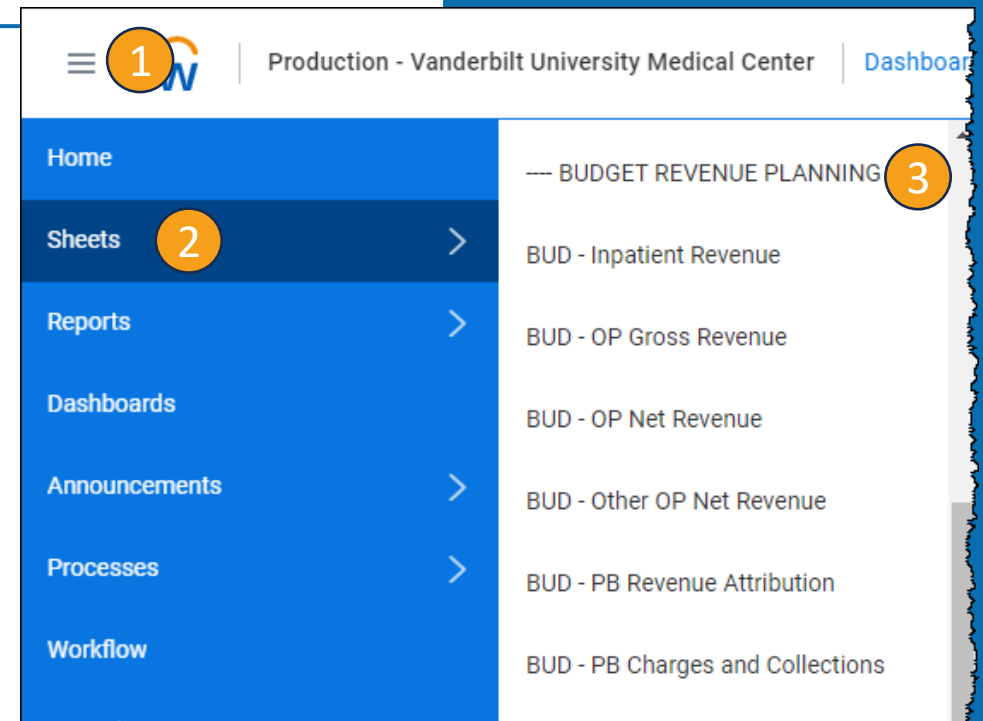
Navigating to Sheets

1. Select the **Menu** icon.
2. Select **Sheets**.
3. A list will appear. Scroll through the list and choose the **appropriate option**.
4. Ensure that you are in the **correct version** in the top right corner.

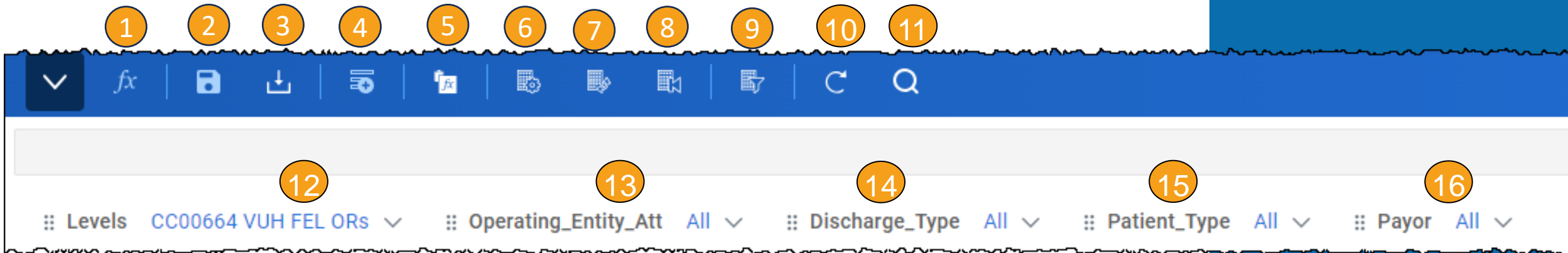
Training: Budget Training

Actual: Budget Current Version

5. You can use the **options at the top** to filter the sheet.



Navigation in Sheets



Icons

1. Formula Assistant
2. **Save**
3. **Download**
4. **Add Row**
5. Copy Formulas Mode
6. Change Dimensions
7. Swap Columns and Rows
8. Reset to Default View
9. **Display Options**
10. Refresh Sheet
11. Find

****Bold** indicates commonly used icons

Filters

12. To change the selected Cost Center, select the dropdown arrow next to the Cost Center. You can search for a specific cost center or use the other menus to drill down and find a Cost Center or group of Cost Centers.
13. To change the Operating Entity, select the dropdown arrow next to Operating Entity. You can search for a specific OE or select an OE from the list provided based on the Cost Center.
14. Follow the same steps as above to adjust the Discharge Type.
15. Follow the same steps as above to adjust Patient Type.
16. Follow the same steps as above to adjust the Payor.

All filters are commonly used

Navigation in Sheets –Right Click in Cell

1. **Copy Forward** – allows you to copy the same number for the entire row.
2. Formula Assistant – Adjust the formula.
3. Adjust – Increase or decrease the overall value of a range of cells. **Adjusting replaces formulas.**
4. Add Note – Add a note to a cell.
5. **Explore Cell** – Gives detailed information about the individual cell.
6. Add Row – Shortcut to add a row to the sheet.
7. Copy Row – Copies the row and adds that row to the sheet.
8. Delete Row – Removes Row from the sheet.
9. **Row Details** – Gives detailed information about the row.
10. Display Options – Shortcut to adjust the display options

Copy Forward >

Formula Assistant

Adjust

Add Note

Explore Cell

Add Row

Copy Row

Delete Row

Row Details

Display Options

Override vs Adjustment

While working in the Adaptive Planning Tool, you will need to pay close attention to whether you are Overriding the existing number or Adjusting the existing number.

When you see the word **Override**, the information typed into these cells will **replace** the existing numbers in the sheet.

When you see the word **Adjustment**, the information typed into these cells will **add or subtract** from the existing numbers in the sheet.

Any changes made will appear in **Blue** until saved.

% vs Dollars vs Hours

Please pay careful attention for which units you are entering into adaptive planning as you are overriding or adjusting the data. The rows will indicate whether it is a **percent (%)**, in **Dollars**, or in **Hours**.

▼ BUD - Variable Labor
Target Hours - CC Total
▼ Variable Labor Assumptions
Job Profile Utilization Rate (%)
Regular %
Non-Prod %
Overtime %
Merit %
▶ Total Hours
▶ Average Hourly Rate
Total Dollars
▶ Total Productive - Dollars
Non-Productive Dollars (SC414)
▼ Dollars Only
▼ Orientation Total (SC416)

Definitions of Terms

Term	Definition						
Fringe	The cost, excluding salary, for all benefits provided by an employer to an employee.						
FTE	Full time equivalent based on a standard 40 hour work week. <table><thead><tr><th>Standard Hours</th><th>FTE</th></tr></thead><tbody><tr><td>40</td><td>1.0</td></tr><tr><td>32</td><td>0.8</td></tr></tbody></table>	Standard Hours	FTE	40	1.0	32	0.8
Standard Hours	FTE						
40	1.0						
32	0.8						
Prior Year	The prior fiscal year. For example, on January 15, 2024 the prior year would be FY2023 beginning July 1, 2022 ending June 30, 2023.						
Productive/ Non-Productive	The percentage of paid time that an employee is expected to be productive vs. non-productive (i.e. sick, holiday, etc.). Productive/ Non-productive percentages will vary and be loaded by operating division.						
Shift Differential	Some departments that schedule hourly paid staff on evening, night, or weekend shifts pay a shift differential.						
UOS	Unit of Service (UOS). A count of a statistic such as an item or procedure. Used when calculating revenues and variable costs on a statistical basis.						
HPU	Hours Per Unit (HPU) Variable Labor						

Formulas (Salary)

Salary	FORMULA	EXAMPLE
	<p data-bbox="690 444 1332 486"><u>Overtime (OT) FTE Calculation</u></p> <p data-bbox="377 519 1640 644">= Total OT dollars budgeted / 2,080 hours / average OT pay per hour</p>	<p data-bbox="1765 479 2423 601">= \$100,000 / 2,080 hours / \$30 = 1.6 Continuation FTEs</p>
	<p data-bbox="759 818 1258 861"><u>Vacancy Factor (Salary)</u></p> <p data-bbox="366 893 1651 1015">= (Position salary / 12 months) * number of months position expected to be vacant</p>	<p data-bbox="1798 822 2390 1008">= (\$24,000 / 12 months) * 2 months = \$4,000</p>
<p data-bbox="665 1175 1352 1218"><u>Vacancy Factor (FTE Calculation)</u></p> <p data-bbox="356 1250 1661 1372">= (number of FTEs / 12 months) * number of months position expected to be vacant</p>	<p data-bbox="1740 1150 2448 1272">= (1 FTE / 12 months) * 2 months = .17 FTE</p>	

To Do Before the Budget

- Run a report of financial information through December for your Cost Center(s). There are a variety of reports in Workday that can provide you with actual financial performance including labor data, so have one that you're comfortable with handy for you during the budget process.
- Review CR Fin - Department Fiscal Year Budget Trend Report
 - **Period = June 2024** – Provides the FY24 monthly budget

Volumes



DEMO

Patient Days

Dashboard: Budget – Department Statistics

You can review Patient Days from the Department Statistics Dashboard.

Unless explicitly asked to by your Finance Liaison, please do not make any changes to this sheet.

Budget - Department Statistics Time Jan-2024 ▾ Level CC00060 VUH 4E Obstetrics ▾ Currency \$USD ▾

Patient Days : OR Cases & Visits Other Stats

Patient Days

Levels CC00060 VUH 4E Obstetrics ▾ :: Patient_Type Inpatient ▾

#	ACCOUNTS BY TIME	JUL-2023	AUG-2023	SEP-2023	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024	MAR-2024	APR-2024	MAY-2024	JUN-2024	FY2024
1	▼ BUD - Patient Days													
2	Actuals + Plan Days	926	900	890	877	875	877	877	878	885	889	888	889	10,65
3	Override	0	0	0										

OR Cases & Visits (1)

Dashboard: Budget – Department Statistics

1. Select **Expand** to enlarge the sheet.
2. Select the **Filter** icon and type **Visits** to the field.
3. Your table will display the visits listed by provider. Scrolling to the right, you can review each provider's information. Note that the Cost Center and the Clinical Departments do not have to match.



