

Mapping & Allocation Changes



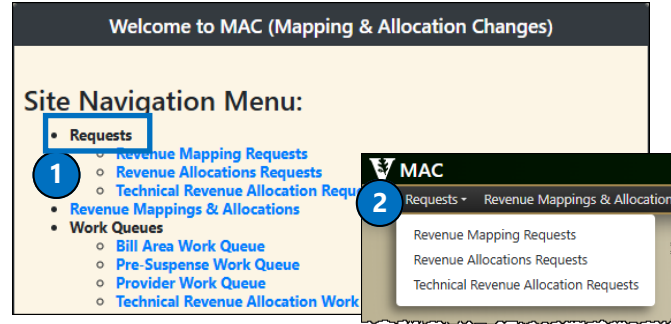
The Mapping and Allocation Changes tool is available for users to review and request changes to their Revenue Mapping and Allocations within Workday. Currently, this tool is for PB Collections which are posted to the General Ledger on the first business day of the Monthly Close cycle.

This tool is available at <https://finweb.app.vumc.org/apps/dofappmac>.

Requests

To submit a new request or review the current status of your submitted requests, click one of the following:

- From the menu, select **Revenue Mapping Requests**, **Revenue Allocation Requests**, or **Technical Revenue Allocation Requests**.
- From any screen, on the top bar, use the **Requests** drop-down menu.



Review Revenue Mapping

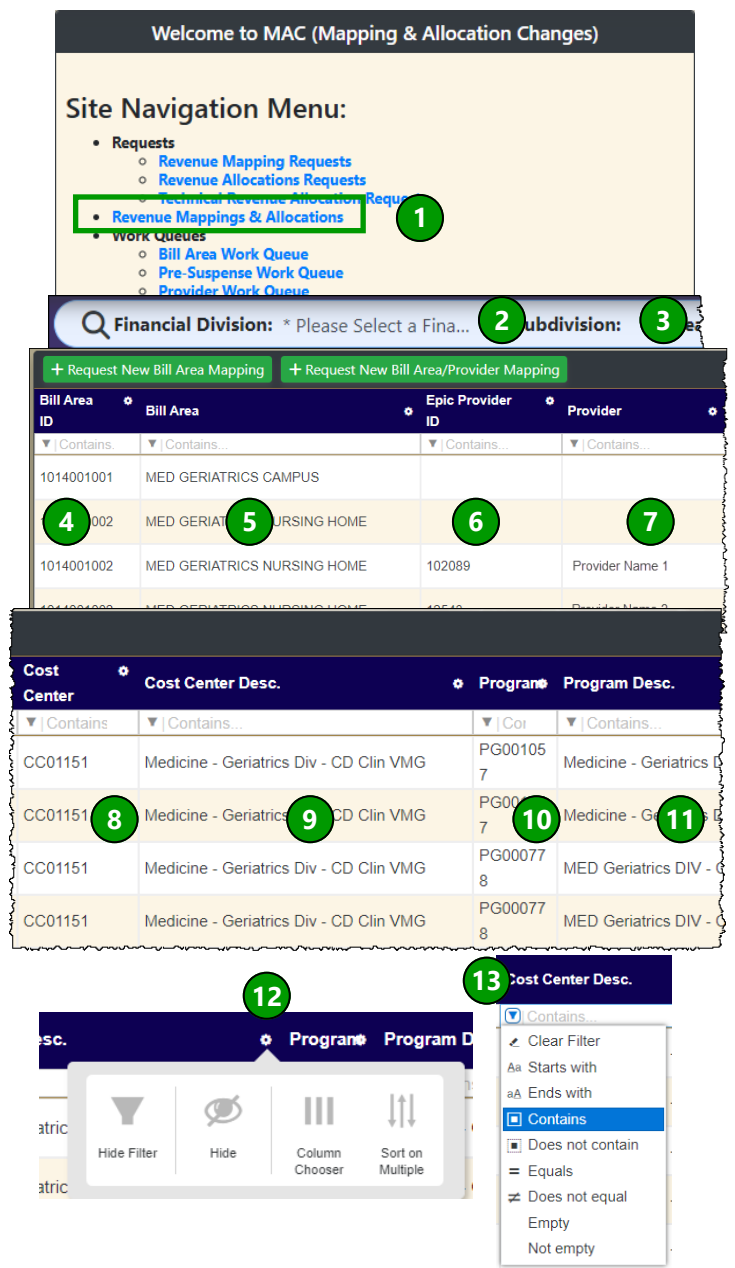
- Log into the tool using your VUMC ID and ePassword. Click **Revenue Mapping & Allocations** from the Site Navigation Menu.
- In the top search bar of the tool, select your **Financial Division** from the drop-down menu.
- Use the **Subdivision** dropdown to further filter your results (optional). Default will be "All".

Results display:

- Bill Area ID from eStar.
- eStar Bill Area description.
- Epic Provider ID from eStar.
- Provider Name.
- Workday Cost Center number.
- Workday Cost Center description.
- Workday Program ID.
- Workday Program description.

