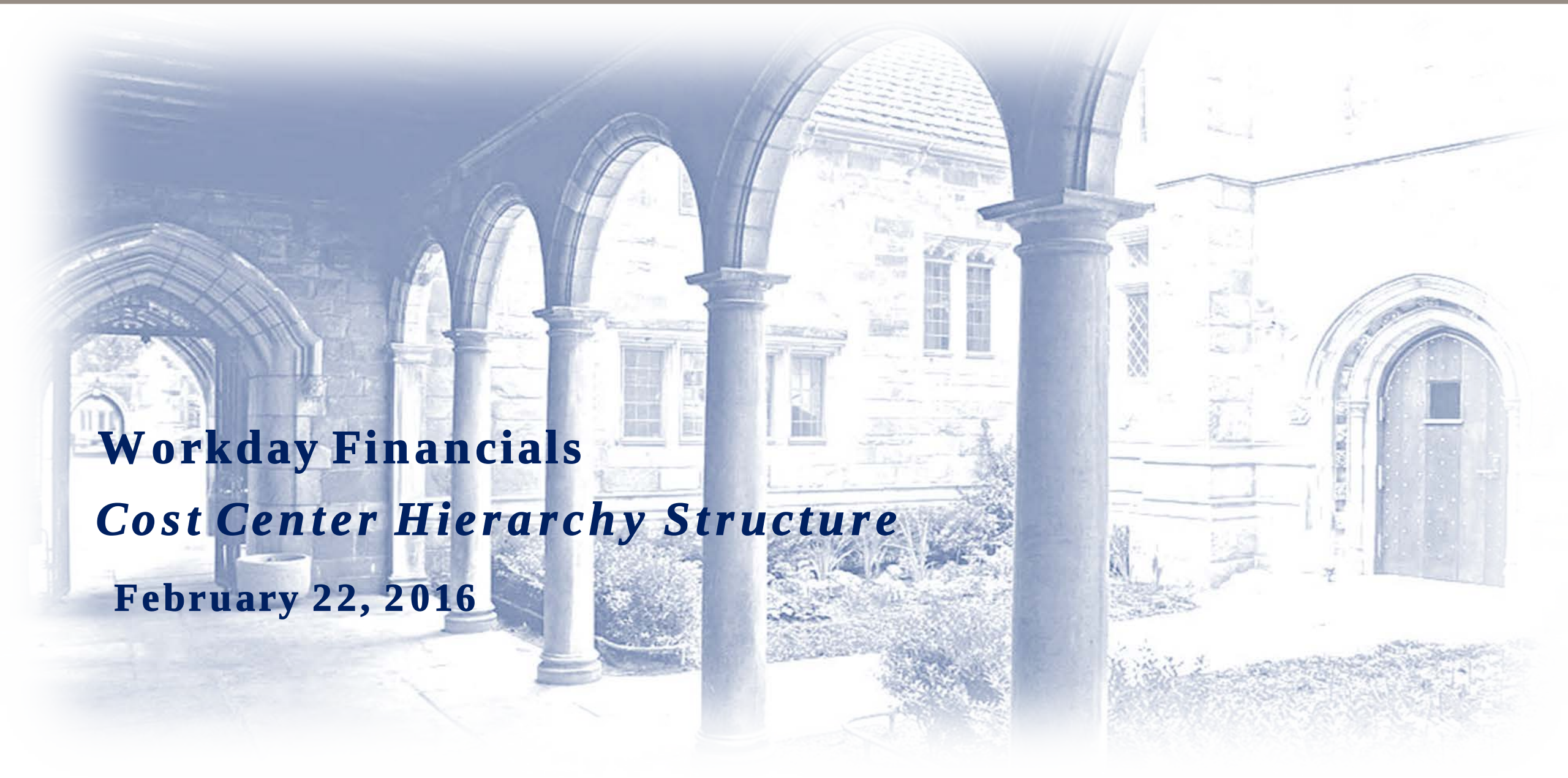


Workday Financials

Cost Center Hierarchy Structure

February 22, 2016

Project Objectives

Workday@Yale

Simplify and standardize processes

