



FY25 Budget Training:

Adaptive Planning In Workday For Medical Center Administration

Duration: 2 hours

Access Workday through the VUMC Network or VPN

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



Training Agenda

- Budget and Adaptive Planning Basics
- Labor
- Non-Labor Expenses and Other Revenue
- Allocations
- 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.

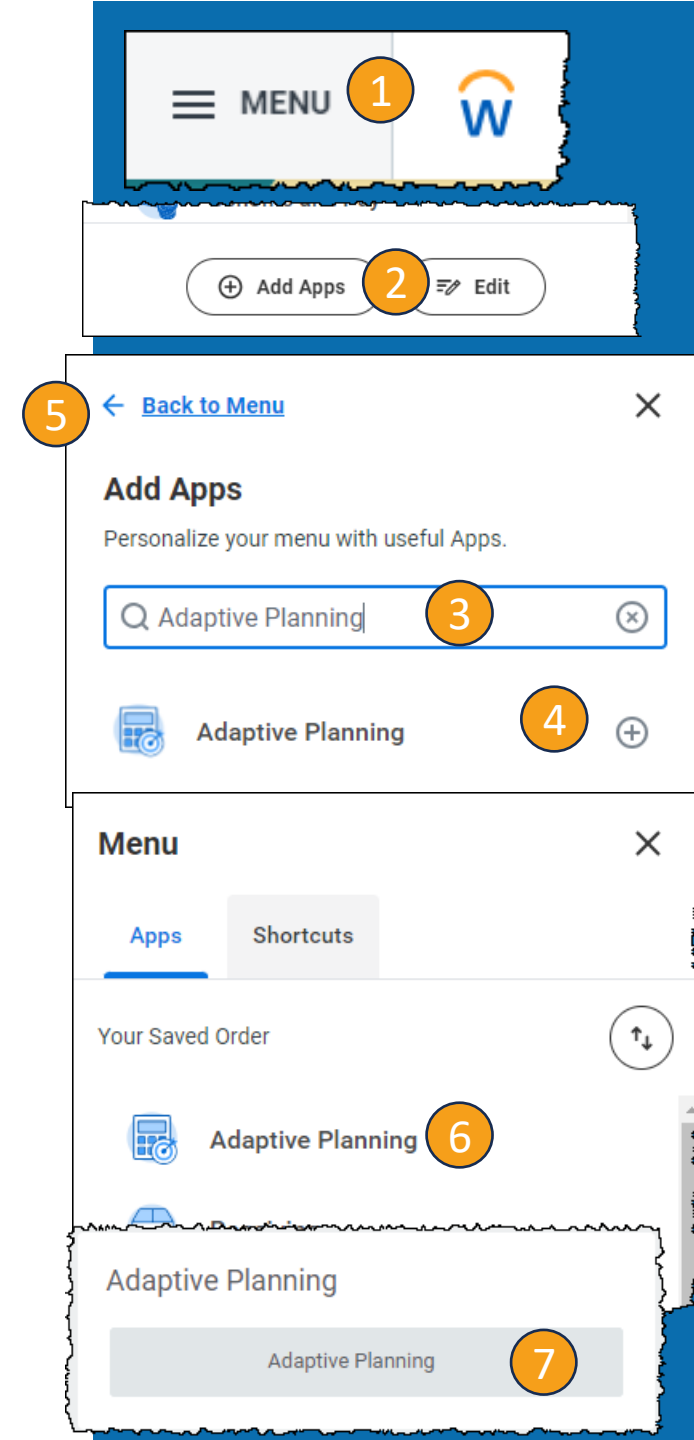
Status

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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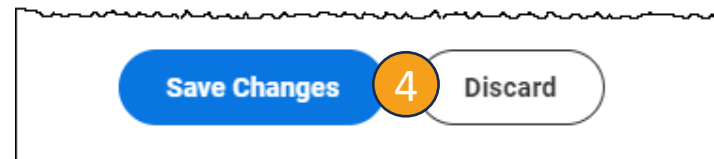
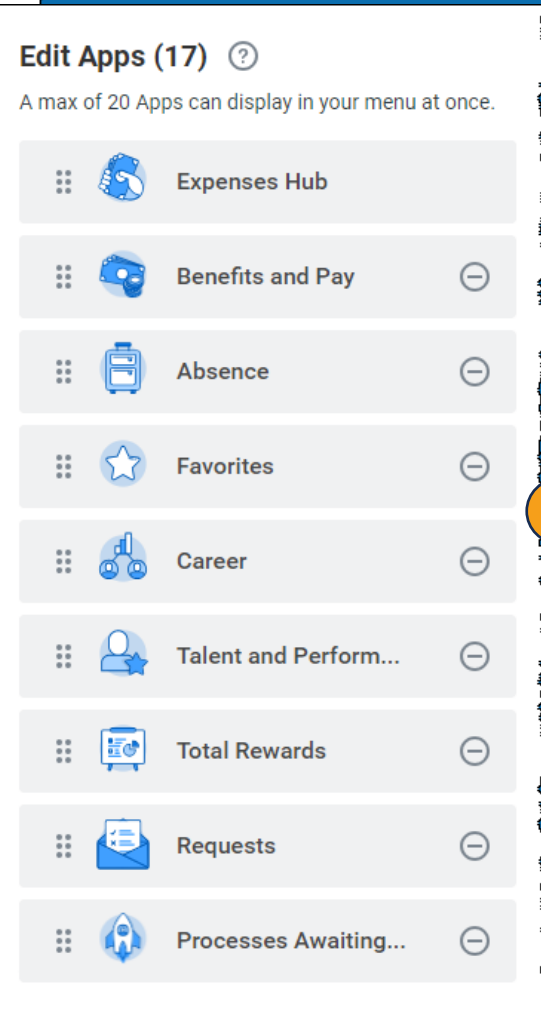
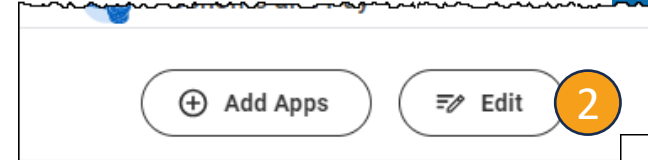
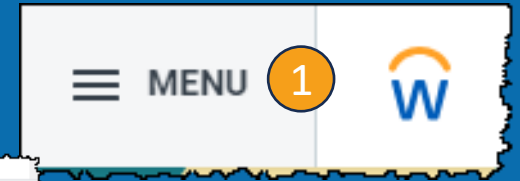
Add Adaptive Planning App to Menu