If only Bill Area is displayed, revenue is currently mapped based upon the Bill Area (for all Providers). If both Bill Area and Provider fields are populated, revenue is currently mapped based upon the Bill Area/Provider combination. Note there can be Provider level exceptions to a Bill Area based mapping if the revenue for one or more providers needs to map differently than the primary mapping for the Bill Area.

- Use the gear icon at the top of any column to apply column filters.
- Use the Filter option at the top of each column to further filter results.





Mapping & Allocation Changes - Continued

Edit Revenue Mapping

- Use the icons in the last column of the mapping displayed to edit the current mapping.
- Click the **Pencil Icon** to edit the current mapping.
- The **Modify Selected Mapping(s)** window displays.
- The current mapping displays at the top of the window.
- Select **Change Cost Center** and enter the new Cost Center ID to change the Cost Center Mapping.
- Select **Change Program** and enter the new Program ID or select **No Program** to change the program mapping.
- Click **Clear Fields** to reset any changes before submitting.
- Click **Submit for Modifications** to submit your changes.
- Click **Go Back** to exit the modification window without saving your changes.
- To request mapping for a new bill area not currently mapped, click **+ Request New Bill Area Mapping** or **+ Request New Bill Area/ Provider Mapping**.
- Enter the appropriate mapping information.
- Click **Submit for Creation**.

Options

- : Modify selected mapping
- : Submit mapping for removal
- : View Allocations

Program	Program Desc.	
PG00105	Medicine - Geriatrics Div - PB Revenue	
PG00105	Medicine - Geriatrics Div - PB Revenue	
PG00077	MED Geriatrics DIV - CD Clin VMG - Geriatrics ...	

Go Back
Submit for Modifications

Bill Area ID: 101400... MED GERIATRICS NURSING HOME

Epic Provider ID: 102089 Provider Name 1

Cost Center: CC01151 Medicine - Geriatrics Div - CD Clin VMG

Program: PG0007... MED Geriatrics DIV - CD Clin VMG - Geriatrics Nursing Home C...

Cost Center Options: Retain Cost Center Change Cost Center

Cost Center:

Program Options: Retain Program Change Program No Program

Program:

Clear Fields
Submit for Modifications

+ Request New Bill Area Mapping
+ Request New Bill Area/Provider Mapping

Bill Area ID	Bill Area	Epic Provider ID
<input type="text" value="Bill Area ID"/>	<input type="text" value="Bill Area ID"/>	<input type="text" value="Epic Provider ID"/>
<input type="text" value="Cost Center ID"/>	<input type="text" value="Cost Center ID"/>	<input type="text" value="Program ID"/>

Clear Fields
Submit for Creation

<input type="text" value="Bill Area ID"/>	<input type="text" value="Epic Provider ID"/>	<input type="text" value="Cost Center ID"/>
<input type="text" value="Program ID"/>	<input type="text" value="Program ID"/>	<input type="text" value="Program ID"/>

Clear Fields
Submit for Creation

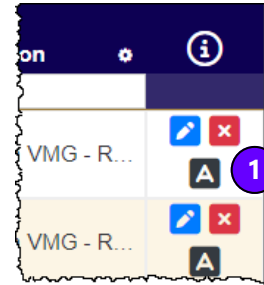
Note that the difference between the two options in step 10 is the Epic Provider ID. Select the option that relates to the mapping you are requesting. If the current bill area revenue mapping is consistent with the mapping needed for a new provider, no change is required. Bill area/provider combination mappings are only needed in exception situations where the revenue needs to map differently than the primary mapping for the Bill Area.



Mapping & Allocation Changes - Continued

View Current Allocations

1. In the last column of the current mapping, click **A** to view the current allocation.
2. The **View Allocation(s)** page displays.



2

Go Back
View Allocations

Bill Area: 100501... WILSON COUNTY RADIOLOGY SERVICES

Epic Provider:

Cost Center: CC01780 Radiology - CD Clin VMG 3

Program: PG0043... Radiology - CD Clin VMG - Regional Radiology Services

Current Allocations 4

Allocation Definition Name	Cycle #	Percent	Cost Center	Target Worktags			Alloc. Definition Usage		
				Program	Revenue Category	Spend Category	Program in Source Filter	Bill Area in Source Filter	Provider in Source Filter
VMG - Radiology Departmental Support C1	1	84.75000 %	CC01780	PG002588		SC433	Yes	Yes	No
VMG - Radiology Billing Tax C1	1	8.50000 %	CC02387			SC010	Yes	Yes	No
VMG - Radiology Overhead Tax C1	1	5.00000 %	CC00851	PG000298		SC011	Yes	Yes	No
VMG - Radiology Infrastructure Tax C1	1	1.75000 %	CC00851	PG000295		SC002	Yes	Yes	No
		1	100.00000 %						

Revenue Allocation Requests + Create Allocation Request

Status	Requestor	Last Modified	Opti...
5 There is currently no records available based on the selection.			

