



# Office Connect for Financial Reports

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## I. What is Office Connect

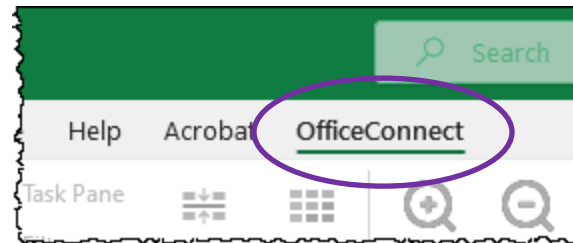
Office Connect is a software that uses data from Workday to create reports in Excel, documents in Word and/or presentations in Power Point. Office Connect is available for users with the Financial Analyst role in Workday. This guide will walk you through using Office Connect to refresh existing Office Connect reports as well as create ad-hoc reports within Excel.

## II. Accessing Office Connect

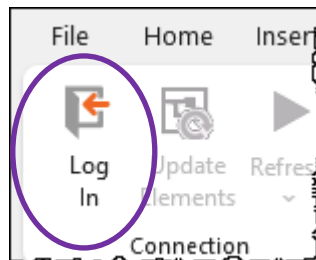
Office Connect is accessed from within Excel. Note: if you do not see **Office Connect**, see Section VI: Reporting Tips and Limitations.

### Steps:

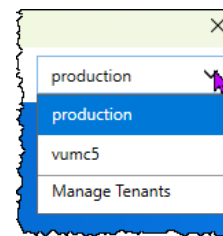
1. Select the **Office Connect** Tab.



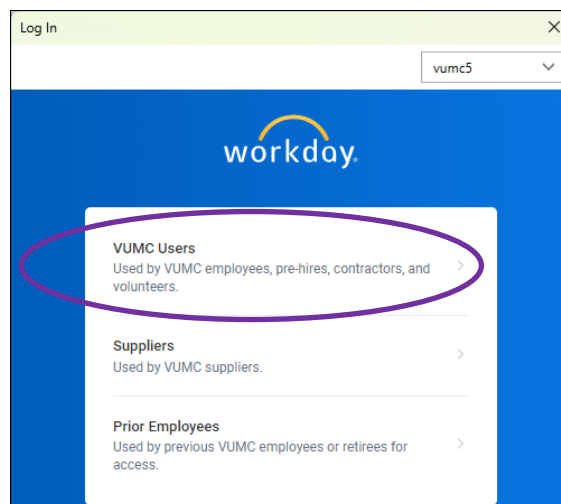
2. Click **Log In**.



3. Use the version drop-down menu to select the Workday or Adaptive tenant you wish to access for reporting.



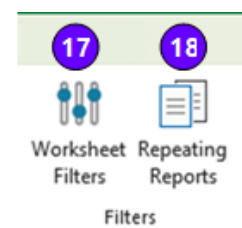
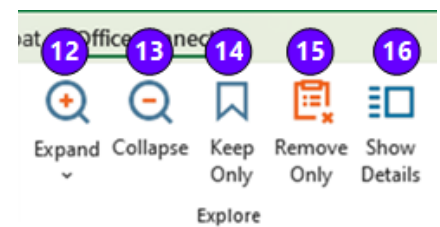
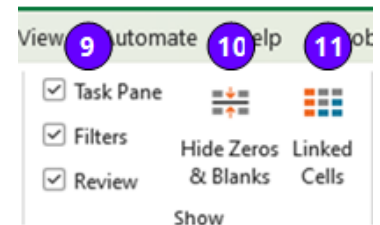
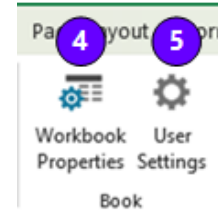
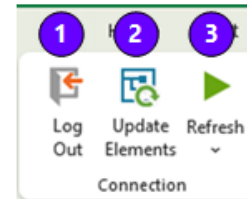
4. Login to Workday with the appropriate credentials.



