

## Workday Budget Manager Course

#### June 2020 Presented by Workday Change Management Team





- 1. Introductions
- 2. Workday Chart of Accounts
- 3. Funds
- 4. Departments
- 5. Cost Centers and Cost Center Hierarchy
- 6. Allowed and Default Organizations
- 7. Organization Assignments in Business Process Change Job
- 8. Advantage Payroll Interface
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## City's Chart of Accounts in Workday





### Terminology Crosswalk

Workday	Advantage	Lawson
Advantage Fund - Custom Org	Fund	NA
Fund - Workday Delivered	Fund or Rollup Value*	NA
Cost Center Hierarchy	Department	Process Level
Cost Center	Unit	Department
Cost Center Hierarchy	Flex Field 1 = Service in Budget Book	NA
GL Account	Object Code	
GL Account	Revenue Source	
GL Account	Balance Sheet Account	
Project	Program	Activity Code
Supervisory Organization	NA	NA





## Funds



6/16/2020



## Funds in Workday

- Workday delivered fields include Funds
- Workday Funds do not function exactly the same as Advantage Funds
- Grants in Workday are not set up as unique funds as they set up in Advantage
- Workday Fund will equal Advantage Fund for all operating funds such as General Fund, Aviation, Water & Sewer Revenue Fund
- Workday Fund will equal Advantage Fund Class for Grants
- See Attached Crosswalk





#### Advantage Fund Class – Available on Fund Table

Fiscal Ye	ar	Fund		N	lame			Active	Effec
✓ 202	0	CCV1	2020 C/	ARES A	Act Reli	ief Cl	DBG #1	Yes	
First Prev Ne	ext	Last							
Save <u>Undo</u> I	Dele	te Inse	rt <u>Copy</u> I	Paste	Sear	<u>ch</u>	₩.		
🗢 🔻 Gene	eral	Inform	ation –						
*	Fisc	al Year	2020		<u></u>				
		*Fund	CCV1						
		*Name	: 2020 0	CARES	Act Re	elief (			
*S	hor	t Name	FY20	CARES	CDBC				
		*Bank	02	4	2				
	*EF	T Bank	: 03	2	2				
*M	aste	er Bank	: 02	4	5				
FY Beginnin	ng E	Balance	\$0.00					G	eneral
									Re
							Allow	Override	of Re
								۵. ۸۱	
								~	
- N Vear	En	d Ontic							
Ficur		u opin	/1.5						
T Rolle	po								
Fund	I CI	ass: C	DBG	<u></u>					
Fund Ca	iteg	ory: C	D	<u></u>					
Fun	d T	ype : C	VID	<u></u>					
Fund	Gr	oup : G	RNT						
CAFR Fund	Gre	oup : G							
CAFR Fun	d T	ype : 😋	PFR						

For Grants/Trusts, Workday Fund is the equivalent of Fund Class in Advantage

On the Fund table in Advantage, look up your fund, click on the Roll Ups to determine Fund Class Value





## Funds in Workday

- Set up a custom organization, Advantage Fund, to assign the unique Advantage Fund value to each position
- Only Advantage Funds needed for recording payroll costs for expense budgets or for the payroll and benefits accounting are set up
- Fund does not exist in Lawson this will be very helpful functionality but non-financial employees will not be used to having fund numbers available.
- New funds will be set up in Workday by the City Controller's Office Financial Reporting team





## Departments



6/16/2020



## **Departments in Workday**

#### 2 Types of departments established Workday

- **1. Management Department** –known as Supervisory Organization in Workday
  - Matches the City's Org Chart
  - Separates out Management Services components; top level management and elected officials.
  - Does not exist in Lawson. Has been created from scratch to set up in Workday.
  - Each people manager is assigned to manage an organization.
  - Can be seen on employee profile
  - Maintained by departments and HR.