OR Cases & Visits

Visits

#	STAT_PROVIDER	STAT COST CENTER	CHECK	SPECIAL..	PATIENT_TYPE	EPIC_DE...	CLINICAL_DEPARTMENT_PB	DIVISION	PCC
1		CC01455 AOD Orthop...	1		Outpatient	[1010141...	PATHOLOGY	CYTOPA...	ORTHOPAEDICS
2		CC01455 AOD Orthop...	1		Outpatient	[1010141...	PSYCHIATRY	GENERA...	ORTHOPAEDICS
3		CC01455 AOD Orthop...	1		Outpatient	[1010141...	ORTHOPAEDICS	ORTHO T...	ORTHOPAEDICS
4		CC01455 AOD Orthop...	1		Outpatient	[1010141...	H&C CLINICS	BELLEV...	ORTHOPAEDICS
5		CC01455 AOD Orthop...	1		Outpatient	[1010141...	H&C CLINICS	OSHER C...	ORTHOPAEDICS
6		CC01455 AOD Orthop...	1		Outpatient	[1010141...	PATHOLOGY	SURGIC...	ORTHOPAEDICS
7		CC01455 AOD Orthop...	1		Outpatient	[1010141...	MEDICINE	MED PU...	ORTHOPAEDICS



OR Cases & Visits (2)

Be aware of:

- Adjustments vs Overrides

1. The **historical spread** is shown here for each provider.
2. To adjust the total volume, you can enter that adjustment, which will be in addition to the Volume Target, to the **Volume Adjustments** column.
3. After entering a number here, select **Save** and you will see the adjustment that is consistently spread with the existing historical spread and the Volume-Final column will change. The Volume Target column will not change.

Budget - Department Statistics Time Jan-2024 Level CC00664 VUH FEL ORs Currency \$USD

Patient Days **OR Cases & Visits** Other Stats

OR Cases & Visits

#	STAT_PROVIDER	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	VOLUME TARGET (ANNUAL)	VOLUME ADJUSTMENTS (ANNUA...	VOLUME - FINAL (ANNUAL)	JUL-2024
1	[PR000000] PROVIDER NAME	24	26	25	10	8	9	10	24	25	22	27	80	290		290	
2	[PR000000] PROVIDER NAME	0	1	1	0	0	0	0	1	1	0	1	1	0	6	6	
3	[PR000000] PROVIDER NAME	0	0	0	0	0	0	0	0	0	0	0	5	5		5	
4	[PR000000] PROVIDER NAME	9	10	9	4	3	3	4	9	9	8	10	30	0	108	108	
5	[PR000000] PROVIDER NAME	0	0	0	0	0	0	0	0	0	0	0	0	0		0	
6	[PR000000] PROVIDER NAME	13	15	14	5	4	5	5	14	14	13	15	47	124	40	164	
7	[PR000000] PROVIDER NAME	29	33	31	12	10	11	12	30	31	27	33	100	359		359	
8	[PR000000] PROVIDER NAME	0	0	0	0	0	0	0	0	0	0	0	2	2		2	
9	[PR000000] PROVIDER NAME	9	10	10	4	3	3	4	9	9	8	10	30	9	100	109	
10	[PR000000] PROVIDER NAME	0	0	0	0	0	0	0	0	0	0	0	2	2		2	

OR Cases & Visits (3)

1. To change the historical spread, enter the **desired spread** to the columns labeled with the month and year.
2. If you want the same number through the entire row, right click on the entered number and select **Copy Forward**.

#	STAT_PROVIDER	VOLUME ADJUSTMENTS (ANNUA...	VOLUME - FINAL (ANNUAL)	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-2025	MAR-2025	APR-2025	MAY-2025
1	[PR000000] PROVIDER NAME		290	15										
2	[PR000000] PROVIDER NAME	6	6											
3	[PR000000] PROVIDER NAME		5											
4	[PR000000] PROVIDER NAME	108	108											
5	[PR000000] PROVIDER NAME		0											
6	[PR000000] PROVIDER NAME	40	164											
7	[PR000000] PROVIDER NAME		359											
8	[PR000000] PROVIDER NAME		2											
9	[PR000000] PROVIDER NAME	100	109											
10	[PR000000] PROVIDER NAME		2											
11	[PR000000] PROVIDER NAME		133											
12	[PR000000] PROVIDER NAME		361											
13	[PR000000] PROVIDER NAME		62											
14	[PR000000] PROVIDER NAME		2											
15	[PR000000] PROVIDER NAME		37											
16	[PR000000] PROVIDER NAME		44											
17	[PR000000] PROVIDER NAME		2											
18	[PR000000] PROVIDER NAME		2											
19	[PR000000] PROVIDER NAME		2											
20	[PR000000] PROVIDER NAME		2											

OR Cases & Visits – New Provider (1)

Dashboard: Budget Professional Revenue – New Providers

Sheet: OR Cases & Visits – New Provider

1. To add a New Provider select **Add Row**.
2. Input **the information for the new provider** listed in the row. Under STAT_PROVIDER you can type what is shown above to populate. Some columns, like Specialty and Comments can be left blank.
3. Scroll to the **right** to input Volume Adjustments.

#	STAT_PROVIDER	STAT COST CENTER	CHECK	SPECIAL...	PATIENT_TY...	EPIC_DE...	CLINICAL_DEPARTMENT_...	DIVISION	PCC	PB_STAT_TY...	COMME...
1	[PRE9999999] PROVIDER NOT IN SYSTEM	CC01455 AOD Ort...	1		Outpatient	[1010141...	ORTHOPAEDICS	ORTHO ...	ORTHOP...	Visits	
2	[PRE9999999] PROVIDER NOT IN SYSTEM	CC01455 AOD Ort...	1	Orthoped...	Outpatient	[1010141...	ORTHOPAEDICS	ORTHO ...	ORTHOP...	Visits	
3	[PRE9999999] PROVIDER NOT IN SYSTEM	CC01455 AOD Ort...	1		Outpatient	[1010141...	ORTHOPAEDICS	ORTHO ...	ORTHOP...	Visits	
4	[PRE9999999] PROVIDER NOT IN SYSTEM	CC01455 AOD Ort...	1		Outpatient	[1010361...	ORTHOPAEDICS	ORTHO ...	ORTHOP...	Visits	
5	[PRE9999999] PROVIDER NOT IN SYSTEM	CC01455 AOD Ort...	1		Outpatient	[1010141...	ORTHOPAEDICS	ORTHO ...	ORTHOP...	Visits	
6	[PRE9999999] PROVIDER NOT IN SYSTEM	CC01455 AOD Ort...	1			[1010141...					
7	Total										

Showing rows 1-6 of 6.

OR Cases & Visits – New Provider (2)

1. You can review the **historical spread** for any other new providers in the Cost Center by the month. To add volume to a new provider, you will type it into **the Volume Adjustment Column**.
2. Select **Save**.
3. After saving, you will notice that the **volume will auto-populate to be in June**. The next slide will show how to adjust the historical spread.

Levels CC01455 AOD Orthopaedics MCE 3rd and 4th Floors

#	STAT_PROVIDER	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	VOLUME ADJUSTMENTS (ANNUA...
1	[PRE9999999] PROVIDER NOT IN SYSTEM	146	173	159	162	168	168	181	167	177	165	2,000
2	[PRE9999999] PROVIDER NOT IN SYSTEM	100	100	100	100	100	100	100	100	100	100	1,200
3	[PRE9999999] PROVIDER NOT IN SYSTEM	293	345	317	324	336	335	362	334	353	334	4,000
4	[PRE9999999] PROVIDER NOT IN SYSTEM	366	432	397	405	420	419	453	417	441	417	5,000
5	[PRE9999999] PROVIDER NOT IN SYSTEM	293	345	317	324	40,000	335	362	334	353	334	4,000
6	[PRE9999999] PROVIDER NOT IN SYSTEM	100	100	5	100	100	100	150	100	100	100	1,200
7	[PRE9999999] PROVIDER NOT IN SYSTEM	0	0	0	0	0	0	0	0	0	1,200	1,200
8	Total	1,298	1,495	1,295	1,415	41,124	1,457	1,608	1,452	1,524	2,650	18,600

Showing rows 1-7 of 7.

OR Cases & Visits – New Provider (3)

1. Scrolling to the **right**, you can adjust the historical spread by month.
2. If you need a custom spread, you can enter in each month **manually**.
3. If you want an even spread, you can enter in the **number**, right click in the cell, and select **Copy Forward** to make all cells the same in the row for the historical spread.
4. Select **Save** and you will notice your historical spread to the left has changed to match.

100

#	STAT_PROVIDER	VOLUME ADJUSTMENTS (ANNUA...	VOLUME - FINAL (ANNUAL)	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-20
1	[PRE9999999] PROVIDER NOT IN SYSTEM	2,000	2,000								
2	[PRE9999999] PROVIDER NOT IN SYSTEM	1,200	1,200	100	100	100	100	100	100	100	1
3	[PRE9999999] PROVIDER NOT IN SYSTEM	4,000	4,000								
4	[PRE9999999] PROVIDER NOT IN SYSTEM	5,000	5,000								
5	[PRE9999999] PROVIDER NOT IN SYSTEM	4,000	44,311		1,000					40,000	
6	[PRE9999999] PROVIDER NOT IN SYSTEM	1,200	1,155	100	100	100	100	5	100	100	1
7	[PRE9999999] PROVIDER NOT IN SYSTEM	1,200	1,200	90	110	100					
8	Total	18,600	58,866	290	1,310			105	200	40,200	2

Showing rows 1-7 of 7.

