



Go-Live Readiness Session Cost Center Managers

March 16, 2023

Agenda

March 9, 2023

- Workday Terminology
- Cost Center Manager Role
- Foundational Data Model (FDM)
- Approvals in Workday
- Requisitions & Receiving
- Reporting
- Delegation
- Q&A

Terminology in Workday: Visit the Glossary on the Training Hub

| Workday Term | Current Term | Definition | Notes |
|---------------------------------------|---------------------------------------|---|--|
| Accounting Adjustment | Journal Entry | Journal entry in Workday to adjust entries between worktags or transactions created by workflows within Workday. | |
| Manual Journal Entry | Journal Entry | Adjustments to entries created by systems integrating with Workday | Offline form sent to central office for Workday entry. |
| Payroll Costing Allocation | EDC (electronic distribution change) | Used in Workday to adjust salary distribution amounts/percentages for the current and/or future fiscal periods. | |
| Payroll Accounting Adjustment | RDC (retroactive distribution change) | Used in Workday to adjust salary distribution amounts/percentages for closed fiscal periods. | |
| Supplier Invoice Request (SIR) | Check Request | Used for payment of Non-Purchase Order goods and services | |
| Miscellaneous Payment (MP) | Check Request | Used only for Guest Speakers, Honorariums, Insurance claimant, Patient Refunds, Sign on Bonuses, or Subject Participants. | Offline form sent to central office for Workday entry. |

Obligations and Commitments

Within Workday, options are available to create Obligations and Commitments in the General Ledger based on supply chain or payroll data. Within accounting, an obligation is a commitment to pay a third party based on a business contract, for example Purchase Orders.

Supply Chain

- Approved Purchase requisitions create Commitments
- Approved Purchase Orders result in an Obligation
- Obligations are relieved as Invoices are paid on Purchase Orders, or by closing the Purchase Orders

Payroll

- Obligations are built based on information within the job record such as Standard Working Hours, Salary, pay group, hire and termination dates, and payroll costing allocation*
- Obligations will build for one fiscal year on cost centers, and up to 3 fiscal years on sponsored research funding
- Obligations are relieved by the actual payroll run

*Payroll Costing Allocations would be Earnings Distributions in our legacy environment



Cost Center Manager Role

Cost Center Manager

The primary Administrator responsible for the financial performance of a department or division. Responsible for budgeting, variance analysis, revenue, purchasing, and personnel.