Make it easy to get work done and harder to make mistakes

Workday@Yale

Establish an accurate, trusted and timely reporting environment

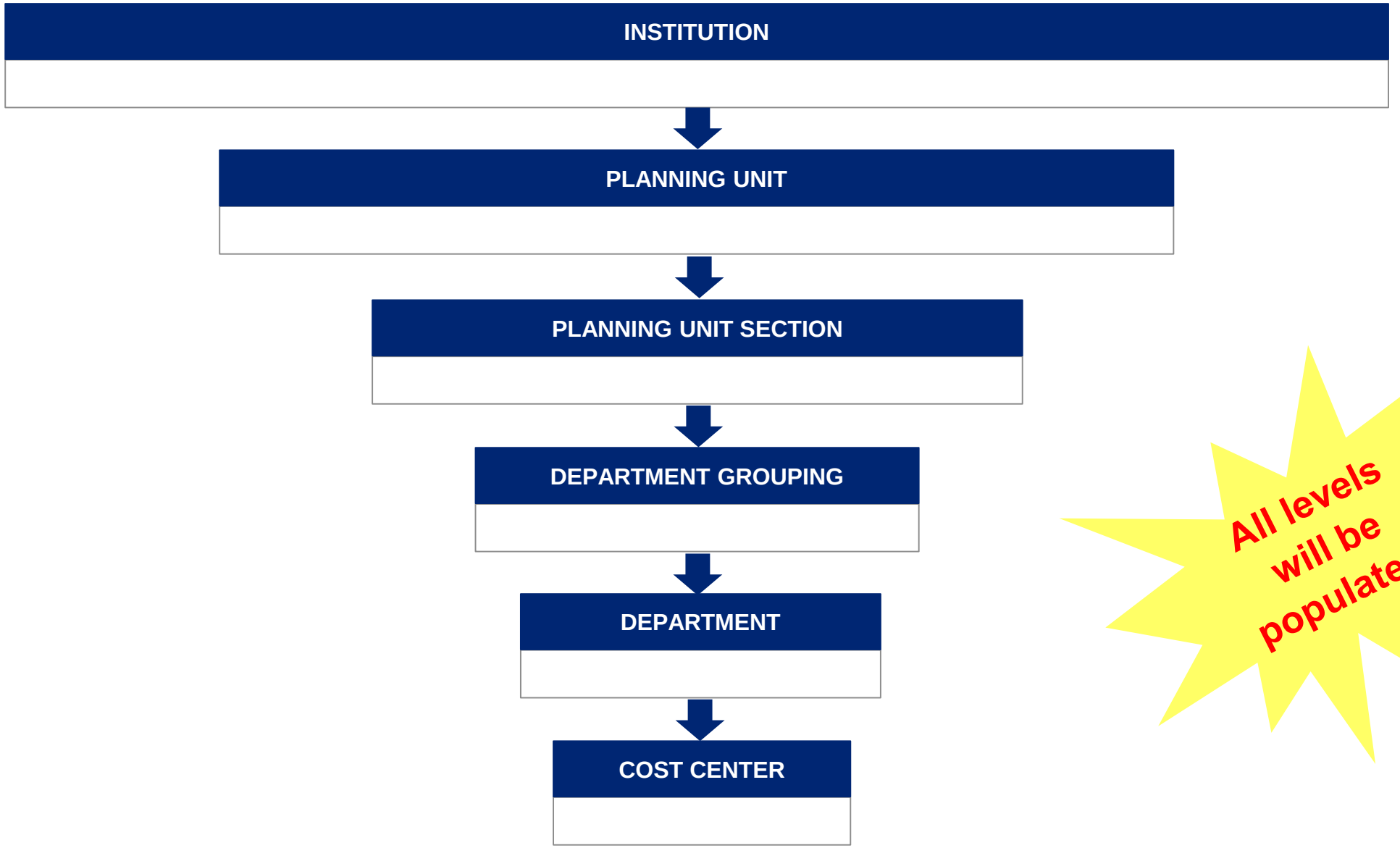
Minimize administrative overhead for faculty and end users