### III. Navigating Office Connect

#### Office Connect Ribbon

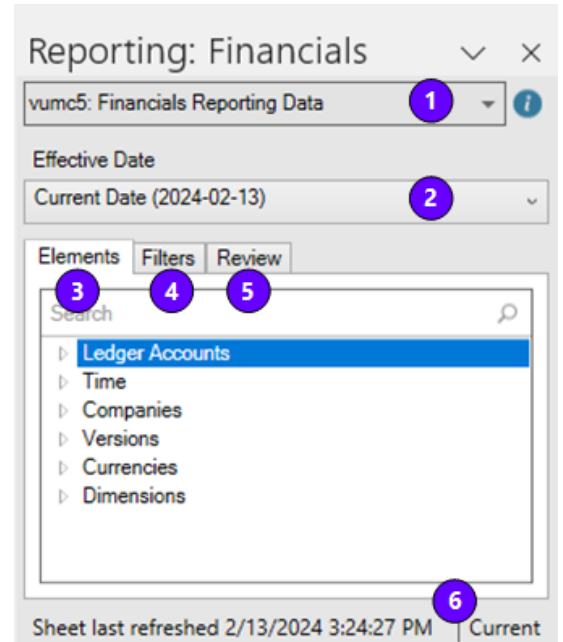
1. **Log Out:** Click to Log out and disconnect from Office Connect.
2. **Update Elements:** Click to reload any changes to the elements from Workday into Office Connect.
3. **Refresh:** Click to refresh your report with the current element data loaded into Office Connect.
4. **Workbook Properties:** Click to open the Workbook Properties window. Properties include date settings, clearing data when saving, filter settings, rounding, and suppressing rows and/or columns with zeros or no data.
5. **User Settings:** Click to open the User Settings window. User settings include defaults such as rounding, showing zeros, colors for labels, and default settings for expanding/collapsing rows and/or columns.
6. **Labels:** click to apply custom, system, or element labels to your report.
7. **Selection Properties:** allows you to suppress rounding, or set what shows or doesn't show when values are zero or contain no data.
8. **Clear Data:** click to replace the data with the system default.
9. **Check/uncheck** boxes to display or hide features on the screen.
10. **Hide Zeros & Blanks:** Click to hide zeros and/or blanks in your resulting report.
11. **Linked Cells:** Click to highlight data cells linked to Workday data elements or labels.
12. **Expand:** Click to expand the element.
13. **Collapse:** Click to collapse the element.
14. **Keep Only:** Click to keep only the data selected.
15. **Remove Only:** Click to remove the data selected.
16. **Show Details:** Click to show the journal details of the data selected in a separate tab.
17. **Worksheet Filters:** Select to apply filters to your report.
18. **Repeating Reports:** Similar to the Cascade Reports function in Hyperion. It will allow you to display elements across multiple sheets within a workbook.



## Task Pane

The task pane displays to the left of your sheet. It contains the elements used to build your report in Office Connect. Once selected, it will also allow you to apply and view filters, and the details of the data for each of the rows, columns, or cells containing elements and data.

1. The Workday tenant you are connected to displays.
2. The **Effective Date** defaults to the current date. Use the drop-down menu to change the selection.
3. Use the **Elements** tab to add elements to your sheet to build your report in Office Connect. See **Section IV. Report Elements** below for more information.
4. The **Filters** tab can be used to apply filters to your report.
5. Use the **Review** tab to view the elements applied to each column, row, or cell within your report.
6. The bottom of the task pane displays when the data was last refreshed.

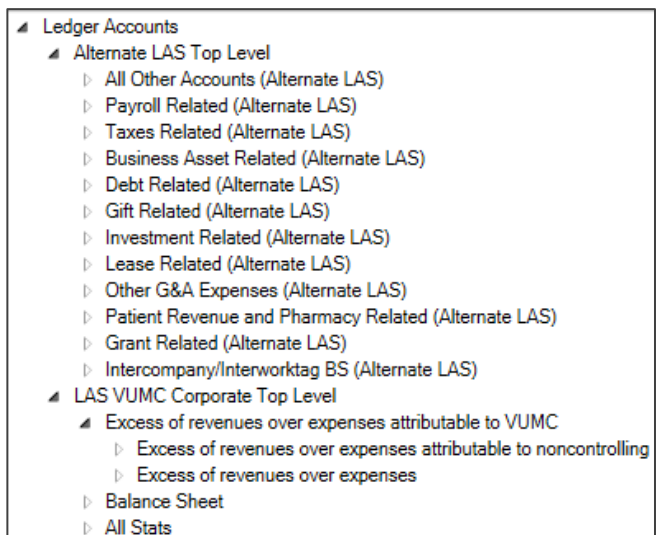


## IV. Report Elements

### Ledger Accounts

Ledger Accounts elements include the **Alternate LAS Top Level** rollups and the **LAS VUMC Corporate Top Level** rollups.

Elements can be added at any level.



## Time

The Time element includes **Components** (Year, Monthly, Period, or Day), **Context** (Period to Date, Monthly to Date, or Year to Date), and **Fiscal Year**. **Note:** Activity element must be set at **Activity** to view Year-to-date context.