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.




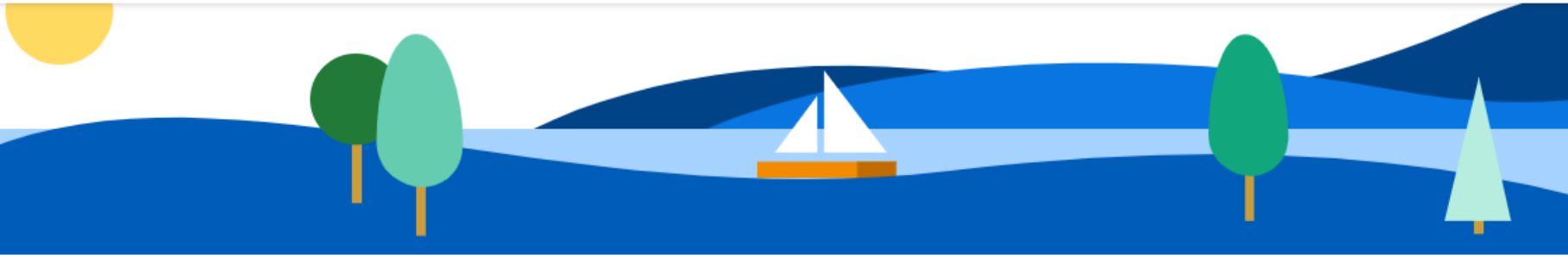
Remove an App from your Menu

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

☰  | Production - Vanderbilt University Medical Center | Home ? BC




Welcome to Workday Adaptive Planning

 **What's New** [View What's New Report →](#)

Learn more about the updates in our new release

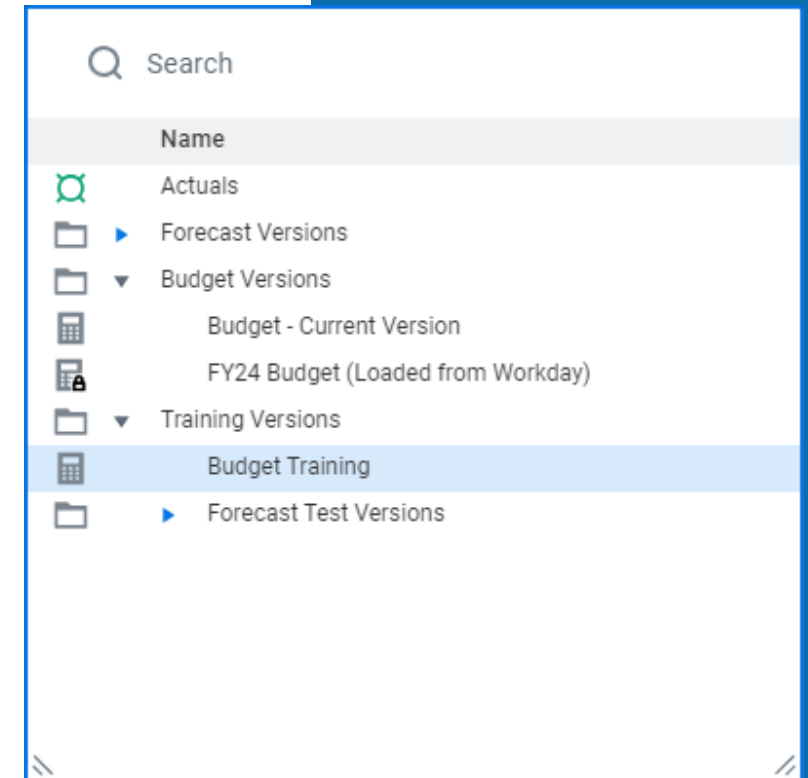
Quick Links



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.

