SPRING 2016 WORKDAY CHART OF ACCOUNTS UNIT DESIGN – User Guide

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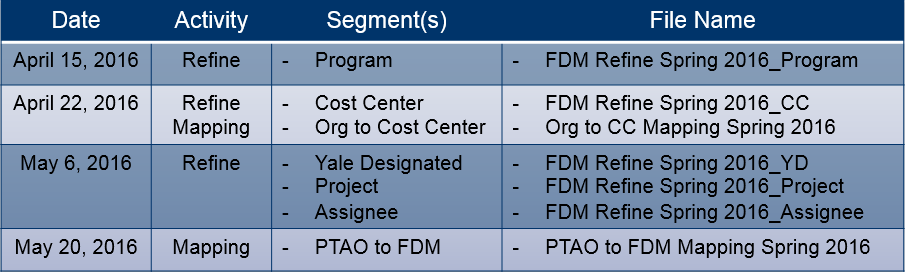
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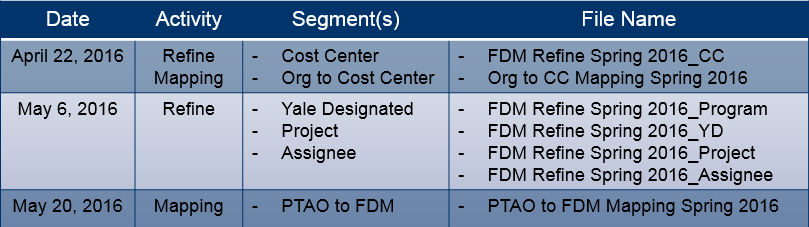
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# A Brief Overview

During spring 2016, you will expand on the unit design work you began last fall. This spring remains focused on segments and segment crosswalks only, so you will be utilizing Excel spreadsheets to communicate your changes and business needs to the Workday FDM Team (the Team). The schedule for submitting your files to your FDM Representative is:



**New Program due date!**



The spring 2016 Unit Design Work PowerPoint that was presented at the Kick-off Meeting contains basic instructions for this round of work. That entire PowerPoint is included again at the end of this User Guide for quick reference.

The remaining portions of this User Guide provide additional context for refining Workday COA segments and more detailed instructions for completing the deliverables. Utilize this User Guide and the References and Documents identified on page 4 while you work through the various tabs of your deliverables.

# Where to Begin

Units should begin by reviewing the PTAO to FDM Mapping file. Updating this file will be an ongoing process over this seven-week exercise. A unit’s specific PTAO-to-FDM conversion will be captured here and should inform how that unit completes the segment-specific deliverables due along the way.

In addition to the direct PTAO-to-FDM conversion, units are being asked to evaluate information about the WD COA segment values that were created last fall. Hence, there are segment-specific deliverables that serve a broader purpose. Specific guidelines for each segment come later but generally include edits to definitions of existing segment values, edits to roll-ups of existing values, requests for segment values and documentation of unmet business needs. The Team will start reviewing each item and responding to these edits / requests as the deliverables are received. The due dates are driven by how much additional work the Team will need to do in order to be ready for the next Workday Prototype build.

In many cases, you will have to make certain changes in two documents. For example: I need a new program and I want to use that program in my PTAO to FDM Mapping file.

Step 1. Add the new program in the NEW Request tab of the   
FDM Refine Spring 2016\_Program file.

Step 2. Use that new Program name (the Team will give it a number) in the PTAO to FDM Mapping file.

In other cases, you may only have to make a change in one file. For example: a unit wants to change the Workday Program to which a PTAO currently maps and use an existing Program.

Step 1. Locate the existing Program Number and Name (found in the “Loaded into P1” tab of the file “FDM Refine Spring 2016\_Program”) and input that number and name as an edit in the PTAO-to-FDM Mapping file.

Step 2. N/A - only the Mapping file is changed.