Other Statistics

Be aware of:

- Adjustments vs Overrides

Dashboard: Budget – Department Statistics

Please ensure that you are working with your finance liaison. **This sheet should only be edited with the assistance of your finance team.**

01) Budget - Department Statisti... Time Jan-2024 Level CC00664 VUH FEL ORs Currency \$USD

Patient Days OR Cases & Visits **Other Stats**

Instructions - Other Stats (Expand to View)

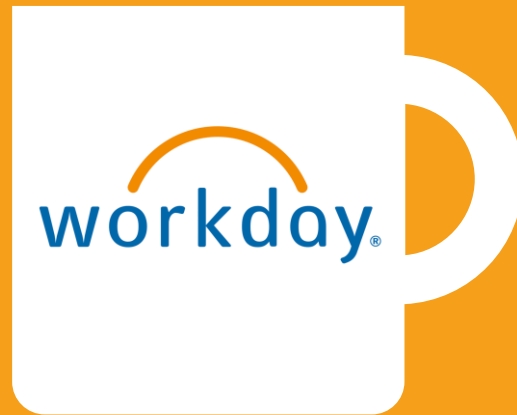
Other Statistics from GL

Levels CC00664 VUH FEL ORs Other_Stats Yes

#	STAT_ACCOUNTS, ACCOUNTS BY TIME	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-2025	MAR-2025	APR-2025	MAY-2025	JUN-2025	FY20
1	Stat_Accounts													
2	9400:Inpatient Procedures													
3	Actuals + Plan Stats	0	0	0	0	0	0	0	0	0	0	0	0	
4	9410:Inpatient Hours of Service													
5	Actuals + Plan Stats	1	1	1	1	1	1	1	1	1	1	1	1	
6	9450:Outpatient Procedure													
7	Actuals + Plan Stats	54	55	55	56	56	56	56	55	55	55	65	56	6
8	Override											65		
9	9460:Outpatient Hours of Service													
10	Actuals + Plan Stats	427	430	427	427	427	427	427	427	427	427	427	427	5,1
11	9530:Outpatient Items													
12	Actuals + Plan Stats	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,0
13	Override	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,0
14	9650:External Registry HRS													
15	Actuals + Plan Stats	669	663	664	676	675	674	673	673	672	672	672	672	8,0

Current currency values USD - United States of America, Dollars

Break #1



Labor



DEMO

Fixed Labor – Roster (1)

Dashboard: Budget – Labor

1. To filter for Fixed Employees, select the **Filter Icon**.
2. Type **Fixed** into the box that appears.
3. Your table will only retain the employees who are labeled **Fixed** under the **Fixed_Variable_Float_JP** column.
4. Select the three dots and choose Download to save to an Excel file.

The screenshot displays the 'Budget - Labor' dashboard. The top navigation bar includes 'Level CC00060 VUH 4E Obstetrics' and 'Operating_Entity_Att All'. Below this, there are tabs for 'Labor - Roster', 'Labor - New Positions & Vac...', 'Labor - Variable', and 'Fringe & Consolidated Labor'. The 'Labor - Roster' tab is active, showing a table titled 'Roster Level Labor'. A search filter 'fixed' is applied to the table, with a red box around the search input and a '2' in a yellow circle. The table has columns: '#', 'POSITION', 'STAFFING_STATUS', 'WORKER', 'JOB PROFILE *', 'EMPLOYEE_CLA...', 'EXEMPT', and 'FIXED'. The 'FIXED' column contains the word 'Fixed' for rows 1 through 6, and 'Total' for row 7. A red box highlights the 'FIXED' column, with a '3' in a yellow circle. The table shows 6 rows of data. A context menu is open on the right side of the table, with a red box around the 'Download' option and a '4' in a yellow circle. The context menu includes options like 'Add Row', 'Delete Row', 'Row Details', 'Display Options', 'Copy Formulas Mode', 'Sheet Notes', 'Download', 'Print View', 'Reset to Default View', and 'Refresh Sheet'. An orange arrow points from the 'Download' option in the context menu to the 'Download' option in the table's toolbar.

#	POSITION	STAFFING_STATUS	WORKER	JOB PROFILE *	EMPLOYEE_CLA...	EXEMPT	FIXED
1	P00015391 Clinical Staff Leader Inpatient	Filled	VUMC ID/Employee Name	6851 - Reg Nurse Charge Inpatient	Staff	N	Fixed
2	P00014379 Clinical Staff Leader Inpatient	Filled	VUMC ID/Employee Name	6851 - Reg Nurse Charge Inpatient	Staff	N	Fixed
3	P00009989 Clinical Staff Leader Inpatient	Filled	VUMC ID/Employee Name	6851 - Reg Nurse Charge Inpatient	Staff	N	Fixed
4	P00001828 Clinical Staff Leader Inpatient	Filled	VUMC ID/Employee Name	6851 - Reg Nurse Charge Inpatient	Staff	N	Fixed
5	P00002065 Clinical Staff Leader Inpatient	Filled	VUMC ID/Employee Name	6851 - Reg Nurse Charge Inpatient	Staff	N	Fixed
6	P00040138 Nursing Ed Spec Inpatient	Filled	VUMC ID/Employee Name	3390 - Nursing Ed Spec Inpatient	Staff	Y	Fixed
7	Total						

Showing rows 1-6 of 6.

Fixed Labor – Roster (2)

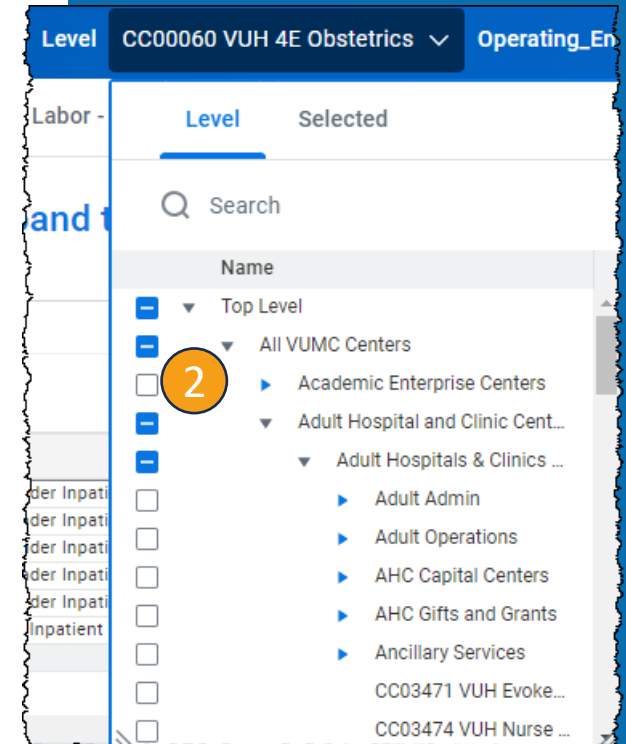
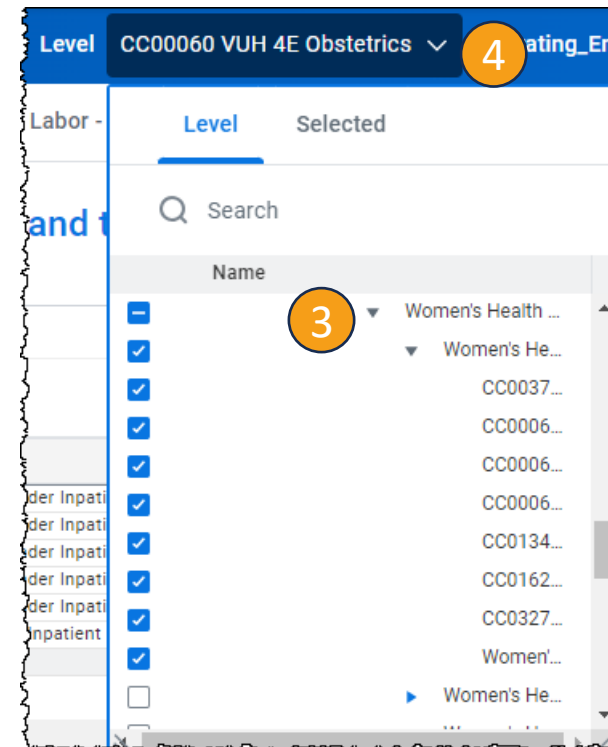
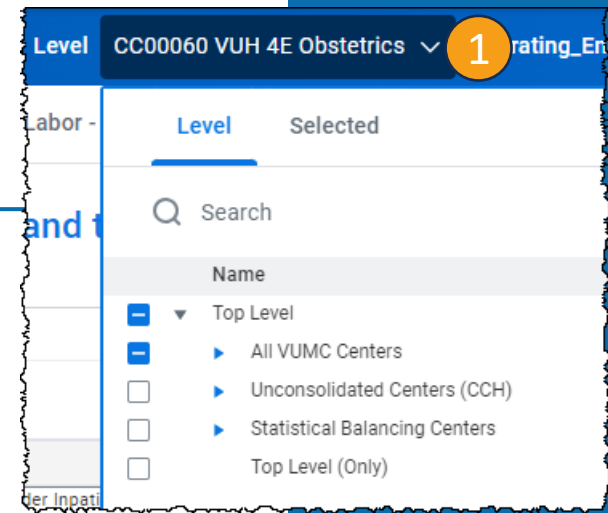
1. If you know that an employee will retire or resign, you will want to update their **End Date** in the row associated with that worker.
2. Then, you should add a **new row**, indicating that the employee will be replaced, ensuring that the **Hire Date** and **Position Start Date** are after the End Date for the retiring employee.
3. All fields that are highlighted in **Red** are required.

The screenshot shows a software interface for managing labor. At the top, there is a blue header with the text "Budget - Labor" and various filters. Below the header, there are tabs for "Labor - Roster", "Labor - New Positions & Vac...", "Labor - Variable", and "Fringe & Consolidated Labor". The "Labor - Roster" tab is selected. Below the tabs, there is a section titled "Instructions (Expand to View)". The main part of the interface is a table titled "Roster Level Labor". The table has a search bar at the top right with the text "fixed". The table has 9 columns: #, POSITION, STAFFING_STATUS, WORKER, HIRE DATE, POSITION START DATE, END DATE, APPLIED FTE, and TOTAL EMPLOYEE. The table contains 7 rows of data. The first row is highlighted in red. The second row is highlighted in red. The third row is highlighted in red. The fourth row is highlighted in red. The fifth row is highlighted in red. The sixth row is highlighted in red. The seventh row is highlighted in red. The eighth row is highlighted in red. The ninth row is highlighted in red. The table is annotated with three red circles: circle 1 is over the "END DATE" column header, circle 2 is over the "APPLIED FTE" column header, and circle 3 is over the "+" icon in the first column of the eighth row.

#	POSITION	STAFFING_STATUS	WORKER	HIRE DATE	POSITION START DATE	END DATE	APPLIED FTE	TOTAL EMPLOYEE
1	P00015391 Clinical Staff Leader Inpatient	Filled	buggsal / April Buggs	4/30/2016	4/30/2016		1.00	
2	P00014379 Clinical Staff Leader Inpatient	Filled	tofiqla / Lizan Tofiq	4/30/2016	4/30/2016		1.00	
3	P00009989 Clinical Staff Leader Inpatient	Filled	duncane / Emily Duncan	4/30/2016	4/30/2016		1.00	
4	P00001828 Clinical Staff Leader Inpatient	Filled	hedgpcpl / Cheryl Hedgepath	4/30/2016	4/30/2016		1.00	
5	P00002065 Clinical Staff Leader Inpatient	Filled	grimeslm / Leann Grimes	4/30/2016	4/30/2016		1.00	
6	P00040138 Nursing Ed Spec Inpatient	Filled	delanekd / Kelsey Delaney	12/17/2018	4/9/2023		0.50	
+								
7	Total						5.50	

Fixed Labor – Roster (3)

1. To change an employee's cost center, you must first adjust the Cost Center Filter. You can only change employee's cost centers to ones that are assigned to you. Select the field next to **Level**.
2. To changes the center for a position within the same hierarchy, follow the **blue boxes** down using the **dropdown arrows** until you find the Cost Center already selected.
3. When you get to the selected Cost Center, scroll up to the level up **Cost Center** and select the **box** next to that.
4. Select the field next to **Level** again to update the sheet including the additional Cost Centers.