Once the budget system goes live (2/1), please ensure that you are using **Budget – Current Version** 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

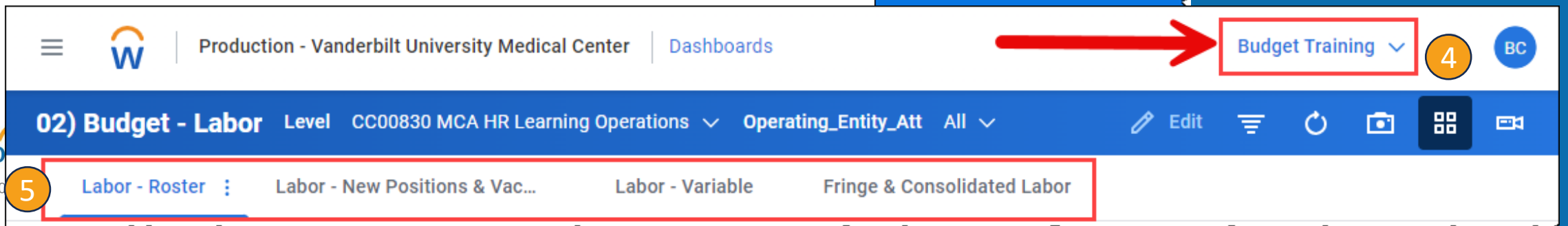
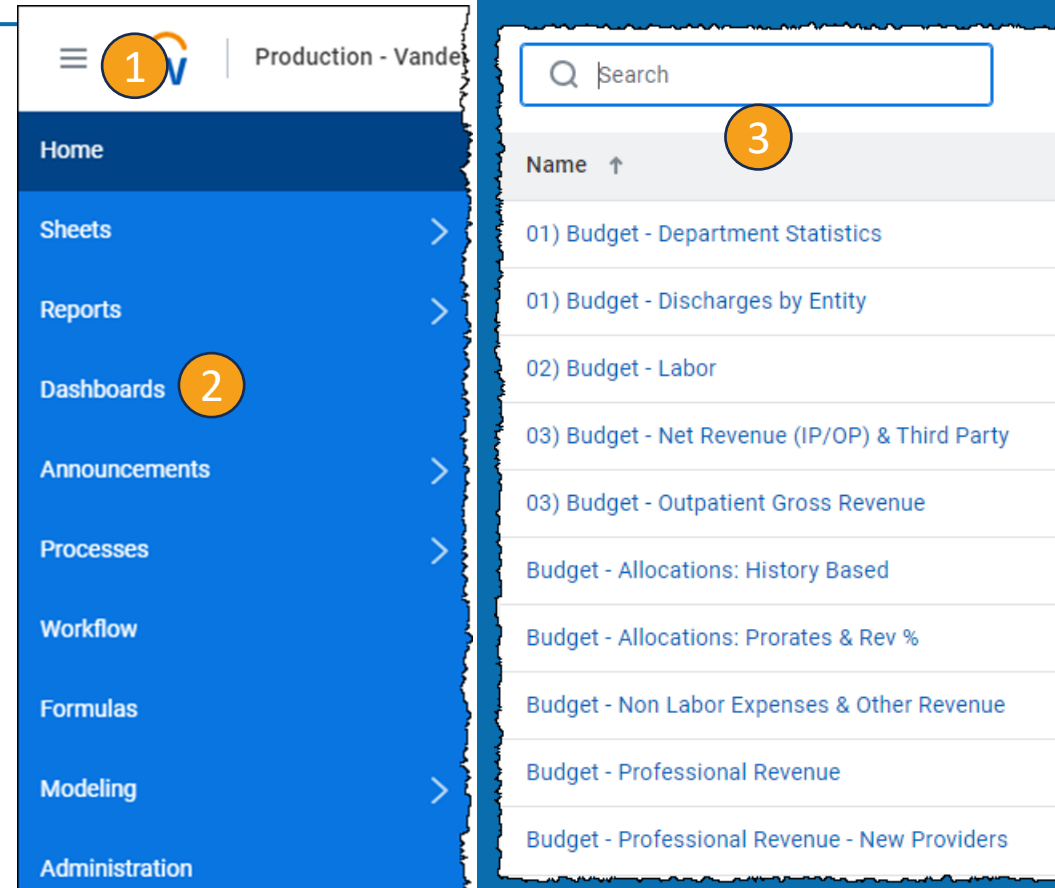
Professional Revenue = Professional Revenue or Professional Revenue – New Providers

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 at the top of the dashboard. 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.

Production - Vanderbilt University Medical Center | Dashboard

- Home
- Sheets **2**
- Reports
- Dashboards
- Announcements
- Processes
- Workflow