\*\*Upon submission of your final segment-specific files – if you are also done with the PTAO-to-FDM Mapping file, submit that deliverable early. You do not have to wait until May 20th.

# References and Documents

In addition to this User Guide, there are many resources are available to you on the COA website under the heading of “[Workday COA (FDM)](http://coa.yale.edu/workday-chart-accounts)”. Some of these resources include:

* COA Segment Definitions
* Business Use Case Guide

The Following Items will be in your Kick off Email:

* Program Hierarchy with definitions (included in “Hierarchy tab” in file “FDM Refine Spring 2016\_Program”)
* Deliverables Templates
  + Program, Project, Yale Designated, Assignee – full University
  + Cost Center – only your area
  + Org to Cost Center Mapping template – only your area
  + PTAO to FDM Crosswalk template – only your area

The Team will also be hosting Working Sessions where you can bring your work and questions for discussion. The Working Session schedule will be posted on the COA Website at the link above.

# Refining WD COA Segments - Additional Context

## Guide to Color-Coding in Spreadsheets:

1. **DARK BLUE** – These columns show information loaded into P1 – do not make changes to these columns.
2. **LIGHT BLUE** – These columns are for your changes – please see column headers for instructions
3. **GREY** – These columns are for either Oracle information or represent information to be added later by the Team – do not make changes to these columns.

## Program Hierarchy:

Background – During Fall 2015 we did not have a completed draft of the top levels of the **Program Hierarchy**. As a result, we collected some information from you about Program Hierarchy. Our parallel work with BOLT and selected Lead Administrator groups resulted in a two-level hierarchy. The Team took a first pass at mapping your proposed leaf-level Programs into this hierarchy.

Now – the templates are constructed to allow you to tell us:

1. Do we have the correct individual (leaf-level) Programs?
2. Is the mapping of individual Programs to Program Hierarchy correct?
3. Do your individual Programs map to a single place in the Program Hierarchy? If not, you may need to request additional Programs to break them down into something more granular. Please also document these in the “Additional Needs” tab and share with your Team Representative. If we see a similar theme across multiple units, it may indicate a need for rethinking a piece of the Program Hierarchy.
4. Now that you see a more complete picture, tell us if you have needs between the leaf-level Program and the lower level of the Program Hierarchy (Program Parent) that respect the Parent and Mission-level mappings.

## Cost Center:

The document that has been provided for refinement of Cost Center contains ONLY your areas (either your full Planning Unit or broken down by Department for selected Planning Units). Since each Planning Unit has the ability to refine the design of both (a) leaf-level Cost Centers and (b) 3 levels of the Cost Center Hierarchy, this spreadsheet works a little differently than all of the other segment sheets.

1. No Edits

If you have no edits to the P1 structure shown on the first tab, please type “see Loaded into P1” into box **8A** on Tab “Desired for P2” and you are DONE with this worksheet.

1. Rename Existing Segments – use tab “Desired for P2”
2. Copy the entire contents of tab “Loaded into P1”, columns E-L into tab “Desired for P2”, columns A-H.
3. Change the segment name(s) in column(s) B, D, F or H. Do not delete or change the segment number.
4. Place “x” in the appropriate column(s) I-L to indicate that you renamed a segment on that line
5. New Segments – use tab “Desired for P2”
6. Copy the entire contents of tab “Loaded into P1”, columns E-L into tab “Desired for P2”, columns A-H. If you have already done this as part of step #2 above, don’t copy a second time. Your final product on this tab should include all changes and show the final desired structure.
7. Insert any new segment value names where you want them to appear in the hierarchy, making sure that you have populated the full hierarchy structure for that line (each line must include a Planning Unit Section, Department Grouping, Department and Cost Center).
8. Place “x” in the appropriate column(s) M-P to indicate that you added a new segment to that line
9. When adding a new segment value, you may NOT assign it a number in columns A, C, D or G. The Team will do that for you.
10. Delete a Segment Value – use tab “Desired for P2”
11. Copy the entire contents of tab “Loaded into P1”, columns E-L into tab “Desired for P2”, columns A-H. If you have already done this as part of step #2-3 above, don’t copy a second time. Your final product on this tab should include all changes and show the final desired structure.
12. For the value that you are deleting, cut the name out of the current column and paste as follows:

* Deleting a Planning Unit Section – cut the name from column B and paste into column Q.
* Deleting a Department Grouping – cut the name from column D and paste into column R.
* Deleting a Department – cut the name from column F and paste into column S.
* Deleting a Cost Center – cut the name from column H and paste into column T.

1. If the line still contains a Cost Center, make sure that you have populated the full hierarchy structure (each line must include a Planning Unit Section, Department Grouping, Department and Cost Center).
2. Change the Overall Structure (like a “reorg” today) – use tab “Desired for P2”
3. Copy the entire contents of tab “Loaded into P1”, columns E-L into tab “Desired for P2”, columns A-H. If you have already done this as part of step #2-4 above, don’t copy a second time. Your final product on this tab should include all changes and show the final desired structure.
4. Make any desired rollup changes using existing or new segment values.
5. Place “x” in the appropriate column(s) U-W to indicate that you changed the hierarchy rollup on that line.
6. If you need to cut and paste lines in order to show what the new structure will really look like, you may do so on the “Desired for P2” tab only. However, please do not fully delete any lines from the sheet.
7. As with the other segment refinement sheets, your additional unmet business needs can be documented in the “Additional Needs” tab.

## Yale Designated:

Yale Designated (or “YD” in this document), like Gift and Grant, is a Funding Component or “source” of funds. If activity is not funded by a Gift or a Grant, by default it must be funded by a Yale Designated source. YD values are broad and are expected to be used across the University. There are currently a limited number of values.

We will provide you with a list of these Institutional Values that are less detailed than the YD values that you created in the fall. You will not be asked to refine those values. However, we will still provide you with an opportunity to tell us about where you see an unmet business requirement for this segment.

You will be asked to replace the YD values from your crosswalk with one of the Institutional Values from the central list.

* YD values should be used in conjunction with other WD COA segments to provide more detail about who or for what purpose Yale funds have been designated. For example:
  + A YD value called “Unrestricted Operating” can be used with a Cost Center to represent monies that are controlled by that Cost Center.
  + A YD value called “Provost Funded – Start-up” can be used with an Assignee to show the start-up monies the Provost has allocated to a particular faculty member.
* It is expected that most Yale Designated funds will flow into and reside in the “Unrestricted Operating” YD value.
* Yale Designated will use Hierarchies to allow for aggregated reporting by
  + Origin/source of the funding
  + type of funding arrangement
  + purpose of funding arrangement
* These Hierarchies are part of the setup of each individual YD value and do not require units to do anything additional at the time of a transaction.

The file entitled “FDM Refine Spring 2016\_YD” will provide you with a full list of the YD values and information about how they would roll up in the YD Hierarchies. However, below is a small example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Example YD Value | YD Hierarchy - Origin | YD Hierarchy – Type | YD Hierarchy – Purpose | Assignee |
| Selected on Transaction | [inherited – this is decided for you] | [inherited – this is decided for you] | [inherited – this is decided for you] | **Selected on Transaction where applicable** |
| Unrestricted Operating | University Funds | Not Specified | Not Specified |  |
| Provost Funded – Start-up | Provost Funded | Start-up | Not specified | **EB494** |
| Provost Funded – Start-up | Provost Funded | Start-up | Not specified | **MP105** |
| Provost Funded – Start-up – Equipment Support | Provost Funded | Start-up | Equipment Support | **EB494** |
| Dean Funded – Recruitment – Grad Student Support | Dean Funded | Recruitment | Grad Student Support | **MP105** |

## Project:

Reminder – just because you have a Project in Oracle, you may not have a Project in Workday. Workday projects are for:

1. Capital Projects (both facilities and software)
2. Contractual arrangements – those currently captured in Oracle W-awards
3. Activities with limited lives (i.e. that have an end date)

## Assignee:

Assignee is not a required segment of the WD COA, although it may be required in the School of Medicine. It is intended to meet the business requirements for Faculty/Dean/Director (person-based) reporting. Assignee will show who is responsible for the funds. Assignee can be used in conjunction with a Yale Designated value, a Gift value, or a Grant value. The Assignee can then be used to tie different sources of funding, controlled by a single person, together in a common report.