- **2. Costing Department** derived from Cost Center Hierarchy
- Matches the budget and Ch 2 of the City Code.
- Management Services is a the department.
- Lawson only included this functionality
- Will be used to derive Department Code for Advantage Payroll JVA interface
- Management Department and Costing Department will usually match with a few exceptions – Primarily Management Services and Storm Water Drainage





### Departments – Supervisory Org







### Departments – Supervisory Org







### Departments – Supervisory Org

			City Controller's Office (Sheri Ko 5 Sheri Kowalski City Controller • 1500 MARILLA		
Cash & Debt Management (Rob	Disbursements (Maura Pothier)	EMS Compliance (Rosie Reyes)	City Controller's Office Unknown	Financial Compliance, Auditing,	Financial Reporting (Lance Seho
Robert Coalter	Maura Pothier	Rosie Reyes	Sheri Kowalski	RaKeba Gordon	Lance Sehorn
Asst Dir	Asst Dir	Manager III	City Controller	Asst Dir	Asst Dir
♀ 1500 MARILLA	9 1500 MARILLA	♀ 1500 MARILLA	9 1500 MARILLA	9 1500 MARILLA	9 1500 MARILLA
✓	<b>~</b>	$\checkmark$	<b>v</b>	~	$\checkmark$

- Name of each sup org should reflect primary responsibility
- If position is vacant, superior manager "inherits" the subordinate org until position is filled.
- HR and department will maintain updates automatically for job changes
- Reorganizations can be accomplished via spreadsheet upload





# Cost Centers and Cost Center Hierarchy



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## Navigating the Cost Center Hierarchy



- Each Department is set up with its own hierarchy – mirrors Advantage Departments
- Management Services is a Department, not the components







- Each Department's services are set up using Flex Field 1 or Service from the Budget Book
- Note: Not all Units in Advantage have an assigned Flex Field 1 Value
- Number in gold circle is the count of subordinate cost centers





## Navigating the Cost Center Hierarchy



Cost Centers are assigned to each service

- Number in gold circle is the count of employees/positions assigned to the cost centers
- Cost Centers without any headcount or positions should be reviewed for necessity
- Only want to set up CC's needed for payroll costs



# Navigating the Cost Center Hierarchy



- Number in gold circle is the count of employees/positions assigned to the cost centers
- Cost Centers without any headcount or positions should be reviewed for necessity in Workday
- Only set up CC's needed for payroll costs

• Each employee or position assigned is displayed below the Cost Center





### Cost Center Members

1273 Financia	1273 Financial Reporting/Enterprise Actions								
ype Cost Center									
Members Details St	Members Details Staffing Unavailable to Fill Roles Security Groups								
Members 2 items									
Worker	Position	FTE	Time Type	Supervisory Organization	Phone	Email	Location		
Gerry Lington	PM000072 Manager III - Business	100.0%	Full time	Financial Reporting (Lance Sehorn)		gerry.lington@dallascityhall.com	◎ 1500 MARILLA		
Mesfin Abebe	PM000067 Accountant III	100.0%	Full time	Short Term Rentals / HOT (Gerry Lington)		Massfin.abebe@dallascityhall.com	◎ 1500 MARILLA		

- Cost Center members (filled positions) can be viewed on the Members tab
- Unfilled positions can be viewed on the Staffing Tab
- Data can be exported to Excel by clicking the icon



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City	of Dallas

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### Navigate the Cost Center Hierarchy

City of Dallas	Q cch			
	City of Dallas CCH	I - Cost Center Hier	archy	
	City of Dallar	Q cch		
	City o	f Dallas CCI	Actions	
	Type Cost C	enter Hierarchy	Subordinates (first 5)	Aviation Building Services City Attorney's Office City Auditor's Office City Controller's Office
	Members	Details Staffing	Unavailable to Fill	Roles Securi
	Availability Date Type	01/01/1900 Cost Center Hierarchy		
	Subtype	Top Level		
	Visibility Subordinates	Everyone Aviation Building Services		
		City Attorney's Office City Auditor's Office City Controller's Office		

- Several ways to view the Cost Center Hierarchy
- Enter CCH in search bar > Select City of Dallas CCH
- This is the Top Level org with Departments listed next
- Select the department you wish to view