Fixed Labor – Roster (4)

1. When changing an employee's Cost Center, scroll to the right in the Roster Level Labor sheet (after completing the steps on the previous slide) until you find **Level**.
2. Select the **field** you wish to change and a list of Cost Centers will appear.
3. Select the **appropriate option**. The text will appear **blue** until saved.
4. Select **Save**.

Roster Level Labor

#	POSITION	STAFFING_STATUS	WORK...	LEVEL	GRANT	AWARD	AWARD_T...	GIFT
1	P00000583 Mgr Patient Care Service...	Filled	mont...	CC01625 VUH Perinatal Services				
2	P00001828 Clinical Staff Leader Inpa...	Filled	hedge...	CC00060 VUH 4E Obstetrics				
3	P00002065 Clinical Staff Leader Inpa...	Filled	grime...					
4	P00002841 Mgr Patient Care Service...	Filled	pinnel...					
5	P00009989 Clinical Staff Leader Inpa...	Filled	dunca...					
6	P00014379 Clinical Staff Leader Inpa...	Filled	tofiql...					
7	P00015391 Clinical Staff Leader Inpa...	Filled	buggs...					
8	P00033522 Sr Administrative Assista...	Filled	weirkr...					
9	P00040138 Nursing Ed Spec Inpatient	Filled	delan...					
10	P00040138 Nursing Ed Spec Inpatient	Filled	delan...					
11	P00071480 Sr Admin Asst Clinical	Filled	barge...					
12	P00090055 Clinical Staff Leader	Filled	crutc...					
13	Total							

Showing rows 1-12 of 12.

LEVEL

- CC01625 VUH Perinatal Services
- CC00063 VUH 4E Maternal Specialty...
- CC00060 VUH 4E Obstetrics
- CC01625 VUH Perinatal Services
- CC00060 VUH 4E Obstetrics
- CC00060 VUH 4E Obstetrics
- CC00060 VUH 4E Obstetrics

Name

- Women's Health PCC - IP Nursing
 - CC00372 VUH Childbirth Education
 - CC00060 VUH 4E Obstetrics
 - CC00063 VUH 4E Maternal Specialty Care Unit
 - CC00066 VUH 4N Labor & Delivery / Recovery
 - CC01348 VUH OB Emergency Triage
 - CC01625 VUH Perinatal Services
 - CC03274 VUH Women's Aj Pod (inactive)

Toolbar: Search, Refresh, Save, Menu

Fixed Labor – Roster (5)

1. If you need to split an employee's Cost Center with another, best practice is to **filter** for the **employee's name**. Then add a **new row**.
2. Type or insert the **same information** for the employee in the **new row** except for **CC Applied FTE** and **Level**.
3. When you get to **CC Applied FTE**, edit **both boxes** to the appropriate **Cost Center split**. The total should equal the amount in the Total Employee FTE column.
4. When you get to **Level**, leave the original cell the same and in the **new cell**, select the **Cost Center** that the employee will now be split with. If you do not have access to that Cost Center, you will not be able to make changes here.
5. Select **Save**.

Roster Level Labor

Doe

1

1

5

2

3

4

#	POSITION	STAFFING_STA...	WORKER	CC APPLIED FTE	TOTAL EMPLOYEE FTE	OPERATING_ENTITY_ATT	LEVEL	GRANT	AWARD
1	P00001828 Clinical Staff ...	Filled	Doe	0.50	1.00	OEVUH Vanderbilt Unive	CC00063 VUH 4E Maternal Specialty...		
2	P00001828 Clinical Staff ...	Filled	Doe	0.50			Women's Health PCC - IP Nursing		
2	Total			1.00					

Showing rows 1-1 of 1.

New Positions and Vacancies

Dashboard: Budget – Labor

1. To add a **New Position** or **Vacancy**, select the **Add Row** icon.
2. All fields that appear outlined in **Red** are required fields.
3. Under **CC Applied FTE**, ensure that Vacancies have a negative number listed, while New Positions have a positive number listed.

Budget - Labor Level CC00060 VUH 4E Obstetrics Operating_Entity_Att All Edit Filter Refresh Camera Grid Camera

Labor - Roster **Labor - New Positions & Vac...** Labor - Variable Fringe & Consolidated Labor

[Instructions \(Expand to View\)](#)

New Positions/Vacancy Roster Level Lab...

#	NEW POSITION/VACAN...	JOB_PROFILE *	EMPLOYEE_CLASS	EXEMPT	FIXED_VARIABLE_FLOAT_JP	HIRE DATE	END DATE	CC APPLIED FTE	OPERATING_ENTITY_ATT	GRA
1	Vacancy	6671 - Network Navigator	Staff	Y	Fixed	7/1/2024		-2.00	OEVUH Vanderbilt Unive...	
2	New Position	0700 - Director	Staff	Y	Fixed	7/1/2024		10.00	OEVUH Vanderbilt Unive...	
+									OEVUH Vanderbilt Unive...	

Showing rows 1-2 of 2.

Variable - Key Stats and HPU

Dashboard: Budget – Labor

1. If you have variable labor, **Key Statistics by Level** will show up here.
2. Please **do not** budget for variable positions until after February 16 as the volumes will affect the HPU and target FTE's.

The screenshot displays the 'Budget - Labor' dashboard for 'Level CC00060 VUH 4E Obstetrics' and 'Operating_Entity_Att All'. The 'Labor - Variable' tab is selected. Two key sections are highlighted with numbered callouts:

- 1 Key Stat by Level:** A table showing two rows of expense data.
- 2 HPU Balance:** A table showing HPU and target FTEs by month and fiscal year.

#	STAT_ACCOU...	SOURCE COST CENT...	PLANNING_TY...
1	9615:Census ...	CC00060 VUH 4E Ob...	Expense
2	9615:Census ...	CC00064 MCJCHV 4 ...	Expense

Showing rows 1-2 of 2.

#	ACCOUNTS BY TIME	MAY-2024	JUN-2024	JUL-2024	AUG-2024	SEPT-2024	OCT-2024	NOV-2024	DEC-2024	Q2-FY25	JAN-2025	FEB-2025
1	Key Statistic	1,402	1,399	1,401	1,400	1,404	1,415	1,418	1,413	4,237	1,414	1,415
2	Target - HPU								13.734	13.734	13.734	13.734
3	Target Paid Hours - Variable	0	0	0	0	0	0	0	19,408	58,184	19,422	19,438
4	Target FTE's - Variable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	109.74	332.65	109.82	117.49

Variable – Job Profile Utilization (1)

1. You can add a new row by selecting the **Three Dots** and selecting **Add Row**.
2. Anything shown in **green** is Historical Data with are the jobs that have been paid from your Cost Center.

Budget - Labor Level CC00060 VUH 4E Obstetrics Operating_Entity_Att All

Labor - Roster Labor - New Positions & Vac... **Labor - Variable** Fringe & Consolidated Labor

Job Profile Utilization - Historical

Levels CC00060 VUH 4E Obstetrics Fixed_Variable_Float_JP Variable

#	ACCOUNTS, JOB_PROFILE BY TIME	APR-2023	MAY-2023	JUN-2023	Q4-FY23	FY2023	JUL-2023	AUG-2023	SEP-2023	OCT-2023	NOV-2023
1	▼ BUD - Variable Labor - Job Profile Utilization										
2	▼ Productive Hour Actuals										
3	▼ Job_Profile										
4	4470 - Medical Receptionist	271	291	238	799	899	597	307	300		
5	6623 - Lactation Consultant Inpt PRN	65	33	94	193	203	197	107	130		
6	6624 - Lactation Consultant Inpatient	762	873	746	2,381	2,381	580	744	619		
7	6643 - Registered Nurse 2						15	112			
8	6736 - VSC Registered Nurse PRN	37	29	18	84	84	67	54	50		
9	6768 - Care Partner Trainee							1	1		
10	6775 - Care Partner PRN	309	258	306	873	965	523	186	303		
11	6777 - Care Partner	951	1,141	1,089	3,181	3,571	2,094	1,324	1,272		

Current currency values USD - United States of America, Dollars

ROW

- Add Row
- Row Details

SHEET

- Display Options
- ✓ Copy Formulas Mode
- Sheet Notes
- Change Dimensions
- Swap Columns and Rows
- Download
- Reset to Default View
- Refresh Sheet

CELL

- Clear Cell
- Explore Cell

Variable – Variable Labor

Be aware of:

- % vs Dollars vs Hours
- Adjustments vs Overrides

1. To best utilize this sheet, select the **Expand** icon in the top right corner of the section.
2. Each job profile will be listed for the Cost Center. To collapse job profiles, select the **arrow** next to the **Job Profile name**.
3. For the lines that can be updated, it will show a % symbol requiring a percentage, or the word **Dollars** at the top of the list requiring a dollar amount.

Budget - Labor Level CC00060 VUH 4E Obstetrics Operating_Entity_Att All

Labor - Roster Labor - New Positions & Vac... **Labor - Variable** Fringe & Consolidated Labor

Variable Labor

Levels CC00060 VUH 4E Obstetrics Level_Labor_Type Variable Fixed_Variable_Float_JP Variable Job_Category_Att Job_Category_Att

#	JOB_PROFILE, ACCOUNTS BY TIME	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024	MAR-2024	APR-2024	MAY-2024	JUN-2024	FY20
1	Job_Profile										
2	3151 - Child Life Specialist										
3	BUD - Variable Labor										
4	Target Hours - CC Total	0	0	0	0	0	0	0	0	0	
5	Variable Labor Assumptions										
6	Job Profile Utilization Rate (%)	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	7.5
7	Regular %	100%	100%	100%	100%	100%	100%	100%	100%	100%	7.5
8	Total Hours										

Current currency values USD - United States of America, Dollars

Variable – Variable Labor

Be aware of:

- % vs Dollars vs Hours
- Adjustments vs Overrides

1. If applicable, budget **Overtime** with a percentage.
2. If applicable, adjust **Orientation** and **Shift Differential** with a dollar amount.

