1 | Business Planning with Adaptive Insights

1.1 | Setup Considerations: Adaptive Insights

You can use this topic to help make decisions when planning your configuration and use of your Business Planning with Adaptive Insights tenants and instances. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Configure your Workday tenant and Adaptive Insights instance so that you can use SAML Single Sign-On (SSO) for users with access to both Workday and Adaptive Insights. You can restrict your users to only sign in using SSO or enable users to also sign in directly to Adaptive Insights.

If you enforce sign-in using SSO, you can:

- Sync these user profiles with joint access.
- Use your Workday credentials to sign in to OfficeConnect and to use Adaptive Insights public APIs.
- Generate Adaptive Insights alerts for synced users as Workday notifications.
- Publish approved headcount plan versions and make them available in Workday.

You can also sync your plan dimensions and ledger accounts with any source system, including Workday.

Business Benefits

If you configure SSO with user sync:

- You only need to maintain user profile information in Workday for more streamlined and centralized user management. Workday automatically updates, creates, and deletes the Adaptive Insights accounts of all synced users.
- Synced users receive Adaptive Insights alerts as Workday notifications, providing a central location for all notifications for a more unified user experience.
- You can plan collaboratively in Adaptive Insights and publish the plans to Workday so that people downstream can act on those plans.

With your plan dimensions and ledger accounts synced, you can plan using up-to-date data.

Use Cases

Once you sync your joint access users, plan dimensions, and ledger accounts, you can collaboratively plan your FTE and headcount on Personnel sheets using relevant data. You can publish an approved plan to Workday so that your hiring managers can react to or report off of your plan.

Questions to Consider

Questions	Considerations
Who's going to configure the tenants?	Implementers should configure or help you configure the tenants and any additional features you want to uptake in the future. Implementers are people or a group of people with all of these skills and permissions: - Administrators with implementation experience with Workday and Adaptive Insights. - Users with extensive administrative and security privileges in Workday. - Users who can configure authentication setup and security domains in Workday and the equivalent in Adaptive Insights. - Users experienced with integration system users, and the API clients generated when associating Workday and Adaptive Insights. - Users with Workday reporting and Adaptive Insights integration experience. If an implementer isn't going to configure the tenants for you, we recommend asking your security administrator. Before you start configuring tenants, you must manually configure your implementer or your security administrator's: - Security access in Workday and role access in Adaptive Insights. - Adaptive Insights user profile so that it's mapped to their Workday user profile.
Did you enable SAML SSO in Workday 32?	You must re-enable SAML SSO. You won't be able to sign in to Adaptive Insights using the Adaptive Insights worklet until you re-enable SAML SSO.

Questions	Considerations
Do you want to configure SAML SSO with or without user sync?	If you configure SAML SSO with user sync: • Users must access Adaptive Insights using the Adaptive Insights worklet. • Workday automatically syncs the Workday and Adaptive Insights user profiles for your planners. We also sync your session timeout settings. • You must enable and configure notifications. If you use OfficeConnect and public APIs, you must enable those functionalities. • Synced users receive Adaptive Insights alerts as Workday notifications and can use their Workday credentials to sign in to OfficeConnect. • Synced users can publish plans to Workday. If you configure SAML SSO without user sync: • Users can access Adaptive Insights using either the Adaptive Insights worklet on their Workday Home page or by directly signing in. • You must manually maintain both the Workday and Adaptive Insights user profile for each user. • These users continue to receive Adaptive Insights alerts as emails, and they continue to use their Adaptive Insights credentials for OfficeConnect and public APIs. • These users won't be able to publish plans to Workday. • Workday requires you to manually map the Workday user profile to the Adaptive Insights user profile for each user.
Which users do you want to be able to access both Workday and Adaptive Insights?	Add these users to a security group on the *Access Adaptive Insights* domain. If you configure SAML SSO without user sync, you must manually: • Map the Workday and Adaptive Insights user profiles for each user. • Create and delete Workday and Adaptive Insights user profiles for each user. If you configure SAML SSO with user sync, Workday uses this domain to know which user profiles to sync. Once you sync these users: • They can only access Adaptive Insights using the Adaptive Insights worklet on their Home page. • You only need maintain their user profile information in Workday, such as their name and email address. If their user profiles don't exist in Adaptive Insights, we also automatically create these user profiles. If you remove users from the *Access Adaptive Insights* domain, we automatically remove those user profiles from Adaptive Insights. You must configure the roles for both new and existing Adaptive Insights user profiles.
How often do you want to check for users profiles to sync?	Workday automatically syncs users every 4 hours after you schedule user sync, but you can cancel these scheduled user syncs. You can manually sync users if you need to give a user access immediately.
Do you currently use OfficeConnect or Excel Interface for Planning?	If you configure SAML SSO with user sync: • Your end users must install the latest versions before you sync your users. • You and your users won't be able to use either product until you finish enabling the functionality and connecting it to Workday. If you configure SAML SSO without user sync, you can continue to sign into OfficeConnect or Excel Interface for Planning directly using your Adaptive Insights credentials.
Do you want to plan using Workday metadata?	You can import this metadata using the Workday Data Source: • Plan dimensions and dimension hierarchies. • Ledger accounts and ledger account summaries.

Questions	Considerations
Do you need to use the Workday Data Source to configure the tenants with these features?	Workday doesn't require you to use the Workday Data Source for these features: • SAML Single Sign-On. • User sync. • Notifications. • Publish plans. • OfficeConnect. • Public APIs.

Recommendations

For first-time implementations, we recommend that you ask a consultant to configure your tenants for you.

When you implement for the first time or implement new features, we recommend that you test the functionality in a Sandbox Preview environment or Implementation environment first.

If you configure SAML SSO with user sync, we recommend that you configure the Adaptive Insights worklet so that Workday automatically adds it to your synced users' Home pages.

We recommend that you import Workday metadata using the Workday Data Source to take full advantage of the publish plans feature. By using the same metadata, you ensure that the plans you publish are relevant to any transactions against this plan.

Requirements

Ensure that you have Adaptive Insights Integration.

Limitations

If you run user sync and an account matches but doesn't sync, you must run user sync again or wait until the next scheduled sync to sync the user.

Once you enable notifications with user sync, synced users will no longer be able to access the links in any existing Adaptive Insights alert emails. Links will be accessible through Workday notifications or emails created for these notifications.

Workday only supports email notifications for:

- Process task assignments.
- Sharing perspective snapshots.
- Sharing web reports.
- Sheets approval using workflows.
- Success or failure of Integration tasks.

You must access Adaptive Insights directly to download:

- Your dashboard snapshot in your dashboard history.
- Table data in your notifications log.

Tenant Setup

Contact your Customer Success Manager to enable your Adaptive Insights tenants for Workday.

In Workday, enable the User Sign-On functionality on the Adaptive Insights tab of the Tenant Setup report. If you configure SAML SSO with user sync, you must also enable or use the functionalities on these tabs:

- User Sync
- Notifications
- Publish Plans

You only need to enable the functionalities on these tabs if you plan to or already use them in Adaptive Insights:

- OfficeConnect
- Public APIs

We support these features for single and multi-instance scenarios.

Security

Domains	Considerations
In the System functional area: • *Set Up: Tenant Setup - General* • *Set Up: Tenant Setup - Adaptive Insights*	You need access to both of these domains to configure your Business Planning with Adaptive Insights tenants on the Tenant Setup report.
Security Configuration in the System functional area	Enables you to configure security groups so that users can access the setup tasks, worklet, and publish-related tasks. This domain also enables you to sync users.

Domains	Considerations
Set Up: Tenant Setup - BP and Notifications in the System functional area	Enables you to configure notifications routing rules.
In the System functional area: • *Set Up: System* • *Set Up: Tenant Setup - Worklets*	Enables you to configure the Adaptive Insights worklet so that planners automatically see the worklet on their Home pages.
Set Up: System in the System functional area	Enables you to configure the Adaptive Insights worklet to sign in users to Adaptive Insights without an IdP provider.
Set Up: Adaptive Insights in the System functional area	Enables you to export Workday metadata to Adaptive Insights using these reports: • Plan Dimensions/Hierarchies • Ledger Accounts or Ledger Account Summaries
Adaptive Insights Integration in the System functional area	Enables you to sync users manually or cancel the automatically scheduled user syncs.
Access Adaptive Insights in the System and Adaptive Insights functional areas	Workday checks users on this domain to see whose user profiles need to be synced. We recommend that you create a user-based security group named All Adaptive Planners, and give View and Modify access. This domain is unconstrained.
Worklet: Adaptive Insights in the Adaptive Insights functional area	Workday automatically adds the synced users to this domain. This domain is nonconfigurable.
Set Up: Plan Publishing in the Adaptive Insights for Headcount Plans functional area	Enables you to: • Create, edit, and view plan structures and plan templates. • Initiate plan publishing. You can only add segment-based security groups to this domain.

In Adaptive Insights, you must have administrative role access to:

• Users
• Roles
• Manage Global
• User Groups
• General Setup

For OfficeConnect, you must also have role access.

Business Processes

Configure the *Headcount Plan Event* business process to publish Adaptive Insights headcount plans to Workday and add any approvers.

Reporting

You can use these delivered reports to export Workday metadata to Adaptive Insights for your plans:

• Plan Dimensions/Hierarchies
• Ledger Accounts or Ledger Account Summaries

You can also use the Plan Dimensions report data source (RDS) to create your own custom reports to import metadata.
To import data for workforce planning, we recommend that you migrate and use these reports from your Customer Central tenant:

• PLN All Positions
• PLN All Workers
• PLN Initiatives
• PLN Job Profile Dimension
• PLN Skills Dimension
• PLN Worker Dimension

We also recommend that you use the Workday-delivered Plan Dimensions/Hierarchies report.

Integrations

If you configure SAML SSO with user sync, you must update these integration components in Adaptive Insights to use Workday credentials:

• Custom Cloud Data Source (CCDS).
• Planning data source.
• Data agents.

To prevent any gaps in services, we recommend that you, in this order:

- Configure Workday credentials.
- Enable user sync.
- Update the integration components to use Workday credentials.

Workday uses the *Import Headcount Plan* web service to publish Adaptive Insights plans to Workday. To enable plan publishers to publish, add their security group to the *Headcount Plan Event* business process Initiating Action for *Import Headcount Plan* (WS Background Process).

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Other Impacts

When you sync users, we change their Adaptive Insights username to match their Workday username and append this information:

- Adaptive Insights instance code.
- Workday tenant.
- Workday environment.

Synced Adaptive Insights usernames use this format: WorkdayUsername@AdaptiveInsightsInstanceCode.WorkdayTenant.WorkdayEnvironment

Related Information

Reference

Workday 33 What's New Post: Synchronize User Accounts
Workday 33 What's New Post: Publish Headcount Plans
Workday 33 What's New Post: Adaptive Notifications in Workday

1.2 |　Adaptive Insights Setup

1.2.1 |　Steps: Configure Adaptive Insights for Workday

Prerequisites

- To start the configuration process, contact your Customer Success Manager.

Context

You can use Adaptive Insights for headcount planning and advanced modeling. Once you approve a headcount plan, you can publish it and make it available in Workday so that downstream users can take action on that plan. Depending on how you configure the sign-in process, you can enable users to either sign in:

- Directly to Adaptive Insights or using the worklet.
- Only using the worklet. If you enforce this single point of entry, Workday enables you to automatically sync the Workday and Adaptive Insights profiles so that you only need to manage your personal information in Workday. You can also receive all notifications in Workday, publish plans, and use your Workday credentials for OfficeConnect and public APIs.

For first-time setup, we strongly recommend that you work with:

- Adaptive Insights Professional Services.
- A certified implementer.

Implementers are people or a group of people with all of these skills and permissions:

- Administrators with implementation experience with Workday and Adaptive Insights.
- Users with extensive administrative and security privileges in Workday.
- Users who can configure authentication setup and security domains in Workday and the equivalent in Adaptive Insights.
- Users experienced with integration system users, and the API clients generated when associating Workday and Adaptive Insights.
- Users with Workday reporting and Adaptive Insights integration experience.

Steps

1. Set up security to determine who can:
   - Access Adaptive Insights using their Workday credentials.
   - Set up and publish plans.

   See Steps: Set Up Security for Adaptive Insights.

2. Use Workday advanced reports to import Workday data and metadata into Adaptive Insights.
   See Steps: Set Up Workday Data Sources for Adaptive Insights.
3. Set Up Workday External Systems for Adaptive Insights.
   Enable users to drill down on Workday data in Adaptive Insights sheets and reports to access:
   - Workday business objects.
   - Actuals transactions in Workday.
4. Set up SAML Single Sign-On (SSO) for users with access to both Workday and Adaptive Insights.
   You can configure SSO in 1 of 2 ways:

- SSO without user sync: Users can access Adaptive Insights using either the Adaptive Insights worklet on their Workday Home page or by directly signing in. You must manually maintain both the Workday and Adaptive Insights user profile for each user. These users continue to receive Adaptive Insights alerts as emails, and they continue to use their Adaptive Insights credentials for OfficeConnect and public APIs. These users won't be able to publish plans to Workday.

  Workday requires you to manually map the Workday user profile to the Adaptive Insights user profile for each user.

  See SAML SSO into Adaptive Insights from Workday.

- SSO with user sync: Users must access Adaptive Insights using the Adaptive Insights worklet. Workday automatically syncs the user profiles of all users on the *Access Adaptive Insights* domain. We also sync your session timeout settings. If you choose to use SSO with user sync, you must enable and configure notifications, publish plans, OfficeConnect, and public APIs. Synced users receive Adaptive Insights alerts as Workday notifications and can use their Workday credentials to sign in to OfficeConnect. They can also publish plans to Workday.

  Workday requires you to manually map your Workday user profile to your Adaptive Insights user profile to ensure that you can sign in when you start syncing users.

  See Steps: Set Up SAML Single Sign-On (SSO) into Adaptive Insights for Synced Users.

5. Sync Users with Adaptive Insights.
   If you configured SSO with user sync, sync the user profiles of users with access to both Workday and Adaptive Insights.
6. Enable Features After User Sync.
   If you configured SSO with user sync, you must enable these features on the Adaptive Insights tab of the Tenant Setup report immediately after syncing your first user:
   - Notifications
   - Publish Plans
   - OfficeConnect
   - Public APIs

   You only need to enable OfficeConnect and public APIs if you use those functionalities in Adaptive Insights.

7. For SSO with user sync, configure notifications routing rules.
   See Steps: Set Up Workday Notifications.

   We recommend that you create a routing rule with this channel frequency:

Option	Description
Channel	Select *Email*.
Default Frequency	Select *Immediately*.

   In the Notification Delivery Settings section of the Edit Tenant Setup - Notifications task, add your routing rule to the Adaptive Insights Planning parent notification type.

8. (Optional) Log In to OfficeConnect with Workday Credentials.
   For SSO with user sync, configure OfficeConnect and Excel Interface for Planning so that users can sign in using their Workday credentials.
9. (Optional) Making Adaptive Insights API Requests with Workday Credentials.
   For SSO with user sync, configure your Adaptive Insights API requests so that you can run the APIs as a synced user who has access to both Workday and Adaptive Insights.
10. (Optional) Access Multi-Instances from Workday.
    Configure your Adaptive Insights multi-instance hierarchy so that the topmost parent instance connects to your Workday tenant. This setup enables your users to access the child instances below it. If you configure SSO with user sync, this setup also ensures that after switching instances, your synced users can:
    - Access Adaptive Insights, OfficeConnect, and public APIs using their Workday credentials.
    - View all notifications in Workday.
    - Publish plans.

Next Steps

After you enable features on the Tenant Setup report, you can refresh your feature setups on the same tabs to fix setup issues. Workday sets your feature expiration date to 3 years after you first enable the feature or your most recent refresh, whichever occurred more recently. Workday deactivates the features if they expire, so you must refresh your setups before those dates.

Related Information

Concepts
Concept: Session Timeout
Reference
Workday 33 What's New Post: Synchronize User Accounts
Workday 33 What's New Post: Publish Headcount Plans
Workday 33 What's New Post: Adaptive Notifications in Workday

1.2.2 | Steps: Set Up Security for Adaptive Insights

Context

Set up security to determine who can:

- Configure your tenants for synced user access and shared Workday data and metadata.
- Access Adaptive Insights using their Workday credentials.
- Create, edit, and view plan structures and plan templates.
- Initiate plan publishing from Adaptive Insights.

Steps

1. Access the Maintain Functional Areas task.
   Select the Enabled check box for these functional areas:
      - Adaptive Insights
      - Adaptive Insights for Headcount Plans

   Security: *Security Configuration* in the System functional area.

2. Set up these domains and use the View Domain report to review the security group types allowed:
      - *Set Up: Adaptive Insights* in the System functional area.
      - *Set Up: Tenant Setup - BP and Notifications* in the System functional area.
      - *Set Up: Plan Publishing* in the Adaptive Insights for Headcount Plans functional area.
   In the Adaptive Insights functional area:
      - *Access Adaptive Insights*
      - *Adaptive Insights Integration*
   For access to Adaptive Insights, Workday recommends that you:
      a. Create a user-based security group named All Adaptive Planners.
      b. Give this security group View and Modify access.
      c. Add this security group to the *Access Adaptive Insights* domain.
   Workday automatically adds these users to the *Worklet: Adaptive Insights* domain once you sync those users.
   To enable planners to publish, Workday recommends that you:
      a. Create a user-based security group named Adaptive Plan Publisher.
      b. Give this security group View and Modify access.
      c. Add this security group to the *Set Up: Plan Publishing* domain.

   See Edit Domain Security Policies.

3. (Optional) To publish plans, enable segmented security for headcount planning.
      a. Create a segment-based type security group for headcount planning on the Create Security Group task.
      b. Add security groups on the Edit Segment-Based Security Group task.
      c. Edit permissions on the *Access Plan Type (Segmented)* domain.

   Security: *Security Configuration* domain in the System functional area.

4. (Optional) Edit Business Process Security Policies.
   To publish plans, set up the *Headcount Plan Event* business process and security policy based on your organizational needs, such as to add approvers.

   To enable plan publishers to publish, add their security group to the Initiating Action for Import Budget (WS Background Process).

5. Activate Pending Security Policy Changes.

1.2.3 | Steps: Set Up SAML Single Sign-On (SSO) into Adaptive Insights for Synced Users

Prerequisites

- If you want to use an IdP provider like Okta, configure your IdP provider.
- Tell your Customer Success Manager that you want to use SAML SSO.
- In Adaptive Insights, ensure that you have an administrator role with all possible role permissions, including Admin Access > Users > SAML.

Context

You can configure SAML SSO in Adaptive Insights so that synced Workday users who are also Adaptive Insights users must use a worklet to sign in to Adaptive Insights. You can configure the worklet to access Adaptive Insights with or without an IdP provider.

If you configured SAML SSO to Workday, you must set it up again after the 2019.3 release because of feature improvements.

Steps

1. In Workday, access the Tenant Setup report.
   On the Adaptive Insights tab, get this information from the User Sign-On tab:
      - Your Workday ID.
      - Your Workday Federation ID.
   As the administrator who configures SSO, you use this information to manually map your Workday user profile to your Adaptive Insights user profile. This manual mapping ensures that you can sign in to Adaptive Insights to fix any SSO setup errors.
   Security:
      - *Set Up: System* in the System functional area.
      - *Set Up: Tenant Setup - Adaptive Insights* in the System functional area.
      - *Set Up: Tenant Setup - General* in the System functional area.
2. In Adaptive Insights, access SAML SSO Settings in the Users and Roles section of the Administration page.
   Select the Allow Only SAML SSO check box in the Enable SAML SSO section. This setting prevents all users except those with administrator role permissions from signing in through the Adaptive Insights sign-in page.
3. Access Users in the Users and Roles section of the Administration page.
   Edit your user profile and enter this information to manually map your user profiles:

  ◦ Workday Federation ID
  ◦ Workday ID
4. In Workday, access the Tenant Setup report.

   On the User Sign-On tab under the Adaptive Insights tab, use the task on the Enable User Sign-On button to enable SAML SSO and user sync.

   Security:
   ◦ *Set Up: System* in the System functional area.
   ◦ *Set Up: Tenant Setup - Adaptive Insights* in the System functional area.
   ◦ *Set Up: Tenant Setup - General* in the System functional area.
5. Set Up Adaptive Insights Worklet.
6. (Optional) Set Up Worklets.

   Configure the Adaptive Insights worklet to sign in users to Adaptive Insights without an IdP provider.

   In the External Links section for the worklet, you can either:
   ◦ Select SAML SSO link created.
   ◦ Select Create Quicklink, then enter the name and URL for your Adaptive Insights instance.

Next Steps

In Workday, sync the Workday and Adaptive Insights user profiles of your planners using the User Sync tab on the Tenant Setup report.