Lower operating costs and improve effectiveness

2

Cost Center Hierarchy Structure

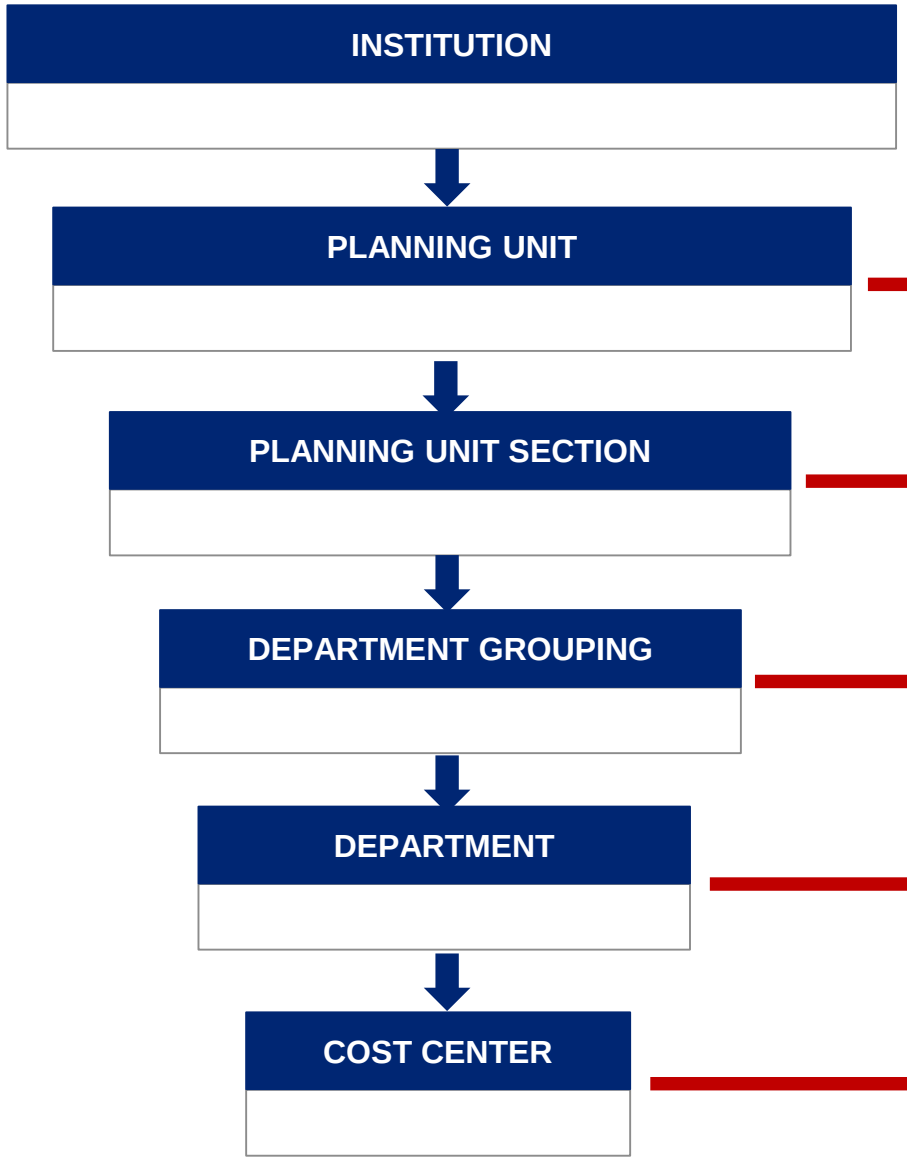
Workday@Yale



All levels will be populated!