--- BUDGET LABOR PLANNING --- **3**

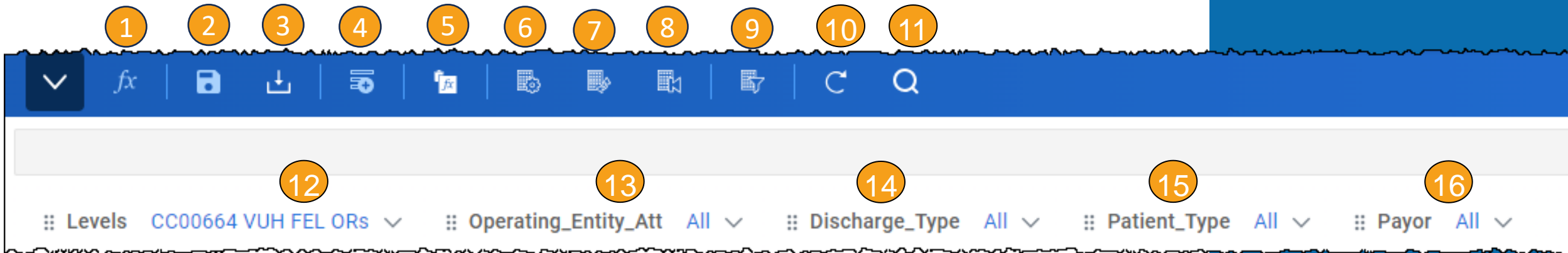
- BUD - Roster Level Labor
- BUD - New Position/Vacancy Labor ...
- BUD - Variable Labor - Job Profile U...
- BUD - Variable Labor - HPU and FTE...
- BUD - Variable Labor
- BUD - Variable Other Labor Related ...

Production - Vanderbilt University Medical Center | Sheets / BUD - Roster Level Labor **Budget Training** **4** BC

Levels CC00830 MCA HR Learning Operations **5**

#	POSITION	STAFFING_STATUS	WORKER	JOB PROFIL...	EMPLOYEE_CLA...	EXEMPT	FIXED_VARIABLE_FLOAT_JP	HIRE DATE
1	P0000699 Sr Learning Consultant	Filled		6053 - Sr Le...	Staff	Y	Fixed	4/30/2016
2	P00018609 Program Manager	Filled		3543 - Prog...	Staff	Y	Fixed	4/30/2016
3	P00001403 Principal Learning Consultant	Filled		6059 - Princ...	Staff	Y	Fixed	4/30/2016
4	P00004939 Sr Learning Consultant	Filled		6053 - Sr Le...	Staff	Y	Fixed	4/30/2016
5	P00005869 Manager Learning	Filled		1662 - Man...	Staff	Y	Fixed	4/30/2016
6	P00007410 Dir Clinical Educ & Perf Dev	Filled		0733 - Dir C...	Staff	Y	Fixed	4/30/2016

Navigation in Sheets



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
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.

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	<p>Full time equivalent based on a standard 40 hour work week.</p> <table border="1"> <thead> <tr> <th data-bbox="417 494 695 529">Standard Hours</th> <th data-bbox="797 494 861 529">FTE</th> </tr> </thead> <tbody> <tr> <td data-bbox="417 544 461 579">40</td> <td data-bbox="797 544 861 579">1.0</td> </tr> <tr> <td data-bbox="417 594 461 629">32</td> <td data-bbox="797 594 861 629">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 1643 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 1263 861"><u>Vacancy Factor (Salary)</u></p> <p data-bbox="366 893 1653 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 1358 1218"><u>Vacancy Factor (FTE Calculation)</u></p> <p data-bbox="356 1250 1666 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

Labor

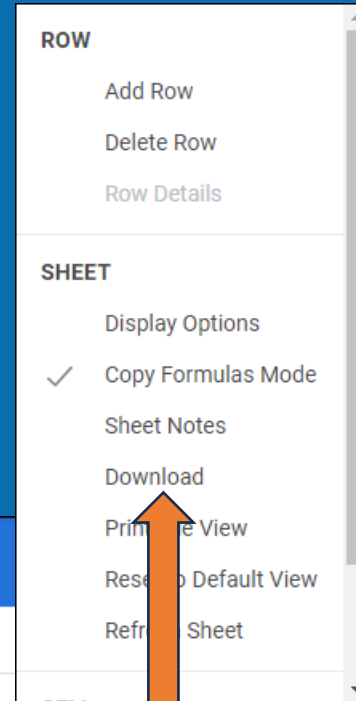


DEMO

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.



02) Budget - Labor Level CC00830 MCA HR Learning Operations Operating_Entity_Att All

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

Instructions (Expand to View)

Roster Level Labor

fixed

#	POSITION	STAFFING_STATUS	WORKER	JOB PROFILE *	EMPLOYEE_CLA...	EXEMPT	FIXED_VARIABLE_FLOAT_JP	HII
1	P00047721 Learning Consultant	Filled		6052 - Learning Consultant	Staff	Y	Fixed	3/
2	P00056934 Sr Learning Consultant	Filled		6053 - Sr Learning Consultant	Staff	Y	Fixed	6/:
3	P00060628 Learning Consultant	Filled		6052 - Learning Consultant	Staff	Y	Fixed	12
4	P00015451 Sr Learning Consultant	Filled		6053 - Sr Learning Consultant	Staff	Y	Fixed	4/:
5	P00045923 Learning Analyst	Filled		6056 - Learning Analyst	Staff	Y	Fixed	11

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 displays a software interface for managing labor. At the top, there is a navigation bar with the text "02) Budget - Labor" and various filters. Below this, there are tabs for "Labor - Roster", "Labor - New Positions & Vac...", "Labor - Variable", and "Fringe & Consolidated Labor". The main area shows a table titled "Roster Level Labor" with a search bar containing the word "fixed". The table has columns for "#", "POSITION", "STAFFING_STATUS", "WORKER", "END DATE", "APPLIED FTE", "TOTAL EMPLOYEE FTE", "OPERATING_ENTITY_ATT", and "GRANT".