Related Information

Tasks
Steps: Configure Adaptive Insights for Workday
Reference
Workday 33 What's New Post: Synchronize User Accounts

1.2.4 | Set Up Adaptive Insights Worklet

Prerequisites

- Ask your security administrator to configure the *Access Adaptive Insights* domain with security groups that include your Adaptive Insights users.
- Security:
  ◦ *Security Configuration* in the System functional area.
  ◦ *Set Up: System* in the System functional area.
  ◦ *Set Up: Tenant Setup - Adaptive Insights* in the System functional area.
  ◦ *Set Up: Tenant Setup - General* in the System functional area.
  ◦ *Set Up: Tenant Setup - Worklets* in the System functional area.

Context

Use security groups and the *Access Adaptive Insights* domain to automatically add the Adaptive Insights worklet to the Home page of your Adaptive Insights users. Adaptive Insights users can use this worklet to sign in to Adaptive Insights.

For your Adaptive Insights user security group, we recommend that your security administrator:

1. Creates a user-based security group named All Adaptive Planners.
2. Gives this security group View and Modify access.
3. Adds this security group to the *Access Adaptive Insights* domain.

Steps

1. Access the Maintain Dashboards report.
2. Edit the Home dashboard.
3. In the Worklets grid, add the Adaptive Insights worklet.
4. In Required for Groups, add the All Adaptive Planners security group.
5. Select Required? to always display the worklet on the Home dashboards of your planners.

Next Steps

If you don't use an IdP provider, configure the Adaptive Insights worklet to sign in for your users.

Related Information

Tasks
Steps: Configure Adaptive Insights for Workday

1.2.5 | Sync Users with Adaptive Insights

Prerequisites

Configure Adaptive Insights for Workday.

In Adaptive Insights:

- As the administrator syncing user accounts, copy your Workday ID and Workday Federation ID to your user profile in Adaptive Insights. If you use multiple instances, you only need to copy your Workday ID and Workday Federation ID to the top-most instance.
- Set the first and last names and primary work email for users you want to sync.
- Set the Password Expiration to 365 days.

In Workday, set the first and last names and primary public work email for users you want to sync. For each user, ensure that their:

- Email address doesn't exceed 126 characters.
- First and last names together don't exceed 64 characters.

Ensure that usernames in Workday:

- Contain only alphanumeric characters or underscores.
- Don't contain empty spaces.
- Start with an alphanumeric character.

If you currently use OfficeConnect or Excel Interface for Planning, ensure that all users download the latest version.

Security: These domains in the System functional area:

- *Adaptive Insights Integration*
- *Security Configuration*
- *Set Up: System*
- *Set Up: Tenant Setup - Adaptive Insights*
- *Set Up: Tenant Setup - Worklets*

Context

For users with access to both Workday and Adaptive Insights, you can enable an integration system user (ISU) to sync user accounts in Adaptive Insights with their user accounts in Workday. By syncing user accounts, you can:

- Automatically create, update, and delete Adaptive Insights users from Workday.
- Force Adaptive Insights users to sign in to Adaptive Insights from Workday.
- Manage authentication rights for Adaptive Insights users from within Workday.
- Match existing users in Workday with existing users in Adaptive Insights.
- Provision new users from Workday to Adaptive Insights.

You enable user sync when the ISU syncs your first user with Adaptive Insights. When you enable user sync, synced users must use Workday to sign in to:

- Adaptive Insights
- Adaptive OfficeConnect
- Excel Interface for Planning

Synced users also receive Adaptive Insights alerts as Workday notifications.

Note: You can't disable or undo user sync after at least 1 user syncs successfully with Adaptive Insights. You can only revert your Workday tenant and Adaptive Insights instance to an earlier state by reverting the physical tenant and instance to the backup from the previous day. Engage with your Adaptive Professional Services partner, or contact our Adaptive Support team and Workday Support team, to assist you in rolling back your tenant and instance.

Steps

1. Access the Tenant Setup report.
2. On the User Sync tab within the Adaptive Insights tab, click Set Up User Provisioning Adaptive Insights.
3. Click Pre-Sync to send user accounts from Adaptive Insights to Workday.
4. (Optional) Click View Pre-Sync Details to verify the results of the presync.
    When you run presync, the status for users can be:
    - Match: The first and last names and email address match with Adaptive Insights.
    - Conflict: The email address matches, but the first and last names don't fully match with Adaptive Insights.
    - No Match: The first and last names and email address don't match with Adaptive Insights.
    When user accounts conflict or don't match, you can:
    - Continue to sync matched users and users who don't exist in Adaptive Insights. Workday creates accounts for those users who don't exist in Adaptive Insights.
    - Fix the user accounts in Adaptive Insights to match the user accounts in Workday.
    Note: Make sure your Adaptive Insights superuser administrative account syncs correctly. You can only administer your Adaptive Insights instance when you sync at least 1 privileged administrative account.
5. Click Sync to send the Workday ID for each user account from Workday to Adaptive Insights.
    You can continue to sync users who have expired passwords in Adaptive Insights.
6. (Optional) Click View Sync Details to verify the results of the sync.
    When an account matches but doesn't sync, run sync again or wait until the next scheduled sync.
    Users who don't sync successfully are unable to sign in from Workday, including OfficeConnect and Excel Interface for Planning.
7. (Optional) Click Schedule to schedule periodic user syncs with Adaptive Insights as you update user accounts in Workday.
    Workday performs scheduled user syncs every 4 hours.

Result

Workday adds synced users to the Adaptive Insights User security group. You can use the security group to enable synced users to sign in to Adaptive Insights from the Workday Home page using an Adaptive Insights worklet. Synced users who lose access to the worklet retain access until the next user sync.

Next Steps

Enable these features on the Adaptive Insights tab of the Tenant Setup report:

- Notifications
- Publish Plans
- OfficeConnect
- Public APIs

You only need to enable OfficeConnect and public APIs when you use the functionality in Adaptive Insights.

If you need to perform work in your Adaptive Insights instance after user sync completes in Production, your Named Support Contact must request an implementer ID for you.

When you successfully complete user sync, you can only use Workday token-based authentication to the Adaptive Public API. Workday disables password-based authentication.

Related Information

Concepts
Concept: Adaptive Insights User Sync
Tasks
Steps: Configure Adaptive Insights for Workday
Reference
2020R1 What's New Post: Synchronize User Accounts

1.2.6 | Enable Features After User Sync

Prerequisites

Security:

- *Set Up: Tenant Setup - General* in the System functional area.
- *Set Up: Tenant Setup - System* in the System functional area.
- *Set Up: Tenant Setup - Adaptive Insights* in the System functional area.

Context

If you configured SAML Single Sign-On (SSO) with user sync, you must enable these features on the **Adaptive Insights** tab of the **Tenant Setup** report immediately after syncing your first user:

- Notifications
- Publish Plans
- OfficeConnect
- Public APIs

You only need to enable OfficeConnect and public APIs if you use those functionalities in Adaptive Insights.

Steps

1. Access the Adaptive Insights tab on the Tenant Setup report.
2. As you enable the features on these tabs, consider:

Option	Description
Notifications	Once you enable notifications, synced users will no longer be able to access the links in any existing Adaptive Insights alert emails. Links will be accessible through Workday notifications or emails created for these notifications. Workday only supports email notifications for: ○ Process task assignments. ○ Sharing perspective snapshots. ○ Sharing web reports. ○ Sheets approval using workflows. ○ Success or failure of Integration tasks. You can directly access the item that your notification is about from your notifications for: ○ Sharing web reports. ○ Process task assignments. You must access Adaptive Insights directly to download: ○ Your dashboard snapshot in your dashboard history. ○ Table data in your notifications log.
Publish Plans	After you enable this functionality, to publish a plan you must: ○ Create a plan structure and plan template ○ Give publish access for the plan type to roles. ○ Enable publishing access on the plan version you want to publish.
OfficeConnect	If you enable OfficeConnect, click **OfficeConnect API Client** and save this information: ○ Client ID ○ Workday REST API Endpoint ○ Authorization Endpoint You need this information to connect OfficeConnect to your Workday tenant.

Option	Description

Public APIs	If you enable public APIs, create integration system users (ISUs) using the task on this tab. Workday uses these ISUs to enable your users to access Adaptive Insights APIs using their Workday credentials. We recommend that you test that these ISUs were synced correctly before you continue setting up your APIs by:
	   a. Signing in as those users.
	   b. Accessing the Adaptive Insights worklet.

Next Steps

Configure routing rules for your notifications.

If you enable users to publish plans, you must:

- Create a plan structure and plan template.
- Configure publishing access for the roles and on plan version you want to publish.

If you enable OfficeConnect, connect OfficeConnect to your Workday tenant.

If you enable public APIs, create integration system users.

Related Information

Tasks
Steps: Configure Adaptive Insights for Workday

1.2.7 | Concept: Adaptive Insights User Sync

Integration System User

Workday generates an integration system user (ISU) named ISU_Adaptive_Insights_User_Provisioning when you successfully complete the Enable User Sign-On for Adaptive Insights task. The ISU is critical for running user sync and for providing audit logs. It doesn't require configuration or security assignments. Workday automatically associates the ISU to User Sign On.

Presync

Running presync enables you to find and fix cases where users don't match to Adaptive Insights and validate your configuration before running sync. Running presync doesn't commit changes to your Workday tenant or Adaptive Insights instance; you can run presync as frequently as you need to.

You can run the View Pre-Sync Details report to view users who don't match during presync. Make any necessary changes to the users who failed and rerun presync until you're satisfied with the results.

Workday uses the first and last names and email addresses of users in Adaptive Insights to match users in Workday. Workday first attempts to match the preferred first and last names with Adaptive Insights. If the preferred first and last names don't match, Workday attempts to match the legal first and last names.

Deleting Users

To delete a user from Adaptive Insights, remove the user from the *Access Adaptive Insights* domain. Workday deletes the user from Adaptive Insights the next time user sync runs.

Workday recommends that you don't delete access from the last user who owns the top or corporate level in the Adaptive Insights hierarchy model. Workday won't delete their access during user sync. To delete access from the last user, assign another user to the top or corporate level and then delete the user from Adaptive Insights.

Related Information

Tasks
Sync Users with Adaptive Insights

1.2.8 | Data Imports into Adaptive Insights

1.2.8.1 | Steps: Set Up Workday Data Sources for Adaptive Insights

Prerequisites

Create the Workday advanced reports you want to use in Adaptive Insights. Configure these reports with *Enable as Web Service* and *Enable for Worksheets*.

Context

You can create a Workday data source in Adaptive Insights to help you:

- Import Workday advanced report data and metadata into Adaptive Insights.
- Enable drilling from Adaptive Insights into Workday.
- Publish plans from Adaptive Insights into Workday.

Steps

1. Steps: Create Workday Credentials in Adaptive Insights

2. Steps: Configure Workday to Import Data to Adaptive Insights
3. Create Workday Data Sources for Adaptive Insights.
4. Select Workday Reports in Workday Data Sources for Adaptive Insights.
   You can select one or more custom reports enabled with web services.

   See Set Up Advanced Options for Custom Reports.

5. Import structures and data to staging tables.
   Import from Workday into Adaptive Insights to make data and metadata available to Planning data and metadata loaders.

   See Using Loaders.

Result

Each report imports as its own staging table. Click the triangle by the name of each table to manage table columns. You can drag individual table columns from the *Data Components* pane on the left into staging area.

Next Steps

Load the staging tables into Adaptive Insights using planning loaders for:

- Levels
- Dimensions
- Attributes
- Accounts
- Data

You can then create a Workday external system to enable:

- Drilling from Adaptive Insights sheets and reports data back to Workday actuals and business objects.
- Publishing plans to Workday.

Related Information

Tasks

Steps: Configure Adaptive Insights for Workday

1.2.8.2 |　Steps: Create Workday Credentials in Adaptive Insights

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Insights.

Security:

- *Set Up Tenant Setup - Security* domain in the System functional area.
- *Security Administration* domain in the System functional area.

Context

You can create a credential to authenticate a specific Workday tenant and integration system user (ISU) with a Workday data source in an Adaptive Insights instance. A Workday credential must exist to:

- Create a Workday data source in Adaptive Insights.
- Create loaders to import data and metadata from Workday to Adaptive Insights.
- Create a Workday external system for drillback into Workday.
- Publish plans from Adaptive Insights to Workday.

Publishing plans from Adaptive Insights to Workday requires a Workday credential configured with a JWT bearer token.

If you use workforce planning in Adaptive Insights, we create a Workday credential for you. You must edit the credential so that you can use it.

Steps

1. Navigate in Adaptive Insights to Integration > Design Integrations.
2. Create or edit your Workday credential in the Credentials section of the Component Library.
   If you create a new Workday credential, name your credential so you can identify the Workday tenant it connects to.

   If you use workforce planning, we already created a credential named Workday Credential for you to edit.

   We automatically populate the Client Grant Type with *Jwt Bearer Grant*. To publish plans, we require your credential to use the *Jwt Bearer Grant* client type.

3. We automatically populate the Connection with Local.
   Local indicates that this credential works with the Adaptive Insights instance initially paired to a Workday tenant by the Provisioning team. To create a credential for a different Workday tenant, select External and provide a *Remote Tenant ID*, *Remote UI URL*, and *Remote Rest URL* when you register an API client on that tenant. Copy the text between the first and second / in the Workday REST API Endpoint for *Remote Tenant ID*. Copy the fully qualified domain name without `https://` from the Workday REST API Endpoint for *Remote REST URL*. Copy the fully qualified domain name without `https://` from the Workday Authorization Endpoint for the *Remote UI URL*. Don't include any of the characters following the .com for the *Remote REST URL* or *Remote UI URL*.
4. Click View Certificate and copy the x.509 certificate.
   Use this certificate in the Register API Client task in Workday.

   Don't close this web browser.

5. Register API Clients.

As you complete the task, consider:

Option	Description
Client Name	Enter a client name that indicates this client connects with Adaptive Insights.
Client Grant Type	Select JWT Bearer Grant.
x509 Certificate	Paste the certificate you copied from Adaptive Insights.
Access Token Type	Select Bearer Tokens.
Redirection URI	Copy and paste in the Redirection URI from Adaptive Insights. The Workday API client won't call this URI.
Scope (Functional Areas)	Select Tenant Non-configurable. If you want to access the Location dimension from Workday in Adaptive Insights, also select Organizations and Roles. Configure the security group for View Only Access and Integrator Access on the domain *Setup Organization.*

6. Copy the Client ID.

Don't browse away from the *Register API Client* task before copying the Client ID.

7. Return to the web browser for Adaptive Insights and paste the Client ID.

8. Enter the ISU associated with this credential.

Workday recommends using an ISU for access and security to make credential maintenance and management easier.

9. (Optional) Click Test Connection in the Actions pane to verify that the connection succeeded .

10. Save the credential.

Authorization Status and Configuration Status update to indicate that the configuration completed.

Next Steps

Configure an ISU and API client for data import so that eligible Workday reports display as options in the Workday data source.

Related Information

Tasks

Steps: Set Up Workday Data Sources for Adaptive Insights

1.2.8.3 | Steps: Configure Workday to Import Data to Adaptive Insights

Prerequisites

Create your Workday credential in Adaptive Insights.

Context

Once you configure an integration system user (ISU) and API client for data import, eligible Workday reports display as options in the Manage Reports page of Design Integration.

Steps

1. Access the Create Integration System User task.

Security: *Integration Security* in the Integration functional area.

2. As you complete the task, consider:

Option	Description
User Name	Workday recommends that you use this name: ISU_Adaptive_Integration_Implementer
Require New Password at Next Sign In	Select this check box.

3. Access the Create Security Group task.

Security: *Integration Security* in the Integration functional area.

4. As you complete the task, consider:

Option	Description
Type of Tenanted Security Group	Select *Integration Security Group (Unconstrained)*.

Option	Description
Name	Workday recommends that you use this name: Adaptive Integration System Security Group
Integration System Users	Add the ISU that you just created.

5. From the related actions menu of the *Set Up: Adaptive Insights* domain in the Adaptive Insights functional area, select Domain > Edit Security Policy Permissions.
6. Add the security group that you just created to:
   ○ The Report/Task Permissions grid with View and Modify access.
   ○ The Integration Permissions grid with Get and Put access.
7. Activate Pending Security Policy Changes.
8. Register API Clients.

As you create your API client, consider:

Option	Description
Client Name	Workday recommends that you use this name: Integration API Client
Client Grant Type	Select *Jwt Bearer Grant*.
x509 Certificate	Select *Adaptive Insights*.
Access Token Type	Select *Bearer*.
Redirection URI	Enter the Redirection URI from your Workday credential in Adaptive Insights.
Scope (Functional Areas)	Select the functional areas that encompass the reports you use to import. The functional areas should cover your: ○ Report data sources. ○ Report data source filters. ○ Report fields. Example: If the reports you use to import data use the Plan Dimensions report data source, select *System*.

Next Steps

Create a Workday Data Source in Adaptive Insights so that you can import your Workday data using eligible reports.

1.2.8.4 | Create Workday Data Sources for Adaptive Insights

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Insights.
- Configure an integration system user and API client for data import so that eligible Workday reports display as options in the Workday data source.

Context

You can create a Workday data source in Adaptive Insights to select the Workday reports you need for importing data and metadata to Adaptive Insights.

Steps

1. Navigate in Adaptive Insights to Integration > Design Integrations.
2. Click Data Sources in the Component Library and click Create New Data Source.
3. Click Workday Data Source.
4. Enter a name that identifies the Workday tenant this data source connects to and click Create.
5. Select a Credential.
   The Workday credential you select determines the reports you can select.
6. Log Level populates with Info.
   Support will let you know if you need a more comprehensive Log Level for in-depth debugging.
7. Click Save in the Actions pane.
   All links in the Actions pane except Edit parameters remain disabled until you select a credential and save.

Next Steps

Select the Workday reports you want this data source to import.

Related Information

Tasks

Steps: Set Up Workday Data Sources for Adaptive Insights

1.2.8.5 | Select Workday Reports in Workday Data Sources for Adaptive Insights

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Insights.
- Create matrix and composite Workday reports with Enable as Web Service and Enable Worksheets.

Context

To import data and metadata from Workday, select one or more custom reports enabled for web services.

Steps

1. Access the Workday Data Source you want to configure by navigating to Integration > Design Integrations.
2. Select Manage Reports in the Actions pane.
3. Select the Reports folder and add new reports.

   As you manage each report, consider:

Option	Description
Name:	Enter a name referencing how you want to use the report in Adaptive Insights and select Apply. Example: If this report defines the dimension *Cost Centers* that you want to load into Adaptive Insights, name it *Cost Center Dimension*.
Report:	Select a Workday report. Only advanced reports with both *Enable as Web Service* and *Enable Worksheets* settings show up in the list.
Edit Parameters	If your Workday report contains dates or true/false prompts, use this link to create Integration parameters you can associate with these prompts. You can create these integration parameter types: - Boolean. - Integer. - Double. - Text. - Password. - Period Range. - Dimension. - Actuals Version. - Plan Version.
Parameters	Progressive filtering determines what Workday reference parameter selections you can make based on your other choices. If you search a parameter and find no matches, you might need to fill out fields in other parameters. Example: If your Workday report is All Ledger Accounts, you can't provide a Fiscal Year until you select a Company. If you plan on loading a dimension from Workday to Adaptive Insights, select both its name and its hierarchy. Example: To load Cost Center from Workday as a dimension, choose both Cost Center and Cost Center Hierarchy. If your Workday report contains dates or true/false prompts, use the Edit parameters link to create Integration parameters you can associate with these prompts. You can select some parameters, like start and end date for period parameters, as both reference parameters and integration parameters. After configuring your parameters, select Apply to save your selections.
Columns	Select the columns from your Workday Report.

4. Apply and Close the Manage Reports dialog.
5. Select Import Structure in the Actions pane to import the tables and their table columns.
   Each Workday Report becomes a table in the staging area under Tables to Import.
6. (Optional) Customize Table Settings by selecting the triangle next to each imported table name.
   What you can select varies based on the table content, including:
   - Data Import Mode
   - Column parameters for period parameters to page data by month, quarter, or year.
7. (Optional) Create Custom SQL tuple columns for importing multiple Workday columns into a single Adaptive Insights dimension to make drilling into Workday possible.

Note: Before you create a Custom SQL tuple column, ensure that you configure the many-to-one column mapping in your Workday external system. Concatenate columns in alphabetical order.

Create tuple columns for any many-to-one mappings that require ID columns. Example: `Company-Cost Center ID`.

Drag a SQL Column from the Custom Column folder in the Data components pane. Select SQL Expression to pick the (Id) columns in Available Columns to combine them. Concatenate them using vertical pipes and a single quoted text constant, like `"Company (Id)" || '_' || "Cost Center (Id)"`

Create tuple columns for any many-to-one mappings that require Label columns. Example: `Company-Cost Center Label`.

