



Workday Adaptive Planning: Budget Reports

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I. Introduction

In order to complete your FY2025 budget, it is recommended that you review data from your Workday Adaptive Planning budget. This guide will provide the steps necessary to run reports to review Budget data entered in Workday Adaptive Planning. **Note:** as you run reports, if you're running a report for an individual cost center (level), operating entity can remain at the highest level. You don't need to select both operating entity and level (as long as level is at the top)

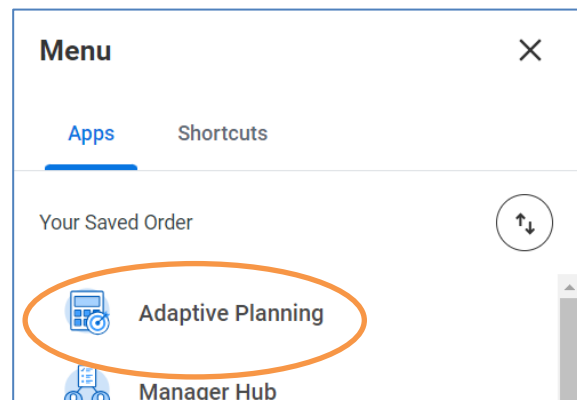
II. Accessing Budget Reports

Budget reports are available within Workday Adaptive Planning. Log in to Workday using your VUMC email address and ePassword:

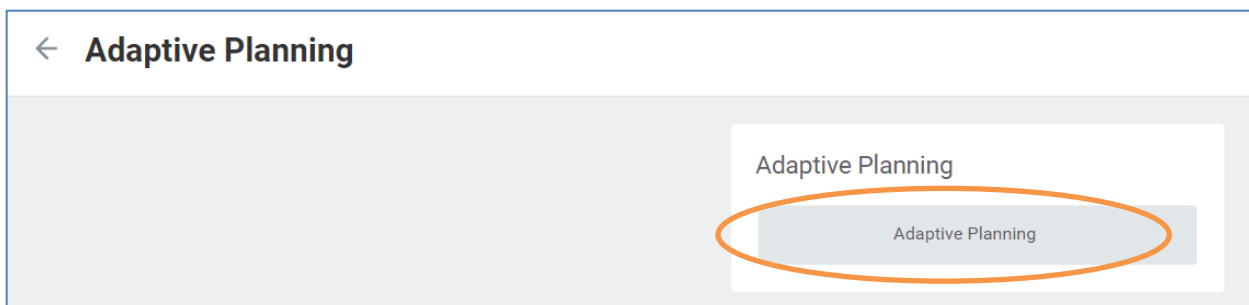
Workday Login: <https://www.myworkday.com/wday/authgwy/vumc/login.html>

Steps:

1. Select **Adaptive Planning** from your Workday Menu.

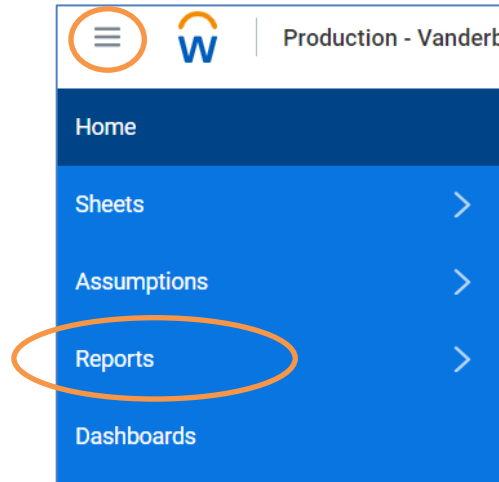


2. Click the **Adaptive Planning** button. This will open the application in a new tab.



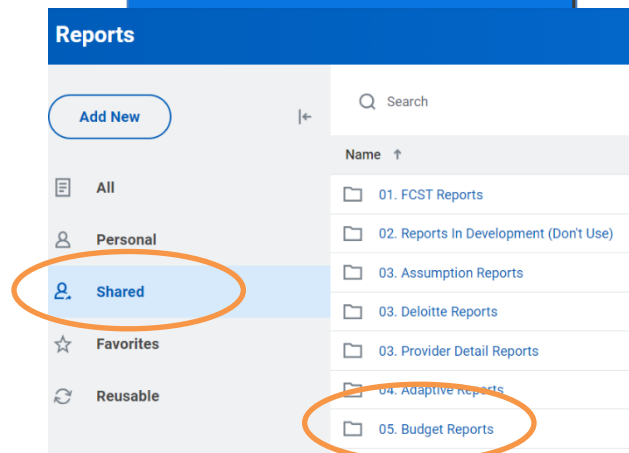
3. Within **Adaptive Planning**, Click the hamburger menu ☰ in the upper left corner to display the selection menu.