#	JOB_PROFILE, ACCOUNTS BY TIME	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024	MAR-2024	APR-2024	MAY-2024	JUN-2024	FY2024	JI
1	Job_Profile											
2	▶ 3151 - Child Life Specialist											
19	▼ 4470 - Medical Receptionist											
20	▼ BUD - Variable Labor											
21	Target Hours - CC Total	0	0	0	0	0	0	0	0	0	0	
22	▼ Variable Labor Assumptions											
23	Job Profile Utilization Rate (%)	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	15.0%	
24	Regular %	84%	86%	86%	86%	86%	86%	86%	86%	86%	64%	
25	Non-Prod %	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	10.5%	
26	Overtime %	2.00%									0.17%	
27	Merit %											
28	▶ Total Hours	0	0	0	0	0	0	0	0	0	0	
35	▶ Average Hourly Rate	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	
39	▼ Total Dollars											
40	▶ Total Productive - Dollars	0	0	0	0	0	0	0	0	0	0	
44	Non-Productive Dollars (SC414)	0	0	0	0	0	0	0	0	0	0	
45	▼ Dollars Only											
46	▼ Orientation Total (SC416)											
47	Orientation Adjustments										0	
48	Total	0	0	0	0	0	0	0	0	0	0	
49	▼ Shift Differential Total (SC346)											
50	Shift Differential	341	349	356	376	342	346	352	353	354	4,379	
51	Shift Differential Adjustments										0	
52	Total	341	349	356	376	342	346	352	353	354	4,379	
53	Total	341	349	356	376	342	346	352	353	354	4,379	
54	Total	341	349	356	376	342	346	352	353	354	4,379	
55	▼ FTE - Total											

Current currency values USD - United States of America, Dollars

Fringe and Consolidated Labor

Dashboard: Budget – Labor

Please **do not** address anything on the **Fringe sheet** unless you talk with your Finance Liaison.

- After you have completed the Labor sheets, the Consolidated Labor sheet will show the Labor Budget in the **final column** on the sheet for FY25.

#	ACCOUNTS BY TIME	Q2-FY25	JAN-2025	FEB-2025	MAR-2025	Q3-FY25	APR-2025	MAY-2025	JUN-2025	Q4-FY25	FY2025
1	▼ FTE										
2	Fixed Roster FTE	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50
3	New Position FTE	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
4	Vacancy FTE	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00
5	Variable FTE	109.74	109.82	117.49	109.98	109.98	113.65	109.97	113.61	113.61	113.61
6	Total	124.24	124.32	131.99	124.48	124.48	128.15	124.47	128.11	128.11	128.11
7	▼ Total Labor Pay										
8	▼ Regular Pay (SC154)										
9	Fixed Regular Salary	140,136	48,764	45,618	48,764	143,147	47,191	48,764	47,191	143,147	566,645
10	New Position Reg Pay	216,144	74,652	69,836	74,652	219,140	72,244	74,652	72,244	219,140	870,690
11	Vacancy Regular Pay	-45,137	-15,590	-14,584	-15,590	-45,763	-15,087	-15,590	-15,087	-45,763	-181,826
12	Variable Regular Pay	2,229,892	762,959	763,591	764,084	2,290,635	764,123	764,027	763,844	2,291,993	9,050,281
13	Total	2,541,034	870,786	864,462	871,911	2,607,159	868,471	871,854	868,192	2,608,517	10,305,789
14	▼ Overtime Pay (SC399)										
15	Fixed OT Pay	1,968	680	636	680	1,995	658	680	658	1,995	7,928
16	New Position OT Pay	0	0	0	0	0	0	0	0	0	0
17	Vacancy OT Pay	0	0	0	0	0	0	0	0	0	0
18	Variable OT Pay	32,728	10,925	10,934	10,941	32,800	10,942	10,940	10,938	32,819	131,191
19	Total	34,697	11,605	11,570	11,621	34,795	11,599	11,620	11,595	34,815	139,120
20	▼ Non Productive Pay (SC365/ SC154 for Temp/Faculty)										
21	Fixed Non-Productive	23,026	8,012	7,495	8,012	23,520	7,754	8,012	7,754	23,520	93,105
22	New Position Non Productive	35,186	12,153	11,369	12,153	35,674	11,761	12,153	11,761	35,674	141,740
23	Vacancy Non-Productive	-7,348	-2,538	-2,374	-2,538	-7,450	-2,456	-2,538	-2,456	-7,450	-29,600
24	Variable Non-Productive	366,558	125,418	125,522	125,603	376,543	125,609	125,594	125,563	376,766	1,487,717

Current currency values USD - United States of America, Dollars

Non-Labor Expenses and Other Revenue



DEMO

No Spend Category

Be aware of:

- Adjustments vs Overrides

Dashboard: Budget – Non-Labor Expenses & Other Revenue

1. If you have a GL Account listed with **No Category**, please override this as **Zero** for the new budget. Because there is historical data in the tool for some of these, it will automatically add this to your budget.
2. Select the first white field and type **0** into the box.
3. Right click in that same box and select **Copy Forward** so that all of the fields beyond this one will also populate as **0**.

#	GL_ACCOUNT_TYPE, GL ACCOUNT PARENT, GL_ACCOUNT,	2023	MAR-2023	APR-2023	MAY-2023	JUN-2023	FY2023	JUL-2023	AUG-2023	SEP-2023	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024
18	GL_Account														
19	6300 - No Category														
20	Rolling 12 Month Ag Flag										1	1	1	1	1
21	Calculated Amount	2,842	3,677				30,764				1,645	1,596	1,248	1,188	1,017
22	Override Amount	0	0				0				0				
23	Budget Amount	0	0				0				1,645			1,188	1,017

2

3

- Clear
- Copy Forward >
- Copy Downw... >
- Adjust
- Add Note
- Explore Cell
- Drill Through

Rolling 12

Dashboard: Budget – Non-Labor Expenses & Other Revenue

1. When you have a **Rolling 12 Ag Flag** listed under a Supplies Category, this indicates that the predicted budget will be based on the average of the previous 12 months in the system.* Be sure to double check all of the numbers in these Spend Categories and correctly average out the amount with the existing data before you Override.
2. Once you have the correct **Override Amount**, type the **number** into the first white field.
3. Right click the same box and select **Copy Forward**. You may make individual changes to boxes in the Override row as necessary.

* Because Workday has not been in place for more than 12 months, it may calculate the months before April 2023 as zero, which will lower your average.

#	GL_ACCOUNT_TYPE, GL ACCOUNT PARENT, GL_ACCOUNT, ACCOUNTS B...	MAR-2023	APR-2023	MAY-2023	JUN-2023	FY2023	JUL-2023	AUG-2023	SEP-2023	OCT-2023
368	6010_SC238 Non-Med Sup: Laboratory And Scientific Eq...									
369	Rolling 12 Month Ag Flag									
370	Calculated Amount		180	963	136	1,280	269	299	209	171
371	Override Amount		0	0	0	0	0	0	0	343
372	Budget Amount		0	0	0	0	0	0	0	171

Clear

Copy Forward >

Copy Downw... >

Adjust

Add Note

Explore Cell

Drill Through

Other Revenue

Dashboard: Budget – Non-Labor Expenses & Other Revenue

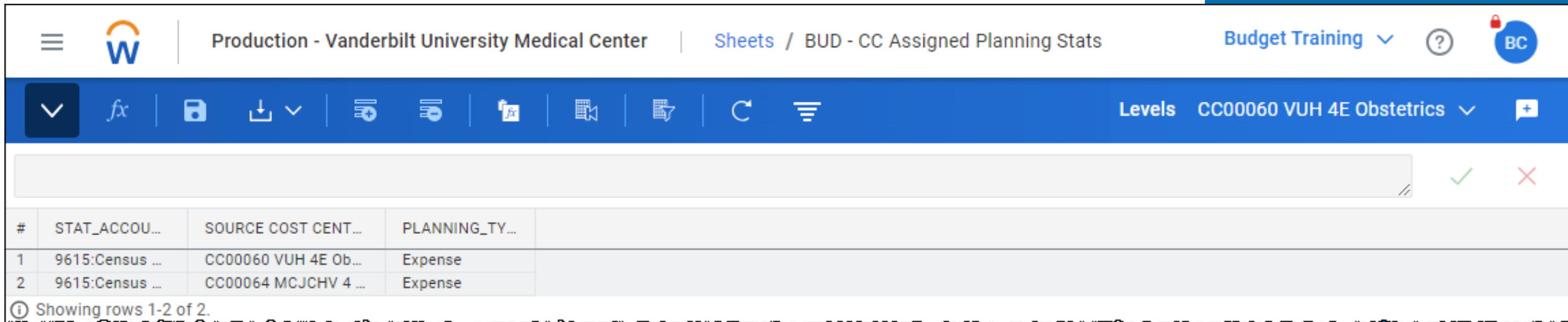
1. If applicable, you can also find Other Revenue on this sheet. It will appear as **Other Operating Revenue**.

#	GL_ACCOUNT_TYPE, GL ACCOUNT PARENT, GL_ACCOUNT, ACCOUNTS BY TIME	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024	MAR-2024	APR-2024	MAY-2024	JUN-2024
1	Income									
2	GL Account Parent									
3	4300:Other Operating Revenue									
4	GL_Account									
5	4300_RC039 Miscellaneous Revenue									
6	Rolling 12 Month Ag Flag	1	1	1	1	1	1	1	1	1
7	Calculated Amount	4,754	5,150	5,579	6,044	6,548	7,093	7,685	8,325	9,000
8	Override Amount									
9	Budget Amount	4,754	5,150	5,579	6,044	6,548	7,093	7,685	8,325	9,000

CC Assigned Planning Stats

Sheet: BUD- CC Assigned Planning Stats

1. If you want to reference the planning type for the Non-Labor expenses, you can use this sheet. You will find information on the **Source Cost Center** and the **Planning Type**.