- Time
  - Components
    - Year
    - Monthly
    - Period
    - Day
  - Context
    - Period to Date
    - Monthly to Date
    - Year to Date
  - FY22
    - FY22 - Jul
      - 2021-07-01
      - 2021-07-02

## Companies

Company Hierarchies are included to be selected at the hierarchy level or individual company level.

- Companies
  - Consolidated VUMC Obligated/Nonobligated Company Hierarchy
    - Nonobligated Entity Company Hierarchy
    - Obligated Group Company Hierarchy
    - Consolidated VUMC Obligated/Nonobligated Company Hierarchy
  - Consolidated Vanderbilt University Medical Center
    - Consolidated Health Professional Solutions
    - Consolidated Vanderbilt Health Services
    - Bundle Payment Services, LLC
    - Nashville Biosciences, LLC
    - Project Holding Company, LLC
    - Vanderbilt Bedford Hospital, LLC
    - Vanderbilt Coffee Hospital, LLC
    - Vanderbilt Montgomery Holdings, LLC
    - Vanderbilt University Medical Center
    - Consolidated Vanderbilt University Medical Center (Elimination)
  - Unconsolidated Company Hierarchy
    - Option Care Infusion Services, LLC
    - Shared Hospital Service Corporation
    - Springfield VIP Realty, LLC
    - Spring Hill Imaging Center, LLC
    - Vanderbilt-Gateway Cancer Center, GP
    - Vanderbilt-Maury Radiation Oncology, LLC
    - Vanderbilt Stallworth Rehabilitation Hospital, LP
    - Unconsolidated Company Hierarchy (Elimination)

## Versions

Versions include **Financial Budget – Gifts** distributions by fiscal year, **Operating Budget** by fiscal year, or Actuals.

- Versions
  - Financial Budget - Gifts
    - Budgeted Endowment Distributions FY24
    - Budgeted Endowment Distributions: FY23
  - Operating Budget - VUMC [Template]
    - Operational Budget - All Companies FY22
    - Operational Budget - All Companies FY23
    - Operational Budget - All Companies FY24
  - Actuals

## Currencies

Currencies default to **USD – US Dollar**.

- Currencies
  - USD - US Dollar
  - AEF - Andorran Franc

## Dimensions

Additional Dimensions can be added to your report, including the following:

**Amount Type:** Include balances or activity. If not selected, Ending Balance is the default. **Note:** must be set at **Activity** to view Year-to-date Time context. Best practice is to set all P&L reports at **Activity**.

- Amount Type
  - Beginning Balance
  - Beginning Balance Translation Adjustment
  - Adjusted Beginning Balance
  - Activity
  - Ending Balance
  - Average Daily Balance
- Assignee
  - All Assignees (AH)
  - Assignee (Uncategorized/Blanks)

**Assignee:** This element can be selected to limit results but is not required.

**CARTS:** This element can be selected to limit results but is not required.

- ▲ CARTS
  - ▲ All CARTS (CTH)
    - ▷ Administrative (CTH)
    - ▷ Clinical (CTH)
    - ▷ Other (CTH)
    - ▷ Research (CTH)
    - ▷ Research - Department Residuals (CTH)
    - ▷ Research - Royalty (CTH)
    - ▷ Service (CTH)
    - ▷ Teaching (CTH)
  - CARTS (Uncategorized/Blanks)

**Cost Center:** All VUMC Centers and rollups are included. If not selected, **All VUMC Centers** is the default.

- ▲ Cost Center
  - ▲ All VUMC Centers
    - ▷ Academic Enterprise Centers
    - ▷ Adult Hospital and Clinic Centers
    - ▷ Agency Centers
    - ▷ CPPA Centers
    - ▷ Conversion Centers
    - ▷ MCA Centers
    - ▷ MCJCHV Centers
    - ▷ NashBio Centers
    - ▷ Total HPS Centers
    - ▷ Total VHS Centers
    - ▷ VBCH Centers
    - ▷ VMH Centers
    - ▷ VPH Centers
    - ▷ VTHH Centers
  - Unconsolidated Centers (CCH)
  - Cost Center (Uncategorized/Blanks)

**Function Code:** this element can be selected to limit results but is not required.

- ▲ Function Code
  - ▷ All Function Codes (FCH)
  - Function Code (Uncategorized/Blanks)
- ▲ Fund
  - ▷ All VUMC Funds (FH)
  - ▷ Statistical Funds (FH)
  - Fund (Uncategorized/Blanks)