4. Select **Reports** from the drop-down list to open the Reports Menu.



5. From the Reports page, click **Shared** then **05 Budget Reports** to open the list of available reports.

Click the name of each individual report to display the prompts and run the report.



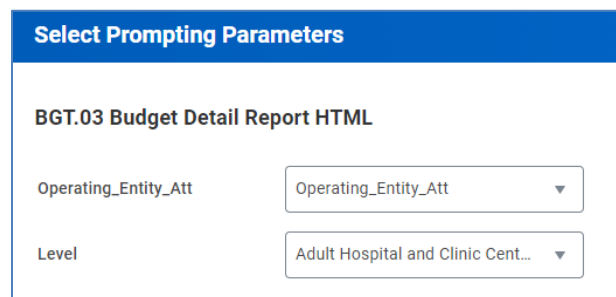
III. BGT.03 Budget Detail Report

The **Budget Detail Report HTML** will display the account-level detail by cost center or roll-up selected. Columns include FY2023 Actuals, FY2024 Budget, FY2024 six-month Actuals (Jul-Dec), and FY2025 Budget entered. Variance columns display for Budget FY2024 vs. FY2025 (dollars and %) as well as FY2025 Budget to FY2023 Actuals (dollars and %). Note: The **Budget Detail Report (Template)** will display the same information, but it will download directly to Excel.

Steps:

1. Select **Operating Entity** and **Level** to display.

If you're running a report for a single cost center (Level), you may leave **Operating_Entity_Att** as-is. For this report, it is recommended to run it for a single cost center.



2. Click **Run Report**.



Operating_Entity_Att Operating_Entity_Att Level Adult Hospital and Clinic Centers

VUMC - Budget Detail Report - Hospitals & Clinics

Accounts	FY2023	FY2024	FY2024 Jul - Dec	FY2025	FY 2025 vs FY 2024		FY2025 - FY2023	
	Actuals	Budget	Actuals	Budget	Budget \$ Variance	Budget % Variance	Budget to Actual \$ Variance	Budget to Actual % Variance
Corporate: Patient service revenue								
Corporate: Gross revenue								
4000 Inpatient Revenue								
4000_RC026 Inpatient: Gross Revenue Interim Bill	48,223	0	-2,078	0	0	0%	-48,223	-100%
4000_RC027 Inpatient: Revenue Transfers	6,494,750	0	600,203	0	0	0%	-6,494,750	-100%
4000_RC136 Inpatient: EPIC HB Nurse Care Med/S	1,068,195,447	1,225,311,655	486,317,030	7,400	-1,225,304,255	-100%	-1,068,188,047	-100%

- A. You can view the report on the screen, or use the download button at the top to download the report to Excel, PDF, or a Template. (Note: running the **BGT.03 Budget Detail Report Template** will export the results directly to Excel).
- B. Use the selection dropdowns to change the data displayed. This is helpful if you want to run this report for a different level. You won't have to go back to the Reports menu.
- C. Account-level detail will display fully expanded. Use the drill icon ▼ to collapse or expand rows.
- D. FY2023 Actuals (12 months).
- E. FY2024 Budget (12 months).
- F. FY2024 Actuals (July – December).
- G. FY2025 Budget (based on entries made and saved in Adaptive Planning).
- H. Variance dollars and percentage (E – G).
- I. Variance dollars and percentage (G – D).

IV. BGT.05 FTEs and Wages Summary

The FTEs and Wages Summary report provides budgeted FTE and Wage data by Job Profile. It will display fixed, variable, vacancy, and New Position FTEs by Job Profile, as well as respective wages. It will also display Premium Pay and Special Pay budgeted for the Organization Level selected.