#	POSITION	STAFFING_STATUS	WORKER	END DATE	APPLIED FTE	TOTAL EMPLOYEE FTE	OPERATING_ENTITY_ATT	GRANT
36	P00061061 Learning Consultant	Filled			1.00	1.00	OEMCA Medical Center ...	
37	P00018609 Program Manager	Filled			0.50	1.00	OEMCA Medical Center ...	
38	P00063183 Learning Consultant			4/30/20...	1.00	1.00	OEMCA Medical Center ...	
+							OEMCA Medical Center ...	
39	Total				37.06			

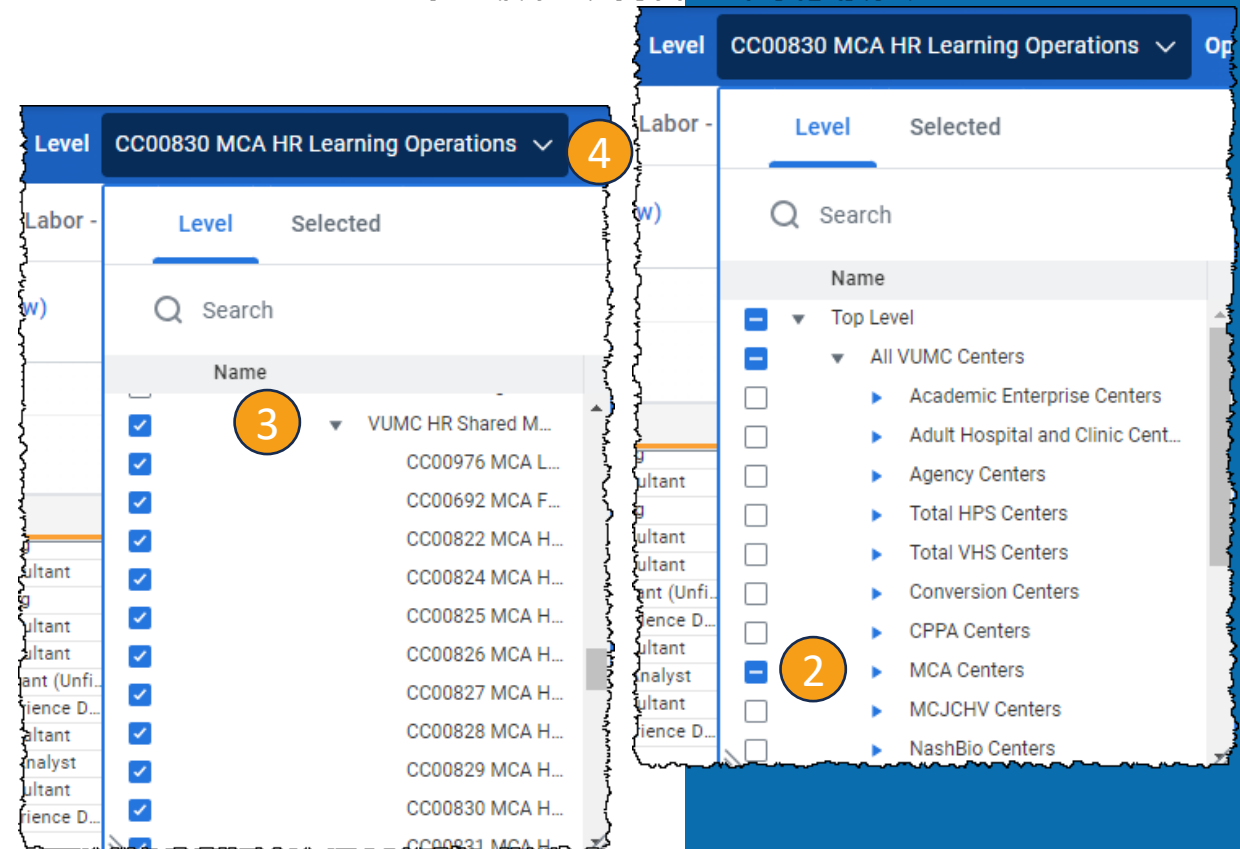
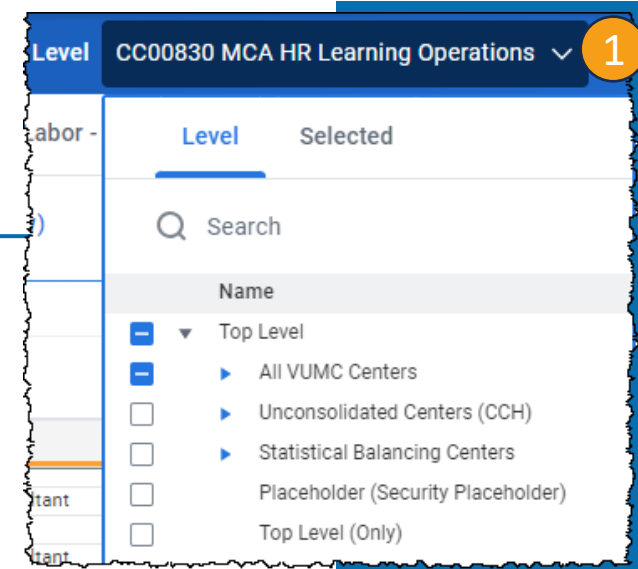
Annotations in the image include:

- A red circle with the number "1" around the "END DATE" column header.
- A red circle with the number "2" around a plus sign icon in the top right of the table area.
- A red circle with the number "3" around a plus sign icon in the bottom left of the table area.