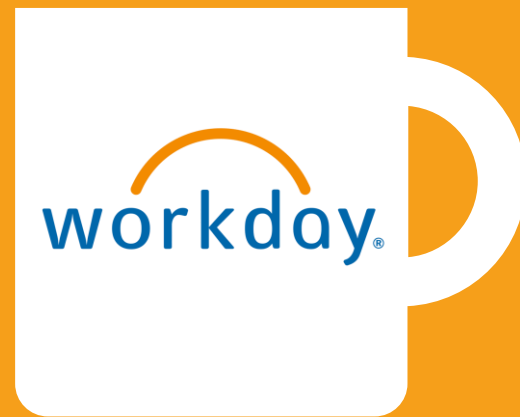


The screenshot shows a spreadsheet application interface. The top navigation bar includes the Vanderbilt University Medical Center logo, the text "Production - Vanderbilt University Medical Center", and the sheet name "Sheets / BUD - CC Assigned Planning Stats". On the right, there is a "Budget Training" dropdown menu, a help icon, and a user profile icon labeled "BC". Below the navigation bar is a blue toolbar with various icons for editing and navigation. The main area displays a table with the following data:

#	STAT_ACCOUNT...	SOURCE COST CENT...	PLANNING_TY...
1	9615:Census ...	CC00060 VUH 4E Ob...	Expense
2	9615:Census ...	CC00064 MCJCHV 4 ...	Expense

At the bottom left of the table, there is a status indicator: "Showing rows 1-2 of 2."

Break #2



Allocations



DEMO

History-Based Method

Dashboard: Budget – Allocations: History Based

1. If you have a GL Account listed with **No Category**, please override this as **Zero** for the new budget. Because there is historical data in the tool for some of these, it will automatically add this to your budget. More detailed steps are under Non-Labor Expenses and Other Revenue, No Category.
2. If you see any accounts that are labeled **Intercompany** or have the account numbers **4390** or **6490**, please discuss this with your Finance Liaison. These will be eliminations done only by central finance.

#	GL_ACCOUNT, ACCOUNTS BY TIME	JUL-2023	AUG-2023	SEP-2023	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024	MAR-2024	APR-2024
1	GL_Account										
2	4390 No Category 1										
3	Actuals/Projected										
4	Override										
5	Applied Budget Amount										
6	4390_RC028 Intercompany 2										
7	Actuals/Projected	33,475	33,475	33,475	33,638	33,597	33,553	33,505	33,454	33,506	33,508
8	Override										
9	Applied Budget Amount	33,475	33,475	33,475	33,638	33,597	33,553	33,505	33,454	33,506	33,508

Percent of Revenue Method

Dashboard: Budget – Allocations: Prorates & Rev %

1. If you are not able to see the sheet correctly, please ensure that your filters at the top for Program Hierarchy and Program are **Uncategorized**.
2. To accurately calculate the Percent of Revenue Allocations, you will start with the number next to **Net Patient** in this example.
3. You will then multiply this number by the percentage next to **Historical % of Operating Revenue**.
4. After you multiply, you will input the number to the **Other Operating Revenue Allocation** row.
5. Select **Save**, then you should see a number closely resembling the Historical % of Operating Revenue appear in the **Total % of Operating Revenue** row.
6. Repeat this for each column for **FY25**.

#	GL_ACCOUNT, ACCOUNTS BY TIME	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-2025	MAR-2025	APR-2025	MAY-2025	JUN-2025
134	6495_SC010 VMG Billing Tax												
135	Operating Revenue												
136	Net Patient	94	94	102	89	95	110	89	80	106	92	96	
137	Other Operating Revenue												
138	Total	94	94	102	89	95	110	89	80	106	92	96	
139	Historical % of Operating Revenue	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%	8.50%
140	PB Pro Rate Allocation	0	0	0	0	0	0	0	0	0	0	0	0
141	% of Net Patient Revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
142	Other Operating Revenue Allocation	8	8	9						9			
143	% of Other Operating Revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
144	Total % of Operating Revenue	8.46%	8.48%	8.53%	0.00%	0.00%	0.00%	0.00%	0.00%	8.50%	0.00%	0.00%	0.00%
145	Total Allocation	8	8	9	0	0	0	0	0	9	0	0	

Current currency values USD - United States of America, Dollars

Revenue



Gross OP Revenue – Key Statistics

Dashboard: Budget – Outpatient Gross Revenue

Key Statistics will be at the top of this dashboard. If you don't see a Key Statistic listed in the sheet and you think you should, please contact your finance liaison.

The screenshot shows a dashboard interface with a blue header bar. The header contains the title '03) Budget - Outpatient Gross R...' and filters for 'Level CC00552 VUH Diagnostic Radiology' and 'Operating_Entity_Att All'. On the right side of the header are icons for 'Edit', a list view, a refresh button, a camera, a grid view, and a chat icon. Below the header, there are two tabs: 'Outpatient Gross Revenue' (selected) and 'Consolidated Patient Service...'. On the left side, there is a link for 'Instructions - Outpatient Gross Revenue (Expand to View)'. The main content area features a table titled 'Key Stat by Cost Center'. The table has columns for '#', 'STAT_ACCOUNTS', 'SOURCE COST CENTER', and 'PLANNING_TYPE'. A single row is displayed with the following data: '# 1', 'STAT_ACCOUNTS 9450:Outpatient Procedure', 'SOURCE COST CENTER CC00552 VUH Diagnostic Radiology', and 'PLANNING_TYPE OP_Revenue'. Below the table, it indicates 'Showing rows 1-1 of 1.'.

#	STAT_ACCOUNTS	SOURCE COST CENTER	PLANNING_TYPE
1	9450:Outpatient Procedure	CC00552 VUH Diagnostic Radiology	OP_Revenue



Gross OP Revenue – Primary Statistic

Next on the Dashboard, you can review **Primary Statistics**. If you scroll to the right, you will find the months for the new fiscal year starting in July 2024. To review this information in more detail, scroll to OP Revenue.

Outpatient Gross Revenue : Consolidated Patient Service...

Primary Statistic

Accounts Links Levels CC00552 VUH Diagnostic Radiology

#	STAT_ACCOUNTS BY TIME	AUG-2022	SEP-2022	OCT-2022	NOV-2022	DEC-2022	JAN-2023	FEB-2023	MAR-2023	APR-2023	MAY-2023	JUN-2023	FY2023	JUL-2023	AUG-2023
1	9400:Inpatient Procedures	10,596	10,055	10,535	9,853	10,285	10,092	9,177	10,487	9,987	10,729	10,855	123,361	10,277	10,792
2	9450:Outpatient Procedure	4,540	4,405	4,474	4,368	4,162	4,341	4,468	4,814	4,723	4,887	4,920	54,330	4,922	4,945



Gross Outpatient Revenue w/Volumes

Be aware of:

- % vs Dollars vs Hours
- Adjustments vs Overrides

On the OP Revenue sheet, you can, drill down into each of the larger categories: **Variable Statistic, Per Unit, Per Unit Override, Actuals + Budget, Override Amount, and Final Amount.** If you need to make changes, drill into either of the Override categories.

Outpatient Gross Revenue : Consolidated Patient Service...

OP Revenue

Levels CC00552 VUH Diagnostic Radiology Operating_Entity_Att Operating_Entity_Att Sub_Type Outpatient Revenue

#	ACCOUNTS, GL_ACCOUNT BY TIME	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-2025	MAR-2025	APR-2025	MAY-2025	JUN-2025	FY2025
1	▼ BUD - OP Gross Revenue													
2	▼ Variable Statistic													
3	▶ GL_Account	18,981	18,922	18,851	18,889	18,918	18,945	18,966	18,975	18,974	18,966	18,958	18,948	227,293
31	Total	18,981	18,922	18,851	18,889	18,918	18,945	18,966	18,975	18,974	18,966	18,958	18,948	227,293
32	▼ Per Unit													
33	▶ GL_Account	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	5,680.54
61	Total	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	473.38	5,680.54
62	▶ Per Unit Override													
92	▼ Actuals + Budget													
93	▶ GL_Account	2,246,323	2,239,352	2,230,894	2,235,379	2,238,809	2,241,994	2,244,521	2,245,583	2,245,505	2,244,508	2,243,575	2,242,427	26,898,870
121	Total	2,246,323	2,239,352	2,230,894	2,235,379	2,238,809	2,241,994	2,244,521	2,245,583	2,245,505	2,244,508	2,243,575	2,242,427	26,898,870
122	▼ Override Amount													
123	▶ GL_Account													
151	Total													
152	▶ Final Amount	2,246,323	2,239,352	2,230,894	2,235,379	2,238,809	2,241,994	2,244,521	2,245,583	2,245,505	2,244,508	2,243,575	2,242,427	26,898,870

Current currency values USD - United States of America, Dollars

Gross Outpatient Revenue w/Volumes

1. If you need to make any overrides, first identify what needs to be overridden and the Spend Category in the **Per Unit** or **Actuals and Budget** categories
2. Then find the same **Spend Category** in the appropriate **Override category** and enter the amount you wish to use as the override to the cell with the same spend category and month/year.
3. Select **Save**.
4. The overridden amount will appear, along with anything you did not override, under **Final Amount**.

Outpatient Gross Revenue : Consolidated Patient Service...

	Actuals + Budget		
92	▼ Actuals + Budget		
93	▼ GL_Account		
94	4010 - No Category		
95	4010:Outpatient Revenue		
96	4010_RC025 Outpatient: EPIC H...	46,664	46,519
97	4010_RC039 Miscellaneous Rev...		
98	4010_RC065 Outpatient: Gross ...		
99	4010_RC067 Outpatient: Gross ...		
100	4010_RC068 Outpatient: Gross ...		
101	4010_RC069 Outpatient: Gross ...		
111	4010_RC149 Outpatient: EPIC H...	182	181
112	4010_RC150 Outpatient: EPIC H...	10	10
113	4010_RC151 Outpatient: EPIC H...		
114	4010_RC152 Outpatient: EPIC H...	2,199,467	2,192,642
115	4010_RC153 Outpatient: EPIC H...		
116	4010_RC154 Outpatient: EPIC H...		
117	4010_RC155 Outpatient: EPIC H...		
118	4010_RC231 Outpatient: Gross r...		
119	4010_SC060 Williamson County...		
120	Total	2,246,323	2,239,352
121	Total	2,246,323	2,239,352
122	▼ Override Amount		
123	▼ GL_Account		
124	4010 - No Category		
125	4010:Outpatient Revenue		
126	4010_RC025 Outpatient: EPIC HB P	50000	
127	4010_RC039 Miscellaneous Rev...		
128	4010_RC065 Outpatient: Gross ...		
129	4010_RC067 Outpatient: Gross ...		
130	4010_RC068 Outpatient: Gross ...		



	Final Amount		
153	▼ GL_Account		
154	4010 - No Category		
155	4010:Outpatient Revenue		
156	4010_RC025 Outpatient: EPIC H...	50,000	46,519
157	4010_RC039 Miscellaneous Rev...		
158	4010_RC065 Outpatient: Gross ...		

Consolidated Patient Services

You can review all the Outpatient Revenue Budget from the **Consolidated Patient Service Revenue**.