**Fund:** this element can be selected to limit results but is not required.

**Gift:** All Gift worktags and hierarchies are included and available to be selected.

- ▲ Gift
  - ▷ All Gifts by Gift Type
  - ▷ Gifts by Department CC
  - Gift (Uncategorized/Blanks)
- ▲ Grant
  - ▷ All VUMC Grants
  - ▷ Award Classification Hierarchy
  - ▷ Effort Certification
  - Grant (Uncategorized/Blanks)

**Grant:** All Grant worktags and hierarchies are included and available to be selected.

**Intercompany Affiliate:** this element can be selected to limit results but is not required.

- ▲ Intercompany Affiliate
  - ▲ Consolidated Vanderbilt University Medical Center
    - Bundle Payment Services, LLC
  - ▷ Consolidated Health Professional Solutions
  - ▷ Consolidated Vanderbilt Health Services
    - Nashville Biosciences, LLC
    - Project Holding Company, LLC
    - Vanderbilt Bedford Hospital, LLC
    - Vanderbilt Coffee Hospital, LLC
    - Vanderbilt Montgomery Holdings, LLC
    - Vanderbilt University Medical Center
  - Intercompany Affiliate (Uncategorized/Blanks)

**Journal Source:** A journal source can be selected to limit results in the report but is not required.

- ▲ Journal Source
  - 01. Manual Journal
  - 03. Equity Pickup
  - 04. Translation Adjustment
  - 05. Noncontrolling Interest
  - 10. Epic Census Stats
  - 11. Epic Clinic Visit Stats
  - 12. Epic HB Payments and Adjustments
  - 13. Epic HB Revenue

**Journal Status:** A journal status can be selected to limit results. If not selected, the status will default to include **Posted, Pro forma, and Uncategorized/Blanks**.

- ▲ Journal Status
  - In Progress
  - Posted
  - Pro forma
  - Reserved
  - Journal Status (Uncategorized/Blanks)

**Operating Entity:** Operating Entity is not required. However, if selected, ensure that other elements align within the Operating Entity selected.

- ▲ Operating Entity
  - Unconsolidated Operating Entities (OEH)
  - Vanderbilt University Medical Center (OEH Alt 1)
  - Vanderbilt University Medical Center (OEH)
  - Operating Entity (Uncategorized/Blanks)

**Program:** A Program worktag or hierarchy can be selected to limit results in the report but is not required.

- ▲ Program
  - All Programs (PGH)
  - Program (Uncategorized/Blanks)
- ▲ Project
  - All Projects (PRH)
  - Project (Uncategorized/Blanks)
- Provider

**Project:** A Project worktag or hierarchy can be selected to limit results in the report but is not required.

**Provider:** A Provider worktag can be selected to limit results in the report but is not required.

**Revenue Category:** Revenue Categories and rollups are available to select and limit results displayed. If not selected, all revenue categories will display based on other elements (such as Ledger Account) selected.

- ▲ Revenue Category
  - All Revenue Categories (RCH)
  - Revenue Category (Uncategorized/Blanks)
- ▲ Spend Category
  - ▲ All Spend Categories
    - Accrued benefits (SCH)
    - Accrued expenses (SCH)
    - Advertising and promotion (SCH)
    - Allocations (SCH)
    - Cash Clearing (SCH)
    - Contract labor (SCH)
    - Contracted services (SCH)
    - Drug costs (SCH)
    - Drug inventory and valuation adjustments (SCH)
    - Employee engagement and development (SCH)
    - Escheatment (SCH)
    - Facilities and administrative costs expense (SCH)

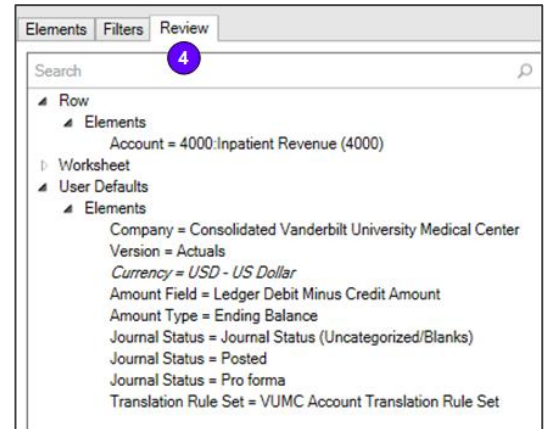
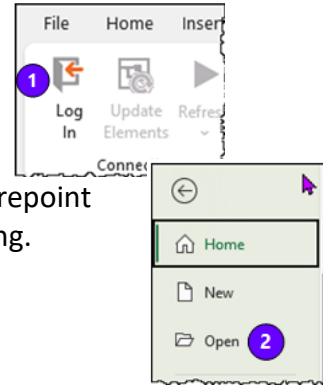
**Spend Category:** Spend Categories and rollups are available to select and limit results displayed. If not selected, all spend categories will display based on other elements (such as Ledger Account) selected.