Drag a SQL Column from the Custom Column folder in the Data components pane. Select SQL Expression to pick the (Label) columns in Available Columns to combine them. Concatenate them using vertical pipes and a single quoted text constant, like `"Company (Label)" || '_' || "Cost Center (Label)"`

8. Select Import Data in the Actions pane to import data into the tables in the staging area.

Result

Each report imports as its own staging table. Click the triangle by the table name to manage table columns. You can also drag individual table columns from the Data Components pane into the staging area.

Next Steps

You can create a Planning account, dimension, level, and data loader that imports from the staging area into Adaptive Insights. You can then create a Workday External System to enable drilling from Adaptive Insights sheets and reports into Workday. Configuring a Workday External System also makes publishing plans possible.

Related Information

Concepts
Using Loaders
Tasks
Steps: Set Up Workday Data Sources for Adaptive Insights

1.2.8.6 | Concept: Load Metadata into Adaptive Insights

Adaptive Insights Design Integrations uses these loaders to import metadata:

- Planning Account Loader
- Planning Level Loader
- Planning Dimension Loader
- Planning Attribute Loader

Loaders require a Workday data source with one or more selected Workday reports. The content of the selected reports determines what kind of loader you use.

Guiding Principles

When you create a Workday data source to import metadata to Adaptive Insights, follow these guiding principles:

- For anything hierarchical, use these Workday-delivered reports:
  - Plan Dimensions/Hierarchies example - Cost Center and Cost Center Hierarchy
  - Ledger Accounts or Ledger Accounts Summaries example - Ledger Account Hierarchy
- For additional attributes, create a custom report off of the object. Example:
  - Supplier and Supplier Group
  - Company Code on Companies

Make Workday do the work to narrow down your data:

- Use groups and filters:
  - Select *Company* first and then *Cost Center*.
  - Select *Summarize Detail Rows* for Cost Center.
- Add filters where appropriate.
- Use a prompt where possible, instead of hardcoding filters when you need different subsets of data.
- Use the best report data source (RDS) available by reading their descriptions and understanding their prompts.
  - *Optimized for Performance* selected when possible.
  - A company-based prompt retrieves data at a company level.
  - An organization-based prompt could retrieve data at a cost center, supervisory organization, or any other organization level when you filter.

Levels

Levels must load with a connection to the root or topmost level. For example, you must load a level and its parent, grandparent, all the way to *All Levels*.

Levels represent a Workday Organization. Levels are hierarchical, drive access and security, and manage workflow. They roll up to a single parent. Because the topmost level comes as part of Adaptive Insights, the topmost level parent ID in the table must be blank. Any levels with a blank Parent ID will roll up directly to the root of All Levels. When you set up a level loader, select Workday IDs (WIDS) as the level IDs and the parent Workday IDs for the corresponding Parent ID. Even though level IDs (WIDS) are unique, don't duplicate level names anywhere in the hierarchy.

Dimensions

Most of the dimensions you load should be flat list dimensions so that you can load and assign attributes to them in Adaptive Insights. When you create your Workday data source, select a custom report that contains attributes.

Accounts

Accounts must load separately with a hierarchical format into Adaptive Insights by account group to the General Ledger.

Each root account requires its own staging table import from a data source, defined by the ledger account summary in the Workday prompts. You can reuse the same Workday report, then generate separate staging tables. Create individual Planning Account Loaders for each of the root accounts.

Set up Filters for Account Hierarchies Prompts

You can use the Filter tab for an advanced report. Create a filter or prompts that let you determine the hierarchy and date values when the report runs.

And/Or	(	*Field	*Operator	Comparison Type	Comparison Value	)
And		Parent Ledger Account Summaries	Any in the selection list	Prompt the user for value and ignore the filter condition when blank.	Default Prompt	
And		Accounting Date	greater than or equal to	Prompt the user for the value	Starting Prompt	
And		Accounting Date	less than or equal to	Prompt the user for the value	Ending Prompt	

Concatenated Workday IDs

When the WID maps into the loader ID field, data and metadata load to Adaptive Insights with the WIDs in the mapping profile. WIDs and the mapping profile create the bridge that enables drilling and publishing from Adaptive Insights. When you create your General Ledger account structure, determine exactly how you want to plan with your accounts. You might want to plan by ledger account, spend category, or a combination of items. Match your planning accounts to your Workday structure to help with data validation, report creation, and other tasks.

You can concatenate values by WID to create a single Adaptive Insights column using a delimiter for reports you want to drill into. Select 1 delimiter and use it consistently for all of your data sources. Users can't see WIDs or their delimiters.

Based on your account structure, identify which columns you need to concatenate and create a custom SQL column, with a SQL expression in Design Integrations for them.

Once you save your SQL column and data source, you can reference the column in loaders.

Note: If you want to perform additional SQL logic on your columns, use a separate SQL column before you concatenate. To make troubleshooting easier, separate your logical steps.

Concatenating for Accounts with Blank Values

Spend Category isn't a mandatory worktag for certain expenses. To handle nonexistent objects, pass a blank value from Workday and include it in your WID concatenation. The delimiter will parse the full string with the blank value into the appropriate location. You might need to make an account for the concatenated WID to load this blank value.

Example: Ledger account 6000 might not have a spend category on every journal line. This account could have 3 child accounts:

- 6000_SC123
- 6000_SC124
- 6000_

The account 6000_ doesn't have a spend category, so the blank value can load to it.

Concatenating Account Display Names

Repeat the same concatenation logic used for your WIDs to build the Account Display Name that shows up in the Planning Data Loader. The Account Display Name mapping shows up in Account Mappings, so make sure that the name includes enough elements to help you map the data.

Account Codes and Labels

When you load accounts in the Planning Account Loader, you must indicate an account code, account name, and WID. Account codes:

- Must be unique.
- Can't contain spaces.
- Can't contain special characters other than underscores.

Use the reference ID associated with each element of the account to build an acceptable account code. Ledger account codes work well because they follow the ledger account ID Workday uses. If you add a spend or revenue category, verify that it uses a reference ID in a format acceptable for an account code. Reference IDs often use SC123 or RC012.

You can build an account code that matches your WID logic, using the underscore to delimit your account codes. Construct the account code mimicking your Account WID SQL column, modifying the column selections to match.

If the Reference ID field isn't available or formatted for an account code, use the most identifiable field as the code to reduce the possibility of duplicates.

Note: Use the Adaptive Planning-specific SQL command TO_ACCOUNT_CODE to output a text string that removes any spaces or special characters not allowed in account codes.

Account Labels

Specify an account label when you build an account loader. Users will see and use the account label. You might want to mirror your concatenation in the WID using the (Label) column field. Use a `CASE` statement to modify the label when a concatenated spend category isn't required.

Mapping Accounts into a Loader

You can create your metadata or Planning Data Loader after you complete your data source.

Planning Account Loaders must specify the Adaptive Insights root account they load to, such as Revenue or Cost of Sales. Your data source must:

- Contain the account and all of its Parents, connected to the root or topmost Account.
- Contain a Parent ID is blank for topmost Accounts.
- Load to a root account that is already in Adaptive Insights.

You can't create or delete root accounts, but you can rename them. Create separate loaders for Revenue, Expenses, and Cost of Sales for more control of incoming accounts. Use the Workday report parameters to ensure you pull in accounts Adaptive Insights expects. Planning Account Loaders require the Account WID, Account Code, and Account Label.

When you create a Planning Data Loader, use the WID in the Source Id Column and the account code or Ledger Account ID in the Source Account Code Column. The Source Display Name will help you map items in the Data Mapping tab of the Planning Data Loader.

Related Information

Concepts
Loaders Overview
Tasks
Set Up Workday External Systems for Adaptive Insights
Select Workday Reports in Workday Data Sources for Adaptive Insights
Reference
Reference: Reports for Importing Data and Metadata into Adaptive Insights

1.2.8.7 | Concept: SQL and Subquery Columns

You can drag-and-drop these custom column types in a Workday data source from the Data Components pane:

- SQL columns.
- Subquery columns.

Note: Click view online help in the SQL Expression editor when creating an SQL column or Subquery column to view the SQL Expression Reference.

SQL Columns

Use an SQL column to make new values based on the criteria of other columns. SQL columns act like an SQL `WHERE` clause, but they don't allow a `SELECT` statement. Use an SQL column to:

- Reformat data.
- Concatenate values with a delimiter.
- Return a `SUBSTRING` within a column value.
- Write `CASE` statements that function as IF statements.
- Replace a character string with another character string.
- Hardcode values.

CASE Statements

A `CASE` statement provides conditional logic that starts with a condition and a resulting value. When the first condition isn't met, the statement proceeds to the next condition and resulting value. A final result returns if none of the conditions are met.

Example:

```
CASE
WHEN Condition 1
        THEN Result 1
WHEN Condition 2
        THEN Result 2
ELSE Final Result
END
```

Guidelines for SQL Columns

- Keep SQL columns as simple as possible in case other users need to maintain them.
- Minimize hardcoding. If you can't avoid hardcoding, use the Workday ID (WID) or Reference ID when referencing a value.
- Use consistently named SQL columns to speed up building metadata and data loaders.
- Use the custom SQL command `TO_ACCOUNT_CODE` to replace spaces and special characters with underscores.
- Use the `TIMESTAMP` column type for `TIME` related fields. Adaptive Insights automatically uses `TIMESTAMP` for date columns in the format `MM/DD/YYYY` `HH:MM:SS` `AM` even when another format gets specified.
- Concatenate with the same delimiter for all of your data sources.

Subquery Columns

Subquery columns act like a `JOIN` condition to another table. If the criteria is met on the other table, the `JOIN` returns a true/false Boolean. Build the `JOIN` statement using the Primary table and a selected Related Table. You can specify if a record `EXISTS` or `DOES NOT EXIST`. You can also use subquery columns with an integer result. To generate numerical results, include `SUM`, `COUNT`, `MIN`, or `MAX` in your join expression.

Subquery columns help when looking up a value in another table. Use them to:

- Verify that a value exists in another table.
- Filter that table for a true/false result.
- Count the number of duplicate values in that table.
- Find the max costs for a cost center.

Related Information

Tasks
Select Workday Reports in Workday Data Sources for Adaptive Insights
Reference
Reference: Reports for Importing Data and Metadata into Adaptive Insights
SQL Expression Reference

1.2.8.8 | Concept: Join Tables

Joins enable a look-up on another table or bringing 2 tables with a like column, together.

You can drag-and-drop a custom join table from the Data Components pane into your data source to combine multiple tables into 1 table using an SQL expression. Creating a join requires identifying a column in a primary table to act as a key in a secondary table. The join matches up values that coexist in the key column and creates a new record with them. The collection of these joined records generate the join table.

Note: Before you create a join table, see if a Workday report, or calculated field, can be created for your data source that accomplishes the same goal.

The type of join determines what parts of the joined tables form records in the new table:

- Left outer joins gather all of the records in the primary table and any overlapping records in the secondary.
- Right outer joins gather all of the records in the secondary and any overlapping records in the primary.
- Inner joins only return records where the key matches in both tables.

Note: Check for duplicates to ensure you're using the right join type.

Your cost center hierarchy could act as your primary table. The currency tied to each cost center could exist in your secondary table. You could join these tables using Cost Center ID as your key. The overlap of the two matches records by Cost Center ID, letting you pull in all currencies by cost center into a new table.

Use a column prefix to help identify where a column comes from when you create a join table.

Related Information

Tasks
Add SQL Join Tables and Columns
Reference
SQL Expression Reference

1.2.8.9 | Reference: Reports for Importing Data and Metadata into Adaptive Insights

You can use Workday reports to import Workday data and metadata into Adaptive Insights for planning and reporting using your Workday data source. Workday provides these standard reports:

Report	Security	Description
Plan Dimensions/Hierarchies	*Set Up - Adaptive Insights* domain in the System functional area.	Provides a list of all organizations based on these prompts: - Dimension Type (Required) - Top Level Hierarchy - Report Effective Date You can include dimension hierarchies.
Ledger Accounts or Ledger Accounts Summaries	*Set Up - Adaptive Insights* domain in the System functional area.	Provides a list of all ledger accounts and ledger account summaries based on these prompts: - Account Sets - Ledger Account or Ledger Account Summary Types

To import data for workforce planning, we recommend that you migrate and use these reports from your Customer Central tenant:

- PLN All Positions
- PLN All Workers
- PLN Initiatives
- PLN Job Profile Dimension
- PLN Skills Dimension
- PLN Worker Dimension

We also recommend that you use the Workday-delivered Plan Dimensions/Hierarchies report.

If you create custom reports to import Workday data and metadata, you must:

- Create the reports as advanced reports.
- Use a report data source (RDS) that doesn't use Period as a required prompt. Example: The Journal Lines for Financial Reporting RDS is invalid. We recommend that you use the Journal Lines RDS instead.
- Enable the reports as web services.
- Enable the reports for Worksheets.
- Not use calculated fields. You can't use calculated fields to drill down from Adaptive Insights sheets and reports to Workday objects and actuals.
- Ensure that the reports run in Workday in 20 minutes or less.
- Ensure that the reports contain less than 1 million rows.
- Use a unique Column Heading Override XML Alias.

Related Information

Tasks
Steps: Create Advanced Reports

1.2.8.10 | FAQ: Load Plan and Actuals Data into Adaptive Insights

How can I make it easier to find parent values for a WID in a loader?
Create a Parent Name column that matches any SQL logic so you can see the parent values instead of having to look up a WID.

How can I import Adaptive Insights attribute values?
Adaptive Insights attributes store as hierarchies on the back end. Specify a parent column with a null value if you import attribute values.

Why don't I see the objects I just loaded?
Objects don't instantly synchronize into Adaptive Insights. You'll notice a delay. You can trigger a synchronization by updating a user profile in the Users section of Administration page. Change the display name in your own profile by 1 character and save it to trigger a synchronization.

How long should I wait between loading metadata and loading data with the Planning Data Loader?
Wait 15 to 30 minutes between loading metadata and loading data to ensure that a full synchronization completes.

How can I check for errors before I run a loader?
Select Preview Loader Output in the Actions pane for a loader and download the XML it generates. Examine the XML for errors.

How can I examine the content of the Preview Loader Output XML?
Open the XML file in an advanced text editor like Notepad++ or using a web browser.

- XML tags indicate the hierarchy. The end of a tag gets marked by a closing `/>`.
- A leaf account that has no children looks like `<account code="10000" name="Cash" />`, where 1 string of data gets wrapped by the `<` and `>`.
- Hierarchical structures that contain multiple elements get terminated with a tag. Example: `</account>`.

How can I test my SQL filters before I load metadata?
Look at the results of your filters under Tables to Import (the Staging Area) of your data source before you run your loader.

What should I do if I know the metadata changed since the last time I loaded it?
Always use the *Data Import* option when you run the loader. Errors can occur if metadata changed and a new import hasn't been run in a while. If you need to override what's in the staging area because of errors, reimport in the data source just before running the loader.

How can I filter out duplicates in a data source?

Remove duplicates on extraction from the source system. Set up the report from Workday or other source system to consolidate and aggregate within the report so that only unique rows exist in Design Integrations.

You can identify, flag and filter duplicates to remove them for a successful load.

Create an identical data source and create a Subquery column with a `Does Not Equal` type and this statement:

`(P.DistinctCol(ID) = R.DistinctCol(ID) AND P.DistinctCol(Label) = R.DistinctCol(Label) AND P.UniqueCol(ID) < R.UniqueCol(ID))`

- The `P` represents your source table and `R` represents the identical copy.
- The `DistinctCol` represents the columns that you want a distinct value of.
- The `UniqueCol` must be a unique record throughout the entire data set, like `Employee ID`.
- The result of the subquery will be True/False. Any duplicate sets should have 1 True result and the rest False. There isn't much control as to which record gets the True, so verify you don't need other columns with varying values.
- You can use the Subquery column as a filter.

What does an error like *Period (with stratum id=0) at 12/1/2019 12:00:00 AM not found* mean?
This error indicates the need for a metadata sync. To resolve it, contact Adaptive Insights Support. Resolving this error won't cause an impact or outage.

What does an error like *Following subtree root nodes cannot be recognized in Planning* mean?
A parent node listed for a member doesn't exist within the data source. The parent-child hierarchy must exist for all of the rows of the data source, from the bottom of the hierarchy to the top. The full hierarchy must load within the same loader.

What does an error like *Unable to re-parent account underneath a Leaf account* mean?

An existing member without children always identifies as a leaf member. The loader might not be able to add children to existing leaf members. Fix this by:

1. Manually creating a dummy member in Adaptive Insights.
2. Running the loader again.
3. Deleting the dummy member.

What does an error like *The following Source Accounts result in the same account in Planning* mean?

This error can occur if the loader tries to change a name to an existing value or values in the loader. It can also occur with multiple changes to the metadata mappings, SQL columns, and SQL filters. The most effective way to clear out the metadata mappings is to delete and recreate the metadata loader.

What does an error like *One or more locked versions use this account. Changing how it rolls up may change values in these locked versions* mean?

This error occurs when adding or moving members that affect rollup members. Select Proceed with Warnings in the loader to continue.

What does an error like *The account _____ already exists within the system* mean?

An account code in the loader uses the same name as an existing account.

If you find no duplicates in your structure you're trying to load, sometimes this is a false error message, and can be resolved by deleted the Loader and creating a new one.

Related Information

Concepts

Concept: Load Metadata into Adaptive Insights

Loaders Overview

Tasks

Select Workday Reports in Workday Data Sources for Adaptive Insights

1.2.9 | Set Up Workday External Systems for Adaptive Insights

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Insights.
- Create a Workday credential.
- Create a Planning Data Loader that loads from a Workday Data Source staging table.
- Create a mapping profile in your Planning Data Loader.

Context

You must set up an External System and associate it with a mapping profile in a Planning Data Loader to enable:

- Drilling from Adaptive Insights sheet and report data into Workday.
- Navigating to any Workday Business Objects using a related actions icon for any dimensions, levels, or accounts loaded from Workday.
- Publishing plans to Workday.

Only Workday matrix and composite reports allow drilling. Select the Workday reports and choose the Adaptive Insights accounts and dimensions that map to those reports.

If you map multiple dimensions from Workday into a single dimension in Adaptive Insights, create a custom tuple SQL column in the staging table for the Planning data loader loading the data from Workday.

Steps

1. Navigate in Adaptive Insights to Integration > Design Integrations.
2. Select External Systems in the Component Library and select Create New External System.
3. Select Workday External System and provide a name that helps you identify its use.
4. As you complete the task, consider:

Option	Description
External System Settings	- Credentials: Select the same credential as your Workday data source. - Mapping Profile: Select a profile from the Planning data loader you created for your Workday data source. - Drill URL: Populates once you complete the configuration. Drill actions make use of this URL to connect to Workday reports. - (Optional) Headcount: Select the Adaptive Insights custom account you want to publish to Workday as part of your Headcount Plan. - (Optional) FTE: Select the Adaptive Insights custom account you want to publish to Workday as part of your Headcount Plan. - Log Level: Populates with Info. Support will let you know if you need a more comprehensive Log Level for in-depth debugging.

Option	Description
Account and Report Parameter Mappings	○ Reports: Lists all of the Workday reports you select for Drill reports. ○ Drill Report:Select a Workday Matrix report you want to drill back to from Adaptive Insights. We only display Workday Matrix reports configured with Enabled for Planning. ○ (Optional) Redirect to Prompts page: Select to show parameter values before running the Workday report when drilling. You can use this to verify your parameter settings during debugging. ○ Affected Accounts: Select the Adaptive Insights accounts that drill back to the Workday Matrix report from a right-clicked Adaptive Insights sheet cell. ○ Report Parameter Mapping: Select the Adaptive Insights dimensions that drill back to Workday report parameters. These indicate the Workday dimension of a right-clicked Adaptive Insights sheet cell. (Optional) Select an Adaptive Insights account and map it if the report does not indicate a hard-coded account or contain an account report parameter. (Optional) Select a start and end Adaptive Insights time period to restrict the date range from the report. ○ Publish Plans account mapping: Select the Workday accounts that concatenate for publishing plans from Adaptive Insights to Workday. This concatenation must match the concatenation used in your Workday data source for any tuple SQL columns. Concatenate Workday accounts in alphabetical order by selecting two or more, then enter a delimiter character. If you concatenate Ledger and Spend, Ledger must come before Spend. Your concatenation must match how you concatenate in your Workday Data Source.
Dimension Mapping	Map a Planning Dimension to one or more Workday Dimensions for publishing plans. If you need to concatenate multiple Workday dimensions, enter a delimiter character.
Account Type Mapping	Map a Planning Account Type from the Adaptive Insights GL accounts to a Workday Account Type for publishing plans.