At the bottom left, there is a status bar that says "Showing rows 1-38 of 38."

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.

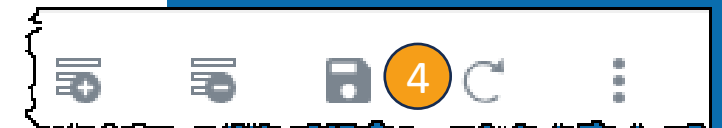


Fixed Labor – Roster (4)

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**.

#	POSITION	STAFFING_STATUS	W...	LEVEL	GRANT	AWARD	AWARD_T...	GIFT
1	P00047721 Learning Consultant	Filled	a...	CC00830 MCA HR Learning Operatio...				
2	P001883 HR Emp Service Ctr Rep	Filled	a...					
3	P00056934 Sr Learning Consultant	Filled	al...					
4	P00040230 Sr HR Business Partner	Filled	al...					
5	P00060628 Learning Consultant	Filled	al...					
6	P002634 Associate Financial Analyst	Filled	a...					
7	P00063547 IT Trainer	Filled	a...					
8	P00015451 Sr Learning Consultant	Filled	a...					
9	P00045923 Learning Analyst	Filled	a...					
10	P00029991 HR Systems Consultant	Filled	a...					
11	P00030365 Sr Talent Consultant	Filled	b...					
12	P00012763 Sr Bus Intelligence Analyst	Filled	b...					
13	P002293 Workday Functional Consult...	Filled	b...					
14	P00013830 Sr Empl Relations Consul...	Filled	b...					
15	P00013367 Learning Consultant	Filled	b...					
16	P00098927 HR Coordinator	Filled	b...					
17	P00012119 Program Manager	Filled	bi...					
18	P00008147 Resuscitation Trainer PRN	Filled	bl...					

LEVEL
CC00831 MCA HR Mc Service Delive...
CC00829 MCA HR Finance/Esc/Payr...
CC00830 MCA HR Learning Operatio...
CC00831 MCA HR Mc Service Delive...
CC00830 MCA HR Learning Operatio...
CC00829 MCA HR Finance/Esc/Payr...



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

#	POSITION	STAFFING_STATUS	W...	CC APPLIED FTE	TOTAL EMPLOYEE FTE	OPERATING_ENTITY_ATT	LEVEL	GRANT	AWARD
281	P00063183 Learning Consultant	Filled	d...	0.50	1.00	OEMCA Medical Center ...	CC00830 MCA HR Learning Operatio...		
+	P00063183 Learning Consultant	Filled	d...	0.50		OEMCA Medical Center ...	CC00692 MCA Financial Training		
282	Total			271.72					

Showing rows 1-281 of 281.

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.

The screenshot displays the 'Budget - Labor' dashboard. The breadcrumb trail is 'Level CC00060 VUH 4E Obstetrics > Operating_Entity_Att All'. The active tab is 'Labor - New Positions & Vac...'. Below the tabs, there is a link for 'Instructions (Expand to View)'. The main content area is titled 'New Positions/Vacancy Roster Level Lab...'. It features a table with columns: '#', 'NEW POSITION/VACAN...', 'JOB_PROFILE *', 'EMPLOYEE_CLASS', 'EXEMPT', 'FIXED_VARIABLE_FLOAT_JP', 'HIRE DATE', 'END DATE', 'CC APPLIED FTE', 'OPERATING_ENTITY_ATT', and 'GRA'. The table contains two rows: a 'Vacancy' with a CC Applied FTE of -2.00 and a 'New Position' with a CC Applied FTE of 10.00. A third row is being added, with its input fields highlighted in red. Three callout boxes with numbers 1, 2, and 3 point to the 'Add Row' icon, the red-outlined input fields, and the 'CC APPLIED FTE' column header, respectively. The status bar at the bottom indicates 'Showing rows 1-2 of 2'.