Steps:

1. Select prompt values for **Time**, **Version**, **Level** (Cost Center or roll up), and **Operating Entity**.
2. Click **Run Report**.

Select Prompting Parameters

BGT.05 FTEs and Wages Summary

Time	<input type="text" value="FY2025"/>
Version	<input type="text" value="Budget Training"/>
Level	<input type="text" value="Top Level"/>
Operating_Entity_Att	<input type="text" value="Operating_Entity_Att"/>

The screenshot displays a Workday report interface. At the top, there is a navigation bar with icons for back, edit, refresh, and download (labeled 'A'). Below this, the report is titled 'Budget Training' and shows filters for 'Time: FY2025', 'Version: Budget Training', 'Level: Top Level', and 'Operating_Entity_Att: Operating_Entity...'. The main table lists job profiles with columns for Fixed Roster FTE, Variable FTE, Vacancy FTE, New Position FTE, and Total FTEs. A second table below shows wage breakdowns by category: Total Fixed Wages, Total Variable Wages, Total Vacancy Wages, Total New Position Wages, Premium Pay (SC401), Special Pay (SC414), and Total Wages.

Job_Profile	Fixed Roster FTE	Variable FTE	Vacancy FTE	New Position FTE	Total FTEs
5580 - Respiratory Therapist Cert	3.00	0.00	0.00	0.00	3.00
5581 - Respiratory Therapist Reg	0.00	0.00	0.00	0.00	0.00
5582 - Respiratory Therapist 2 Reg	0.00	0.00	0.00	0.00	0.00
5583 - Lead Resp Therapist Specialist	3.50	0.00	0.00	0.00	3.50
5586 - Grad Reg Resp Therapist	0.00	0.00	0.00	0.00	0.00
5588 - Sleep Tech 2	14.80	0.00	0.00	0.00	14.80
5589 - Respiratory Therapist BSM	0.00	0.00	0.00	0.00	0.00

Total Fixed Wages	Total Variable Wages	Total Vacancy Wages	Total New Position Wages	Premium Pay (SC401)	Special Pay (SC414)	Total Wages
317,138	16,282	0	0	0	0	333,419
0	47,043	0	0	0	0	47,043
0	93,398	0	0	0	0	93,398
369,994	0	0	0	0	0	369,994
0	13,946	0	0	0	0	13,946
1,564,547	11,652	0	0	0	0	1,576,199
0	13,386	0	0	0	0	13,386
200,854	0	0	0	0	0	200,854
1,057,126	0	0	0	0	0	1,057,126

- A. Use the download button at the top to download the report to Excel, PDF, or a Template.
- B. Use the selection dropdowns to change the data displayed.
- C. Rows by Job Profile will display fully expanded. Use the drill icon ▼ to collapse or expand rows.
- D. Fixed position FTEs budgeted
- E. Variable position FTEs budgeted
- F. Vacancy FTEs budgeted
- G. New Position FTEs added to your budget
- H. Total FTEs budgeted (D+E+F+G)
- I. Total Wages budgeted for Fixed positions
- J. Total Wages budgeted for Variable positions
- K. Total Wages budgeted for Vacant positions
- L. Total Wages budgeted for New positions added
- M. Premium Pay budgeted
- N. Special pay budgeted
- O. Total Wages budgeted (I+J+K+L+M+N)

V. BGT.06 New Position Detail

The **New Position Detail** report displays FTEs and Budgeted Base Pay with Overtime for positions added to the Annual Budget. Note that this report will default to the highest level of rollup based on your access. You can click on the blue rollup level to drill into the detail.