3. The Mapping selected displays.
4. Details of the **Current Allocation(s)** displays including cycle #, percentage allocated, cost center number, program id, revenue and spend categories.
5. Details of any previously submitted requests or changes will display.



Mapping & Allocation Changes - Continued

Change Allocations

1. From the View Allocations window (see page 3 above), click **+Create Allocation Request**.
2. The **Revenue Allocation Change Request** window opens, displaying the details of the mapping selected.



Revenue Allocation Change Request

11 Go Back **10** Submit for Finance Review

2 Status: Incomplete - Not Submitted

Requestor: Ormsby, Diana E
 Last Updated: 7/24/2023 4:12:24 PM
 External Ref. ID: MACRACR0000025
 Effective: ASAP **3**

4 Allocations **5** + Add New Allocation

Cycle #	Percent	View Shared Mappings	Apply Changes to Shared?	Cost Center	Program	Revenue Category	Spend Category
1	84.75000 %		<input type="checkbox"/>	CC01780 Q X	PG002588 Q X	Q X	SC433 Q X
1	8.50000 %		<input type="checkbox"/>	CC02387 Q X	Q X	Q X	SC010 Q X
1	5.00000 %		<input type="checkbox"/>	CC00851 Q X	PG000298 Q X	Q X	SC011 Q X
1	1.75000 %		<input type="checkbox"/>	CC00851 Q X	PG000295 Q X	Q X	SC002 Q X
1	100.00000 %						

6 **9** Notes

Enter a note. **9**

Clear Note Create Note

There is currently no records available based on the selection.

8

3. The status information for your requested change displays including the current status, requestor, date, and reference. Select an effective date. Options are ASAP, Next Fiscal Year, or a specific date can be entered.
4. The current allocation information displays. Make changes as needed.
5. Click **+Add New Allocation** to add an additional allocation.
6. Click the **Delete** icon to delete a line from the allocation.
7. Click to view the Shared Mappings that currently exist.
8. The total percentage calculates.
9. Add Notes in the **Notes** window and click **Create Note** to save.
10. Once completed, click **Submit for Finance Review** at the top of the page.
11. To exit without saving or submitting, click **Go Back**.



Mapping & Allocation Changes - Continued

Work Queues

There are four (4) work queues available for review:

Bill Area Work Queue: Displays bill areas labeled as “active” in Epic that are not currently mapped. Note this is for all areas EXCEPT Anesthesiology.

Pre-Suspense Work Queue: Display areas that are not yet mapped in Workday with charges, collections, or AR balances that are not currently mapped.

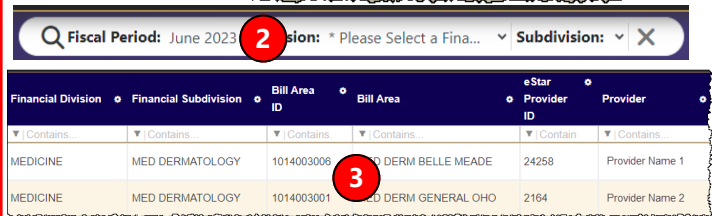
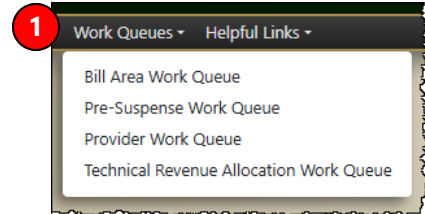
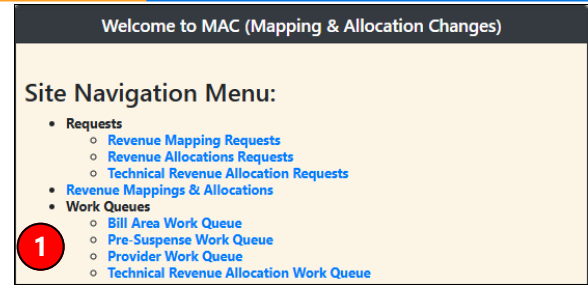
Provider Work Queue: Only for Anesthesiology.

Technical Revenue Allocation Work Queue: Displays bill areas with technical revenue that need an allocation set up.

1. From the log-in screen, select the appropriate **Work Queue** or, if you are already logged in, you can select the **Work Queue** at the top of the page.
2. Use the **Search Bar** at the top to select parameters such as **Fiscal Period** (*pre-suspense only*), **Division**, and **Subdivision** (optional).
3. Depending on your selection, information for the PB Revenue from eStar displays including the Bill Area and Provider information, if available.
4. Additional information such as **Charges** and **Collections** that have not yet been mapped will also display.
5. Use the last column to create mapping for the data by clicking one of the options. Note the options vary based on the work queue selected.

Options	
B	: New Bill Area Mapping
B / P	: New Bill Area / Provider Mapping
P	: New Provider Mapping

6. Complete the **Create Mapping** information based on your selection and click **Submit for Creation** when completed. (see page 2 for more details).



Charges	Collections	AR Balance
0.00	0.00	255.59
0.00	0.00	68.04