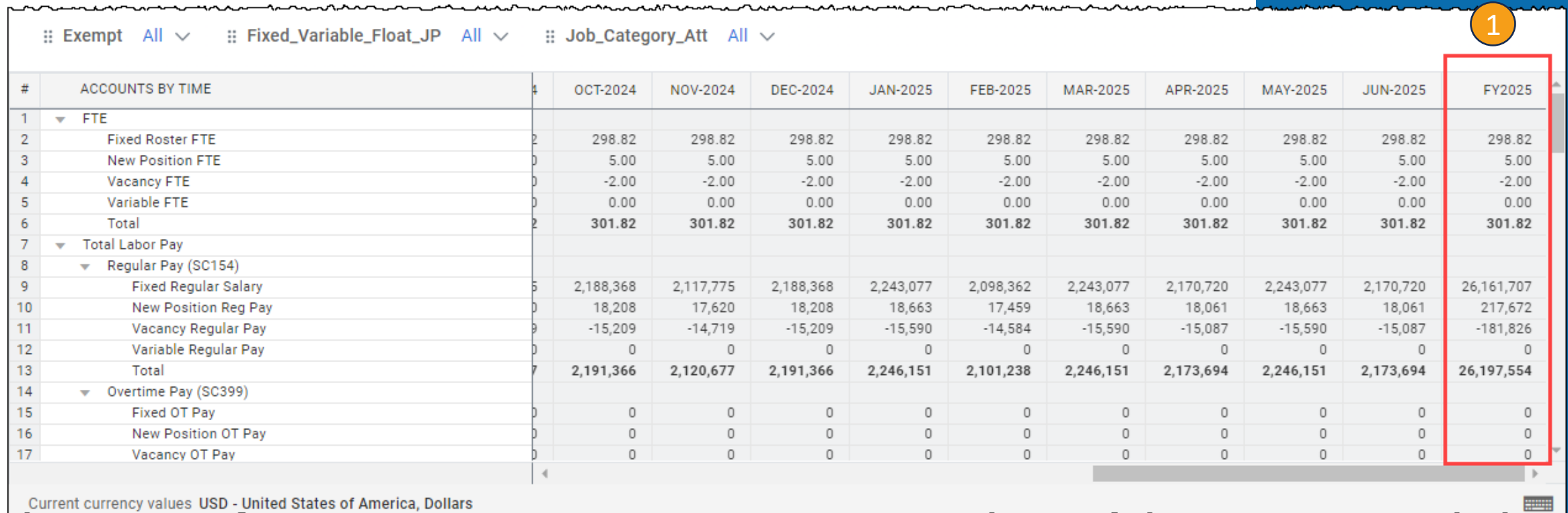
#	NEW POSITION/VACAN...	JOB_PROFILE *	EMPLOYEE_CLASS	EXEMPT	FIXED_VARIABLE_FLOAT_JP	HIRE DATE	END DATE	CC APPLIED FTE	OPERATING_ENTITY_ATT	GRA
1	Vacancy	6671 - Network Navigator	Staff	Y	Fixed	7/1/2024		-2.00	OEVUH Vanderbilt Unive...	
2	New Position	0700 - Director	Staff	Y	Fixed	7/1/2024		10.00	OEVUH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

Fringe and Consolidated Labor

Dashboard: Budget – Labor

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

1. 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.

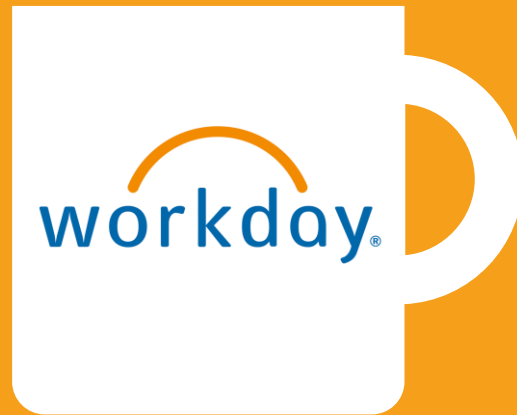


Exempt All Fixed_Variable_Float_JP All Job_Category_Att All

#	ACCOUNTS BY TIME		OCT-2024	NOV-2024	DEC-2024	JAN-2025	FEB-2025	MAR-2025	APR-2025	MAY-2025	JUN-2025	FY2025
1	▼ FTE											
2	Fixed Roster FTE	2	298.82	298.82	298.82	298.82	298.82	298.82	298.82	298.82	298.82	298.82
3	New Position FTE	0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
4	Vacancy FTE	0	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00
5	Variable FTE	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Total	2	301.82	301.82	301.82	301.82	301.82	301.82	301.82	301.82	301.82	301.82
7	▼ Total Labor Pay											
8	▼ Regular Pay (SC154)											
9	Fixed Regular Salary	5	2,188,368	2,117,775	2,188,368	2,243,077	2,098,362	2,243,077	2,170,720	2,243,077	2,170,720	26,161,707
10	New Position Reg Pay	0	18,208	17,620	18,208	18,663	17,459	18,663	18,061	18,663	18,061	217,672
11	Vacancy Regular Pay	9	-15,209	-14,719	-15,209	-15,590	-14,584	-15,590	-15,087	-15,590	-15,087	-181,826
12	Variable Regular Pay	0	0	0	0	0	0	0	0	0	0	0
13	Total	7	2,191,366	2,120,677	2,191,366	2,246,151	2,101,238	2,246,151	2,173,694	2,246,151	2,173,694	26,197,554
14	▼ Overtime Pay (SC399)											
15	Fixed OT Pay	0	0	0	0	0	0	0	0	0	0	0
16	New Position OT Pay	0	0	0	0	0	0	0	0	0	0	0
17	Vacancy OT Pay	0	0	0	0	0	0	0	0	0	0	0

Current currency values USD - United States of America, Dollars

Break



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

Allocations



DEMO

History-Based Method

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

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.