Next Steps

Drill into Workday from Adaptive Insights sheets or report cells that contain data loaded from Workday. Navigate to Workday Business Objects from the Adaptive Insights cell explorer for any Workday dimension, level, or account.

Related Information

Tasks
Steps: Set Up Workday Data Sources for Adaptive Insights
Steps: Create Workday Credentials in Adaptive Insights
Create a Planning Data Loader

1.2.10 | Drill into Business Objects and Actuals

1.2.10.1 | Create Custom SQL Tuple Columns

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Insights.
- Set up a Workday data source.
- Set up a Workday external system.

Context

If your model brings together more than one Workday Core object into a single Adaptive Insights object, you must create a combined object known as a tuple. Tuples look like:

- Ledger Account + Spend Category.
- Company + Cost Center.

You concatenate the objects with a defined delimiter preferably an underscore _ or dash -. Make this concatenation consistent across all of the metadata and data loaders in Adaptive Insights. Define the concatenation in the external system to enable drillback and publishing.

Drilling into metadata and publishing plans both require the WID. The WID helps construct the URL that bridges Adaptive Insights to Workday objects and journal lines.

Concatenate the WIDs into a single ID column, and the Labels into a single Name column.

Create custom tuple SQL columns for any many-to-1 mappings that require ID columns and Label columns. Example:`Company-Cost Center ID` and `Company-Cost Center Label`.

Note: Always concatenate columns in alphabetical order.

Steps

1. Drag a SQL Column from the Custom Column folder in the Data components pane into Tables to Import.
2. Enter a name that describes the use of the concatenated columns and select Text for data type.
   Example: Company and Cost Center.
3. Select SQL Expression to pick the (Id) columns in Available Columns to combine them. Concatenate them using vertical pipes and a single quoted text delimiter. Example: `"Company (Id)" || '_' || "Cost Center (Id)"`
   Use the same delimiter character for all of your data sources. Underscores work well because Adaptive Insights Account Codes accept them.
4. Repeat Steps 1-3 but for the (Label) columns. Example: `"Company (Label)" || '_' || "Cost Center (Label)"`
5. (Optional) You can also concatenate Ledger Account ID and Spend Category as Worktag ID. Example: `"Ledger Account (Id)" || '_' || "Spend Category as Worktag (Id)"`
6. Apply and Save the data source to view how the columns concatenate.

Result

The tuple SQL columns appear in the data source and become available in Adaptive Insights Loaders.

Next Steps

Review your Workday external system to verify you concatenated for the same many-to-1 mappings correctly.

Related Information

Concepts
Concept: SQL and Subquery Columns
Concept: Load Metadata into Adaptive Insights
Loaders Overview
Tasks
Create Workday Data Sources for Adaptive Insights
Reference
Reference: Reports for Importing Data and Metadata into Adaptive Insights
SQL Expression Reference

1.2.10.2 | Concept: Drill into Business Objects and Actuals from Adaptive Insights

Drilling into Workday enables users to navigate from Adaptive Insights into Workday Core Financials or HCM details.

You can set up a Workday external system and associate it with a mapping profile in a Planning Data Loader. The external system enables drilling from a standard sheet and HTML report, through the Cell Explorer, into Workday business objects and actuals. When someone clicks Drill into Workday or accesses the related actions menu, Adaptive Insights connects and reveals the Workday business objects or actuals transactions underlying the data.

You can also set up a Workday external system so that you can publish plans. Publishing requires mapping the accounts in Adaptive Insights to ledger accounts in Workday. Publishing also requires mapping the levels to an organization in Workday. The mappings ensure that data publishes to the appropriate accounts.

Drill into Workday Actuals

Drilling into Actuals is available at the intersection of the lowest level and account. Drilling works by passing Adaptive Insights level, account, time period, and other dimensions that represent a data cell back into Workday. The information that passes back to Workday applies to a Workday matrix report definition and renders the report in a new browser tab. You can define a single report in Workday for all accounts or specific reports per account or account hierarchy.

Drill into Workday Objects

A related actions icon displays in the Cell Explorer when you hover over a dimension, level, or account that loaded from Workday. When you click the icon, a new tab navigates to the Workday business object content. Combined level and dimensions like *Cost Center + Region* display as two objects off of the related action. The first object displays for *Cost Center*, the second object for *Region*. The delimiter must be defined in the external system configuration for concatenated objects.

Workday Reports Settings for Drilling

The report you drill into must:

- Be a matrix report and be enabled for Enable as Web Service in the report definition Advanced tab.
- Be shared with the *Adaptive Integration System Security Group* and the Security Group of the end user.
- Use these prompts and filters:
    - Level
    - Account
    - Start Date
    - End Date

Consider using these recommended prompts and filters:

- Each dimension (split) in the Adaptive Insights data structure.

    Example: Revenue and Spend Category, Cost Center.

- Use the filter option *Exact match with selection list* if you want to filter on a blank dimension
- Use the option *Prompt the user for the value and ignore the filter condition if the value is blank.* for Comparison Type on the filter for these dimensions.

Related Information

Concepts
Concept: Load Metadata into Adaptive Insights
Tasks
Set Up Workday External Systems for Adaptive Insights
Create Workday Data Sources for Adaptive Insights

1.2.10.3 | FAQ: Drill into Metadata

What can I drill into?
You can drill into data intersections that:

- Contain actuals data loaded into standard accounts.
- Exist at the lowest level and account.
- You access in standard sheets or from Explore Cell.
- You access in HTML reports, via Cell Explorer.
- You loaded through Workday Data Management.

You can drill into metadata objects that:

- You loaded through Workday Data Management.
- You access from Explore Cell.

What are the basic requirements for drilling into metadata?
You fully enabled Integration with Workday in Administration > General Setup.

You created a Workday credential.

You loaded all data through Integration using WIDs on the Source ID Column..

All of your mappings from Workday to Adaptive Insights levels, accounts, and dimensions are 1:1.

All users who need to drill have the Drill into Workday Numbers role permission.

Why is Drill into Workday grayed out when I right-click a number in Adaptive Insights?
Access data at the lowest level and account combination. You can only drill when you view the lowest layer of your levels and accounts. You can't drill into rollups.

Ensure that you linked a mapping profile to Workday. Use the same mapping profile to load data and create the Workday external system.

Hover over the level and account in the Explore Cell window and check for the related actions menu. When you hover over the related actions menu, look for a link to drill into that Workday object.

- If more than 1 option displays when you hover the related actions menu, check for a many-to-1 mapping issue in your mapping profile. All mappings (Workday object to Adaptive Insights object) require that you use only the WID on the Source ID column.
- Check all of the loaders and ensure that they all map using the WID on the Source ID column. You can delete and recreate the mapping profile without affecting the data you already loaded.

Why can't I see the matrix report that I created in Workday in my Workday external system?
Check if:

- You shared with the Integration System Security Group (ISSG) user in Workday.
- The report uses the *Enabled for Worksheets* option in Workday.

Why is Drill Into Details grayed out when I right-click on a number?
It can take 1 to 2 seconds for the option to display after you click. You can only drill into the lowest level and account. You can't drill into (Only) levels.

What if the user receives report errors the next time they next access Workday?
Check the Workday security settings to ensure that:

- You shared the matrix report with the user trying to drill.
- The user can access all of the objects in the report, Organizations, worktags, fields and calculated fields.

Ask the user to run the report and enter each prompt to check if they can see all of the data.

Related Information

Concepts
Concept: Load Metadata into Adaptive Insights
Loaders Overview
Tasks
Set Up Workday External Systems for Adaptive Insights
Create Workday Data Sources for Adaptive Insights
Reference
Reference: Reports for Importing Data and Metadata into Adaptive Insights

1.3 | Steps: Set Up and Create Financial Plans

Context

Set up your financial plan so that your planners can enter data and create reports. Configure the model structure and model for your plan to better support your organization structure and process.

Your instance already includes everything you need to start planning using a basic financial plan:

- A plan version and an actuals version.
- Standard general ledger accounts and account codes.
- At least 1 level.

You can configure these settings on your financial plan:

- The fiscal calendar, versions, and levels for your model structure.
- The formulas, accounts, sheets, and data for your model.

Steps

1. Set Up Level-Based Security.
   The security structure of your instance is level-based. You can configure user access to specific data and areas of your model.
2. Build your model structure.
   a. (Optional) Configure a more customized fiscal calendar using Flexible Time Modeling.
      By default, your instance:
      - Begins with January and ends with December.
      - Uses years, quarters, and months for calendar periods.
      See:
      - Time Administration.
      - Flexible Time Modeling.
   b. (Optional) Create versions.
      You can create multiple plans and sub-versions of your actuals. You can use the version access controls as part of your security structure.
      See:
      - Create and Edit Actuals Versions.
      - Create and Edit Plan Versions.
      - Change your Default Plan Version.
   c. Create or import levels.
      See:
      - Import or Export Levels for Bulk Updates.
      - Create, Edit, or Clone Levels.
   d. (Optional) Create custom dimensions and attributes.
      See Level Dimensions and Attributes.
3. Model your business.
   a. (Optional) Create formulas to generate forecasted data, calculate metrics, and connect parts of the model.
      We highly recommend that you create formulas so that your planners have data precalculated for them on their sheets. With precalculated data, your planners can make more informed decisions.

      See Formulas Guide.

   b. (Optional) Create custom accounts or additional metric accounts.
      See:
      - Add or Edit Accounts.
      - Import or Export Accounts for Bulk Updates.
   c. (Optional) Create standard, modeled, or cube sheets.
      See:
      - Build Standard Sheets.
      - Modeled Sheets Overview.
      - Cube Sheets Overview.
   d. (Optional) Create linked accounts to automatically populate data entered or calculated in modeled and cube sheets.
      See Linked Accounts Overview.
   e. (Optional) Import data that feeds into formulas and links for your model.
      We highly recommend that you import actuals and plan data using the Workday Data Source or using a spreadsheet. When you import, you can make better planning decisions using existing data.
      See:
      - Steps: Set Up Workday Data Sources for Adaptive Insights.
      - Spreadsheet Import.
4. Start planning.
   a. Enter data using sheets or Excel for Planning.
      See:
      - Using Sheets.
      - Using Excel Interface for Planning.
   b. (Optional) Create reports and charts for real-time planning.
      See:
      - Viewing and Building Reports.
      - Using OfficeConnect.
      - Using Dashboards.

1.4 | Publish Plans from Adaptive Insights

1.4.1 | Steps: Publish Plans from Adaptive Insights

Prerequisites

- Sync the user profiles of all users involved in the publishing process.
- Configure the Workday Data Source and load your ledger account and dimension metadata.
- Enable users to publish plans on the Tenant Setup report.
- Security: *Set Up: Plan Publishing* in the Adaptive Insights for Headcount Plans functional area.

Context

Publish plan versions from Adaptive Insights to Workday so that you can:

- Preview plans in Workday.
- Generate management reporting.

Workday uses plan structures and plan templates to make Adaptive Insights plans available in Workday. You can create your plan structure and plan template before or after you create and approve your Adaptive Insights plan.

Steps

1. Create Plan Structures for Adaptive Insights.
2. Create Plan Templates for Adaptive Insights.
3. Publish Plans.

Result

You can use the Find Plan report to find plans that you published.

Related Information

Tasks
Steps: Configure Adaptive Insights for Workday
Steps: Set Up Workday Data Sources for Adaptive Insights
Reference
Workday 33 What's New Post: Publish Headcount Plans

1.4.2 | Create Plan Structures for Adaptive Insights

Prerequisites

- Configure the Workday Data Source and load your ledger account and dimension metadata.
- Security: *Set Up: Plan Publishing* in the Adaptive Insights for Headcount Plans functional area.

Context

Plan structures are the foundation for your Adaptive Insights plans in Workday. The structures determine:

- The type of plan.
- The fiscal schedule and periods on which to build the periods and duration.
- The ledger accounts and dimensions available to include when defining plans.
- Whether plans require approval, and other key attributes.

Once you create a plan structure with the same accounts and dimensions that you use on your Adaptive Insights headcount plan, you can create a plan template and then publish to the plan template.

You can use the same structure for multiple companies.

Steps

1. Access the Create Plan Structure or Edit Plan Structure task.
2. Select *Headcount* as the Plan Type.
3. As you complete the task, consider:

Option	Description
Use Amendments/Approval	Workday automatically selects this check box. When you publish your plan, we make the plan available to you in *Draft* status so that you can verify your plan before you submit it for approval. With this check box selected, you require approval for new plans.

Option	Description
Allow Negative Headcount Value	(Optional) Enables users to use negative headcount or cost and FTE targets. Example: You might want to represent losses due to attrition for a dedicated organization in a hierarchy. You can set this option at any time during the planning process. Once selected, you can clear it only if no lines exist on the headcount plans that use this structure.

4. On the Schedule tab, select *Period* on the Plan Entry By prompt.

    When you plan by period, Workday bases plan periods on the periods of the fiscal schedule.

5. As you complete the Structured Dimensions tab, consider:

Option	Description
Organizing Dimension Type	Requires that you enter a plan for 1 dimension value at a time per plan, and per period. This entry method streamlines review and approval. Example: You want to view plan balances by the region dimension only on the Current Plan report.
Disable Related Worktags in Worksheets	(Optional) Disable worktag type precedences for all associated plan workbooks that use this plan structure. Disabling the related worktags avoids duplicate plan lines for optional dimensions that use related worktags.
Dimension	Select the dimensions you want as available worktags when you create plans that use this structure. Match these dimensions to the accounts and dimensions on your headcount plan in Adaptive Insights. To plan by project-related headcount, select *Project* as a dimension. Workday doesn't include project information in the baseline plan, but you can add it to the workbook for your plan. You can only add *Employee* as a dimension if you also add *Position* as a dimension. You can't add *Employee* as a required dimension. To plan by diversity in your workforce, select *Ethnicity* as a dimension.
Required	Select to require the dimension for entry on each plan line. If you select the dimension as the Organizing Dimension Type, you must require entry of the dimension.
Members to Include/Exclude	Include All Members: Select all members of the dimension and top-level hierarchy (if applicable) as available worktags during entry and for updates of plan details. We recommend that you select this option for required structured dimensions so that you can avoid some errors when you publish. Dimensions to Include: Identify specific members of the dimension as available worktags during entry and updates of plan details. If you select a hierarchy, Workday includes its members. You can select a combination of both dimension members and hierarchies. Dimensions to Exclude: Identify specific members of the dimension to exclude from selection during entry of plan details. If you select a hierarchy, Workday excludes its members. You can select a combination of both dimension members and hierarchies.

6. Select an Account Set if *Ledger Account* is a dimension on your plan structure.

    An account set identifies the available ledger accounts that Workday can use when you create your headcount plan with cost of workforce and plan to actuals reporting.

Result

You can now create a plan template for your company based on this structure. Workday makes your Adaptive Insights plans available to your downstream users using plan templates. Once you create plan templates based on the structure, you can only revise the structure definition in these ways:

- Rename the structure.
- Add additional optional structured dimensions to the structure.
- Exclude structured dimensions as long as no plan lines exist with those dimensions.

Next Steps

Create a plan template based on your plan structure.

To compare structures, access the Plan Structures report.

Related Information

Tasks
Steps: Publish Plans from Adaptive Insights

1.4.3 | Create Plan Templates for Adaptive Insights

Prerequisites

- Define a plan structure that matches the fiscal schedule and account set for the companies.
- Security: *Set Up: Plan Publishing* in the Adaptive Insights for Headcount Plans functional area.

Context

Create your plan template with the same organizations and date frame that you use on the headcount plan you want to publish from Adaptive Insights. When you publish your plan from Adaptive Insights, we make the plan available in Workday on a plan template.

After you define the plan structure, you create a template to specify the configuration for your plan. On the template, you configure these options for use on your plan:

- Organizations.
- Statistic type.
- Time periods.

You can create many templates from a single structure to maximize efficiency as you build plans:

- Across companies.
- From year to year.

Steps

1. Access the Create Plan Template task.
2. As you complete the task, consider:

Option	Description
Organizations As Of	For your plan, this date drives what you can pick in your top plan hierarchy for the selected organizations. You can select the organizations that are effective based on the date you enter here. Workday populates the current day, but you can change this date. This option enables you to select a moment in time where organizations are different based on future organizations that you added or removed from a plan structure.
Top Level Hierarchy	Since dimension members can be part of multiple hierarchies, determine the uppermost hierarchy for your organizing dimension and select it as the top-level hierarchy. Doing so enables you to limit your plan to a lower-level hierarchy than the highest level organization available to you. The prompt displays only the allowed hierarchies for the organizing dimension and the date entered in the Organizations As Of field.
Organizations	You can limit your plan to specific organizations within the top plan hierarchy that you selected. Or you can select Include All Organizations such that all organizations within that hierarchy become plannable organizations. Options include: ○ Any and all levels for supervisory organizations since it's a true hierarchy. ○ All nodes on cost center hierarchies and custom organization hierarchies.
Roll Up Subordinate Headcount	Displays only if organizing dimension type on the structure is *Supervisory Organization* and applies only to the lowest-level organization that has subordinate organizations in the hierarchy. You might have workers at all levels in the hierarchy for supervisory organizations. If so, select this option if you want to include all workers below the lowest organization in the headcount.
Statistic Type	You can select 1 or more statistic types for your plan: ○ FTE ○ Headcount
From **To**	To define the duration, select the start and end periods. Match the date range of the Adaptive Insights plan you want to publish.

Result

Workday creates and displays the plan duration and periods based on the organizations, plan structure, and From and To periods.

You can select the Inactive check box on the Edit Plan Template task to inactivate headcount plans.

Next Steps

On Adaptive Insights, publish your plan version to this plan template.

You can edit your headcount plan templates on the Edit Plan Template task after you publish plans to correct errors or accommodate unplanned events.

Related Information

Tasks
Steps: Publish Plans from Adaptive Insights

2 | Workday Planning

2.1 | Concept: Planning

Workday Planning helps you measure the health of your organization and plan for the future in strategic ways. With planning, you can create baseline plans for your financials and headcount and then use Worksheets to:

- Collaborate on live data with key stakeholders in your organization.
- Model and analyze the data to determine next steps.
- Update and iterate your plan, creating forecasts that meet the changing landscape in which you work.

Headcount Planning

Your workers are the most critical component to your organization. Having a balanced and optimized workforce is integral to a successful organization. You want workers with the right skill set in the proper location at the right time and making sure it's affordable. You can look ahead and develop a plan to ensure that you have all these components in place to maximize your workforce.

In Workday, you create a structure for your headcount plan first to define the organizing dimension that you want to structure your plan by. You can also add additional dimensions to guide your plan. Use the plan generator to create a headcount plan based on the organizations you select and other criteria, such as headcount, FTE, compensation costs, or all 3. You can then generate a workbook for your plan that you can share with organization planners to collaborate on headcount numbers and explore different scenarios.

As you collaborate and model your plan, Workday enables you to distinguish the main plan of record from other plans. Identifying a primary plan ensures that all planners and management within your organization are clear about which plan is the current plan of record.

Financial Planning

In Workday, the structure of financial plans is almost identical to that of accounting ledgers. Both are tied to fiscal schedules and are divided into years and periods. You use the same fiscal schedule to create plan periods, ledger years, and periods for a company. Following this pattern ensures that the same years and periods are always available for comparison between plans and actuals.

You can create financial plans based on actuals, a prior plan, or a combination of both. In Workday, the process for creating your plan differs slightly based on your choice, but all result in creating a workbook to use for forecasting and modeling. Like headcount planning, you can use the analytical tools in Drive to analyze and collaborate with others in your organization on your plan.

Statistic Planning

Statistic plans expand the calculations and analysis you can perform on your headcount and financial plans. With a statistic plan, you can import or define operational data, such as rates or percentages, for use in Workday. You can then combine that operational data with your headcount and financial data to create more focused and informed plans.

Like headcount and financial plans, you first create a plan structure for the statistics and any other dimensions you'll use to drive data usage in your plan. You can then create a plan template definition to bring together your financial, headcount, and statistic plan into a single workbook. The statistic dimensions you defined in the statistic plan can operate across other plans in the workbook to summarize data consistently. Example: You can define merit increase percentages in a statistic plan that applies those percentages to salary data in a headcount plan. The headcount plan then loads merit increase amounts into a financial plan that tracks costs.

Related Information

Concepts
Concept: Managing Workbooks
Tasks
Steps: Create Headcount Plans for Planning
Steps: Set Up Workforce Planning

2.2 | Planning Process Overviews

2.2.1 | Steps: Create Headcount Plans for Planning

Prerequisites

Set up security for planning.

Context

To meet your organization's goals, you need the right talent in the right place to achieve success. Workday provides visibility into this data to help you understand your current workforce and plan for future needs:

- Current headcount.
- Talent.
- Recruiting.
- Employee compensation.
- Transactional.