City Controller's Office Actions

### Navigate the Cost Center Hierarchy

Туре	Cost Center Hierarchy	Actions		Custom Organization
Superior Organi	zation City of Dallas CCH	Audits	>	City Controller's Office
		Business Process Compensation	> >	Organization City Controller's Office   Type Cost Center Hierarchy
		Favorite Hierarchy	>	Cost Center Manager (empty)
Vembers	Details Staffing Unavaila	Hierarchy Structure Integration IDs	> ><	City of Dallas CCH
Availability Date Type	01/01/1900 Cost Center Hierarchy	Integration Worktag Ma Organization	> >	Edit External IDs Accounts Payable Edit Reference ID Cash and Debt Management Ditywide Capital and Operating Budge
Subtype	Department	Reorganization	>	Deferred Compensation
Code	ссо	Reports	>	View Hierarchy Headcount
/isibility Fop Level	Everyone City of Dallas CCH	Roles Sort Order	>	Org Chart Navigate Hierarchy
Superior	City of Dallas CCH	Staffing Reports	>	

 To view an org chart version of the Cost Center Hierarchy, click Org Chart or Navigate Hierarchy. Org Chart includes employee names, Navigate Hierarchy does not





City Controller's Office Actions

### Navigate the Cost Center Hierarchy

Туре	Cost Center Hierarchy	Actions		Custom Organization
Superior Organi	zation City of Dallas CCH	Audits	>	City Controller's Office
		Business Process Compensation	> >	Organization City Controller's Office
		Favorite Hierarchy	> >	Cost Center Manager (empty)
vlembers	Details Staffing Unavaila	Hierarchy Structure	>	Total Headcount 0
		Integration IDs	><	City of Dallas CCH View IDs
Availability Date Fype	01/01/1900 Cost Center Hierarchy	Integration Worktag Ma Organization	> >	Edit External IDs Edit Reference ID Maintain Reference IDs Contract Compliance and Monitoring
Subtype	Department	Reorganization	>	Deferred Compensation
Code	ссо	Reports	>	View Hierarchy Headcount
/isibility	Everyone	Roles	>	
Superior	City of Dallas CCH	Sort Order Staffing Reports	> >	Org Chart Navigate Hierarchy

 To view an org chart version of the Cost Center Hierarchy, click Org Chart or Navigate Hierarchy. Org Chart includes employee names, Navigate Hierarchy does not





### Navigate the Cost Center Hierarchy

Vembers	Details	Staffing	Unavailable to Fill Roles Security G	roups					
Members 4 it	Members 4 items								
Worker			Position	FTE	Time Type	Supervisory Organization			
Chi Ming Lin			PM000103 Sr Accountant	100.0%	Full time	Cash & Debt Management (Robert Coalter)			
Filicia Hernan	ıdez		PM016764 Manager III- Cash Mgmt	100.0%	Full time	Cash & Debt Management (Robert Coalter)			
Robert Coalte	er		PM000062 Asst Dir	100.0%	Full time	City Controller's Office (Sheri Kowalski)			
Rowena Zhan	g		PM000064 Manager III	100.0%	Full time	Cash & Debt Management (Robert Coalter)			
4									

- Click Members tab to see filled positions, Click Staffing tab to see Open positions
- Note that positions may report to different managers
- Data can be exported to Excel using the Excel Icon





# Allowed and Default Organizations



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### Allowed & Default Organizations

- Supervisory Organizations can be set to default and/or restrict the usage of specific organizations for its members
  - For example, members of a supervisory organization in Dallas Water Utilities can be restricted to an Advantage Fund or a cost center or set of cost centers.
  - Sup orgs can also be assigned a default organization that could be changed.
  - Assignments cascade down to subordinate organizations unless assignments are made on subordinates





### Allowed & Default Organizations

- Allowed Organizations Set Up
  - All cost centers and funds available to department using current expense budgets with payroll costs in FY20 from Advantage
- Allowed organizations set up for director's sup org and cascade down to subordinates
- New cost centers added during year would need to be added as Allowed Organizations
- HR will maintain Allowed and Default Organizations assigned to Sup Org at the request of the Office of Budget





## Allowed/ Default Organization

Other	
Fire Equipment	P
HIPAA/EMS Compliance	P
Advantage Fund	
0001 General Fund	
Kronos	← Organizations
IDS Users	✓ 0001 General Fund
	0278 Emp. Health Benefit Oper
Kronos Time Approver	0286 Wellness Program
	Search
	× 0001 General Fund

In this Change Job example for a position in Human Resources, only funds allowed for the Human Resources Department will be available as selection options





## Organization Assignments in Business Process Change Job



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### **Organizations in Business Processes**