## V. Refreshing a Report

Reports created using Office Connect can be opened and refreshed to display new or updated data.

Steps:

1. **Log in** to Office Connect.
2. Open an Office Connect report. Note: if you are opening a Sharepoint file, open the file in the App, and save a local copy before editing.
3. Click **Refresh** to update the data in the report.
4. Select any row, column, or cell and select the **Review** tab on the task bar to view the elements included in the results.



Use the **Linked Cells** button on the Office Connect ribbon to highlight the data elements from Workday in **blue** and the data labels set in **green**. (all unhighlighted cells are manually entered/formulas).

	A	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>Clinical Enterprise Performance - Visits</b>														
2	<b>Consolidated Vanderbilt University Medical Center Adult Hospital and Clinic Centers</b>	<b>FY24 - Jul</b>				<b>FY24 - Jul</b>				<b>FY23 - Aug</b>					
3	<b>Ledger Account</b>	<b>Current Period Actuals</b>	<b>Current Period Budget</b>	<b>Current Period Variance</b>	<b>Current Period Variance %</b>	<b>YTD Actuals</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>YTD Variance %</b>	<b>Prior YTD Actuals</b>	<b>Prior YTD Budget</b>	<b>Prior YTD Variance</b>	<b>Prior YTD Variance %</b>		
4	<b>Key Revenue and Volume Drivers</b>														
5	Visits	193,495	192,613	882	0.46%	193,495	192,613	882	0.46%	394,732	-	394,732	0.00%		
6	Patient Hours (?)	13,030	14,157	(1,128)	-7.96%	13,030	14,157	(1,128)	-7.96%	26,948	-	26,948	0.00%		
7	Full Time Equivalents (FTE)	12,344	12,672	(328)	-2.59%	12,344	12,672	(328)	-2.59%	23,364	-	23,364	0.00%		



5. Click the **Filters** tab to change filters to the worksheet.

6. To apply the filters, click **Refresh**.

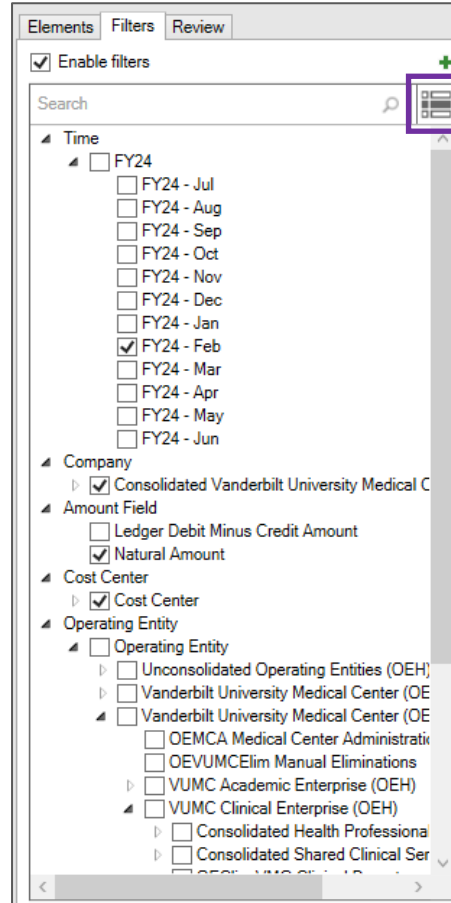


Use the **Show Selected Filters** button to display selected filters.

**Amount Field Filters:**

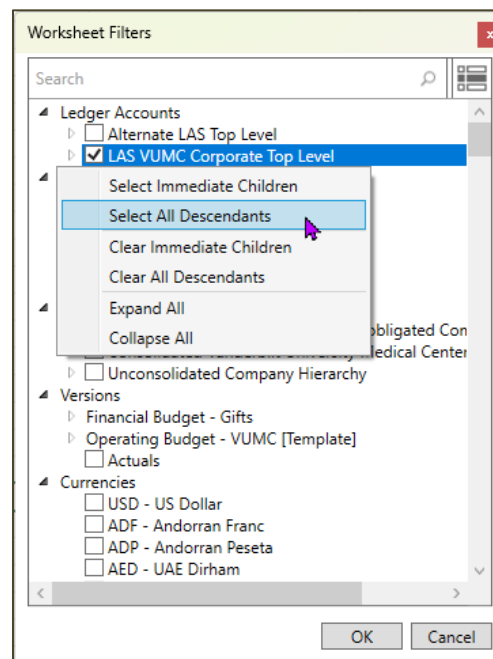
**Ledger Debit Minus Credit Amount** – will display the positive/negative amounts for traditional accounting of debits and credits.