Steps

1. Set up reporting and the headcount plan type.
   See Steps: Set Up Workforce Planning.
2. Create Structures for Headcount Planning.
   Create a workforce plan structure to control the time period, organizing dimension type, and dimensions to include.
3. Create Cost of Workforce Mapping.
   Create a mapping table if you plan by any cost component with multiple compensation basis costs in a headcount plan. This enables you to map the workforce costs you enabled for planning to 1 or more cost components.
4. (Optional) Link and consolidate headcount plans.
   See Steps: Link and Consolidate Headcount Plans.
5. (Optional) Create Templates for Headcount Planning.
   Create a headcount plan template if you're using web services to import an existing headcount plan.
6. Generate Headcount Plans.
   Run the plan generator to create your baseline plan.
7. (Optional) Create Plan Template Definitions.
   Create a reusable plan template definition, optionally using an existing base workbook as a model, so you can create configured planning workbooks with multiple sheets.
8. (Optional) Set Up Reporting for Decentralized Planning.
9. (Optional) Configure custom validations for your plan workbooks.
   See Steps: Set Up Custom Validations
10. (Optional) Create plan workbooks:
    See:
    - Generate Plan Workbooks for Centralized Planning.
    - Generate Plan Workbooks for Decentralized Planning.
11. (Optional) Update the plan workbook and create versions, if needed, to create models for planning purposes.
    See Concept: Plan Versioning.
12. (Optional) Access the Copy Plan with Actuals task through the search bar or related action on the original plan.
    You can make a copy of a single or multiyear headcount plan and refresh it with actuals from previous periods. When you do, Workday creates a corresponding plan generator profile.
    The Additional Options section enables you to include new organizations in your forecast as of a specific date. If you change the Organizations As Of date, review the Organizations prompt to see the new organizations that are available. Workday displays all active organizations that exist as of that date when you select the Organizations prompt.
13. (Optional) Manage Plan Workbooks in Planning Events.
14. (Optional) If your organization structure changes during the decentralized planning process and you need to reassign an unconsolidated inbox item and workbook to another planner:
    - Access the View Assignment Changes on Unconsolidated Workbooks report to identify which inbox items and workbooks you need to reassign and who you need to reassign them to.
    - Access the Reassign Unconsolidated Planning Inbox Item task to reassign each inbox item and workbook.

    Security: *Set Up: Planning* in the Planning functional area.
15. Submit Plans for Headcount Planning.
16. (Optional) Use the View Headcount Plan report or create custom reports to analyze your plan.

Next Steps

You can continue to iterate and model your plan, share results, and update as needed.

Related Information

Concepts
Concept: Planning
Tasks
Steps: Set Up Security for Planning
Reference
Workday 31 What's New Post: Copy Headcount Plans with Actuals

2.2.2 | Steps: Create Financial Plans

Prerequisites

Set up security for planning.

Context

You can create financial plans that you can use in Worksheets to collaborate with other members in your organization. You can model and iterate on prior plans and actuals, and update and approve plans.

Steps

1. Create Structures for Financial Plans.
2. Generate Financial Plans.
3. (Optional) Set Up Reporting for Decentralized Planning.
4. Generate Plan Workbooks for Centralized Planning or Generate Plan Workbooks for Decentralized Planning.
   Create and edit driver-based models in a plan workbook.
5. (Optional) Edit Plan Workbooks.
6. (Optional) Create Plan Template Definitions.
   You can create a reusable template of your plan workbooks. You can also use an existing base workbook as a model to create configured planning workbooks with multiple sheets.
7. (Optional) Access the Copy Plan with Actuals task.
   You can make a copy of a single or multiyear financial plan and refresh it with the actuals from the last close period. When you do, Workday creates a corresponding plan generator profile.
8. (Optional) Manage Plan Workbooks in Planning Events.
9. (Optional) If your organization structure changes during the decentralized planning process and you need to reassign an unconsolidated inbox item and workbook to another planner:
   - Access the View Assignment Changes on Unconsolidated Workbooks report to identify which inbox items and workbooks you need to reassign and who you need to reassign them to.
   - Access the Reassign Unconsolidated Planning Inbox Item task to reassign each inbox item and workbook.

   Security: *Set Up: Planning* in the Planning functional area.

10. Submit Financial Plans.

Related Information

Concepts
Concept: Planning
Tasks
Steps: Set Up Security for Planning

2.2.3 | Steps: Create Statistic Plans

Context

As a plan administrator, you can create statistic plans to bring operational data into financial and headcount plans.

Steps

1. Configure the *Statistics Plan Event* business process to route statistic plans for approval.
   See Steps: Set Up Business Process Security Policies for Planning.
2. Define Statistic Types.
   Create a statistic definition to define the statistic type that you want to use in your plan. Planning supports the *Activity* statistic type only.
3. Access the Create Plan Structure task to create a statistic plan structure.
   Create a plan structure with these elements:
   - Plan Type: *Statistic*
   - Schedule: Select the same schedule as the Fiscal Schedule of the statistic definition that you're using for your plan.
   - Structured Dimension: Workday populates the required *Statistic Definition* dimension for you. Select the specific statistic definition to include in the Dimensions to Include prompt.
   Use the financial plan structure topic as a reference for the plan structure settings.

   See Create Structures for Financial Plans.

4. Access the Create Plan Template task to create a statistic plan.
   Security:
   - *Set Up: Budget General* domain in the Budgets functional area.
   - *Set Up: Headcount Planning* domain in the Headcount Planning functional area.
5. (Optional) Use the *Import Statistic Plan* high-volume web service to bring third party data from an outside application into Workday.
   In the web service setup, you must include:
   - The reference ID for the statistic definition in Workday that you're using on your plan structure.
   - The plan name that you created in your plan template.

   Security: Planning functional area.

6. Generate your statistic plan workbook.
   See:
   - Generate Plan Workbooks for Centralized Planning.
   - Generate Plan Workbooks for Decentralized Planning.
7. Edit Plan Workbooks.
   You can enter statistic data manually if not using the web service and then edit the workbook as needed. You can add formatting and formulas, create planning models and assumptions, share data, and update your plan from the workbook when complete.
8. Create Plan Template Definitions.
   The plan template administrator can join the operational data of a statistic plan with existing headcount and financial plans.

- Add the statistic plan and other plan entry sheets to a new plan template definition or edit an existing one.
- (Optional) Include column level formulas so that calculations can work across the different plans to summarize data.

  Example: You can include merit increases where you're capturing merit percentages in a statistic plan. You can apply these percentages across worker data from a headcount plan or a report that includes salary information. You can also feed this data into a financial plan that tracks other costs.

9. To combine multiple plans, regenerate plan workbooks.
10. (Optional) If your organization structure changes during the decentralized planning process and you need to reassign an unconsolidated inbox item and workbook to another planner:
    - Access the View Assignment Changes on Unconsolidated Workbooks report to identify which inbox items and workbooks you need to reassign and who you need to reassign them to.
    - Access the Reassign Unconsolidated Planning Inbox Item task to reassign each inbox item and workbook.

    Security: *Set Up: Planning* in the Planning functional area.

11. Planners can use the Submit Statistic Plan task to get approval for any changes made to the plan.
    Security: *Statistics Plan Event* business process.

Related Information

Concepts
Concept: Planning
Reference
Workday 31 What's New Post: Statistic Planning

2.2.4 | Steps: Create Driver-Based Models

Prerequisites

Create a plan workbook.

Context

By creating driver-based models, you can focus your plans on the criteria most impactful to your business. First, identify the main business drivers for your organization. You can then create a series of plans that mathematically model how different variables can impact those areas that are most critical to the success of your organization. Then use plan template definitions to take advantage of any formatting, formulas, and modeling in a plan workbook to use in other plan workbooks.

Steps

1. Define the driver-based model components.
   - What dimensional data will you use and at what level of dimensional detail do you want to plan? Example: For cost centers or cost center hierarchies, do you plan at the cost center node or at the hierarchy level?
   - What kind of contextual data do you need and at what level of aggregation? Are you interested in revenue, compensation, expenses, transaction, or journal line data?
   - What data sources will you use?
2. Create reports around these driving components.
   Use existing Workday reports or import external data from spreadsheets into Worksheets.
3. Bring data for modeling into Worksheets.
   For steps 2 and 3, Worksheets treats data differently depending on the source. This table answers how that data gets into Worksheets and what you can do with that data once it's in Worksheets:

Type of Data	How it gets into Worksheets	Viewable in Worksheets?	Update/Refresh in Worksheets?	Updates underlying data source?
Plan line data	Plan Generator	Yes	Yes	Yes
Linked data (Workday advanced reports only)	Data Wizard	Yes	Yes	No[1]
Any custom report (composite, matrix, and so on)	Export to Workbook	Yes	No	No[1]

1. Cells don't contain linked data.

4. Build out and bring in additional contextual data by adding columns and rows to your model.
   Example: You can add columns to your workbook for time periods to capture aggregate data in models to the level of the financial or headcount plan, your future inputs or calculation columns for display, such as totals, variances, or can use functions such as SUMIF or VLOOKUP. calculation columns for linking.
5. Link to relevant plan lines on your plan entry sheet.
   You can add direct links if there's a 1:1 relationship. If you need to aggregate data in models to the level of the financial or headcount plan, you can use functions such as SUMIF or VLOOKUP.

Next Steps

You can use this workbook as a base workbook to create plan template definitions to reuse your modeling approach in future plan workbooks.

Related Information

Concepts
Concept: Creating Reports to Insert into Workbooks
Concept: Plan Entry Areas
Tasks
Steps: Use Template Definitions to Create Plan Workbooks

2.3 | Planning Setup

2.3.1 | Steps: Set Up Security for Planning

Context

Set up security to determine who can:

- Create and edit headcount plans.
- Create and edit financial plans.
- Create and edit statistic plans.
- View and analyze plan data.

Steps

1. Access the Maintain Functional Areas task.
   Select the Enabled check box for these functional areas:
     - Planning
     - Headcount Planning

   Security: *Security Configuration* domain in the System functional area.

2. Set up these domains and use the View Domain report to review the security group types allowed for each domain:
     - *Access Compensation Basis (Segmented)*
     - *Dashboard: Planning*
     - *Process: Budget*
     - *Process: Headcount Planning*
     - *Process: Planning*
     - *Reports: Headcount Planning*
     - *Set Up: Budgets General*
     - *Set Up: Headcount Planning*
     - *Set Up: Planning*
     - *Set Up: Plan Template Definition*
     - *Worksheets*
   Add the plan administrator security group to these domains:
     - *Process: Planning*, for both centralized and decentralized planning.
     - *Set Up: Planning*, for decentralized planning.

   See Edit Domain Security Policies.

3. Set up domain security policies for each domain based on the requirements for your organization.
   For decentralized planning, you can use role assignments on your organization hierarchy to provide additional levels of approval.

   See Steps: Set Up Domain Security Policies for Planning.

4. Enable segmented security for headcount and statistic planning.
     a. Create a segment-based type security group for headcount and statistic planning on the Create Security Group task.
     b. Add the desired security groups on the Edit Segment-Based Security Group task.

        Example: You might add the *HR Administrator*, *Implementers*, and *Planning Administrator HR*.

     c. Edit permissions on the *Access Plan Type (Segmented)* domain.

        Example: Add *Headcount and Statistic Plan Type Segment* to the Report/Task Permissions grid.

5. (Optional) Set Up Segmented Security for Compensation Basis in Headcount Planning.
6. Activate Pending Security Policy Changes.
7. Set up your planning and headcount business processes and security policies based on your organizational needs.
   See Steps: Set Up Business Process Security Policies for Planning.

Example

You might set up your security and roles in this way:

- Grant these domain permissions:

Domains	Permissions
Access Compensation Basis (Segmented)	Planning Administrator who can access specific compensation bases when creating a plan.
Process: Headcount Planning	Planning Administrator HR
Process: Planning	Planning Administrator Finance Planning Administrator HR
Reports: Headcount Planning	Planning Administrator HR and users who need access to headcount planning reports. There are many roles enabled, and you can add more as needed.
Set Up: Headcount Planning	Planning Administrator HR
Set Up: Planning	Planning Administrator Finance Planning Administrator HR
Set Up: Plan Template Definition	Template Administrator
Worksheets	Any user that reviews a plan in Drive. Plan administrators also need to share each plan workbook individually.

- Create these user-based, unconstrained security groups:
  - Planning Administrator Finance
  - Planning Administrator HR
- Create these role-based, constrained security groups.
  - Organization Planner (*Cost Center* and *Cost Center Hierarchy*, for both centralized and decentralized planning)
  - Organization Planner (*Supervisory Organization*, for both centralized and decentralized planning)
  - Organization Planner (*Custom Organization* and *Custom Organization Hierarchy*, for centralized planning only)
- Create a Headcount Organization Planner role (by *Cost Center*) and enable it for the *Cost Center* and *Cost Center Hierarchy* organization types.

For your business process security policies, you might set it up in this way:

Business Process	Permissions
Planning Event	Planning Administrator Finance, Budget Manager
Headcount Plan Event	Planning Administrator HR, Organization Planner
Statistics Plan Event	Planning Administrator HR or Finance

2.3.2 | Steps: Set Up Domain Security Policies for Planning

Context

Set up domain security policies for each domain based on the requirements for your organization.

Steps

1. Create security groups.
   See: Create User-Based Security Groups.

   See: Create Role-Based Security Groups.

   See: Create Intersection Security Groups.

   Configure role-based security on the *Worksheets* domain to grant access by job role rather than by user-based role to improve security when working in plan workbooks. You can assign organization planner roles for any organizing dimension.

   For decentralized planning, Workday only supports these organizing dimensions:
   - Company and Company Hierarchy
   - Cost Center and Cost Center Hierarchy
   - Custom Organization
   - Fund and Fund Hierarchy
   - Location and Location Hierarchy
   - Project and Project Hierarchy
   - Region and Region Hierarchy
   - Supervisory Organization

   To enable hierarchy-level planners to view report results for all of their plan lines, select Applies to Current Organization and All Subordinates on the security groups you assign these hierarchy-level planner roles. For decentralized planning, this configuration also enables hierarchy-level planners to view report

results for all of their plan lines when they click Plan Report on their inbox items.

2. Set Up Assignable Roles.

Use the View Assignable Roles report to ensure that you assign the correct users to your planning roles. For decentralized planning, Workday routes plan workbooks to users with these roles.

For decentralized planning, you can configure additional levels of approval by assigning organization planner roles at the hierarchy levels to hierarchy owners. With this configuration, Workday requires each succeeding hierarchy owner to review and submit the plan workbook. The plan administrator can only finalize the planning process if all organization planners and hierarchy owners submit their plan workbooks.

Example

To configure additional levels of approval for your decentralized planning process, you might set up your roles in this way:

Organization	Organization Planner
Cost Center 310.1	Organization planner for this individual cost center.
Cost Center 310.2	Organization planner for this individual cost center.
Cost Center Hierarchy 310.0	Assign the hierarchy owner as the organization planner for this cost center hierarchy, which includes cost centers 310.1 and 310.2.
Cost Center Hierarchy 300.0	Assign the hierarchy owner as the organization planner for this cost center hierarchy, which includes the lower-level cost center hierarchy 310.0.

Related Information

Concepts
Concept: Ways to Assign Roles
Tasks
Steps: Set Up Security for Planning

2.3.3 | Steps: Set Up Planning

Prerequisites

Set up security for Planning.

Context

Set up worksheets configuration. You can also optionally customize certain labels and add plan currencies for your global subsidiaries.

Steps

1. Set Up Worksheets.
2. (Optional) Access the Maintain Custom Labels task.
   Customize planning and budgets labels for your organization, as needed.

   See: Create or Edit Custom Labels.

3. (Optional) Access the Maintain Plan Currency Configuration task.
   For financial plans, you can set up a plan currency by company that is different from your base currency. Workday then populates this currency to the Plan Currency field on the plan generator profile for all plans for that company.

   Security: *Process: Planning* domain in the Planning functional area.

2.3.4 | Steps: Set Up Business Process Security Policies for Planning

Prerequisites

Activate pending security policy changes.

Context

Set up your headcount, statistic, or planning business process and security policies. These policies apply for centralized, decentralized, and headcount planning.

Steps

1. Edit Business Process Security Policies.
   Set up these business process and security policies based on your organizational needs, such as to add approvers:
   - *Headcount Plan Event* in the Headcount Planning functional area.
   - *Planning Event* in the Planning functional area.
   - *Statistic Plan Event* in the Planning functional area.
2. For the *Planning Event* business process, maintain the *Planning Event* business process type. Add the plan administrator to the security groups for all initiating actions, action steps, and actions on the *Planning Event* business process policy.
3. (Optional) For the *Planning Event* business process, you can route your plan using a rule-based business process definition. Select Business Process > Rule Based Business Process Configuration from the related actions menu of the *Planning Event* business process type and define your rules.

4. For decentralized planning on the *Planning Event* business process, add and configure a *Shared Participation* step on the *Planning Event* business process definition.

Example

You can configure a decentralized *Planning Event* business process with a *Review Plan* action step. With this action step, you can enable plan administrators to review the plan workbooks before or after plan workbook distribution. These plan administrators can:

- Submit the *Review Plan* action step. If plan administrators review before distribution, Workday then distributes the plan workbooks and edit access to planners.
- Deny the *Review Plan* action step, which cancels this planning event and enables you to start over.

You might configure your *Planning Event* business process in this way:

Order	Type	Specify	Group
a	*Initiation*		
b	*Action*	*Review Plan*	*Planning Administrator Finance* *Planning Administrator HR*
c	*Shared Participation*	*Planning Participant Control*	*Planning Administrator Finance* *Planning Administrator HR*

Related Information

Tasks

Steps: Set Up Security for Planning

2.3.5 | Steps: Set Up Workforce Planning

Prerequisites

Configure security for workforce planning, including roles, security groups, security processes, and business processes.

Context

Set up Workday to create a new headcount plan type and to enable you to report on your plans by fiscal year or period.

Steps

1. To report on plans by fiscal year or period, reset the trending period in your tenant.
   a. Access the Edit Tenant Setup - Reporting and Analytics task.
      See: Reference: Edit Tenant Setup - Reporting and Analytics.

      Security: *Set Up: Tenant Setup - Reporting and Analytics* domain in the System functional area.

   b. Select Enable Worker Trending, if not already selected.
   c. Select *Fiscal Year-Period* for the Trending Period.
   d. Select the Fiscal Schedule.
2. Set up a plan type for headcount planning.

   Use the Maintain Entry Types task to enable *Headcount* in the Plan Type Usage field. Doing so identifies the plan lines as headcount. Workday uses plan types when rolling over and closing plans for reporting purposes.

   You associate a plan type with a company and plan structure on the plan generator profile.

   Security: *Set Up: Headcount Planning* domain in the Headcount Planning functional area.
3. (Optional) Create Configurable Compensation Basis.

   You can create custom compensation bases as needed. Select *Planning* as the functional area when creating a custom compensation basis.

   Example: You might want to measure cost by including bonus and stock compensation, in addition to salary.

4. (Optional) Add compensation details to the job requisition.

   For unfilled positions, Workday pulls compensation details from the job requisition, if available. Otherwise, Workday pulls the information from the position restriction.

   You can add compensation details on the job requisition using the *Request Requisition Compensation Change* business process.

   See: Reference: Default Job Requisition Data and Create and Edit Job Requisitions.
5. To use the headcount planning standard reports, set up outlining.

   Use the Map Standard Aliases task to configure the top-level node, such as supervisory organization.

Next Steps

Create a headcount plan structure.

Related Information

Tasks

Steps: Create Headcount Plans for Planning

2.3.6 | Set Up Segmented Security for Compensation Basis in Headcount Planning

Prerequisites

- Analyze your organization's needs and decide whether segmented security for compensation basis is appropriate.

- Configure security groups and organizational roles in the Planning functional area.

- Security:
  - *Set Up: Tenant Setup - HCM* domain in the System functional area.
  - *Security Configuration* domain in the System functional area.
  - *Compensation Segmented Setup* domain in the System functional area.
  - *Access Compensation Basis (Segmented)* domain in the Planning functional area.

Context

Segmented security groups for compensation bases enables you to control access to the types of compensation data that plan administrators can configure on headcount plans.

Example: You might not want plan administrators to view HR information such as salary and bonus amounts in the plan workbook.