Supply Chain (SCM) Approvals

Purchase Requisitions

Change Order

Expense Reports

Miscellaneous Payments

Supplier Invoice

Stipend Contract Events

Human Resources (HCM) Approvals

Position Restriction
Costing Allocations

Payroll Accounting
Adjustments

Accounting Approvals

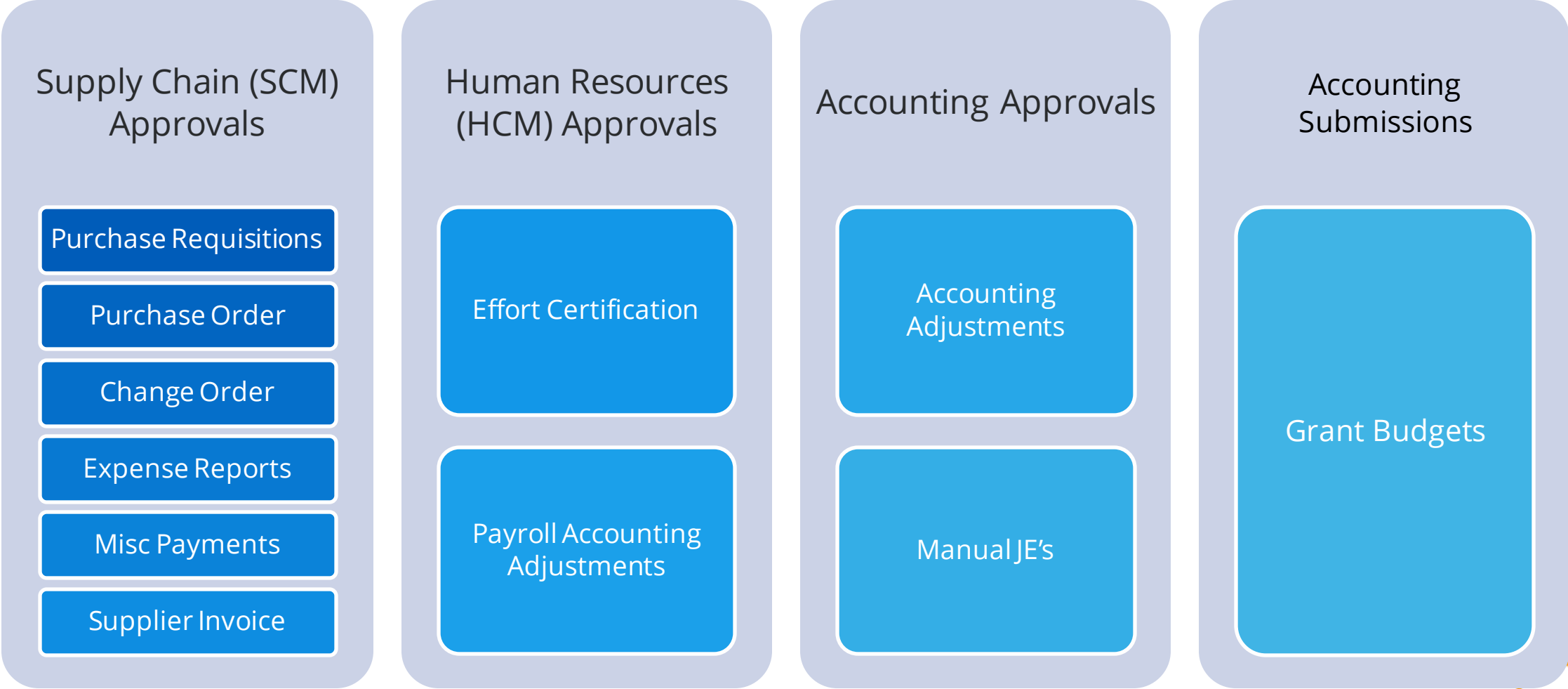
Accounting Adjustments

Manual JE's



Grants Manager

The **primary** Administrator responsible for the Grant Administration of a department or division. Responsible for budgeting, variance analysis, purchasing, and sponsor reporting.



Gift Manager

The primary Administrator responsible for the Gift Administration of a department or division. Responsible for budgeting, variance analysis, purchasing, and sponsor reporting.