**Natural Amount** – will display positive amounts in the report for both debits and credits.



Note: if Filters are not available, click the green + on the Filters tab to add filter selections.

Right-click to select Children or All Descendants when adding filters.

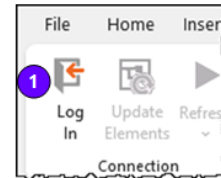


## VI. Ad-Hoc Reporting

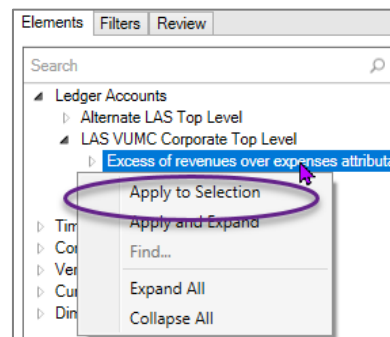
With Office Connect, you can create your own ad-hoc reports that can be refreshed and updated whenever needed.

Steps:

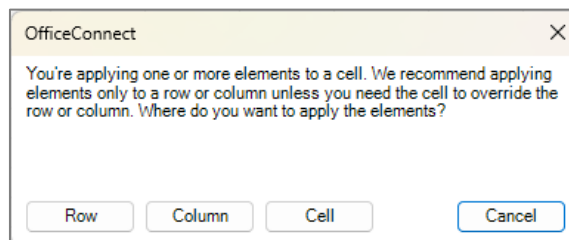
1. **Log in** to Office Connect.



2. Select an element within the Task Pane to add to an area of your spreadsheet. You can do this by either:
  - a. Drag and drop the selection to the spreadsheet, or
  - b. Right click on the element and select **Apply to Selection**.



3. OfficeConnect will ask if you want to apply the element to the Row, the Column, or the Cell. Make the appropriate selection for your report. Note if you select the entire row or column before applying the selection, you will not see the selection window below.



**Note:** In the example report below, the **Ledger Account** element was applied to **Row 5**.

	A	B	C
1			
2			
3			
4			
5	Excess of revenues over expenses attributable to VUMC		
6			
7			
8			
9			
10			
11			

4. Continue to add elements to the worksheet and build your report.

**Note:** In the example report below, the **Time** element of FY24-Jan was applied to **Column B**.

	A	B	C
1			
2		FY24 - Jan	
3			
4			
5	Excess of revenues over expenses attributable to VUMC		
6			
7			
8			
9			
10			

- Select any cell of the spreadsheet and click the **Review** tab to view the elements applied to that intersection/cell.

Reporting: Financials

vumc5: Financials Reporting Data

Effective Date

Current Date (2024-02-28)

Elements Filters Review

Search

- Net
  - Elements
    - Account = Excess of revenues over expenses attributable to VUMC (No o
    - Time = FY24 - Jan
    - Company = Consolidated Vanderbilt University Medical Center
    - Version = Actuals
    - Currency = USD - US Dollar
    - Amount Field = Ledger Debit Minus Credit Amount
    - Amount Type = Ending Balance
    - Journal Status = Journal Status (Uncategorized/Blanks)
    - Journal Status = Posted
    - Journal Status = Pro forma
    - Translation Rule Set = VUMC Account Translation Rule Set
    - Suppress rounding = Undefined
  - Row
    - Elements
      - Account = Excess of revenues over expenses attributable to VUMC (No o
  - Column
    - Elements
      - Time = FY24 - Jan
  - User Defaults
    - Elements
      - Company = Consolidated Vanderbilt University Medical Center
      - Version = Actuals
      - Currency = USD - US Dollar
      - Amount Field = Ledger Debit Minus Credit Amount
      - Amount Type = Ending Balance
      - Journal Status = Journal Status (Uncategorized/Blanks)
      - Journal Status = Posted
      - Journal Status = Pro forma
      - Translation Rule Set = VUMC Account Translation Rule Set

	A	B
1		
2		FY24 - Jan
3		
4		
5	Excess of revenues over expenses attributable to VUMC	
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
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37		

Note: Using the **Review** tab will also allow you to view any defaults for included elements.

- Click **Refresh** to update the data for the element(s) added to your report.