Steps

1. Enable the segmented security group feature for compensation.
   a. Access the Edit Tenant Setup - HCM task.
   b. In the Compensation section, select the Enable Compensation Setup Segment Security check box.
2. Create a security segment for the desired compensation basis for Planning.
   a. Access the Create Compensation Setup Security Segment task.
   b. Select Compensation Basis (For Planning Only) and then 1 or more compensation bases to contain within the segment.
3. Create a segment-based security group that joins the applicable security group or role with the security segment. This is a critical step that ties together the preceding steps.
   a. Access the Create Security Group task.
   b. For Type of Tenanted Security Group, select *Segment-Based Security Group*.
   c. In the list of Security Groups, add the applicable roles that can view the compensation bases.
   d. In the list of Access to Segments, add the applicable security segments.
4. Repeat steps 2 and 3 for each secured compensation segment you want to create.
5. To use any new segment-based security group that you've created, update and activate the domain security policy and business process security policy for the Planning functional area.
   a. Access the *Access Compensation Basis (Segmented)* domain.
   b. From the related actions menu, select Domain > View Security Policy.
   c. Click Edit Permissions.
   d. Add the segment-based security group to the applicable domain security policy/business process security policy.
   e. Remove all users and then add the segmented security group you just added.
   f. Access the Activate Pending Security Policy Changes task to confirm changes.

Related Information

Tasks

2.3.7 | Concept: Custom Validations for Headcount Plans

You can use custom validations on headcount plans with plan workbooks to control and enforce rules that ensure the integrity of your plan data. Workday only issues these validations when you:

- Update the plans from your plan workbooks.
- Submit the plans.

Example

Your company centralizes human resources roles in all locations but Pleasanton. You can create a custom validation that restricts planners from submitting a plan line with both of these worktags:

- Pleasanton
- Job Family HR

Example

You want your baseline plan to include information for all employees, but some employees haven't been assigned to projects yet. You can create a custom validation that restricts planners from submitting plan lines without a project worktag. The custom validation ensures that all employees are assigned to projects before you submit the plan for approval.

Example

You're planning by position and you want your planners to create a different plan line for each position. You can create a custom validation that warns planners when they try to submit a plan line with a planned headcount that's greater than 1.

Related Information

Tasks
Steps: Set Up Custom Validations

2.4 | Plan Structures

2.4.1 | Create Structures for Headcount Planning

Prerequisites

- Set up headcount plan type on the Maintain Entry Types task.
- Security: *Set Up: Headcount Planning* domain in the Headcount Planning functional area.

Context

For headcount planning, the plan structure is the foundation upon which you build your headcount plan. You can define the rules of the applicable dimensions that you want on your plan. You also set the organizing dimension type to guide security for who can initiate your plan.

Steps

1. Access the Create Plan Structure task.
2. As you complete the plan structure details, consider:

Option	Description
Name	If you use various organizing dimensions for planning, consider naming your structure using the organizing dimension type so that it's easily identifiable for reuse.
Plan Type	Select *Headcount* as your Plan Type. Workday selects Use Amendments/Approvals automatically for all headcount plans.
Allow Negative Headcount Value	(Optional) Enables users to enter negative headcount or cost and FTE targets in the plan workbook. Example: You might want to represent losses due to attrition for a dedicated organization in a hierarchy. You can set this option at any time during the planning process. Once selected, you can clear it only if no lines exist on the headcount plans that use this structure. For linked plan structures, Workday validates to ensure that if you don't enable the negative headcount value option, you also can't enable it on child plan structures.
Schedule	Select the timeframe for the headcount plan that you're going to create from this structure. Workday uses the fiscal schedule together with the plan entry selection and plan timeframe to create plan periods and duration. Your selection for the headcount plan matches the fiscal schedule for the company, as set using the Edit Company Accounting Details task. Using fiscal year is useful when aligning your financial and headcount plans. If you link plan structures, the parent and child plan structures must use the same fiscal schedule.

Plan Entry By	Select how you want to define your plan periods. These periods serve as your milestones for how frequently you want to track your headcount plan data. Workday uses your selection to create each entry period that you define a headcount plan for.
	
	Workday bases the headcount plan periods on:
	
	  ○ *Period*: The periods of the fiscal schedule.
	  ○ *Summary Schedule*: A summarized group of fiscal periods, such as quarterly or half yearly.
	
	If you link plan structures, the child plan structure must use a subset or the same plan entry timeframe as the parent so it can roll up into the parent time periods.

3. As you complete the Structured Dimensions tab details, consider:

Option	Description
Organizing Dimension Type	Controls the organization changes, approvals, and routing of your plan. Workday automatically adds the dimension you select here as another dimension on the Structured Dimensions grid. In the grid, the organizing dimension is read only. You can further refine organizing dimension criteria on the plan generator profile. If you link plan structures, the organizing dimension type must be the same.
Disable Related Worktags in Worksheets	(Optional) Disable worktag type precedences for all associated plan workbooks that use this plan structure. Disabling the related worktags avoids duplicate plan lines for optional dimensions that use related worktags.

Order	Move dimensions up or down in the grid based on the column order display that you want for the plan workbook. If you change the column order on the plan structure after creating a plan workbook, regenerate a workbook for the plan using one of these tasks:
	    ◦ Edit Plan Generator Profile
	    ◦ Create Plan Workbook
	If you don't reorder dimensions on the plan structure, Workday orders dimensions in the workbook based on the descending datetime stamp for when you added them to the structure.

Dimension	Workday supports numerous dimensions for headcount planning. Select those dimensions most critical to your business. Example: If you want to align a headcount plan with a financial plan, add *Cost Center* as a dimension. Or, if you're most concerned about the distribution of your workers around the world, you might select *Location* as another dimension. To plan by project-related headcount, select *Project* as a dimension. Workday doesn't include project information in the baseline plan, but you can add it to the workbook for your plan. You can only add *Employee* as a dimension if you also add *Position* as a dimension. You can't add *Employee* as a required dimension. To plan by workforce cost, add *Compensation Basis* as a dimension or a cost component dimension (*Ledger Account*, *Pay Component*, or *Spend Category*). If you add *Ledger Account* as a dimension, the Account Set prompt displays. To plan by diversity in your workforce, select *Ethnicity* as a dimension. Note: The more dimensions you use and the more values that exist for each selected dimension, the more complex your plan becomes.

Required	You can make a dimension required or optional. Workday automatically selects required for the Organizing Dimension Type and changes the required option to read only.
	
	For required dimensions, you must include a value for that dimension in all rows when you edit plan lines in the workbook. For optional dimensions, you can leave cells for that dimension blank.
	
	When you link a child plan structure to a parent plan structure, the child plan structure must include all required dimensions that you define on the parent plan structure.
	
	When generating plan workbooks, Workday treats dimensions without data differently for this setting:
	    ◦ For optional dimensions without data, Workday displays all plan lines, including plan lines for dimensions that don't contain data.
	    ◦ For required dimensions without data, Workday doesn't display any plan lines, even if other dimensions contain data.

Primary Worktag	This option applies only to the Maintain Budget task and budget amendments, not plan entry in plan workbooks.

Option	Description
Hierarchy	Select the specific hierarchy within the selected dimension that you want to target for your plan. Some dimensions might not include hierarchies, in which case Workday disables the hierarchy fields, such as for *Worker Type*. Top Level Hierarchy: Select the uppermost hierarchy level at which to plan. If the dimension doesn't allow hierarchies, you can't select an option at the Top Level Hierarchy prompt. Hierarchy Level: For some dimensions that are organizations, within the top-level hierarchy you select, you can plan at the hierarchy level or at a node level. When you link a child plan structure to a parent plan structure, the child plan structure must contain hierarchies that are a subset or the same as the parent.
Members to Include/Exclude	Select the specific values that you want to include for each dimension. ○ Include All Members: Select all members of the dimension and top-level hierarchy (if applicable) as available worktags during entry and for updates of plan details. When you generate a plan, Workday displays plan lines for all dimension members including dimensions that don't have data. ○ Dimensions to Include: Identify specific members of the dimension as available worktags during entry and updates of plan details. If you select a hierarchy, Workday includes its members. You can select a combination of both dimension members and hierarchies. When you generate a plan, Workday won't display plan lines for dimensions that have empty values. However, you can control whether or not to include dimensions with blank values in your baseline plan. If you add an optional dimension to your plan structure, and you include specific dimension members, Workday enables you to select the dimension on the Plan Generator Profile. As a result, blank lines for the dimension display in your plan. When you link a child plan structure to a parent plan structure, the child plan structure must contain dimension members that are a subset or the same as the parent plan structure. ○ Dimensions to Exclude: Identify specific members of the dimension to exclude from selection during entry of plan details. If you select a hierarchy, Workday excludes its members. You can select a combination of both dimension members and hierarchies. When you generate a plan, Workday displays plan lines for dimensions you didn't exclude and dimensions that have empty values. For a required dimension, there must be a value for that dimension in all rows when you edit plan lines in the workbook. Otherwise, it can be empty if it's optional.

4. Select an Account Set if *Ledger Account* is a dimension on your plan structure.

An account set identifies the available ledger accounts that Workday can use when you create your headcount plan with cost of workforce and plan to actuals reporting.

Result

You can use this structure repeatedly to generate multiple headcount plans.

Next Steps

Run the Create Plan Generator Profile task to generate your headcount plan. Workday generates the plan template for you during the plan generation process. You can then create a workbook to share with the relevant participants in your organization.

Related Information

Concepts
Concept: Organizing Dimensions for Headcount Planning
Tasks
Generate Headcount Plans
Steps: Link and Consolidate Headcount Plans
Reference
Reference: Rules for Consolidating Headcount Plans

Workday 31 What's New Post: Include Blank Dimension Values
Workday 31 What's New Post: Workforce Cost Planning

2.4.2 | Create Structures for Financial Plans

Prerequisites

Security: *Set Up: Budget General* in the Budgets functional area.

Context

The plan structure is the foundation on which you build your plans. A financial plan structure determines:

- The fiscal schedule for the plan periods and duration.
- The ledger accounts and dimensions available to include when defining your financial plan.
- The level of detail for your plan dimensions. You can define selection at the member level or at the hierarchy level.

You can create or update the structures for your company financial plans and forecasts. You can use the same structure for multiple companies and plans.

Steps

1. Access the Create Plan Structure or Edit Plan Structure task.
2. Select *Financial* as the Plan Type.
3. Select Use Amendments/Approval to require approval for new plans and amendments to existing ones.

   Select this option:

   - To create a plan generator profile for plans referencing this structure.
   - For custom validations on plan lines.

   When you select this option, Workday displays only approved plan entries in the totals for the Plan vs. Actuals worklet and these reports:

   - Budgetary Balance Report
   - Manager Budgetary Balance Report

   Otherwise, Workday calculates the totals for the plans in all statuses, including *Approved* and *Denied*.

4. As you complete the Schedule tab, consider:

Option	Description
Schedule	Select a schedule type for the plans that you expect to base on this structure. Workday uses your fiscal schedule together with your Plan Entry By selection and plan time frame to create plan periods and duration.
Plan Entry By	Your schedule selection for these plans must match the fiscal schedule for the company, as set on the Edit Company Accounting Details task. • *Period*: Base plan periods on the periods of the fiscal schedule. • *Summary Schedule*: Base plan periods on a summarized group of fiscal periods, such as quarterly or half yearly. • *Duration*: Base plan on a single period that spans the entire time frame of the plan.

5. As you complete the Structured Dimensions tab, consider:

Option	Description
Account Set	Select an account set to identify the ledger accounts and ledger account summaries available for your financial plan. Your selection must match the account set for the company, as set on the Edit Company Accounting Details task.
Account Type	Select the types of accounts within the specified account set for plans that use this structure.
Organizing Dimension Type	(Optional) Select from among several dimensions to organize your plan, 1 dimension value at a time per plan and period. This entry method streamlines plan review and approval. Example: You want to view plan balances by the region dimension only on the Current Plan report.

Option	Description
Must Be Empty	Select to require that a dimension must have an empty value for the transaction to be subject to the financial plan. This option enables you to define plans with and without that specific dimension. Example: You want a financial plan for transactions that impact certain cost centers, funds, and projects. You also want a plan that picks up transactions for just fund and cost center. For the latter, you can specify that the project worktag must be empty on the transaction.
Disable Related Worktags in Worksheets	(Optional) Disable worktag type precedences for all associated plan workbooks that use this plan structure. Disabling the related worktags avoids duplicate plan lines for optional dimensions that use related worktags. This option is not applicable to virtual parent structures.

6. Enter dimensions and members to determine whether transactions on your plan are subject to budget.

   As you complete the Structured Dimensions grid details, consider:

Option	Description
Order	Controls the column order display that you want for the plan workbook. If you change the column order on the plan structure after creating a plan workbook, regenerate a workbook for the plan using either the Edit Plan Generator Profile task or the Create Plan Workbook task. If you decide not to reorder dimensions on the plan structure, Workday uses the descending datetime stamp of the dimensions for how to order them on the workbook.
Dimension	Select the dimensions you want when creating plans that use this structure. Workday automatically selects *Company* as a required dimension. Workday adds the Company dimension to each line to group plan entry lines to streamline reporting when there are multiple companies. For multicurrency reporting, include the *Ledger Account* dimension. Workday translates currencies based on ledger accounts and ledger account summaries.
Required	You can make a dimension required or optional. Workday automatically selects required for the Organizing Dimension Type and changes the required option to read only. For required dimensions, you must include a value for that dimension in all rows when you edit plan lines in the workbook. For optional dimensions, you can leave cells for that dimension blank. When generating plan workbooks, Workday treats dimensions without data differently for this setting: ○ For optional dimensions without data, Workday displays all plan lines, including plan lines for dimensions that don't contain data. ○ For required dimensions without data, Workday doesn't display any plan lines, even if other dimensions contain data.
Primary Worktag	This option applies only to the Maintain Budget task and budget amendments, not plan entry in plan workbooks. Select to display the dimension in its own individual column rather than as an additional worktag in the plan lines. Selecting this option enables planners to enter plan line information faster while maintaining and amending the plan. Because *Company* and *Ledger Account* are required dimensions that display automatically, you can't select them as primary. You can designate up to 10 worktags as primary worktags for each plan structure.
Top Level Hierarchy	Since dimension members can be part of multiple hierarchies, determine the uppermost hierarchy and select it as the top-level hierarchy. If you select a top-level hierarchy, use the Hierarchy Level field prompt to select the level at which you want to include or exclude dimensions, when you create or update plans. Your selections determine which dimensions are available as worktags for plans made from this structure.

Option	Description
Members to Include/Exclude	Include All Members: Select all members of the dimension and top-level hierarchy (if applicable) as available worktags during entry and for updates of plan details.
	Dimensions to Include: Identify specific members of the dimension as available worktags during entry and updates of plan details. If you select a hierarchy, Workday includes its members. You can select a combination of both dimension members and hierarchies.
	Dimensions to Exclude: Identify specific members of the dimension to exclude from selection during entry of plan details. If you select a hierarchy, Workday excludes its members. You can select a combination of both dimension members and hierarchies.

Result

Your financial plan structure is available for selection on the plan generator profile.

Next Steps

Use the plan generator to create your financial plan.

Related Information

Tasks

Generate Financial Plans

### 2.4.3 | Concept: Organizing Dimensions for Headcount Planning

The organizing dimension for a headcount plan creates the basis for data entry and analysis. It determines:

- Which organizations you can include or exclude on the plan generator profile.
- Which organization type applies to the Organizations As Of date.
- How you configure security for the headcount plan.

Before you select an organizing dimension, consider how you want to analyze headcount plan data and who is accountable for the headcount. These examples illustrate how headcount planning differs by each organizing dimension type.

Supervisory Organization

Supervisory organizations are hierarchical by default. Headcount for subordinate organizations can roll up to the lowest-level organization included in the headcount plan or you can exclude the subordinates in the headcount plan generator profile. Example:
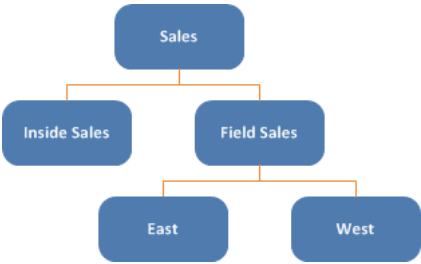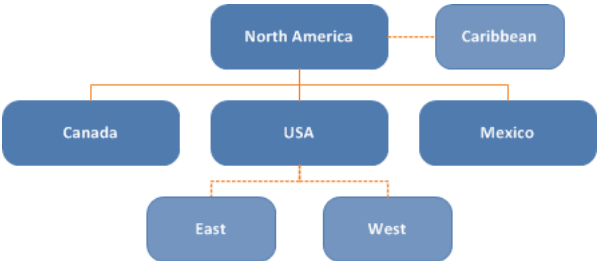

If the top-level organization is Sales and you plan for Inside Sales and Field Sales, you would:

- Enter planned headcount for Sales and Inside Sales.
- Summarize headcount for East and West when you enter planned headcount for Field Sales or plan for field sales only.

If you exclude Field Sales, you can either include or exclude its subordinates. If you include them, you would enter planned headcount for East and West separately.

Cost Center Hierarchy

A cost center hierarchy can include both individual cost centers, like North America, and subordinate nodes, like Caribbean, at the same level. Example:

North America, Canada, USA, and Mexico are cost center hierarchies, while Caribbean, East, and West are individual cost centers.

If the top-level organization is North America and you pick your plan options as Canada, USA, Mexico, and Caribbean, you would:

- Enter planned headcount for the Caribbean, Canada, and Mexico.
- Enter the roll up of planned headcount for East and West to USA.
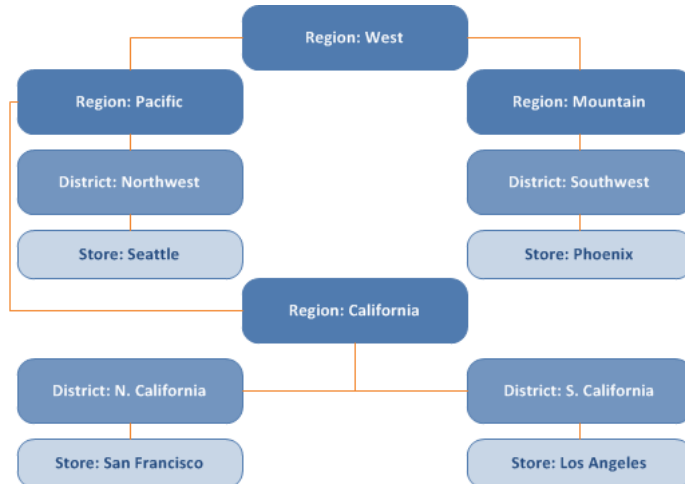
If the top-level organization is North America and you pick your plan options as Canada, East, West, Mexico, and Caribbean, you would:

- Enter planned headcount for the Caribbean, Canada, and Mexico.
- Enter planned headcount for East and West.

    You can plan for the USA hierarchy or its cost centers, but not both as that would result in double counting.

Custom Organization Hierarchy

Custom organization hierarchies can contain multiple organization types. Example:

This hierarchy includes regions, districts, and stores:

- If the top-level organization is a region, you can plan by a mixture of districts and stores as long as there is no double counting.
- If the top-level organization is a region, you can't plan by additional regions. Example: If your top plan hierarchy is Regions: West, you can't plan by regions Pacific, Mountain, or California, but you can plan by a combination of both districts and stores.
- If the top-level organization is a district, you can plan by a mixture of districts and stores.

Related Information

Tasks
Generate Headcount Plans

2.4.4 | Steps: Create Position Level Plans

Prerequisites

Set up security for headcount planning.

Context

In Workday, you can plan down to the position level for both filled and unfilled positions in your baseline headcount plans. You can create more detailed plans by worker roles in your organization, giving you greater granularity into your workforce.

Planning at the position level, enables you to address critical workforce questions, such as:

- How should I allocate my workers across multiple facilities or locations?
- How many unfilled positions do I have and in which organizations?
- Who are the current workers in case I want to move them to unfilled positions in a different location or organization?

Steps

1. Create Structures for Headcount Planning.
   Add the *Position* dimension to a headcount plan structure. You can also add *Employee* and *Position Status* as optional dimensions. Keep in mind that any limitations you set on the structure, carry forward to the plan generator profile and aren't available for your plan.
   - *Employee*: Brings an employee name into your plan. Must be an optional dimension that isn't required. Include the *Position* dimension on your structure when specifying employees on your plan.
   - *Position Status*: Workday automatically requires all dimension members (*Filled*, *Unfilled*, and *Frozen*), which you can't change. However, you can limit status later on the plan generator profile.
2. Generate Headcount Plans.
   a. Select a prompt option in the Choose Source prompt.
   b. For actuals only, select *Unfilled* and or *Frozen* in the Include Positions prompt. Doing so gives you specific guidance to the position status to add to your plan. Workday populates *Filled* automatically.
   c. For prior plan or prior plan and actuals, select Include Actuals for Added Dimensions to enable the Include Positions prompt.

Result

Workday generates a baseline headcount plan that includes plan lines by position.

Next Steps

- Use the View Headcount Plan report to see the positions and any cost elements you've included in the plan.
- Generate a plan workbook.