Supply Chain (SCM) Approvals

Purchase Requisitions

Expense Reports

Misc Payments

Accounting Approvals

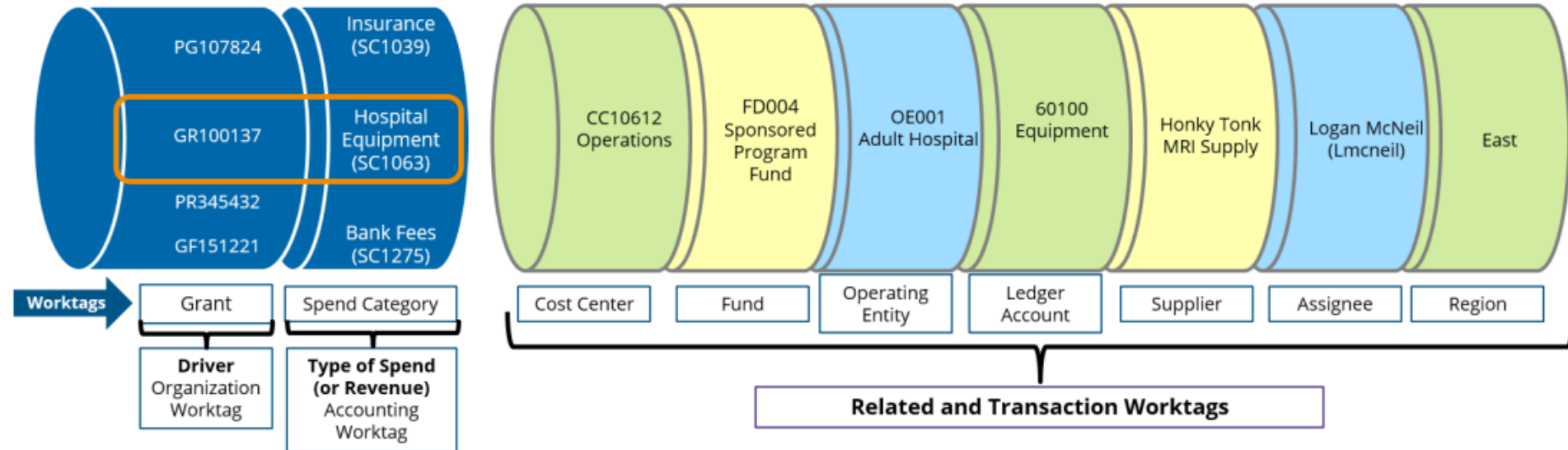
Accounting Adjustments

Cost Center Manager Responsibilities

- Fiscally **responsible** for the transactions charged to their applicable cost center(s)
- **Timely** review and approval of business processes received through workflow
- **Ensure** expenditures are necessary and reasonable, including full documentation
- **Utilize** all Workday tools and monitor your reporting regularly

Foundational Data Model (FDM)

Foundational Data Model

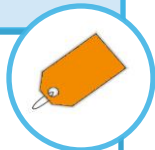


Funding Source Worktags

Finance based organizational worktags that create distinct accounting and reporting for a variety of business purposes:

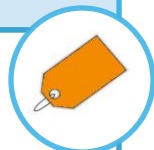
- Manage a book of business or portfolio of activity
- Provide a structure for department financial reporting
- House many different types of activity including Grants, Gifts, and Programs

Cost Center



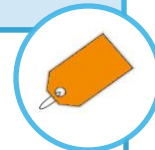
- Award IDs and Grant IDs facilitate research related business processes such as:
 - ✓ Salary Cap calculations
 - ✓ External Reporting and internal financial/management reporting
 - ✓ Facilities and Admin expense calculation
 - ✓ Effort reporting

Grants



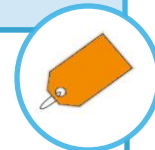
- Gift IDs facilitate tracking of gifts received, pledges and spending on restricted, temporary restricted, and unrestricted gifts

Gifts



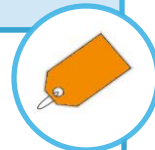
- Programs will be used to track revenue and/or expenses for ongoing business activities and departmental initiatives. Examples would include Research Faculty Funds, Teaching Faculty Funds and Fellow support.

Programs



- Capital Projects will be assigned a Project ID which allows for assignment of budgets, funding, and tracking of spend, commitments, and obligations on major projects

Projects



Cost Center Translator Tool

Workday Cost Center Translator

Cost Center Translator Sign out

List of Centers Starts With Export

Show 200 records

| Legacy Center # | Legacy Center Description | Workday Center ID | Workday Center Description | Fund ID | Operating Entity ID | Company ID | Function Code ID | CARTS ID |
|-----------------|---------------------------|-------------------|----------------------------|---------|---------------------|------------|------------------|----------|
| 1082901240 | FINANCIAL TRAINING | CC00692 | MCA Financial Training | FD001 | OEMCA | VUMC | FC23023 | CTZZZ |



Cost Center Translator Tool

Workday Cost Center Translator

Cost Center Translator Sign out

List of Centers Legacy Center: 404375 Starts With X Export

| Legacy Center # | Legacy Center Description | Gift ID | Grant ID | Program ID | Assignee ID | Workday Center ID | Workday Center Description | Fund ID | Operati Entity ID |
|-----------------|---|---------|----------|------------|-------------|-------------------|--|---------|-------------------|
| 4043750026 | RHL136679-02:BLOOD PRESSURE AND KIDNEY FUNCTION - SPRINT VS | | GR007095 | | | CC02883 | Medicine - Nephrology Div - CD Acad Grants Gifts | FD004 | OEAc |
| 4043750032 | UDK100867-06:GDCN CLINICAL CENTER-ADVANCING CLINICAL RESEAR | | GR003306 | | | CC02883 | Medicine - Nephrology Div - CD Acad Grants Gifts | FD004 | OEAc |