Operating_Entity_Att (B)	Levels (C)	FTE				
		Fixed (D)	Variable (E)	Float (F)	Fixed_Variable_Float_JP (Uncategorized) (G)	Fixed_Variable_Float_JP (Rollup) (H)
Operating_Entity_Att (Rollup)						
OEclin_RA Clinical Department Research and Administration	All VUMC Centers (Rollup)	2.00	0.00	0.00	0.00	2.00
OEclin_VMG Clinical Department VMG	All VUMC Centers (Rollup)	4.80	0.00	0.00	0.00	4.80
OEMCA Medical Center Administration	All VUMC Centers (Rollup)	12.00	0.00	0.00	0.00	12.00
OEVUH Vanderbilt University Adult Hospital	All VUMC Centers (Rollup)	13.00	35.00	0.00	0.00	48.00
Total Operating_Entity_Att (Rollup)	All VUMC Centers (Rollup)	31.80	35.00	0.00	0.00	66.80

CC_Budgeted_Base_Pay_w_OT				
Fixed (I)	Variable (J)	Float (K)	Fixed_Variable_Float_JP (Uncategorized) (L)	Fixed_Variable_Float_JP (Rollup) (M)
184,948	0	0	0	184,948
1,806,273	0	0	0	1,806,273
1,156,349	0	0	0	1,156,349
1,291,012	2,642,816	0	0	3,933,827
4,438,581	2,642,816	0	0	7,081,397

- A. Use the download button at the top to download the report to Excel, PDF, or a Template.
- B. This report defaults to the highest level of rollup based on your access.
- C. Levels display. Click on a blue level to drill into more detailed levels.
- D. New Fixed position FTEs added to your budget
- E. New Variable position FTEs added to your budget
- F. New Float FTEs added to your budget
- G. New Uncategorized positions added to your budget
- H. Total New FTEs added to your budget (D+E+F+G)
- I. Total base pay with OT added to your budget for New Fixed positions
- J. Total base pay with OT added to your budget for New Variable positions
- K. Total base pay with OT added to your budget for New Float positions
- L. Total base pay with OT added to your budget for New Uncategorized positions
- M. Total base pay with OT added to your budget for all new positions (I+J+K+L)

VI. BGT.06a Vacancy Detail

The **Vacancy Detail** report displays FTEs and Budgeted Base Pay for all vacant positions within the Annual Budget. Note that this report will default to the highest level of rollup based on your access. You can click on the blue rollup level to drill into the detail.

The screenshot shows the report interface with a toolbar at the top containing navigation and action icons (A). Below the toolbar, the report is filtered for Time FY2025, Version Budget Training, and Operating_Entity_Att Operating_Entity_Att (B). The main content area is divided into two tables.

FTE Table:

Levels (C)	FTE				
	Fixed	Variable	Float	Fixed_Variable_Float_JP (Uncategorized)	Fixed_Variable_Float_JP (Rollup)
▼ All VUMC Centers (Rollup)					
▼ Academic Enterprise Centers (Rollup)					
▼ Clinical Department (Rollup)					
▼ Pediatrics (Rollup)					
▼ Pediatric Emergency Medicine Division (Rollup)					
CC01547 Pediatrics - Emergency Medicine Div - CD Clin VMG	(D) -2.00	(E) 0.00	(F) 0.00	(G) 0.00	(H) -2.00
Total Pediatric Emergency Medicine Division (Rollup)	-2.00	0.00	0.00	0.00	-2.00

CC_Budgeted_Base_Pay_w_OT Table:

	CC_Budgeted_Base_Pay_w_OT				
	Fixed	Variable	Float	Fixed_Variable_Float_JP (Uncategorized)	Fixed_Variable_Float_JP (Rollup)
	(I) -242,983	(J) 0	(K) 0	(L) 0	(M) -242,983
	-242,983	0	0	0	-242,983
	-242,983	0	0	0	-242,983
	-242,983	0	0	0	-242,983
	-242,983	0	0	0	-242,983
	-3,056,727	0	0	0	-3,056,727
	-1,451,652	0	0	0	-1,451,652

- A. Use the download button at the top to download the report to Excel, PDF, or a Template.
- B. This report defaults to the highest level of rollup based on your access. Click dropdown to change the level displayed.
- C. Click on a blue level to drill into more detailed levels, or use the drill icon ▼ to collapse or expand rows.
- D. Vacant Fixed position FTEs budgeted
- E. Vacant Variable position FTEs budgeted
- F. Vacant Float FTEs budgeted
- G. Vacant Uncategorized positions budgeted
- H. Total Vacant FTEs budgeted (D+E+F+G)
- I. Total base pay with OT budgeted for Vacant Fixed positions
- J. Total base pay with OT budgeted for Vacant Variable positions
- K. Total base pay with OT budgeted for Vacant Float positions
- L. Total base pay with OT budgeted for Vacant Uncategorized positions
- M. Total base pay with OT budgeted for Vacant positions (I+J+K+L)

VII. BGT.07 Center Summary Report (Various)

Center Summary Reports are available specific to the statistic/volume relevant to your area. Note that these reports are designed for non-MCA centers. There is also a “no stat” version if you are not tracking volumes in your area. Run the Center Summary Report relevant to your area’s statistics. For MCA centers, run the “no stat” version or see **Section IX: BGT.12** below.