Where a person has responsibility for a Gift, Grant, or Yale Designated value or balance, please include Assignee in your crosswalk and as a Related Worktag if space has been provided (not all WD COA segments will default Related Worktags).

Business office staff with a portfolio of accounts to manage should plan to run reports by the COA segments (ex: Cost Center, Program). When running reports for specific Faculty/Dean/Directors, Assignee would be used.

Based on the current business requirements, Assignee is intended to typically mean faculty members but may include other types of employees:

1. Faculty
2. Postdocs or Graduate Students
3. Directors with budgetary or financial management responsibilities (ex: Chairs, Section Chiefs, Associate University Librarians, Directors in Athletics, AYA or ITS, etc.)

Incomplete Assignee Data: Assignees In crosswalk requiring attention. If the Assignee name contains:

|  |  |  |
| --- | --- | --- |
| **Wording** | **Question** | **Action** |
| [P1Placeholder] | Should this individual be an “Assignee”? They did not appear to be faculty. Please see requirements above. | If yes, propose a name change to remove the extra wording.  If no, propose as a value to delete AND remove from your PTAO to FDM mapping document. |
| [Inactive Employee] | Are you sure this should be an Assignee? | If yes, no action. We expect these to be only for historical transactions. Will be in scope for inactivation post go-live |
| [Is this Correct Person?] | We could not find a person with this NetID. | Provide the correct name and NetID. If not provide, this will be deleted from the Assignee values and crosswalk. |
| [NetID should be …] | We found this person but with a different NetID. | Provide the correct name and NetID. If not provide, this will be deleted from the Assignee values and crosswalk. |

# Conversion of Historical Data

## Purpose of the two Mapping Types:

Mappings are intended for a computer to use to convert historical data. It is possible that one set of Oracle charging instructions (a single “PTAO”) might have multiple sets of charging instructions after July 1, 2017. This is something that business offices can communicate to their stakeholders using business cases.

* Org to Cost Center Mapping – For instances where the data being converted from Oracle is not a full financial transaction but only uses the O of PTAEO (ex: MEI item’s owning Org becoming an “owning” Cost Center OR a person’s Oracle Home Org becoming a primary Cost Center assignment)
* PTAO to FDM Mapping – For converting historical transaction data where a PTAO or PTAEO was used in Oracle

## Instructions:

Please review the two documents and provide edits to the mappings.

If you see one of these “placeholder” values in your crosswalk, you must take action to resolve:

* PG000400
* CC999999
* Any item with [P1Placeholder] in title

Certain “placeholder” values will be resolved by the Workday project teams. You should not provide changes:

* Gifts team - GE999999 and GS999999
* Grants team – GR999999 and GC999999
* Projects/Fixed Assets team – PJ0003991
* Non-Sponsored A/R team - PJ0003992

## Org to Cost Center Mapping

* Every Org must map to a Cost Center
* If the existing Org-to-Cost-Center mapping for a given line is correct, please do NOT make any changes to that line (i.e., do not retype the existing mapping into the light blue columns).
* More than 1 Org can map to a single Cost Center
  + If you have an Org that maps to more than one Cost Center, you still need to select one and only one for this exercise.

## PTAO to FDM Mapping

If the existing PTAO-to-FDM mapping is correct for a given line, please do NOT make any changes to that line (i.e., do not retype the existing mapping into the light blue columns).