- Positions in Workday will be prepopulated with their Fund, Advantage Fund, and Cost Center
- These orgs are <u>required</u> on each position but can be changed as part of a Business Process
- If you want to change the costing on a filled position, use the Change Job Business Process
- If you want to change the costing on an open position, email <u>HRComp@dallascityhall.com</u>
- Note: in Workday, there is no way to have a variance between the position and the person





## Workday Delivered Organizations

	Organizations	
Start	Company	
Job	Company * City of Dallas	Ø
Location		
Details	Cost Center	
Attachments	Cost Center * 1161 Administration - ECO	Ø
Organizations		
Compensation	Costing	
Summary	Fund	P
	General Fund	

The Change Job BP has a tab for Organizations where funding and other orgs can be updated. These updates cannot be restricted beyond the allowed organizations so be sure your department's managers know what funds/cost centers/ Advantage funds should be used for their staff.





## **Custom Organizations**

Other	
Fire Equipment	Ø
HIPAA/EMS Compliance	Ø
Advantage Fund 0001 General Fund	Ø
Kronos	Ø
IDS Users	Ø
Kronos Time Approver	P

Make sure the Fund and the Advantage Fund match per the crosswalk.

Other Organizations are the custom organizations set up specifically for the City of Dallas.

Fire Equipment – DFR only

HIPAA/EMS – PER & DFR primarily

Advantage Fund – matches fund in financial system

**Kronos** – employee is a Kronos User

**IDS** – DFR only

Kronos Time Approver – used to assign Kronos supervisors





## Advantage Payroll Interface





#### Advantage Payroll JVA's

Document Catalog										
<u>Create</u> ∉ k	4181 a -									
Code : JVA 💽 Unit :										
Dept.: CCO	Dept.: CCO ID: PR191217ATT1307R									
User Information	'n									
Document State	Document State									
Browse Clear										
<u>Open</u> <u>Validate</u> <u>Submit</u> <u>Copy</u>										
Code Dept. Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
JVA CCO	PR191217ATT1307R	No	1	New	Draft	Held	6/10/20	batchupd2	\$176,429.83	Yes
First Prev Next Last										

New Advantage Doc Id – will include the department and the unit number – easier to locate on the doc catalog.





## Workday Reports







- Reports are built directly into Workday
- Reports can be accessed through the Search Bar or through your Notifications, if the report runs on a schedule
- Information in reports is generally limited to your department or team but depends on individual reports and security
- Reports can be exported to Excel or PDF files, as needed
- Several Reports include position funding information – Position Listing, Positions by Sup Org, and Time Tracking Config Audit



### **Report Navigation**



# From the Header – export to Excel or Print to PDF



Body of the Report

- 1. Export to Excel Data w/ Column Headings
- 2. Filter
- 3. Chart
- 4. Column Preferences
- 5. Toggle Fullscreen Viewing Mode





#### Position Listing (PA402 Equivalent)

Position Listing Actions								
Organization or Cost Center	*	×	Workday Training Sup Org (J Endpoind the second					
Include Subordinate Organizations								
Staffing Status	*	×	Open 🗄					
		×	Filled					

## Flexible report with multiple prompts:

- Select the organization (enter org name or manger name)
- Select include subordinates if applicable
- Check Staffing Status that you want to include

#### Includes

- Sup Org Code (MGT separated into components)
- Cost Center (Lawson Department)
- Position ID PM#
- Position Title
- Job Code
- Job Profile Name
- Sup Org Assigned
- Advantage Fund
- Status Filled, Frozen, Open, Closed workday.



#### **Position Listing Results**

Organization or Cost Center Workday Training Sup Org (J Chipperfield) Staffing Status Filled									
Include Subordinate Organizations No									
24 items Supervisory Organization ID	Cost Center	Position ID	Position or Hiring Restrictions	Employee ID	Worker	Job Code	Job Profile Name	Job Profile	
PER	3454 Neighborhood Code	PM003275	PM003275 Inspector II - Code - Wonder Woman	2131230	Wonder Woman	16606-06	Inspector II - Code Enforcement	16606-06 - I Enforcemen	
PER	1432 EDDI (Equipment, Development, Diverse and Inclusion)	PM016572	PM016572 Manager II (Unfilled)			30011-00	Manager II	30011-00 - N	





#### **Questions, Discussion & Feedback**

### after class submit questions WorkdayTeam@dallascityhall.com





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