	A	B
1		
2		FY24 - Jul
3		
4		
5	Excess of revenues over expenses attributable to VUMC	21355672.3
6		
7		

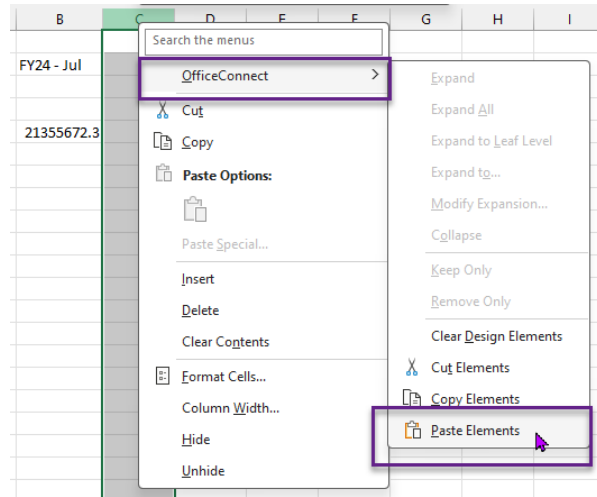
- To quickly copy elements to additional columns, right-click the column and select **OfficeConnect, Copy Elements**.

Search the menus

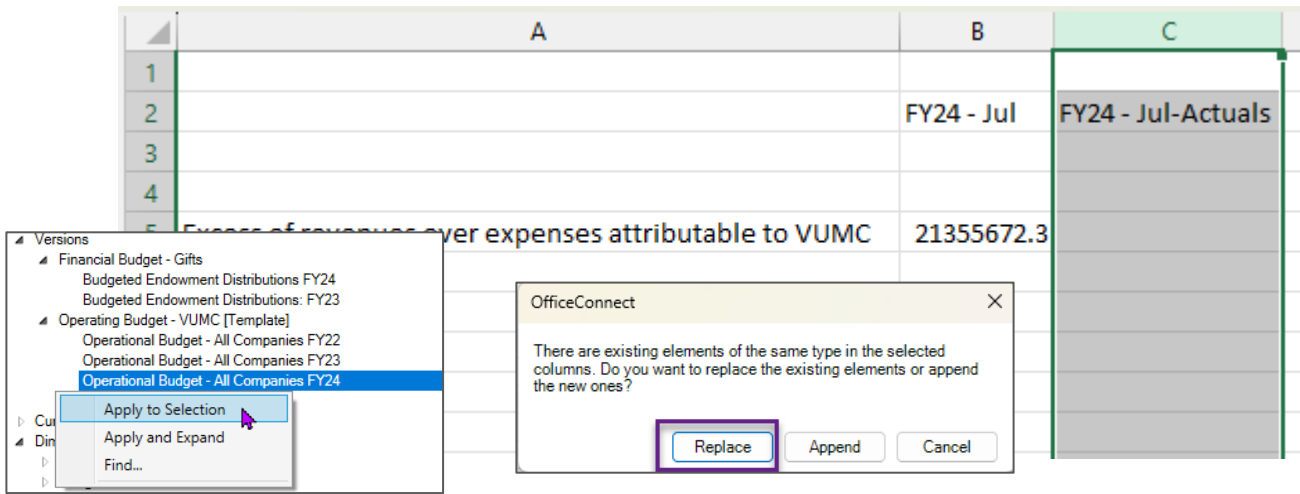
- OfficeConnect >
- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

- Expand
- Expand All
- Expand to Leaf Level
- Expand to...
- Modify Expansion...
- Collapse
- Keep Only
- Remove Only
- Clear Design Elements
- Cut Elements
- Copy Elements
- Paste Elements

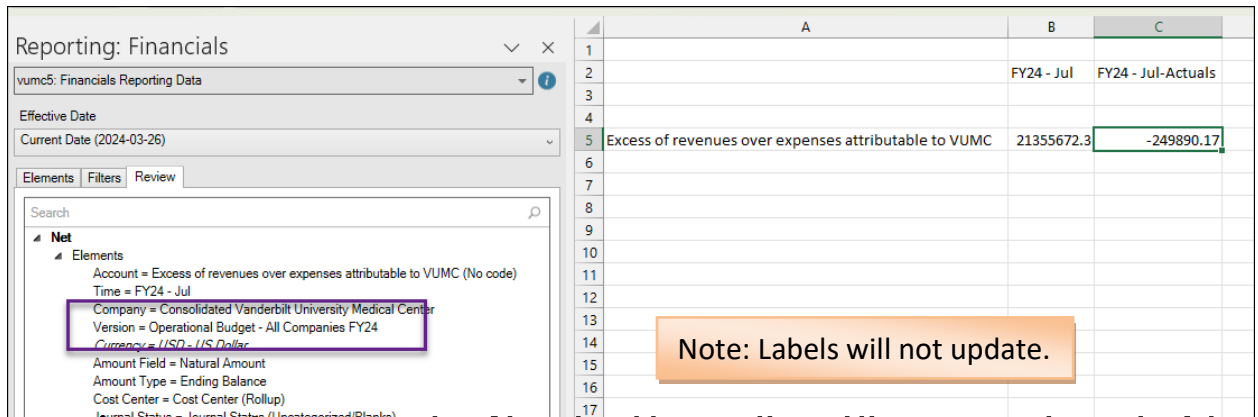
- In the new column, select **OfficeConnect, Paste Elements**.