If the existing PTAO-to-FDM mapping is NOT correct for a given line, please ensure that you provide the full desired mapping in the light blue columns. (i.e., if you only need to change the Program segment, you still also must include in the light blue “change” columns the Company, Cost Center, Funding Component (Grant, Gift or Yale Designated) and any other desired WD COA segments).

DO

* Every line requires a minimum of Company, Cost Center, Program and Funding Component (Grant, Gift or Yale Designated).
* Every line should have one and only one Funding Component (Grant, Gift or Yale Designated). The only exception to this is where you have a Grant that begins with the letters “GC”; this denotes cost sharing or salary-over-the-NIH-cap.
* Resolve placeholder values – as noted in the Instructions section above, the following placeholder values must be resolved in your mapping documents:
  + PG000400
  + CC999999
  + Any item with [P1Placeholder] in the title
* Yale Designated – For all lines containing a Yale Designated value, the YD value must be one of the new Institutional Values referenced in the Yale Designated section of this document.
  + If the YD value on a given line is not one of the listed Institutional Values provided in the document “FDM Refine Spring 2016\_YD”, you must change the mapping to utilize an Institutional Value.
  + Exception = Student Loans. Each Oracle student loan award has been converted into a unique Workday YD value. Do not change these.
  + If needed on that line, you may also change the Cost Center, Program, Assignee and Project (as long as that project is not considered “Capital” in Workday and is not converted from an Oracle W-Award; these are both discussed below).
* Gift (Spendable) – Where column Source Group (this is the Oracle Award’s source group) contains the values “EXPOP” OR “EXPPC”, the Workday Gifts team has created a Workday Gift. All of these Workday Gifts start with the letters **“GS”**.
  + You may not change the Gift number on that line.
  + If needed on that line, you may change the Cost Center, Program and Assignee.
* Gift (Endowment) – Where column Source Group (this is the Oracle Award’s source group) contains the value “ENDOW”, the Workday Gifts team has created a Workday Gift. All of these Workday Gifts start with the letters **“GE”**.
  + You may not change the Gift number on that line.
  + If needed on that line, you may change the Cost Center, Program or Assignee.
  + In this area, you may see more than one line for a given PTAO. These are only where there were PTAOs used for expenses as well as endowment income or principal transactions. In these cases:
  + No highlight – see above – these lines represent any other transactions using that PTAO other than endowment income (primarily centrally loaded items) or principal (non-operating).
  + Line is highlighted in **Light Green**, this represents endowment income transactions (primarily centrally loaded items). You may still change Cost Center or Program, but each line containing the same PTAO (light green) must end up with the same Cost Center and same Program.
  + Line is highlighted in **Dark Green**, this represents endowment principal transactions (non-operating). You may still change Cost Center or Program, but each line containing the same PTAO (dark green) must end up with the same Cost Center and same Program.
* Capital Project – (where WD Capital Project column = y) – These have been converted centrally by the Workday Projects team and include Facilities/Equipment projects and IT/Software projects (both the capitalizable and non-capitalizable portions). On these lines you may not change the Project number, but if the funding component is a Gift or a Yale Designated, you may change the mappings for Cost Center, Program or Assignee. Please see the Gift and YD bullets above.

DON’T

* Grants – **Orange Highlights** – The Workday Grants team has converted to a Workday Grant all PTAO combinations where:
  + the PTAO contains a Sponsored award (including “44-Awards”)
  + the PTAO contains a Sponsored project for cost sharing or salary-over-the-NIH-cap

For this round of Unit Work, you may not change the Grant number or any of the Related Worktags. For your information, the prefixes indicate the following:

* + GR – direct charge
  + GC – cost sharing or salary-over-the-NIH-cap
  + GK – sub-awards
  + GT – trials / clinical trials
  + GB – billing of receivables (central process with GCFA/OSP)
  + All Oracle W-Awards have been converted into a Workday Project by the Workday Non-Sponsored Accounts Receivable team. You may not change the Project for these lines.
  + Although Fund is required for each Workday transaction, we (the FDM Team and Controller’s Office) will default that for you based on the Gift Grant or Yale Designated. You may not populate/edit this column.
  + All lines where the Org is a building (begins with “0”) requires a Location. We have done that for you. No edits are required or expected to the Location column unless something looks really wrong. (ex: your org is 55 Whitney and we have it mapped to a West Campus Location)

# Agencies

* If you currently manage Agencies (ex: BDS or Award 8000A or Bal Seg column = “03”), please consult the use case grid for more information and make sure to speak with the Team. We will work through this with you.
* If your project relates to an Agency
  + Can use the same Program and Project structure as Yale
  + If the Agency does NOT have a standalone Org in Oracle today, please note this in your template

# Frequently Asked Questions:

1. **Q:** Are we mapping/converting all PTAO segments or just active ones?
   1. The Workday Financials team will be converting four years of historical information into Workday (FY14 – FY17). This includes only the net impact of transactions, not the transactions themselves. We are mapping to the Workday Chart of Accounts all of the PTAO combinations required to support this conversion.
2. **Q:** What WD COA segments will carry balances?
   1. A calculated balance can be reported on any WD COA segment. The current view is that Gifts, Grants, and Yale Designated tags (i.e. sources) will not be permitted to have negative balances at year-end. The Financial Management workstream is working on what those reports will look like.

In addition, the Controller’s Office and FP&A will require that at least one value in the Yale Designated segment be cleared to zero at the end of each fiscal period. This value represents General Appropriations (which is different than other Unrestricted Operating).

1. **Q:** What WD COA segments will be required or available for budgeting?
   1. The Workday Financial Management (FM) workstream is currently working on these business requirements and guidelines. The current point of view would require budgets on:

* Cost Center
* Ledger Account (or Ledger Hierarchy)
* Funding component (Grant / Gift / Yale Designated – or their hierarchies)
* Program (or Program Hierarchy)

Other WD COA segments may be available for budgeting for use at the unit’s discretion. This point of view will continue to be refined by the FM workstream.

1. **Q:** I heard that we are going live with the new Workday Chart of Accounts in July 2017 and will need to do Jan/Feb 2017 budgeting in the new WD COA. Is that true?
   1. Workday Financials is projected to go live with the new Workday COA in July 2017. The budget cycle in Jan/Feb 2017 is currently expected to be performed in PTAEO with the ability to also view in the Workday COA.
2. **Q:** When will units see a conversion of their financial data and or financial reports?
   1. As report designs are developed, the Workday Financials team will be sharing those designs with the Workday project representatives from the community. In the fall of 2016 we will begin to give the community a closer look at all of the functions of Workday Financials including the design of new financial reports.
3. **Q:** What will reporting be like? Will we still have Brio?
   1. Similar to the HCM/Payroll implementation, Financials will leverage Workday’s strong reporting functionality as much as possible. This will include reports, dashboards and “slide outs” from directly within Workday. There may still be some specific reporting needs that can only be satisfied outside of Workday such as the need to combine financial information with other types of information (e.g., space or clinical billings), and there will be a tool similar to today’s DWH to provide for that. We expect a reduced need for DWH and ad hoc reporting through Brio Query, but we do recognize that there will always be some level of need. The actual tool, though, may change because Brio is being phased out by the vendor who owns it.
4. **Q:** How will the other work streams communicate with us? How will we know what is going on with Workday?
   1. Make sure that you sign up for the Workday@Yale newsletter and check the site periodically. Connect with your Business Operations colleagues who are involved in the Service Groups and Business Process sessions. In addition, the Change Management work stream expects to expand the use of the “Change Partner” network that was used during the HCM/Payroll deployment to help with communication.

# Workday COA Unit Work Kickoff Spring 2016 – Slide Deck Reproduced:

