Workday Financials

Cost Center Hierarchy Structure

Last updated June 8, 2016
Strategic Objectives

- Make it easy to get work done and harder to make mistakes
- Establish an accurate, trusted and timely reporting environment
- Simplify and standardize processes
- Minimize administrative overhead for faculty and end users
- Lower operating costs and improve effectiveness
Cost Center Hierarchy Structure – Explanation

**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

<table>
<thead>
<tr>
<th>HIERARCHY CODE</th>
<th>EXAMPLE DESCRIPTION VALUE</th>
<th>DISPLAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>HACC0001</td>
<td>Yale University Cost Centers</td>
<td>HACC0001 Yale University Cost Centers</td>
</tr>
<tr>
<td>HPCC4041</td>
<td>LAW School of Law</td>
<td>HPCC4041 LAW School of Law</td>
</tr>
<tr>
<td>HSCC3052</td>
<td>LAW School of Law</td>
<td>HSCC3052 LAW School of Law</td>
</tr>
<tr>
<td>HGCC2123</td>
<td>LAW Finance &amp; Administration</td>
<td>HGCC2123 LAW Finance &amp; Administration</td>
</tr>
<tr>
<td>HDCC1397</td>
<td>LAWHRE Human Resources Department</td>
<td>HDCC1397 LAWHRE Human Resources Department</td>
</tr>
<tr>
<td>CC1267</td>
<td>LAWHRE Human Resources</td>
<td>CC1267 LAWHRE Human Resources</td>
</tr>
<tr>
<td>HIERARCHY CODE</td>
<td>EXAMPLE DESCRIPTION VALUE</td>
<td>DISPLAY</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HACC0001</td>
<td>Yale University Cost Centers</td>
<td>HACC0001 Yale University Cost Centers</td>
</tr>
<tr>
<td>HPCC4023</td>
<td>FAS Other FAS &amp; Academic Departments</td>
<td>HPCC4023 FAS Other FAS &amp; Academic Departments</td>
</tr>
<tr>
<td>HSCC3025</td>
<td>FAS Sciences</td>
<td>HSCC3025 FAS Sciences</td>
</tr>
<tr>
<td>HGCC2065</td>
<td>FAS Physical Sciences</td>
<td>HGCC2065 FAS Physical Sciences</td>
</tr>
<tr>
<td>HDCC1166</td>
<td>FASMAT Dept of Mathematics</td>
<td>HDCC1166 FASMAT Dept of Mathematics</td>
</tr>
<tr>
<td>CC0499</td>
<td>FASMAT Mathematics</td>
<td>CC0499 FASMAT Mathematics</td>
</tr>
</tbody>
</table>
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
  - A = All - 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

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