Cost Center Hierarchy Structure – Explanation

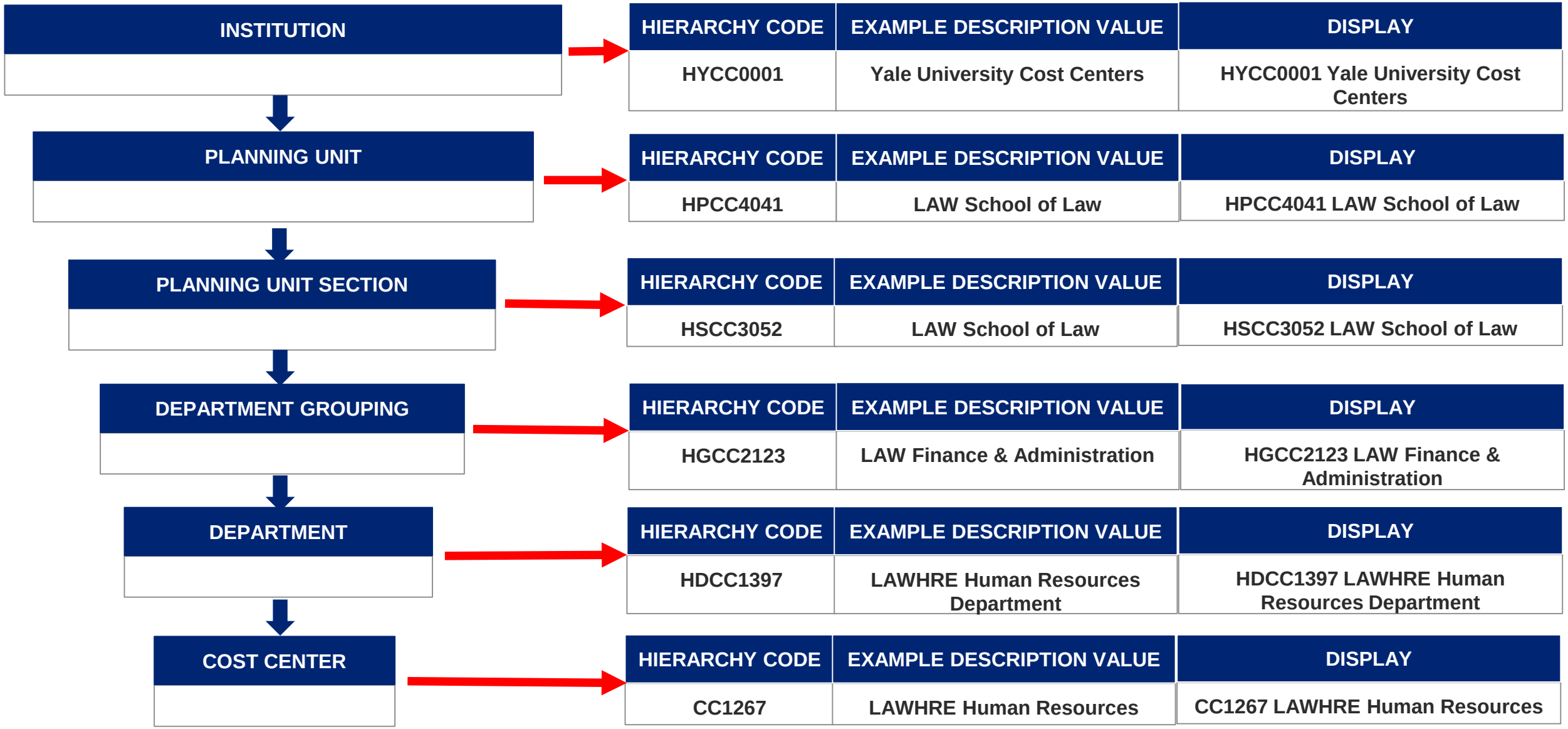
Workday@Yale



INSTITUTION	• Represents the top level of Cost Center hierarchy. REQUIRED • Will not carry a "prefix" in the description
PLANNING UNIT	• Will equate to what are currently referred to as "Target Units" and will replace what we know today as "Division" in Oracle. REQUIRED • Will carry a "prefix" in the description
PLANNING UNIT SECTION	• Are subsections of a Planning Unit; Not Required, but will be automatically populated with the Planning Unit value if this Section level is not useful to the unit. • Will carry a "prefix" in the description