- Update the elements in the new column by selecting the column, re-selecting the elements, and choosing **Replace**.



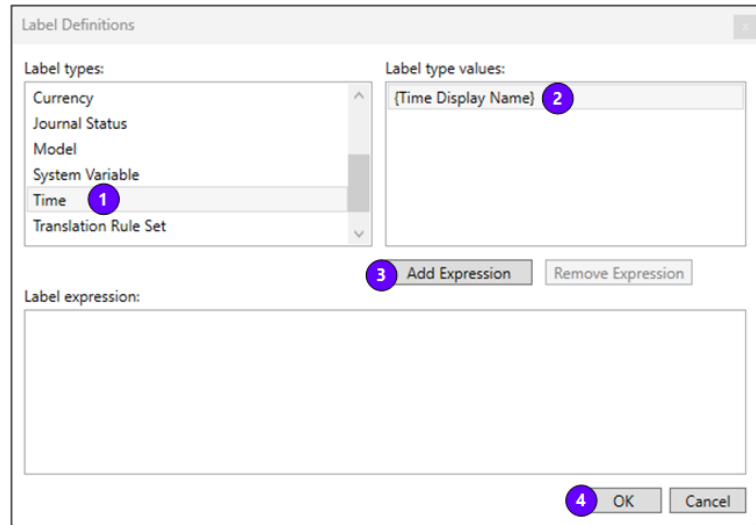
- Click **Refresh**.



11. Add OfficeConnect Labels to your report.

In the example below:

- Select first label cells (B2 & C2) and click **Labels**
  1. Select the Label type
  2. Select the Label type value
  3. Click **Add Expression**
  4. Click **OK**



- Repeat for each Label row
- Click **Refresh**.

	A	B	C	D
1				
2		FY24 - Jul	FY24 - Jul	
3		Actuals	Operational Budget - All Companies FY24	
4				
5	Excess of revenues over expenses attributable to VUMC	21355672.3		-249890.17
6				
7				
8				

**Note:** In this example, a Time label was applied to B2 and C2 and a Version label was applied to B3 and C3.

12. Click **Linked Cells** to highlight the data elements from Workday in **blue** and the data labels set in **green**.

	A	B	C	D
1				
2		FY24 - Jul	FY24 - Jul	
3		Actuals	Operational Budget - All Companies FY24	
4				
5	Excess of revenues over expenses attributable to VUMC	21355672.3		-249890.17
6				

## VII. Reporting Tips and Limitations

**Year-to-Date Time Context** – To use the Year-to-Date time context (see Time element), the Amount Type element must be set at **Activity**. Note that Balance sheet accounts should use the Ending balance amount type with no time context.

**Workbook Date** – The workbook date can be set so that Time elements in your report can be set to “relative” to the workbook date. Best practice is to set the workbook date first, then add the elements and build your report. After the report is built, you can change the workbook date to update the relative element dates. This should be used for rolling trend reports.

### Intercompany Eliminations –

- For report prompts to use for intercompany eliminations, see [Link to Report Prompts](#)
- 2095: Interworktag Payable and 1394/1395: Interworktag Receivable are not supported by OCF
- Workaround:
  - Move payable manually up to the receivable line to net
  - Amount field must be “Ledger Debit Minus Credit Amount” NOT “Natural Amount”

**Current Net Assets** - Office Connect does not currently calculate Account 3000, Current Net Assets, from the Income Statement. In order to display a balance for Account 3000 (in a balance sheet report for example), the P&L account for Excess of Revenues over Expenses Attributable to VUMC must be used in lieu of Account 3000.

### Link to Pilot Reports - [Pilot Reports](#)

**Download Office Connect** – If OfficeConnect is not available in your version of Excel

- From your computer, open the Company Portal App
- Find and install Workday Office Connect