#	ACCOUNTS	JUL-2023	AUG-2023	SEP-2023	OCT-2023	NOV-2023	DEC-2023	JAN-2024	FEB-2024	MAR-2024
1	Total Operating Income				0	0	0	0	0	0
257										
258	Statistical	41	40	40						
438										
439	Total Operating Expense									
440	Corporate: Total operating expenses									
441	Corporate: Salaries, wages, and benefits									
442	Corporate: Staff salaries									
443	5000:Staff Salaries: Exempt									
445	5000_SC414 SWB: Other Non-productive	2,538	1,802	2,008	0	0	0	0	0	0
446	5000_SC154 SWB: Regular	247,959	256,123	247,412	314,499	304,354	314,499	314,499	294,209	314,499
455	5000_SC365 SWB: PTO	32,027	14,486	24,998	51,197	49,546	51,197	51,197	47,894	51,197
456	5000_SC366 SWB: Sick	287	4,149	2,142						
467	Total	282,810	276,560	276,560	365,696	353,900	365,696	365,696	342,103	365,696
468	5010:Staff Salaries: Non-Exempt									
472	5010_SC154 SWB: Regular	5,683	7,698	6,650	15,209	14,719	15,209	15,209	14,228	15,209
476	5010_SC365 SWB: PTO	2,011	4	784	2,476	2,396	2,476	2,476	2,316	2,476
479	5010_SC399 SWB: Overtime	100	193	110	0	0	0	0	0	0
481	5010_SC414 SWB: Other Non-productive	-3,500			0	0	0	0	0	0
488	Total	4,294	7,895	7,543	17,685	17,115	17,685	17,685	16,544	17,685
530	Total	287,104	284,455	284,103	383,381	371,014	383,381	383,381	358,647	383,381
588	Corporate: Fringe benefits									
661	5575:Fringe Benefit Expense									
679	5575_SC326 SWB: Fringe Group 03: Medical Center Staff	82,686	81,923	81,822	110,519	106,954	110,519	110,519	103,389	110,519
693	Total	82,686	81,923	81,822	110,519	106,954	110,519	110,519	103,389	110,519
724	Total	82,686	81,923	81,822	110,519	106,954	110,519	110,519	103,389	110,519
744	Total	369,790	366,378	365,925	493,901	477,969	493,901	493,901	462,036	493,901
745	Corporate: Facilities, equipment, and technology									
799	6130:Lease Expense									
805	6130_SC208 Leases: Building	18,851	18,851	18,851	12,665	13,721	14,864	16,103	17,444	17,303

Current currency values USD - United States of America, Dollars

Reports

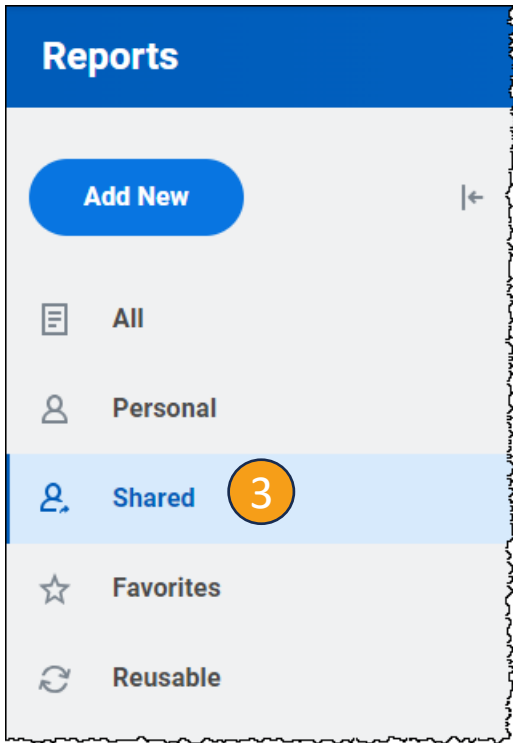
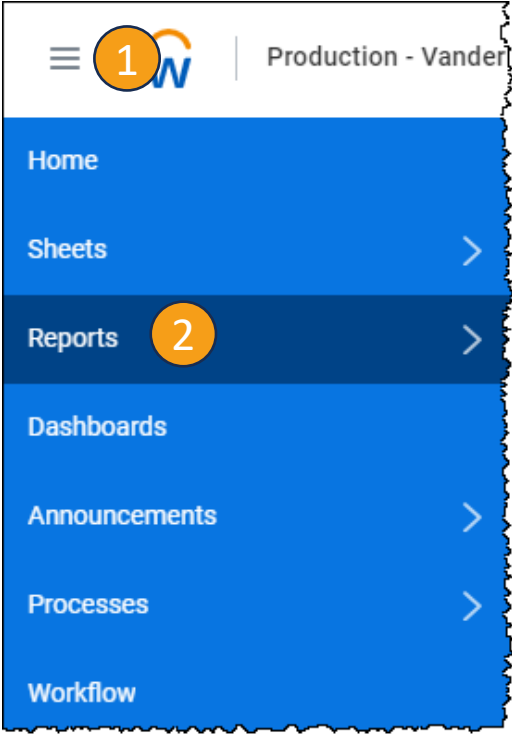


DEMO

- 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

Labor

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

Non-Labor Expenses & Other Revenue

- Zero out No Spend Category
- Dashboard: Non-Labor Expenses & Other Revenue

Allocations

- Dashboards:
 - Allocations: History Based Method

Resources

Office Hours Sessions:

February 12, 2024 - March 1, 2024

Monday, Wednesday, Friday

11:30 am - 12:30 pm

Quick Guides:

[Reports Guide](#)

[MCA Checklist](#)

[Budget Calendar](#)

[Budget Guidelines](#)

[QA from Teams Sessions](#)

Links:

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

Questions? Email: adaptivebudgetCEMCA@vumc.org



Thank you