Related Information

Reference

Reference: Headcount Planning Reports

2.4.5 | Reference: Headcount Planning Dimensions

Workday delivers these dimensions that you can use when setting up the plan structure for your headcount plans:

- Business Unit - Company - Compensation Basis - Compensation Grade - Contingent Worker Type - Cost Center - County - Custom Organization (1-10) - Employee (Name) - Employee Type	- Ethnicity - Fund - Gender - Gift - Grant - Is Manager - Is People Manager - Job Category - Job Family * - Job Family Group * - Job Level	- Job Profile * - Job Requisition - Ledger Account - Location - Management Level - Pay Component - Pay Rate Type - Position - Position Status - Program - Project	- Region - Spend Category - Supervisory Organization - Time Type - Work Shift - Worker Type

* Each plan structure can include only 1 of these dimensions.

2.4.6 | Reference: Financial Planning Dimensions

Workday delivers these dimensions that you can use when setting up the plan structure for your financial plans. The list of available structured dimensions depends on the functional areas configured for your tenant. You can use the Maintain Worktag Usage task to enable available dimensions for the *Budget* taggable type.

- Bank Account - Business Unit - Company (Required) - Contingent Worker - Corporate Credit Card - Cost Center - Customer - Custom Organization (1-10) - Custom Worktags (1-15) - Employee - Expense Item - Fund - Gift - Grant	- Intercompany Affiliate - Investor - Job Family * - Job Family Group * - Job Profile * - Ledger Account (required) - Line of Business - Loan # - Location - Object Class - Opportunity - Pay Component - Pay Group	- Payroll City Authority - Payroll County Authority - Payroll School District Authority - Payroll State Authority - Pre-hire - Procurement Item - Program - Project - Project Phase - Project Task - Prospect - Receivable Writeoff Reason - Region	- Revenue Category - Run Category - Sales Item - Shift - Spend Category - Sponsor - Supplier - Tax Authority - Tax Category - Third Party - Waived Meal/Break - Withholding Order Case

* Each plan structure can include only 1 of these dimensions.

2.5 | Plan Generation

2.5.1 | Edit Plan Generator Profiles

Prerequisites

- Security: *Set Up: Planning* domain in the Planning functional area.
- Existing plan generator profile for financial or headcount plans.

Context

While working in your plan, you may need to make changes to existing criteria, such as to add or remove plan periods without creating a new target plan. You can make changes for both financial and headcount plans as long as they are in *Draft* or *In Worksheets* status.

Steps

1. Access the Edit Plan Generator Profile task.

2. Select the Plan Generator Profile to edit.

   Plan generator profiles scheduled to run later are not available to edit.

3. Edit the necessary fields.

   For any fields you change, Workday appropriately makes available the associated fields that you can edit. As you complete the task, consider:

Option	Description
Headcount Plans	You can change all criteria except the organizing dimension type or the associated plan structures.
Financial Plans	You can change the plan structure. Workday then clears all fields associated with this structure.

4. Run the plan generator profile.

   You have the same run options for the edit process as in the create process.

Next Steps

Create a workbook to share with other planners.

Related Information

Tasks
Generate Headcount Plans
Generate Financial Plans

2.5.2 | Concept: Plan Versioning

As a plan administrator, you can create a copy of your plan to retain different plan versions if planners have made edits to the plan over time. Creating a plan version enables you to:

- Report on your plan for single or multiple points in time to make comparisons.
- Use the plan version as a source plan on the Create Plan Generator Profile task.

You can create a plan version for single, multiple, and distributed plans. For single and multiple plans, the plans must be in *In Worksheets* status. Distributed plans must be in *Distributed* status. Once you create the plan version, the plan status changes to *Versioned*. When you create a plan version for single plans, Workday creates a linked, uneditable snapshot of both the plan and the workbook. The original plan and workbook remain active, while the newly versioned workbook has no active plan entry area. For multiple and distributed plans, Workday creates the linked, uneditable snapshot of just the plan. Workday doesn't support plan versioning for plans involved in a planning event with multiple plan entry sheets in plan workbooks.

Workday keeps track of how many plan versions you create for a plan. When you select Create Plan Version on the related actions menu of a plan, Workday displays the Version Number and automatically populates the name. You can change this plan version name.

When you create a version of your plan, Workday:

1. Updates the plan from the workbook to capture any changes made in the plan workbook.
2. Copies the plan to create the new version.

You can continue to edit the original plan. You can submit the plan version for approval.

2.5.3 | Headcount Planning

2.5.3.1 | Steps: Create Headcount Plans with Workforce Costs

Prerequisites

Security: These domains in the Planning functional area:

- *Set Up: Headcount Planning*
- *Set Up: Planning*

Context

You can plan by Compensation Basis or cost components (Ledger Account, Pay Component, or Spend Category) and include multiple compensation basis costs in a headcount plan. This gives you more granular insight into your workforce costs.

Steps

1. Create Structures for Headcount Planning.
   If you add the *Compensation Basis* structured dimension, Workday displays configurable compensation bases enabled for Planning.
   To plan by position, you can add the *Position* dimension and select the members to include.
2. Create Cost of Workforce Mapping.
   Create a map only if you want to plan by cost components (Ledger Account, Pay Component, or Spend Category).
3. Generate Headcount Plans.
   If you're creating a plan from a prior plan, Workday displays available plans that use the same:
   - Cost of workforce mapping table, if planning by cost components.
   - Or more compensation bases.
   - *Primary Compensation Basis* prompt option, if selected.

       a. From the Cost of Workforce Mapping prompt, select an option.

         This only applies when you have a cost component dimension on the plan structure.

       b. From the Primary Compensation Basis prompt, select an option.

         The prompt only displays if you select *Headcount*, *FTE*, or both statistic types and you select more than 1 Compensation Basis from the Compensation Basis prompt. From the Primary Compensation Basis prompt, you can specify which plan line to apply the headcount or FTE value to when the plan includes multiple compensation bases for each position.

   4. Create a plan workbook to model and distribute your plan.

Result

In the workbook, Workday:

- Displays cost component dimension columns from the plan structure and populates plan lines with the mapped compensation basis value for the dimension, if you plan by cost components.
- Displays a *Compensation Basis* dimension column with compensation basis values, if you plan by compensation basis.
- Displays a plan line for each cost component or compensation basis for a position that has multiple compensation bases cost available. Example: Workday displays 3 lines for the same Senior Engineer position. The first line is for *Salary Plan*, the second is for *Bonus Plan*, and the third is for *Cell Phone Allowance Plan*. The compensation cost amount displays in each period.
- Applies a value of 1 to the plan line in the *Headcount* or *FTE* cell for the primary compensation basis row if you specified *Headcount* or *FTE* statistic type.
- Returns positions that have a single compensation basis on 1 line.

Related Information

Concepts

Concept: Plan by Cost of Workforce

2.5.3.2 | Steps: Create Headcount Plans with Target Hire Date

Prerequisites

- Security: *Set Up: Headcount Planning* domain in the Planning functional area.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

When you use Actuals Only source type to create plans based on your current workforce, Workday brings in plan lines based on the Actuals As Of date you select on the plan generator. You can use a position's target hire date to populate unfilled positions for each plan period with a zero or a 1, providing you with a more accurate baseline plan and decreasing the need for manual updates.

Steps

1. Create Structures for Headcount Planning.
2. Generate Headcount Plans.
    a. Select *Headcount* statistic type.
    b. At the Choose Source prompt, select *Actuals*.
    c. At the Include Positions prompt, select *Filled* and *Unfilled*.
    d. At the Use Position Dates prompt, select *Target Hire Date*.
3. Create a plan workbook to model and distribute your plan.

Example

You want to generate a baseline plan with filled and unfilled positions and use actuals data. You also want your plan to display when unfilled positions are going to be filled by using the position's target hire date. An Engineer 2 position has a target hire date of 2018-11-01 and an Engineer 3 position has a target hire date of 2018-08-15. The plan displays:

Supervisory Organization	Location	Position	Status	Q1 (Headcount)	Q2 (Headcount)	Q3 (Headcount)	Q4 (Headcount)
Engineering	Pleasanton, CA	Engineer 1	Filled	1	1	1	1
Engineering	Pleasanton, CA	Engineer 2	Unfilled	0	0	0	1
Engineering	Pleasanton, CA	Engineer 3	Unfilled	0	0	1	1

In this example, Workday displays 3 plan lines that exist for the organization as of the Actuals As Of date (*2018-08-20*). For periods before the target hire date, Workday populates the period in the plan with a zero and a 1 for periods on or after the target hire date. The line for:

- Engineer 1 position is filled and exists as of the Actuals As Of date.
- Engineer 2 position is unfilled and displays zero values for Q1, Q2, and Q3 headcount because the position's target hire date isn't until Q4.
- Engineer 3 position is unfilled and displays zero values for Q1 and Q2 headcount because the position's target hire date isn't until Q3.

2.5.3.3 | Steps: Create Headcount Plans Using a Prior Plan and Target Hire Date

Prerequisites

- Security: *Set Up: Headcount Planning* domain in the Planning functional area.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

When you use Prior Plan Only source type to update an existing plan or create a new plan from a prior plan, Workday brings in all plan lines that were in the prior plan. If you select the Include Actuals for Added Dimensions check box, new lines appear in your plan based on the Actuals As Of date. For the new lines, you can use a position's target hire date to populate unfilled or frozen positions for each plan period with a zero or 1. Workday won't update existing plan lines from the prior plan.

Steps

1. Create Structures for Headcount Planning.
2. Generate Headcount Plans.
   a. Select *Headcount* statistic type.
   b. At the Choose Source prompt, select *Prior Plan Only*.
   c. Select the Include Actuals for Added Dimensions check box.
   d. At the Include Positions prompt, select *Filled* and *Unfilled*.
   e. At the Use Position Dates prompt, select *Target Hire Date*.
3. Create a plan workbook to model and distribute your plan.

Example

You want to generate a plan using a prior plan and bring in new lines as of a specific date (*2018-08-20*). You also want your plan to display when unfilled positions are going to be filled by using the position's target hire date. The plan displays:

Supervisory Organization	Location	Position	Status	Q1 (Headcount)	Q2 (Headcount)	Q3 (Headcount)	Q4 (Headcount)
Financial Planning	Denver, CO	Budget Analyst	Filled	1	1	1	1
Financial Planning	Denver, CO	Accountant	Unfilled	1	1	1	1
Financial Planning	Denver, CO	Workforce Analyst	Unfilled	0	0	1	1

In the plan, Workday displays lines that are copied over from the prior plan. Since the Include Actuals for Added Dimensions check box is selected, Workday displays new plan lines as of the Actuals As Of date (*2018-08-20*) on the plan generator profile. Target hire date is only applied to unfilled positions for any new lines that Workday brings into the plan. Workday:

- Copies over the Budget Analyst position from the prior plan. It's a filled position so Workday won't apply the target hire date.
- Copies over the Accountant position from the prior plan. Workday won't update any headcount for unfilled positions that's from a prior plan.
- Adds a new line for the unfilled Workforce Analyst position. The line displays zero values for Q1 and Q2 because the position's target hire date isn't until 2018-08-19 which is in Q3.

2.5.3.4 | Steps: Create a Midcycle Forecast with Target Hire Date

Prerequisites

- Security: *Set Up: Headcount Planning* domain in the Planning functional area.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

When you use Prior Plan and Actuals source type to generate a midcycle forecast, Workday replaces prior plan data with actual data in the plan entry area for periods that have passed and copies prior plan data for the periods you select. When you select the Include Actuals for Added Dimensions check box, new lines appear in your plan based on the Actuals As Of date. For the new lines, you can use a position's target hire date to populate unfilled or frozen positions for each plan period with a zero or 1.

Steps

1. Create Structures for Headcount Planning.
2. Generate Headcount Plans.
   a. Select *Headcount* statistic type.
   b. At the Choose Source prompt, select *Prior Plan and Actuals*.
   c. Select the Include Actuals for Added Dimensions check box.
   d. At the Include Positions prompt, select *Filled* and *Unfilled*.
   e. At the Use Position Dates prompt, select *Target Hire Date*.
   f. At the Plan Timeframe grid, select the periods to populate with actuals and prior plan data.
3. Create a plan workbook to model and distribute your plan.

Example

You want to create a plan that populates past periods with actual data and future periods with prior plan data. You also want to bring in any new lines and display when unfilled positions are going to be filled by using the position's target hire date.

Supervisory Organization	Location	Position	Status	Q1 (Headcount)	Q2 (Headcount)	Q3 (Headcount)	Q4 (Headcount)
Information Development	San Francisco, CA	Technical Writer 1	Filled	1	1	1	1
Information Development	San Francisco, CA	Technical Writer 2	Unfilled	0	0	1	1
Information Development	San Francisco, CA	Technical Writer 2	Filled	0	1	1	1
Information Development	San Francisco, CA	Technical Writer 3	Unfilled	0	0	1	1

In the plan, Workday displays lines that are copied over from the prior plan. Since the Include Actuals for Added Dimensions check box is selected, Workday displays new plan lines as of the Actuals As Of date (*2018-08-20*) on the plan generator profile. Target hire date is also applied to unfilled positions for any new lines. Workday:

- Copies over the Technical Writer 1 position from the prior plan. It's a filled position so Workday won't apply the target hire date.
- Copies over the Technical Writer 2 position (2nd row) from the prior plan. Since there is no worker attached to an unfilled position, Workday displays a zero for the actuals period which is Q1 and Q2. Workday won't update any headcount for unfilled positions that's from a prior plan.
- Adds a new line for the now filled Technical Writer 2 position (3rd row) because of the Actuals As Of date and the Include Actuals for Added Dimensions check box.
- Adds a new line for the unfilled Technical Writer 3 position. The line displays zero values for Q1 and Q2 because it wasn't filled in those periods (from actuals). Also, the target hire date isn't until 2018-07-31 which is Q3.

2.5.3.5 | Create Templates for Headcount Planning

Prerequisites

- Create a plan structure for your plan.
- Security: *Set Up: Headcount Planning* domain in the Headcount Planning functional area.

Context

If you plan to import headcount data into Workday using web services, you must create a plan template. Workday generates an empty plan into which you can import your headcount data. If you're creating a plan using headcount data from within Workday, there's no need to create a template. The plan generator creates a template for you.

Steps

1. Access the Create Plan Template task.
2. Select the headcount plan structure to use for your template.
   Workday populates the Organizing Dimension Type for you from the plan structure you selected.
3. Enter remaining template details.

Option	Description
Organizations As Of	For your plan, this date drives what you can pick in your top plan hierarchy for the selected organizations. You can select the organizations that are effective based on the date you enter here. Workday populates the current day, but you can change this date. This option enables you to select a moment in time where organizations are different based on future organizations that you added or removed from a plan structure.
Top Plan Hierarchy	Select the highest level organization that you want to focus your plan on for the organizing dimension selected in the plan structure. Doing so enables you to limit your plan to a lower-level hierarchy than the highest level organization available to you. The prompt displays only the allowed hierarchies for the organizing dimension and the date entered in the Organizations As Of field.
Organizations	You can limit your plan to specific organizations within the top plan hierarchy that you selected. Or you can select Include All Organizations such that all organizations within that hierarchy become plannable organizations. Options include: ○ Any and all levels for supervisory organizations since it's a true hierarchy. ○ All nodes on cost center hierarchies and custom organization hierarchies.

Option	Description
Roll Up Subordinate Headcount	Displays only if organizing dimension type on the structure is *Supervisory Organization* and applies only to the lowest level organization that has subordinate organizations in the hierarchy. You might have workers at all levels in the hierarchy for supervisory organizations. If so, select this option if you want to include all workers below the lowest organization in the headcount.
Statistic Type	You can select 1 or more statistic types for your plan: ○ FTE ○ Headcount ○ Cost of Workforce A column for each statistic type you select displays in the plan template.
From **To**	Select the year and the summary periods. The available options are based on the configuration in the plan structure.
Linked Plan	(Only displays when you select a consolidated parent plan structure and you enter all required fields on the plan template.) This prompt enables you to link a parent headcount plan with 1 or more child headcount plans. Select the plans you want to link to. You can link a child plan to the parent only if: ○ Organization dimension members are equal to or a subset of the parent plan. ○ Organization dimension hierarchies are equal to or a subset of the parent plan. ○ There is at least 1 matching plan period. Workday displays all available child plan templates in the Linked Plan prompt that you can link to based on the linking rules.

Result

Workday creates an empty template in which you can import your headcount data.

Next Steps

Import existing headcount data into Workday using the *Import Headcount Plan* web service.

Related Information

Tasks
Create Structures for Headcount Planning
Steps: Link and Consolidate Headcount Plans
Reference
Reference: Rules for Consolidating Headcount Plans

2.5.3.6 | Edit Templates for Headcount Plans

Prerequisites

- Have an existing headcount plan template.
- Security: *Set Up: Headcount Planning* domain in the Headcount Planning functional area.

Context

You can make changes to a headcount plan without regenerating a new plan by editing the plan template. The changes you can make to a plan depend on the plan status:

- You can rename and deactivate plans in any status.
- For any organization changes, the plan must have a *Draft*, *In Worksheets*, or *Distributed* status.
- If jobs are pending for a plan, you can only rename that plan. You can't make other changes.

Steps

1. Access the Edit Plan Template task.
2. As you complete the task, consider:

Option	Description

Option	Description
Inactive	Deactivate a plan. Workday removes the plan from all prompts and disables all associated related actions so you can easily track your active plans. You can reactivate a plan at any time. Workday disables the Inactive setting if you make any organization changes to the plan template. You can only deactivate a plan if you make no changes or if you change the name. Workday displays a warning if there are any scheduled or running jobs associated with the plan letting you know that only the name is editable.
Plan Name	Workday updates the plan name throughout your tenant.
Organizations As Of	You can add or remove organizations by changing this date. Example: Entering a future date can add workers to your plan that are part of an organization that you expect to include at a later date.
Top Plan Hierarchy	You can only change the top plan hierarchy if you're editing a parent plan template that is linked to child plans.
Organizations	If you're trying to remove an organization that is currently part of your plan, remove the organization from the plan first. You can then remove the organization from the plan template. For child plans linked to a parent plan, you can add organizations but the organizations must also exist on the parent plan. For parent plans linked to child plans, you can add or remove organizations. It might impact linked plans you selected.
Roll Up Subordinate Headcount	You can only clear or select the check box if you're editing a parent plan template that is linked to child plans.
From Year and Summary Period	You can only change the summary periods if you're editing a parent plan template that is linked to child plans. Changes you make might impact linked plans you selected.
Linked Plan	You can add or remove child plans that are linked to a parent plan. If you add a child plan to the parent, the child must have: ○ Organization dimension members that are equal to or a subset of the parent plan. ○ Organization dimension hierarchies that are equal to or a subset of the parent plan. ○ At least 1 matching plan period as the parent.
To Year and Summary Period	You can only change the summary periods if you're editing a parent plan template that is linked to child plans. Changes you make might impact linked plans you selected.

For linked plans, Workday validates the linking rules when you change the plan template's organizing dimension members and plan periods.

Related Information

Concepts
Concept: Lock Workbooks
Tasks
Generate Headcount Plans
Steps: Link and Consolidate Headcount Plans
Reference
Reference: Rules for Consolidating Headcount Plans

2.5.3.7 | Create Cost of Workforce Mapping

Prerequisites

- Create a plan structure with the *Headcount* plan type.
- Security: *Set Up: Headcount Planning* domain in the Planning functional area.

Context

For headcount planning, you can configure a grid to map the workforce costs you enabled for planning to 1 or more cost components. When you configure this grid, Workday populates plan lines in your baseline headcount plan with the mapped compensation basis value for the dimension. You must create a mapping grid in order to generate a baseline headcount plan with cost component dimensions.

Steps

1. Access the Create Cost of Workforce Mapping task.
2. As you complete the mapping grid, consider:

Option	Description
Compensation Basis	You can only use a Compensation Basis once in the grid, but you can map different Compensation Bases to the same cost component. Example: You map the *Planning - All Salaries* Compensation Basis to *Ledger Account 6000*. The cost is $100,000. You also map the *Planning - Bonus* Compensation Basis to *Ledger Account 6000*. The cost is $15,000. For the position or employee, Workday aggregates the 2 cost values on 1 plan line in the workbook, resulting in $115,000 for *Ledger Account 6000*.
Cost Component(s)	You must select a value for each column.

Result

On the plan generator profile, Workday displays a Cost of Workforce Mapping prompt when you have a cost component on the plan structure. The prompt on the plan generator profile displays available maps as options when the map contains the same or additional cost components than on the plan structure.

Next Steps

Run the Create Plan Generator Profile task to generate your headcount plan with cost components.

Related Information

Tasks
Steps: Create Headcount Plans with Workforce Costs

2.5.3.8 | Generate Headcount Plans

Prerequisites

- Create a plan structure with the *Headcount* plan type.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

You can select organizations, statistic types, and source data to generate a baseline headcount plan. You can then base additional plans on your baseline plan as your organization changes and you gather actuals to help you forecast headcount needs. You can also use the plan generator to add and update organizations and dimensions based on changes in your organization.