DEPARTMENT GROUPING	• Are groupings of Departments; Not Required, but will be automatically populated with the Planning Unit Section value if this level is not useful for a particular Planning Unit. • Will carry a "prefix" in the description
DEPARTMENT	• Are groupings of Cost Centers and similar to what we know today as "Department" in Oracle; REQUIRED • Will carry a "prefix" in the description
COST CENTER	• Lowest (leaf) level of the hierarchy and is similar to what we know today as Org Unit in Oracle. REQUIRED • Will carry a "prefix" in the description

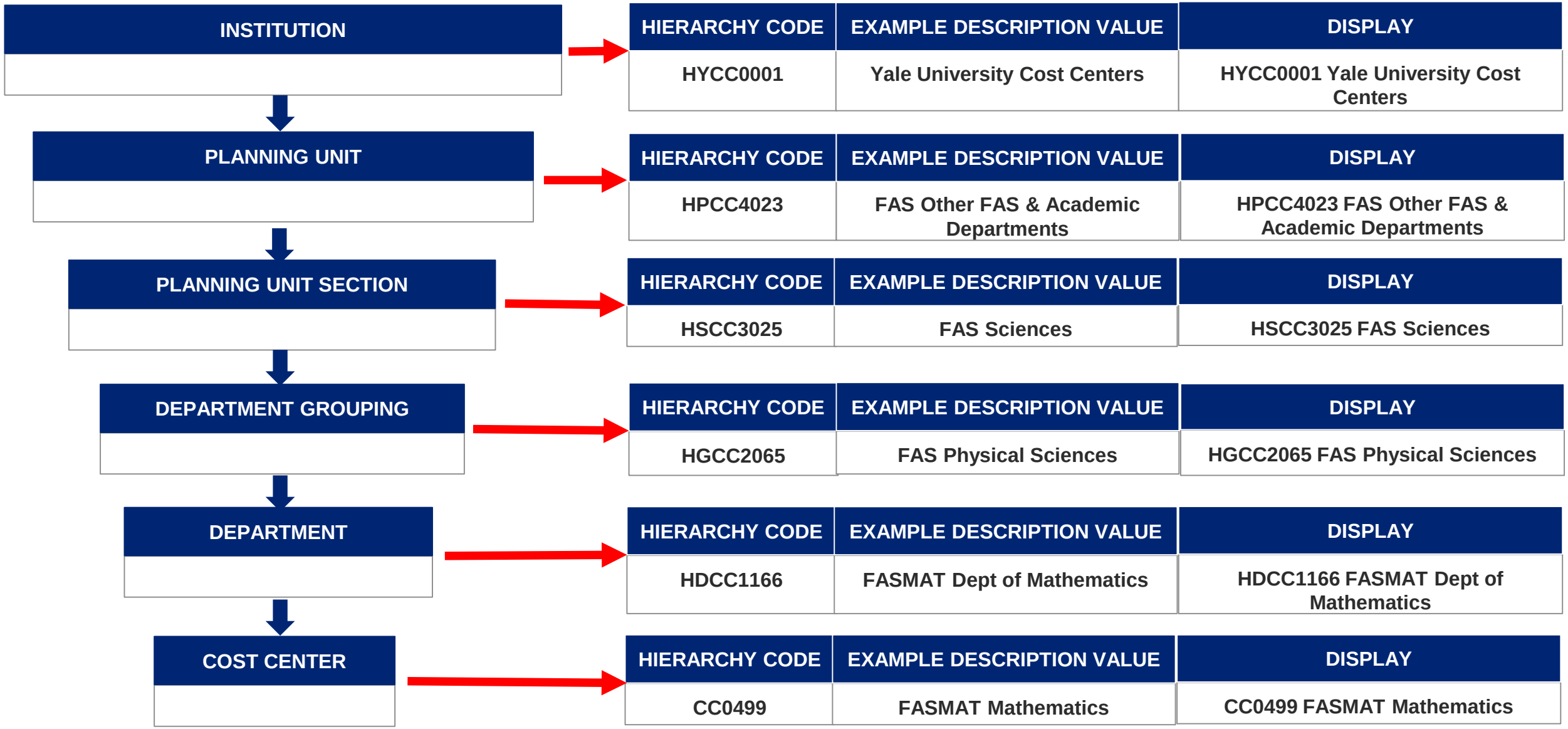
Cost Center Hierarchy Structure – Professional School Example