Show 200 records

<https://finweb.app.vumc.org/apps/dofappworkdayconversiontools/>



Ledger Account Translator

Workday Ledger Account Translator

Cost Center Translator Ledger Account Translator

List of Accounts Starts With

FDM Data Last Imported: 3/8/2023 9:49 AM

| Legacy Account # | Legacy Account Description | Ledger Account ID | Ledger Account Descr. | Spend Category ID |
|------------------|----------------------------|-------------------|-----------------------|-------------------|
| 60030 | POSTAGE | 6370 | Postage and shipping | SC308 |
| 60031 | POSTAGE-BULK MAILING | 6370 | Postage and shipping | SC308 |
| 60032 | DIRECT MAIL | 6370 | Postage and shipping | SC308 |



Approvals in Workday

Cost Center Level Approval

Includes*:

- Expense Reports
- Journal Entries
- Manual Journals
- Supplier Invoices
- Change Orders
- Miscellaneous Payments
- Payroll Costing Allocations
- Accounting Adjustments
- Purchase Requisitions
- Stipend Contract Events

These workflows follow basic navigation in your Workday inbox

*not a complete list

Approving an Inbox Item

1. Log into [Workday](#)
2. Click the [Inbox Icon](#) in the upper right corner
3. Your inbox will display [Actions](#) on the left
4. Click the item to view the [approval](#)
5. Ensure the transaction is [valid](#), appropriately [documented](#), and contains the correct [worktags](#)
6. Add comments if necessary and click [Approve](#). If not, click [Send Back](#) and explain what needs correction. Note that [Deny](#) cancels the transaction.

Inbox Approval Example

Approve Expense Report EXP-0000664 Test



15 second(s) ago - Due 03/10/2023; Effective 01/06/2023

Pay To Employee: Jackson Smith (0182903) Status: Waiting on Manager Personal: 0.00 USD Prior Balance Applied: 0.00 USD Reimbursement: 10.00 USD

Total: 10.00 USD

Inbox

Actions Archive

Viewing: All Sort By: Newest

Expense Report: EXP-0000664, Jackson Smith (0182903) on 01/06/2023 for \$10.00

26 second(s) ago - Due 03/10/2023; Effective 01/06/2023

| Header | Attachments | Business Process | Expense Lines | | | | | | |
|----------------------|--------------|-------------------------|---------------|------------------|--------------------------|----------|---|-----------|--|
| Expense Lines 1 item | | | | | | | | | |
| Grouping Label | Expense Item | Charge Description/Memo | Total Amount | Converted Amount | Expense Report Line Date | Itemized | Worktags | Indicator | |
| Fri, Jan 6 | Fees | | 10.00 USD | 10 | 01/06/2023 | | CARTS: CTZZZ Other - Non-AE Center - Non-AE Center Cost Center: CC02636 MCA VUMC IT Erp Cost Function Code: FC23023 Institutional Support - General Administration Fund: FD001 General Fund Operating Entity: OEMCA Medical Center Administration | 📄 | |