Center Summary Report displays Volumes, Revenues, Labor Expense, and Non-Labor Expenses by rollup. You have the ability to drill down to the account and revenue/spend category levels.

Steps:

1. Select prompt values **Level** (cost center or rollup).
2. Click **Run Report**.

Accounts	FY2023	FY2024	CY2023	FY2024 Jul - Dec	FY2025	FY2025 - CY2023		FY2025 - FY2024		FY2025 - FY2023	
	Actuals	Budget	Actuals	Actuals	Budget	Budget to Actual \$ Variance	Budget to Actual % Variance	Budget \$ Variance	Budget % Variance	Budget to Actual \$ Variance	Budget to Actual % Variance
Volumes											
Corporate: Visits											
Corporate: Ambulatory visits											
9300 Clinic Fee Visits	3,213,369	3,358,436	3,260,037	1,638,997	3,412,210	152,173	5%	53,774	2%	198,841	6%
Total Corporate: Ambulatory visits	3,213,369	3,358,436	3,260,037	1,638,997	3,412,210	152,173	5%	53,774	2%	198,841	6%
Corporate: Emergency visits	203,653	203,832	207,774	106,901	205,892	(1,882)	(1%)	2,060	1%	2,239	1%
Total Corporate: Visits	3,417,022	3,562,268	3,467,811	1,745,898	3,618,102	150,291	4%	55,834	2%	201,080	6%
Revenue											
IP Revenue	8,181,884,682	8,880,253,826	8,727,652,561	4,556,345,471	7,455,362,886	(1,272,289,675)	(15%)	(1,424,890,940)	(16%)	(726,521,797)	(9%)
4010 Outpatient Revenue	8,155,984,663	8,763,741,605	8,827,241,528	4,582,985,986	5,436,252,979	(3,390,968,549)	(38%)	(3,327,488,626)	(38%)	(2,719,731,683)	(33%)

- A. Use the download button at the top to download the report to Excel, PDF, or a Template.
- B. Use the selection dropdowns to change the data displayed. Once changed, click **Run Report** to display new results or **Reset** to cancel.
- C. Account rollups will display. Use the drill icon ▼ to expand or collapse rows. Note that the volumes displayed are dependent on the version of the report run.
- D. Fiscal Year (FY)2023 Actuals (12 months).
- E. FY2024 Budget (12 months).
- F. Calendar Year (CY) 2023 Actuals (January – December).
- G. FY2024 Actuals (July – December).
- H. FY2025 Budget (based on entries made and saved in Adaptive Planning).
- I. Variance dollars and percentage (H – F).
- J. Variance dollars and percentage (H – E).
- K. Variance dollars and percentage (H – D).

VIII. BGT.09 Overtime

The Overtime report will display the budgeted overtime, total wages, and overtime percentage by cost center within the operating entity selected.

Click the report name in the list of reports to run the report.

Levels	Overtime \$	Total Staff Wages	OT %
▼ Top Level (Rollup)			
▼ All VUMC Centers (Rollup)			
▼ Adult Hospital and Clinic Centers (Rollup)			
▼ Adult Hospitals & Clinics w/o RSM (Rollup)			
▼ Adult Admin (Rollup)			
▶ Clinic Operations (Rollup)	26,215,299	166,761,131	15.72%
▶ Other Adult Admin (Rollup)	0	16,522,857	0.00%
▶ Phone Center Admin (Rollup)	0	85,360,330	0.00%
Total Adult Admin (Rollup)	26,215,299	268,644,317	9.76%

- A. Use the download button at the top to download the report to Excel, PDF, or a Template.
- B. Use the selection dropdowns to change the data displayed.
- C. Level rollups display. Use the drill icon ▼ to expand or collapse levels from the Top Level Rollup down to the cost center level.
- D. Overtime dollars budgeted by level.
- E. Total Staff Wages budgeted by level.
- F. OT % by level (D / E)

IX. BGT.12 Budget Detail Report - MCA

The Budget Detail Report – MCA displays budget, actual, and variance information for MCA rollups and centers. The report will display total expenses without the shared overhead allocation and with the shared overhead allocation. This report will also display annualized and average FTEs.