Consolidated Patient Service Revenue

Levels **CC00552 VUH Diagnostic Radiology** Operating_Entity_Att **All** GL_Account **All** Patient_Type **All** Discharge_Type **All**
Assignee **All** Performing_Provider **All**

#	ACCOUNTS BY TIME	JUL-2024	AUG-2024	SEP-2024	OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-2025	MAR-2025	APR-2025	MAY-2025	JUN-2025
1	▼ BUD - Summary Patient Services Revenue												
2	▼ Total Consolidated Revenue												
3	▶ Inpatient Net Revenue												
7	▶ Outpatient Net Revenue	2,249,659	2,239,352	2,230,894	2,235,379	2,238,809	2,241,994	2,244,521	2,245,583	2,245,505	2,244,508	2,243,575	2,242,508
14	▶ PB Revenue												
19	Third Party Revenue												
20	Revenue Adjustments												
21	Total	2,249,659	2,239,352	2,230,894	2,235,379	2,238,809	2,241,994	2,244,521	2,245,583	2,245,505	2,244,508	2,243,575	2,242,508



Gross Professional Revenue w/Volumes

Dashboard: Budget – Professional Revenue

1. The available sheets on this dashboard are at the top. The only sheet where action may need to be taken is the **wRVU – Charges – Collections**.
2. While reviewing the **Charges and Collections** sheet, you can make adjustments in the following categories: **wRVU**, **ASA**, **Charges**, and **Collections**, as needed. An Adjustment is not an Override. The number typed to the cell will either add or subtract from the planned number.
3. Select **Save**.

03) Budget - Professional Reven... < Level CC00244 AOD Walk-In Clinic Bellevue WIC > Operating_Entity_Att Edit Filter Refresh Camera Grid Chat

PB Overview Attribution **1** wRVU - Charges - Collections : Charges and Deductions PB Revenue Summary Patient Service Re...

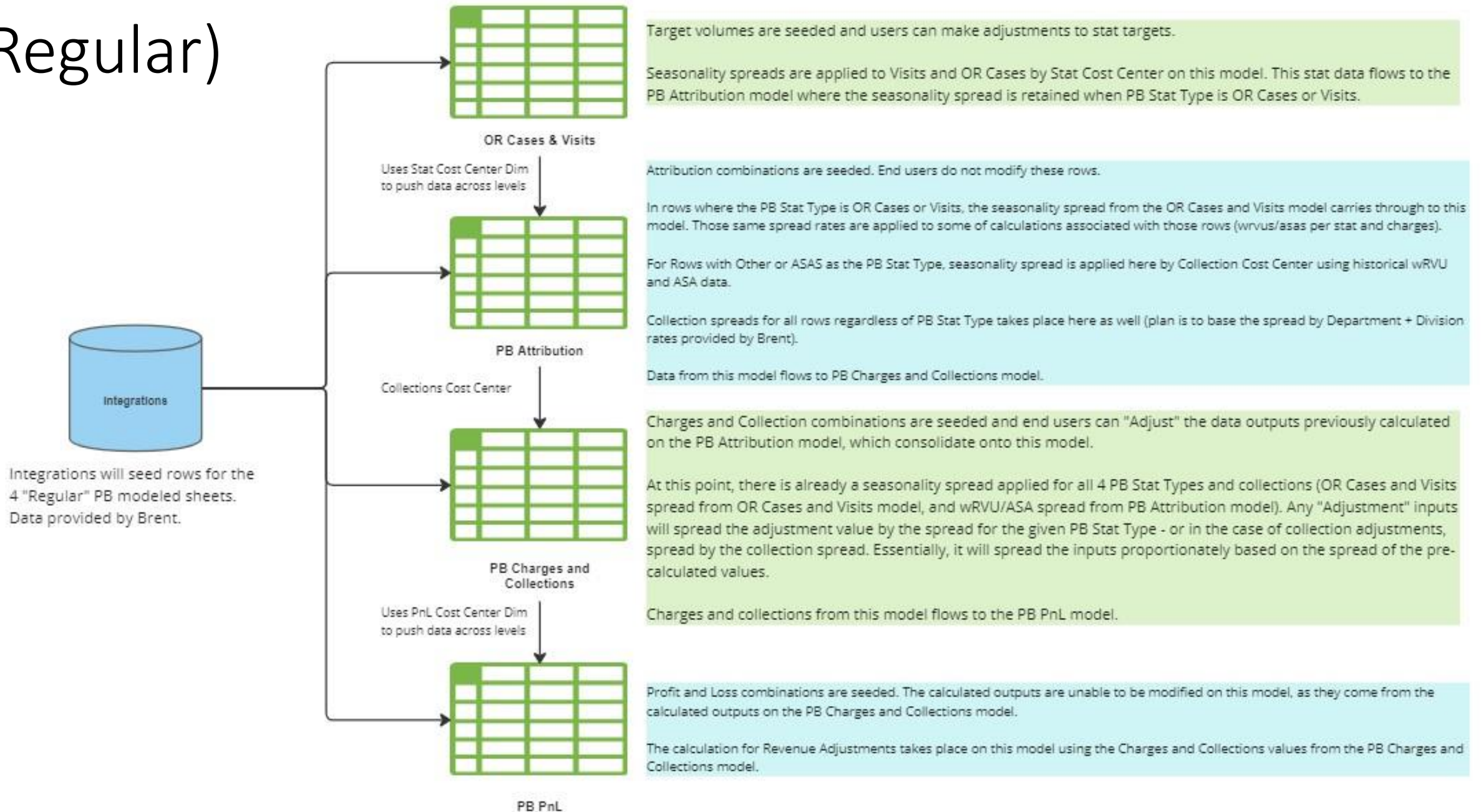
Instructions - wRVU - Charges - Collections (Expand to View)

Charges - Collections Planning
Levels CC00244 AOD Walk-In Clinic Bellevue WIC

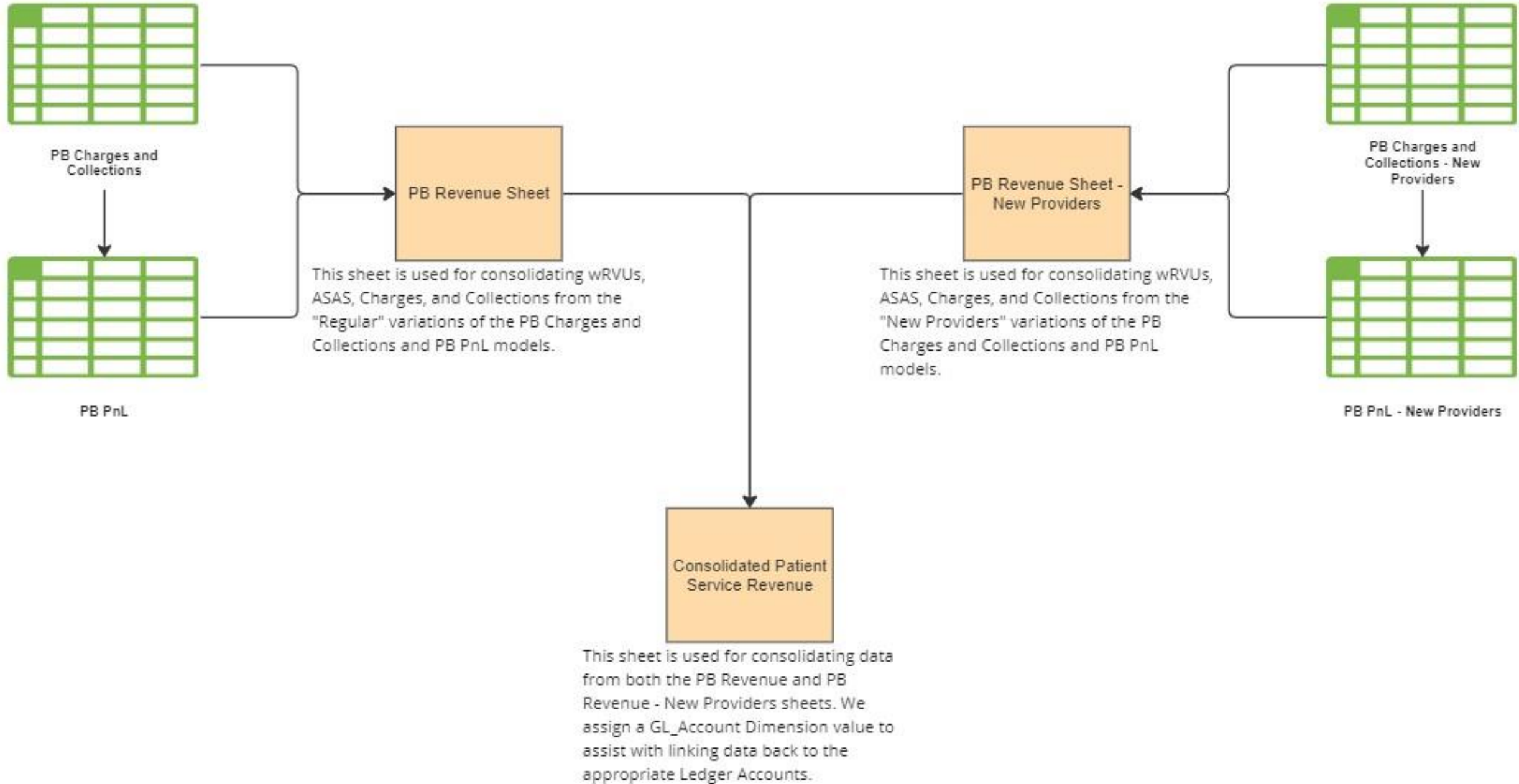
#	PNL_COST_CENTER	PE...	DIVISION	BILL_AR...	PB_STAT_TY...	WRVUS - PLANN...	WRVUS - ADJUSTMEN...	WRVUS - TOTAL	ASAS - PLANNED	ASAS - ADJUSTMENTS	ASAS -
1	CC02706 AOR Clinic Operati...	[PR...	BELLEV...	BL10320...	Other			0.00			
2	CC02706 AOR Clinic Operati...	[PR...	BELLEV...	BL10320...	Visits	615.74	34.26	615.74	0.00		
9	CC02706 AOR Clinic Operati...	[PR...	BELLEV...	BL10320...	Visits	4,062.88		4,062.88	0.00		
10	CC02706 AOR Clinic Operati...	[PR...	BELLEV...	BL10320...	Other	0.00		0.00	0.00		

Showing rows 1-148 of 148.