enter your comment

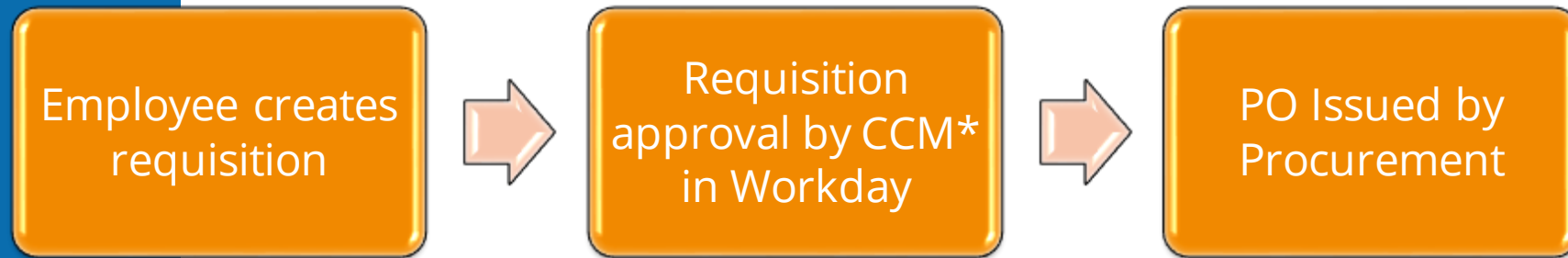
Deny Close

Approve Send Back Add Approvers ...



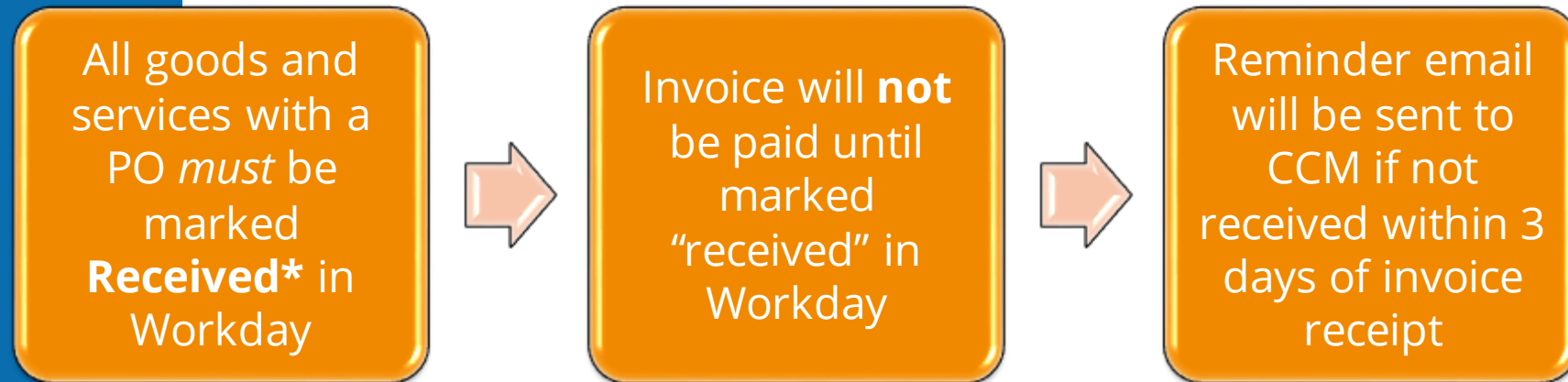
Purchasing & Receiving

Requisitions in Workday



*may include additional approvals based on [worktag](#) and/or [dollar](#) amount

Receiving in Workday



*Either by Central Receiver or Non-Central Receiver in departments

Supplier Invoice Request

Review Supplier Invoice Request : INVREQ-00000320, CONSTRUCTION SPECIALTIES INC DBA DECOGARD PRODUCTS DIVISION on 03/01/2023 for \$750.00

41 second(s) ago

For Supplier Invoice Request: INVREQ-00000320

Overall Process Supplier Invoice Request : INVREQ-00000320, CONSTRUCTION SP

Overall Status In Progress

Details to Review

Supplier Invoice Request

SC008 Facilities Management Inventory 5

750.00 USD

Primary Information

Invoice Date

Invoice Received Date

Company

Supplier

Remit-To Connection

Currency

Control Total Amount

Supplier's Invoice Number

Gift (empty)
Grant (empty)
Project (empty)
Program (empty)
*Cost Center CC00013 VIS OHOI 100 Oaks Imaging
*Operating Entity OEOHOI One Hundred Oaks Imaging
*Fund FD001 General Fund
Location (empty)
Work Order (empty)
Additional Worktags Function
Memo training
Item Identifiers (empty)
Item Tags (empty)

Additional Fields

Attachments



conference receipt.pdf
Uploaded by John Girdler (0143607)

Comment (empty)

Approve

Send Back

Cancel



Reporting

Department Reports

| Workday Report Name | Areas for use | Report Description | Similar Legacy Reports |
|---|--|---|--|
| Department Transaction Detail | All department users | Departmental report for reviewing transaction level GL detail | MD091 or Transaction Detail reports in BI LaunchPad |
| Department Transaction Summary | All department users | Departmental report for transaction review - data summarized for easy drilling, slicing and dicing | Transaction Summary report in BI LaunchPad |
| RPT144 CR Vanderbilt Effort | Grant Managers | Report to return all HCM allocation information by grant, person, supervisory org, or grant end date range | DMS Effort by Person, Vanderbilt Effort, Personnel on Ending Project Centers |
| RPT294 CR Tasks for My awards | Grant Managers | List of upcoming tasks and due dates for Awards | |
| Status Summary for Cost Center | All department users | Provides Budget, Actual Expenses, Commitments, Obligations, and Remaining Balance information for a cost center | DMS Status Summary by Account |
| Department Provider Level Income Statement | Academic Enterprise Clinical Departments | Department Report for tracking financial performance of AE Providers | |
| Budget vs. Actual by Revenue Category | | | MD340 - Hospital Responsibility Monthly Report |
| Find Purchase Orders/Find Supplier Invoices | | | Encumbrance Report (VUP0200) |
| RPT006 CR Department Reserves SOM - Drillable | Academic Enterprise users | Provides Academic department fund balances as of a point in time. Returns the Net Assets from Prior Year, Total Revenues, Total Expenses, and transfers to return the Total Reserves for a cost center or division | |
| RPT007 CR Clinical Department Statement of Operations - Trend | Academic Enterprise users | Provides statement of operations trend by month for Academic Enterprise departments | Hyperion Report - 01 Clin Dept Stmt Ops - Trend w Entity |
| Budget vs. Actual by Cost Center | | This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %. This report is prompted for a given org, plan and fiscal period. | |

Reporting Crosswalk – Available in **WDFI-102 Finance Reports** in Workday



Department Reports

| Workday Report Name | Areas for use | Report Description | Similar Legacy Reports |
|--|--|--|---|
| CR Fin Cost Center Lookup | All department users | Provides a list of Workday Cost Centers, Cost Center Managers, and hierarchy information (i.e. department and division level cost center groupings) | BI Launchpad: Center Listing, Hospital Hyperion Center Hierarchy, HyperionAE_VMG Center Hierarchy |
| RPT119 CR Clinical Department - Statement of Operations Actual vs Budget | Academic Enterprise Clinical Departments | Provides statement of operations with budget comparison for Academic Enterprise clinical departments | Hyperion Report - 01 Clinical Department - Statement of Operations - Actual vs. Budget |
| RPT119A CR Nonclinical Department - Statement of Operations Actual Vs Budget | Academic Enterprise Non-Clinical Departments | Provides statement of operations with budget comparison for Academic Enterprise non-clinical Departments | Hyperion Report - 01 Non-Clinical Department - Statement of Operations - Actual vs. Budget |
| RPT120 CR Clinical Department - Statement of Operations Actual vs Prior Year | Academic Enterprise Clinical Departments | Provides statement of operations with prior year comparison for Academic Enterprise clinical departments | Hyperion Report - 02 Clinical Department - Statement of Operations - Actual vs. Prior Year |
| RPT120A CR Nonclinical Department - Statement of Operations Actual vs Prior Year | Academic Enterprise Non-Clinical Departments | Provides statement of operations with prior year comparison for Academic Enterprise non-clinical Departments | Hyperion Report - 02 Non-Clinical Department - Statement of Operations - Actual vs. Prior Year |
| RPT121 CR Clinical Department - Statement of Operations - Variances | Academic Enterprise Clinical Departments | Provides statement of operations with variances for Actual vs Budget and Actual vs PY Actual for Academic Enterprise clinical departments | Hyperion Report - 03 Clinical Department - Statement of Operations - Variances |
| RPT121A CR Nonclinical Department - Statement of Operations - Variances | Academic Enterprise Non-Clinical Departments | Provides statement of operations with variances for Actual vs Budget and Actual vs PY Actual for Academic Enterprise non-clinical departments | Hyperion Report - 03 Non-Clinical Department - Statement of Operations - Variances |
| CR RG Budget vs. Actuals Grant Level | Grant Managers | Provides budget, actual expenses, commitments, obligations and remaining balance by grant, presented at object class level. | DMS Status Summary by Account |
| CR RG Late Charges for Award Closeout | Grant Managers | Provides transactional detail for charges posted to the grant after the award line end date. | IRIS Late Charges |
| CR RG Pending Charges for Award Closeout | Grant Managers | Provides details for pending transactions. Intended to provide visibility to grant manager to understand charges that may not have processed but are allowable to grant. | |



Department Dashboards

| Workday Dashboard Name | Areas for use | Report Description | Similar Legacy Reports |
|---|--|---|------------------------|
| Clinical Enterprise Performance - Patient Days | Hospital and Clinic areas | Provides a streamline P&L report comparing Actuals to Prior year. Easy drilling into account and worktags. Also includes patient revenue trending data and statistical trending data. | MD90U |
| Clinical Enterprise Performance - Patient Hours | Hospital and Clinic areas | Provides a streamline P&L report comparing Actuals to Prior year. Easy drilling into account and worktags. Also includes patient revenue trending data and statistical trending data. | MD90U |
| Clinical Enterprise Performance - Procedures | Hospital and Clinic areas | Provides a streamline P&L report comparing Actuals to Prior year. Easy drilling into account and worktags. Also includes patient revenue trending data and statistical trending data. | MD90U |
| Clinical Enterprise Performance - Visits | Hospital and Clinic areas | Provides a streamline P&L report comparing Actuals to Prior year. Easy drilling into account and worktags. Also includes patient revenue trending data and statistical trending data. | MD90U |
| AE Clinical Practice | Academic Enterprise Clinical Departments | For academic areas, Provides a streamlined P&L report comparing Actuals to Budget for the clinical margin. Also provides professional revenue trending data. | MD90U |
| Medicine Clinical Practice | Department of Medicine | Two tabs - first provides income from operations for all medicine divisions. Second provides detailed P&L information by division. | MD90U |



Department Dashboards

| Workday Dashboard Name | Areas for use | Report Description | Similar Legacy Reports |
|------------------------------|--|---|---|
| Pediatrics Clinical Practice | Department of Pediatrics | Two tabs - first provides Clinical margin income from operations for all Pediatrics divisions. Second provides detailed P&L information by division. | MD90U |
| Surgery Clinical Practice | Department of Surgery | Two tabs - first provides clinical margin income from operations for all Surgery divisions. Second provides detailed P&L information by division. | MD90U |
| Non-Clinical AE Performance | Academic Enterprise Non-Clinical Departments | Two tabs - first provided P&L by department for the budgeted margin, with G&A expense trending data. Second tab provides CORES performance separately. | MD90U |
| Departmental Gifts | All areas with Endowment or Spendable Gifts | Provides a snapshot of the remaining gift balances by gift type for each department's portfolio of gifts. Results are automatically filtered by Gift Hierarchy role assignments. First chart displays spendable gifts (current use gifts), and the second chart displays endowments, including market value and budgeted distributions. | combined information previously shown in IRIS reports and BOX reports related to gifts and endowments |
| Cores Reporting | Central Cores Administration | Provides a snapshot of CORES financial performance for a specified period and YTD. Also includes a snapshot of net assets and accounts receivable | Cores Ledger Summary and Review |
| Grant Manager | Grant Managers (departmental) | Provides a snapshot of expenses by grant (LTD), spend transactions awaiting action, closeout tasks awaiting action and expiring award lines. Also provides shortcuts to commonly used reports and tasks for grant managers. | |



Reporting Demo

Requesting Access Changes in Workday

Pegasus Process



Hi Christina, how can we help you today?