Steps:

1. Select prompt values **Level** (cost center or rollup).

2. Click Run Report.



Level MCA Centers ▾

VUMC - Budget Detail Report - MCA

Accounts	FY2023	FY2024	FY2024 Jul - Dec	FY2025	FY 2025 vs FY 2024		FY2025 - FY2023	
	Actuals	Budget	Actuals	Budget	Budget \$ Variance	Budget % Variance	Budget to Actual \$ Variance	Budget to Actual % Variance
Corporate: Patient service revenue	-340	0	0	0	0	0%	0	-100%
Corporate: Academic and research revenue	6,170,181	2,634,213	1,546,479	172,589,153	169,954,940	6,452%	166,418,972	2,697%
Corporate: Other operating revenue	26,765,934	19,968,598	9,633,820	265,139,390	245,170,792	1,228%	238,373,456	891%
Total Revenue	32,935,774	22,602,811	11,180,300	437,728,542	415,125,731	1,837%	404,792,768	1,229%
Corporate: Staff salaries	350,110,698	361,750,298	159,921,035	8,026,021,007	7,664,270,709	2,119%	7,675,910,310	2,192%
Corporate: Faculty salaries	36,433,038	47,503,539	11,207,146	167,060,087	119,556,548	252%	130,627,048	359%
Corporate: Temporary labor	4,060,454	2,733,443	1,737,570	448,274,188	445,540,745	16,300%	444,213,724	10,940%
Total Salaries	390,604,200	411,987,280	172,865,751	8,641,355,282	8,229,368,002	1,997%	8,250,751,082	2,112%
Total Operating Expenses	45,413,922	31,812,862	1,278,927	55,874,581,665	55,842,768,803	175,535%	55,829,167,742	122,934%
6495_SC059 Shared Overhead	-943,578,647	-1,035,930,666	-434,852,300	1,839,814,215	2,875,744,881	-278%	2,783,392,862	-295%
Total Expenses w/o Shared	988,992,570	1,067,743,528	436,131,228	54,034,767,450	52,967,023,922	4,961%	53,045,774,880	5,364%
(Surplus)/Deficit before Shared	-956,056,795	-1,045,140,717	-424,950,928	-53,597,038,908	-52,551,898,191	5,028%	-52,640,982,112	5,506%
Shared	-943,578,647	-1,035,930,666	-434,852,300	1,839,814,215	2,875,744,881	-278%	2,783,392,862	-295%
Total (Surplus)/Deficit	-12,478,148	-9,210,051	9,901,372	-55,436,853,122	-55,427,643,071	601,817%	-55,424,374,974	444,171%
Annualized FTEs	45,398	46,630	19,059	0	-46,630	-100%	-45,398	-100%
Average FTEs	3,783	3,886	3,812	0	-3,886	-100%	-3,783	-100%
SWB per Average FTE	103,249	106,022	45,350	0	-106,022	-100%	-103,249	-100%

- A. Use the download button at the top to download the report to Excel, PDF, or a Template. Note: Expand the rows PRIOR to downloading the report. You will not be able to expand once downloaded from the system.
- B. Use the selection dropdowns to change the data displayed.
- C. Account rollups will. Use the drill icon ▾ to expand or collapse rows.
- D. FY2023 Actuals (12 months).
- E. FY2024 Budget (12 months).
- F. FY2024 Actuals (July – December).
- G. FY2025 Budget (based on entries made and saved in Adaptive Planning).
- H. Variance dollars and percentage (E – G).
- I. Variance dollars and percentage (G – D).
- J. Total Expenses for the level displayed without the shared overhead allocation/offset included.
- K. The Shared overhead allocation/offset.
- L. Annualized FTEs (monthly FTE totals added together), Average FTEs and SWB per Average FTE