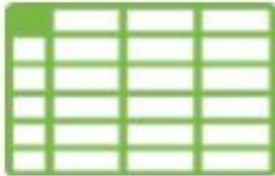
PB Revenue Models (Regular)



PB Revenue Data



PB Revenue Models (New Providers)



OR Cases and Visits -
New Providers


This model is not pre-seeded with rows. This model is for inputting net new OR Cases and Visits by either a "dummy/placeholder" provider or an actual stat provider (but at a combination which does not currently exist on the regular OR Cases and Visits model).

Seasonality is applied by PB Stat Type by Stat Cost Center.

Data from this model does not flow to the downstream "New Provider" models. Due to this, a separate spread will be applied to rows in downstream New Provider models when PB Stat Type is OR Cases or Visits, but will be done so by Collection Cost Center.

There is no PB Attribution - New Providers model.

On the regular PB Attribution model, seasonality is applied here when PB Stat Type is Other or ASAS. Due to this, seasonality is applied for all PB Stat Types by Collection Cost Center in the PB Charges and Collections - New Providers model. Seasonality for collections is also applied on the PB Charges and Collections - New Provider model.



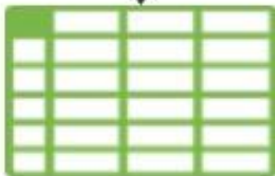
PB Charges and
Collections - New
Providers

This model is not pre-seeded with rows. This model is for inputting net new Charges and Collections combinations by either a "dummy/placeholder" provider or an actual stat provider (but at a combination which does not currently exist on the regular PB Charges and Collections model).

Users will input annual totals for wRVUs, ASAS, Charges, and Collections by a PB Stat Type. Collections will then spread by the collection rate (plan is to base spreads by department and division), while wRVUs, ASAS, and Charges will spread based on the PB Stat Type and Collection Cost Center.

Data from this model will flow to the PB PnL - New Providers model.

Uses PnL Cost Center Dim
to push data across levels



PB PnL - New Providers

This model is not pre-seeded with rows. This model is for inputting net new PnL combinations (which should align properly to a row on the PB Charges and Collections - New Providers model).

The calculated outputs are unable to be modified on this model.

The calculation for Revenue Adjustments takes place on this model using the Charges and Collections values from the PB Charges and Collections model - New Providers.

Income Statement



DEMO

Income Statement

Sheet – Income Statement

After finishing all of the budget items, you can review the entire budget using the Income Statement Sheet. It is recommended to download.

Expand all sections before downloading.

Levels CC00060 VUH 4E Obstetrics											
#	ACCOUNTS	JUL-2022	AUG-2022	SEP-2022	OCT-2022	NOV-2022	DEC-2022	JAN-2023	FEB-2023	MAR-2023	APR-2023
1	▼ Total Operating Income										
2	▼ Corporate: Patient service revenue										
3	▼ Corporate: Gross revenue										
4	▶ 4000:Inpatient Revenue	3,794,725	3,597,174	3,567,078	3,594,455	3,336,362	3,711,106	3,773,198	3,400,629	3,510,426	3,805,174
22	▶ 4010:Outpatient Revenue	10,449	43,967	38,319	42,065	33,441	65,259	47,485	70,282	134,746	3,805,174
72	Total	3,805,174	3,641,141	3,605,397	3,636,520	3,369,804	3,776,365	3,820,683	3,470,911	3,645,172	3,805,174
143	Total	3,805,174	3,641,141	3,605,397	3,636,520	3,369,804	3,776,365	3,820,683	3,470,911	3,645,172	3,805,174
256	Total	3,805,174	3,641,141	3,605,397	3,636,520	3,369,804	3,776,365	3,820,683	3,470,911	3,645,172	3,805,174
258	▼ Statistical										
262	9995:Statistical Balancing Account	-3,348	-3,268	-3,419	-3,463	-3,134	-3,345	-3,034	-2,638	-3,024	-3,348
273	▶ Corporate: Patient Days	950	903	902	901	845	873	868	801	836	950
303	▶ Corporate: Admissions	6	5	10	6	2	4	10	5	8	6
326	▶ Corporate: Discharges	480	445	488	461	432	446	418	383	445	480
349	▶ Corporate: Ancillary volumes	238	317	379	380	301	543	455	506	760	238
394	▶ Corporate: Other Stats	1,575	1,501	1,547	1,619	1,460	1,386	1,189	847	880	1,575
412	▶ Corporate: FTE Productivity	99	97	94	96	95	93	94	96	95	99
426	▼ Corporate: Visits										
427	▶ Corporate: Ambulatory visits										
436	Total										
437	Total	-0	-0	-0	0	-0	-0	-0	0	0	-0
439	▼ Total Operating Expense										
440	▶ Corporate: Total operating expenses	690,064	695,608	674,160	714,321	669,238	358,739	442,021	353,295	755,370	690,064
1572	Total	690,064	695,608	674,160	714,321	669,238	358,739	442,021	353,295	755,370	690,064

Current currency values USD - United States of America, Dollars

Reports

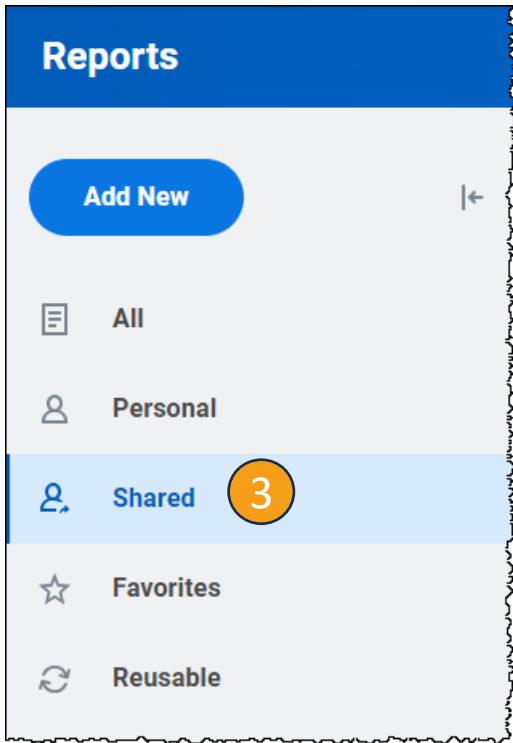
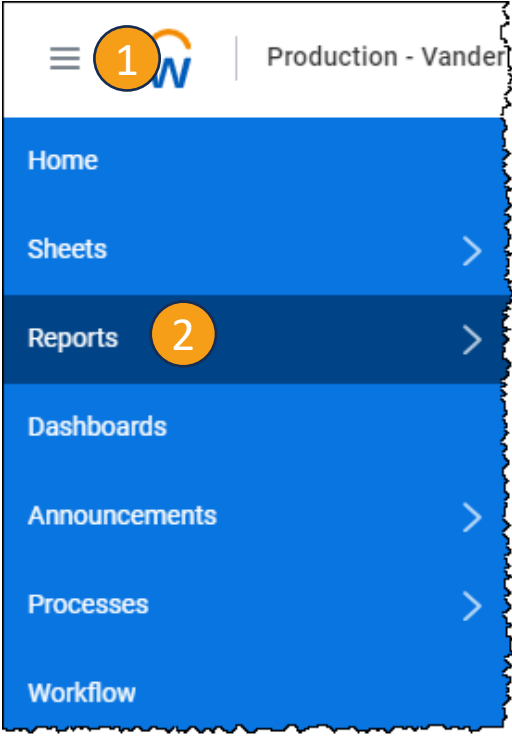


DEMO

- BGT.12 Budget Detail Report MCA
- BGT.03 Budget Detail Report
- BGT.05 FTEs and Wages

Reports

1. To get to Reports, select the **menu** icon.
2. Select **Reports** from the list.
3. Select **Shared**.
4. Select **05. Budget Reports**.
5. Select **Hospitals and Clinics and MCA**.



Conclusion

Training Hub

[Training Hub Link](#)

MyWorkday Implementation

Welcome Training Hub **1** Workday Word Change Network

TRAINING HUB



Town Halls & Workshops



Security Roles & Guides



Quick Reference Guides

walk me

WalkMe



Adaptive Planning

(Forecast, Budget, LRP)



Additional Resources

Adaptive Planning

Workday Adaptive Planning is the Workday Forecasting, Budgeting, and Long-Range Planning (LRP) tool at VUMC.

Click [here](#) to view the Workday Adaptive Planning Introduction video.



Forecast



Budget



Long Range Planning

WORKDAY ADAPTIVE PLANNING ANNUAL BUDGET

The annual operating budget process begins with gathering volumes and other key drivers.

The **FY25 Budget Kickoff Meetings** are scheduled for **January 29, 2024**. (*links below*)

- AE/VMG: 10:00am - 11:30am
- MCA and H&C: 1:00pm - 2:30pm

Quick Links:

[VMG & Academic Enterprise - Clinical Enterprise \(Hospitals & Clinics\)](#)

[Medical Center Administration \(MCA\) - Additional Resources](#)

Key Takeaways

To do BEFORE the Budget

- Run a report of financial information through December for your Cost Center(s).
- Review CR Fin Department Fiscal Year Budget Trend Report

Volumes – Due February 16

- Dashboard: Department Statistics
- Sheets:
 - Patient Days
 - OR Cases & Visits
 - Other Statistics
 - OR Cases & Visits – New Provider

Labor

- Dashboard: Labor
- Sheets:
 - Fixed Labor – Roster
 - New Positions and Vacancies
 - Labor – Variable
 - Fringe & Consolidated Labor

Non-Labor Expenses & Other Revenue

- **Zero out No Spend Category**
- Dashboard: Non-Labor Expenses & Other Revenue
- Sheets:
 - Non-Labor Expenses and Other Revenue
 - CC Assigned Planning Stats

Allocations

- Dashboards:
 - Allocations: History Based Method
 - Allocations: Prorates & Revenue %
- Sheets:
 - Allocations: History Method
 - Allocations: Pct of Revenue

Revenue

- Dashboards
 - Outpatient Gross Revenue
 - Professional Revenue
- Sheets:
 - Outpatient Gross Revenue
 - Consolidated Patient Service
 - wRVU's – Charges and Collections

Resources

Office Hours Sessions:

February 12, 2024 - March 1, 2024

Monday, Wednesday, Friday

11:30 am - 12:30 pm

Quick Guides:

[Reports Guide](#)

[Hospitals and Clinics Checklist](#)

[Budget Calendar](#)

[Budget Guidelines](#)

[QA from Sessions](#)

Links:

<https://www.vumc.org/myworkday/budget>

Questions? Email: adaptivebudgetCEMCA@vumc.org



Thank you