Workday@Yale



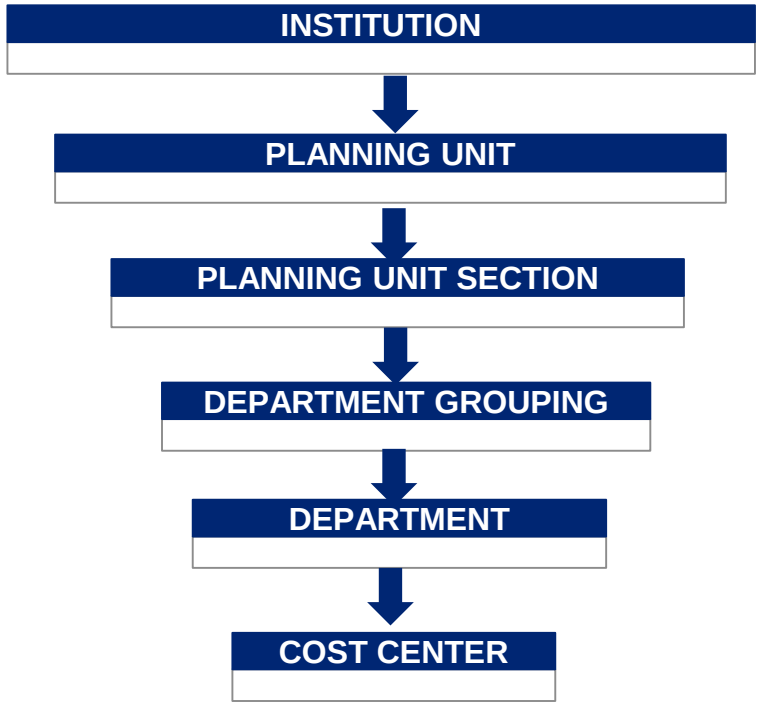
Cost Center Hierarchy Structure – FAS Example

Workday@Yale



Cost Center Hierarchy Structure – More Explanation

Workday@Yale



There is only one Cost Center hierarchy for now; Others may be added later

Hierarchy Code Naming Convention

- The first digit defines the value as a "Hierarchy"
  - "H" = Hierarchy and is a constant for ALL hierarchies
- The second digit defines the level of each hierarchy
  - Y = Yale Institution
  - P = Planning Unit
  - S = Planning Unit Section
  - G = Department Grouping
  - D = Department
  - CC = Cost Center leaf

Hierarchy Description Naming & Prefixes

- Prefixes are used in the bottom five levels of the hierarchy
- A 3-digit prefix is assigned to each Planning Unit, Planning Unit Section & Department Grouping
- A 6-digit prefix is assigned to each Department & Cost Center

Numerals in the Codes

- The first digit in the hierarchy code represents the level in the hierarchy, except for Cost Center.
- The remaining numerals are sequentially and automatically assigned and have no independent meaning