SOMETHING IS BROKEN



REPORT AN ISSUE

Report a service-affecting issue

I NEED WORK DONE



SUBMIT A REQUEST

Choose this to request IT services

SOMETHING IS BROKEN



REPORT AN ISSUE

SOMETHING IS BROKEN



REPORT AN ISSUE

NEW Pegasus Requests

The following Requests have been created to collect Workday and Tecsys requests:

- Workday Location Request
- Workday Delegation Exception Request
- Workday Configuration Enhancement Request
- Workday Report Request
- **Workday Cost Center Request**
- **Workday Program Request**
- **Workday Application Departmental Security Request**
- **Workday Application Central Office Security Request**
- Tecsys General Request
- Add a Printer to the Tecsys Application

Require Manager Approval

Require Secondary Approval

Delegation

What is Delegation in Workday?

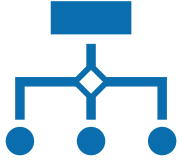
Delegation is the temporary assignment of another person to act on your behalf to carry out specific activities.

***Delegation** does not remove accountability (ownership) for the task from the user it was initially assigned to

Delegation does not provide reporting access to the delegated user



Delegation Approach for VUMC



Delegation occurs within a **supervisory organization** and is not a permanent transfer of responsibilities



Delegation is **temporary (16 weeks)**



Employees may delegate to **peers or superiors** with *no approval required*

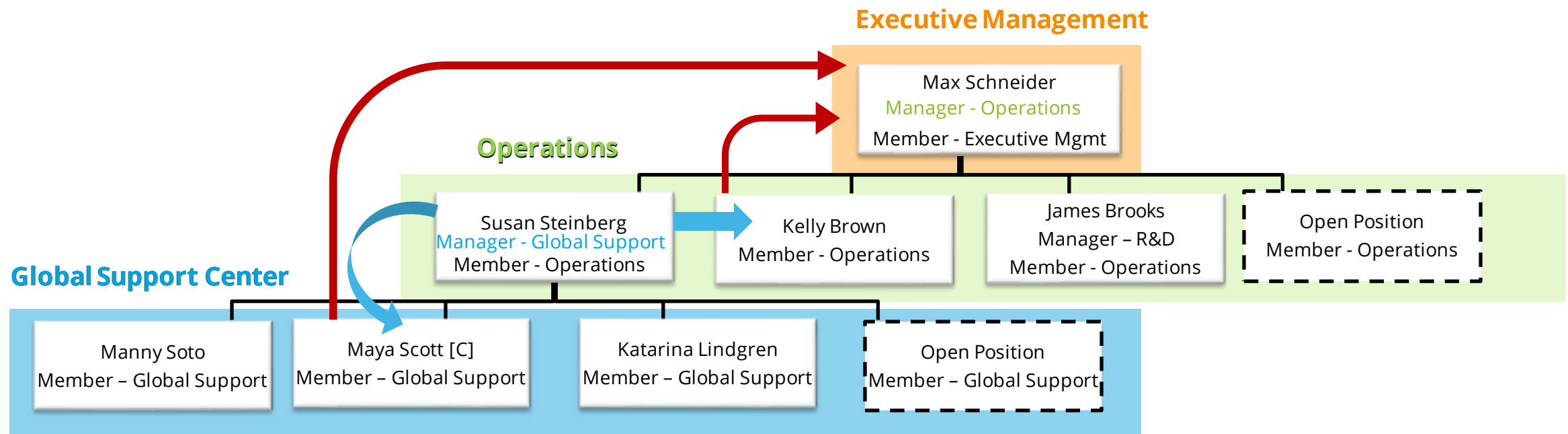


Delegation to **subordinates** will require an *approval process* within Workday

Delegation example

If Susan **delegates** a task/business process to Kelly (peer) or Maya (subordinate):

- Susan will be notified of their actions on her behalf in her inbox, Susan will not approve the delegated actions
- If a transaction initiated by a delegate requires 1-up **approval**, the approval will go to Max, because the task was performed on Susan's behalf





Questions?

Thank You