Steps

1. Access the Create Plan Generator Profile task.
2. Select *Headcount Plan Structures* from the Source Plan Structure prompt.
   Workday duplicates the source structure in the Target Plan Structure field as read only, unlike financial plans where you can select a different target structure.
3. (Optional) Select the Multiyear Plan check box to generate a summarized plan that spans multiple years.
   A summarized plan has fewer dimensions, enabling you to aggregate existing plan details to the level you need for planning.
4. As you complete the task, consider:

Option	Description
Organizing Dimension Type	Workday populates this option from the plan structure and it's not editable.
Organizations As Of	This date applies to the effective date of the organization or organization hierarchy referenced in your plan, not the workers you're counting. The Plan Generator returns only organizations that are active as of the date you specify. You can enter a past or future date.
Top Plan Hierarchy	Can be any hierarchy node for cost centers and custom organizations at any level in the hierarchy. Your selection represents the uppermost hierarchy to display on your plan. This option enables you to focus your plan on an entire hierarchy or just 1 branch of that hierarchy. Workday displays organizations with a future availability date as individual organizations rather than as part of a hierarchy.

Option	Description
Include All Organizations	Select if you want the plan to include all organizations within the top plan hierarchy that are effective on the Organizations As Of date that you selected previously. For Organization Dimension Type, if you select: ○ *Supervisory Organizaion*: Workday automatically populates the supervisory organization, top plan hierarchy, and all subordinate organizations on your plan. ○ *Cost Center* or any *Custom Organization*: Workday automatically populates all of the lowest-level nodes as plan lines. When Ledger Account is a dimension on the plan structure, Workday checks the account set defined for the organization you select. If account set for the selected organization doesn't match what is on the plan structure or isn't specified for an organization, it might result in plan lines being removed or displaying a zero value for cost amounts.
Organizations	Workday creates a unique row for each dimension member by organization. For hierarchical organizations, Workday aggregates all headcount for all nodes in that hierarchy. For cost center and custom organizations, you can select: ○ Multiple organizations in a hierarchy if you don't double count those organizations by selecting both the hierarchy and its corresponding nodes. ○ Organizations from a single organization type. Example: You can't select both a supervisory organization and a cost center node. You can have a combination of cost center nodes and a cost center hierarchy, as long as there's no double counting. For supervisory organizations, select: ○ Multiple organizations in the hierarchy. ○ Organizations from a single organization type.
Roll Up Subordinate Headcount	(Only applies when you configure *Supervisory Organization* as the organizing dimension type.) Select when your source is *Actuals Only* and you clear the Include All Organizations check box. Select this option if you want to count the headcount for all the subordinate organizations within the lowest supervisory organization you selected in the final plan.

Statistic Type	Select 1 or more statistic types for your plan:
	
	○ Headcount: Based on primary job. Represents a whole person and is always a whole number.
	○ FTE: Based on primary job. Can be a partial person, such as a part-time worker. Workday displays results up to 4 decimal places. Select when generating a position-based plan.
	○ Cost of Workforce: Select to enable Compensation Basis. Workday automatically populates your plan with the current annual compensation amounts of individual workers. In the final workbook, you can replace the amounts Workday populates with additional workforce costs to include total compensation amounts.
	
	    When you select this option, Workday obtains compensation data for the unfilled position from the job requisition, then evaluates the position restriction.
	
	    Workday automatically selects the Cost of Workforce statistic type when a cost component or Compensation Basis is a dimension on your plan structure.
	
	In the resulting workbook for your plan, Workday displays individual columns by period for each statistic type you select.

Cost of Workforce Mapping	(Only applies when you have a cost component dimension on the plan structure.) Select which cost of workforce mapping to use to generate your plan. Workday displays available maps as options when the map contains the same or more cost components on the plan structure. You need a mapping table in order to generate a baseline headcount plan with cost component dimensions. If there isn't an existing cost of workforce map, create one first so it displays in this prompt.

Option	Description
Compensation Basis	(Only applies when you select the Cost of Workforce statistic type.)
	When the job requisition includes compensation data, Workday retrieves that data based on the option you select. When there isn't compensation data on the job requisition, Workday uses the default compensation on the associated position restriction.
	Workday only displays compensation bases in the Compensation Basis prompt that are either assigned to the Planning functional area or part of the security segment associated with your security group.
	If you aren't assigned to a compensation basis security segment, all compensation bases in the Planning functional area are available in the prompt for selection.
	You can create a custom compensation basis from the Compensation Basis prompt.
	When Compensation Basis, Ledger Account, Pay Component, or Spend Category are dimension on your plan structure, you can select 1 or more compensation basis. This enables you to maintain multiple cost components for each position in your plan instead of a single aggregated cost. Workday displays available options in the prompt based on the dimension on the plan structure when you select:
	○ Any of the cost components as a dimension: Workday displays valid compensation bases based on the dimension members on the plan structure and the cost of workforce mapping table you selected on the plan generator profile.
	○ Compensation Basis as a dimension: Workday displays compensation bases selected on the plan structure.
	When you create a plan from a prior plan, Workday displays available plans that contain the same or more compensation bases.
	Compensation amounts:
	○ Display per period.
	○ Use the default currency for your tenant. For headcount planning, you can't change the currency in the plan workbook.
Primary Compensation Basis	Only applies when:
	○ The plan structure has a cost component dimension or Compensation Basis dimension.
	○ You select more than 1 compensation basis at the Compensation Basis prompt.
	○ You select Headcount, FTE, or both statistic types.
	Select an option to specify which plan line to apply the headcount or FTE value when multiple compensation bases for each position are present in the plan.
	When you create a plan from a prior plan, Workday displays available plans that contain the same *Primary Compensation Basis* prompt option.
Calculate Baseline Cost By	(Only applies when you select Cost of Workforce.) Select to configure how you want Workday to calculate the baseline cost of your workforce.

5. As you complete the Source Options section, consider:

Option	Description

Option	Description
Choose Source	Select a source: ○ *Actuals Only*: To generate a baseline plan using current workforce data. Using actuals gives you a starting point based on where your organization is at that moment. For multiyear plans, Workday applies the headcount number for the effective date to each period in the target plan for all years. ○ *Prior Plan and Actuals*: To generate a midcycle forecast for an existing headcount plan that includes both actuals for completed periods and prior plan data for future periods (or periods you don't want replaced with actuals). When you create a headcount plan with this source, Workday replaces prior plan data with actual data in the plan entry area for periods that have passed and copies prior plan data for the periods you select. ○ *Prior Plan Only*: To update an existing plan. For multiyear headcount plans based on another plan, Workday applies the final headcount value from the source plan to every additional period on the target plan. Example: When the source is a single-year plan and the target is a 2-year plan, all periods in the second year use the final headcount value from the source plan.
Year	(Only applies when you select *Prior Plan Only* or *Prior Plan and Actuals*.) Select the source year of the prior plan.
Plan	(Only applies when you select *Prior Plan Only* or *Prior Plan and Actuals*.) If your plan changes based on the Organizations As Of date or the Organizations you configure, Workday alerts you to include an exception workbook, if needed.
Source Entry Type	(Applies only when you configure *Prior Plan Only* or *Prior Plan and Actuals* as your source.) Select an option to categorize your headcount plan. Options are tenant-based values.
Include Actuals for Added Dimensions	(Only applies when you configure *Prior Plan Only* or *Prior Plan and Actuals* as your source.) Select to add new rows for added organizations or new dimension combinations when you generate your plan. When you configure: ○ *Prior Plan Only*: Workday populates all periods on the new rows with baseline data based on the date you select. ○ *Prior Plan and Actuals*: Workday populates your actuals periods with values as of the last day of the period, and populates periods other than actuals with baseline data as of the date you select. When you clear the check box and use *Prior Plan and Actuals* as the source, Workday automatically populates zeros on new rows for periods other than actuals. Enter an Actuals As Of date to retrieve the added organizations and new sets of dimensions. The date only applies to the baseline data for these new rows. Workday automatically populates the Target Options section with the latest data for all pre-existing organizations.
Actuals As Of	(Only applies when you configure *Actuals Only*.) This date differs from the date for the organization hierarchy; it directly impacts position status and whether to include certain positions on the plan.

Option	Description
Include Positions	(Only applies when you configure *Prior Plan* or *Prior Plan and Actuals* and select the Include Actuals for Added Dimensions check box.) Specify the position status: ○ *Filled*: Positions that exist as actuals as of the date you select. ○ *Unfilled*: Also applies when you fill the position but the worker start date is in the future. ○ *Frozen*: Indicates a hiring freeze for an unfilled position, based on the frozen effective date and the plan actuals date. Workday automatically populates the prompt based on the *Position Status* dimension on the plan structure. Workday displays *Filled*, *Frozen*, and *Unfilled* when you: ○ Don't include *Position Status* as a dimension. ○ Include *Position Status* as a dimension and include all members.
Use Position Dates	(Only applies when you include unfilled or frozen positions. For *Prior Plan Only* and *Prior Plan and Actuals* source types, you must also select the Include Actuals for Added Dimensions check box for this prompt to display.) When you select Target Hire Date, for periods before the date, Workday populates the period in the plan with a zero and a 1 for periods on or after the target hire date. If the target hire date falls outside of the date range and the periods are 0s then Workday doesn't pull the line into the plan.
Display Blank Values For	Only applies when you configure the plan structure by: ○ Setting a dimension as optional. ○ Selecting specific dimension members to include. Workday displays the prompt when you select a source. For *Prior Plan Only* source type, you must also select the Include Actuals for Added Dimensions check box for this prompt to display. Available prompt options are the optional dimensions that have members to include on the plan structure.
Generate Exception Workbook for Removed Organizations	(Only applies when you configure *Prior Plan Only* or *Prior Plan and Actuals*.) Plan status is in: ○ *Draft* ○ *Available* ○ Worksheets Select this option when: ○ Your source plan contains more organizations than your target plan. ○ You want to preserve removed organizations for future reference in 1 or more separate workbooks.
Creation Options	For the exception workbook, select: ○ *Single For All Organizations*: To create a single workbook with a sheet for each organization removed from the plan. ○ *Multiple, By Organization*: To create a workbook for each organization removed from the plan. You can then merge exception workbooks with new organization workbooks.

6. As you complete the Target Options section, consider:

Option	Description
Year	Select any fiscal year that is the same as or later than the source year. For multiyear plans, select as many years as you want.
Update Existing Plan	Select to change an existing headcount plan. The plan must be in *Draft* status.

7. For *Prior Plan and Actuals* source, select the periods to populate with actuals and prior plan data on the Plan Timeframe grid.

Result

For headcount plans that include compensation basis:

- Workday calculates per-period amounts by taking the annual compensation amount and dividing it evenly by the number of periods per year in the plan. Workday dynamically sums the costs for each period in the Total Cost column.
- The total cost might differ from workers' annual compensation due to currency precision rounding.

For headcount plans that include multiple compensation bases or cost components, Workday displays a plan line for each compensation basis for a position that has multiple compensation bases cost available. Example: Workday displays 2 lines for the same Budget Analyst position. 1 line is for *Salary Plan* and the second line is for *Bonus Plan.* The compensation cost amount displays in each period.

Next Steps

Create a plan workbook to model and share your plan. If your workbook contains more than 20,000 plan lines, we recommend that you use multiple workbooks to separate them.

Related Information

Concepts
Concept: Organizing Dimensions for Headcount Planning
Concept: Exception Workbooks
Concept: Plan by Cost of Workforce
Tasks
Steps: Set Up Workforce Planning
Create Structures for Headcount Planning
Generate Plan Workbooks for Centralized Planning
Generate Plan Workbooks for Decentralized Planning
Reference
Workday 31 What's New Post: Include Blank Dimension Values
Workday 31 What's New Post: Workforce Cost Planning
Workday 31 What's New Post: Plan for Unfilled Positions Using Target Hire Dates

2.5.3.9 | Identify Primary Headcount Plans

Prerequisites

- Security: *Set Up: Planning* domain in Planning functional area.
- Have an existing headcount plan to mark as your primary plan.

Context

As a plan administrator, you can create multiple headcount plans to help you understand different potential workforce scenarios. You might create several plans to analyze alternate purposes for your workers, or want to understand the impact of workforce changes to your organization over multiple years. When you have numerous plans, identifying a primary plan enables you and others to be clear about the target at any given point in time.

Steps

1. Access the Maintain Primary Plans task.
   Use this task to assign and reassign primary plans to any top plan hierarchy.
2. Enter primary plan criteria.

Option	Description
Organizing Dimension	Track your primary plans by organizing dimension type. You might have multiple primary plans within an organizing dimension. Each plan you select in the grid applies to the organizing dimension you select here.
Top Plan Hierarchy	You can have 1 primary plan of record per each top plan hierarchy. All subordinate plans within that hierarchy roll up to that primary plan. Workday displays only those top plan hierarchies within the selected organizing dimension type that have at least 1 plan associated with them.
Plan	Select the plan you want to designate as the plan of record for this organizing dimension and within the hierarchy you identified. Workday displays only those plans associated with this top plan hierarchy. Primary plan limitations: ○ Must be in available status. ○ Valid for any statistic type. ○ Can't include an organization that is part of another hierarchy with a primary plan. ○ Assignments inherit downward in the hierarchy, but can't go below the lowest level of a plannable organization. Any plan you select for the primary plan contains the organizations as of the plan date, not the creation date of the primary plan.

3. Add additional primary plans by top plan hierarchy for this organizing dimension.

Result

Workday appends *(Primary)* to the plan name anywhere the plan name displays to identify your primary plans easily.

Note: Organization or plan changes can invalidate your primary plan at any time. When change occurs, you must update your primary plan selections to ensure that you always have a valid primary plan.

Next Steps

Identify additional primary plans for other organizing dimensions.

Related Information

Concepts
Concept: Organizing Dimensions for Headcount Planning
Tasks
Create Structures for Headcount Planning

2.5.3.10 | Create Headcount Plans from Prior Plans

Prerequisites

Security: *Set Up: Planning* domain in the Planning functional area.

Context

To reduce manual effort, you can create a new headcount plan from a prior headcount plan and update it for changes such as:

- Adding new organizations to a hierarchy.
- Deactivating organizations.
- Relocating organizations from 1 hierarchy to another.

Steps

1. Access the Create Plan Generator Profile task.
2. (Optional) Change the Organizations As Of date to control which organizations are available in your new plan.
3. Complete the prompts as you did when creating the source plan.
4. (Optional) Select the Include Actuals for Added Dimensions check box.
   When you select this option, Workday adds new rows for added organizations or new dimension combinations when you generate your plan and populates all periods on these new rows with baseline data based on the Actuals As Of date you select.
   When you clear this check box, Workday pulls in new rows and populates future period values in the row with zeros.
5. (Optional) At the Use Position Dates prompt, select Target Hire Date.
   The prompt only displays when you select the Include Actuals for Added Dimensions check box and at the Include Positions prompt, you select Unfilled, Frozen, or both.
   The Use Position Dates prompt enables you to generate a headcount plan that populates a value of zero or 1 for unfilled positions in each plan period based on the target hire date of the position. For periods before the target hire date, Workday populates the period in the plan with a zero and a 1 for periods on or after the target hire date.
6. (Optional) At the Display Blank Value for prompt, select 1 or more dimensions.
   The prompt only displays when you select the Include Actuals for Added Dimensions check box and you set a dimension to optional on the plan structure and you also select specific dimension members to include. When you select this option, Workday brings in lines with blank values for the dimensions you selected on the plan structure.

Result

- For any organization that existed in the source plan and has been selected for the target plan, Workday includes all plan lines for those organizations in the target plan that were in the source plan. Example: A source plan includes lines for organizations 4500 and 4510. You select 4500 and 4510 to include in the target plan. All lines for both organizations that were in the source plan are copied to the target plan.
- For any organizations in the source plan but not in the target plan, because they were inactivated, moved out of the hierarchy, or not selected on the generator:
  - Workday doesn't generate any lines to the target plan. Any lines for those organizations in the source plan don't display in the target plan.
  - You won't be able to update the existing plan to include lines for those removed organizations.
  - Workday generates a warning for every organization that is in the source but not in the target.

Next Steps

Create a plan workbook to model and distribute your plan.

Related Information

Tasks
Generate Headcount Plans

2.5.3.11 | Create Headcount Plans from Prior Plan and Actuals

Prerequisites

Security: *Set Up: Planning* domain in the Planning functional area.

Context

To reduce manual effort, you can create a headcount forecast midcycle that includes both:

- Actuals for completed periods (or periods that have passed).
- Prior plan data for future periods (or periods you don't want to replace with actuals).

Steps

1. Access the Create Plan Generator Profile task.
2. (Optional) Change the Organizations As Of date to control which organizations belong in your new plan.
3. Complete the task as you did when creating the source plan.

   Select the same Statistic Type check boxes as in the source plan. When the Cost of Workforce check box is selected on the prior plan, you must also configure the same Compensation Basis and Calculate Baseline Cost By values.
4. (Optional) Select the Include Actuals for Added Dimensions check box.

   When you select this option, Workday:
   - Adds new rows for added organizations or new dimension combinations when you generate the plan.
   - Populates periods configured as actuals with values as of the last day of the period.
   - Populates periods not configured as actuals with baseline data based on the date you select.

   When you clear this check box, Workday populates any newly added rows for periods designated as prior plan with zeros.
5. (Optional) At the Use Position Dates prompt, select Target Hire Date.

   The prompt only displays when you select the Include Actuals for Added Dimensions check box and at the Include Positions prompt, you select Unfilled, Frozen, or both.

   The Use Position Dates prompt enables you to generate a headcount plan that populates a value of zero or 1 for unfilled positions in each plan period based on the target hire date of the position. For periods before the target hire date, Workday populates the period in the plan with a zero and a 1 for periods on or after the target hire date.
6. (Optional) At the Display Blank Value for prompt, select 1 or more dimensions.

   The prompt only displays when you set a dimension to optional on the plan structure and you also select specific dimension members to include. When you select this option, Workday brings in lines with blank values for the dimensions you selected on the plan structure.
7. As you complete the Plan Timeframe tab, consider:

Option	Description
From Prior Plan	Select to populate periods with prior plan data.
From Prior Actuals	Select and configure a range of periods to populate with actuals. Actuals are effective as of the last day of each period.

Workday returns blank values for periods without a specified source.

Result

Workday replaces plan data with actual data on the plan entry area for previous periods and copies prior plan data for the periods you select.

Next Steps

Create a plan workbook to model and distribute your plan.

Related Information

Tasks

Generate Headcount Plans

2.5.3.12 | Concept: Plan by Cost of Workforce

You can plan for compensation-related costs with multiple cost components at the position level. Workforce cost planning enables you to plan at a level that:

- Supports the way you cost positions over the fiscal year.
- Aligns with financial planning processes.
- Provides plan to actuals reporting on workforce costs.

Example: You create a plan for multiple compensation bases for your management team and generate your plan:

Position	Supervisory Organization	Compensation Basis	Currency	Q1 2018 (Headcount)	Q1 2018 (Headcount Cost)	Q2 2018 (Headcount)
P-001 Chief Executive Officer	1000 Global Modern Services	General Salaries	USD	1	250,000	1
P-001 Chief Executive Officer	1000 Global Modern Services	All Allowances	USD	0	1,500	0
P-002 Chief Information Officer	2000 Executive Management	General Salaries	USD	1	200,000	1
P-002 Chief Information Officer	2000 Executive Management	All Allowances	USD	0	500	0

Position	Supervisory Organization	Compensation Basis	Currency	Q1 2018 (Headcount)	Q1 2018 (Headcount Cost)	Q2 2018 (Headcount)
P-003 Human Resources Director	2000 Executive Management	General Salaries	USD	1	115,000	1

In the baseline plan, Workday displays the cost breakdown by compensation basis for each position. For positions that have more than 1 cost, multiple plan entry lines display. If you select Headcount, FTE or both statistic types and specify a Primary Compensation Basis on the Plan Generator Profile, Workday sets the statistic type of the plan line to a 1. In this example, *General Salaries* is the Primary Compensation Basis. Workday applies the 1 to the *Headcount* column for each period in the Primary Compensation Basis row.

Workday still returns positions that have a single compensation basis on 1 line. In this example, there is only 1 compensation cost associated with the Human Resources Director position.

Related Information

Tasks
Steps: Create Headcount Plans with Workforce Costs
Reference
Workday 31 What's New Post: Workforce Cost Planning

2.5.3.13 | Example: Add Rows to Your Headcount Plan Using Prior Plan and Actuals

This example illustrates how Workday pulls in a new row into your headcount plan.

Scenario

You are the plan administrator for the Product Management organization. There are 2 Product Managers in the organization located in Pleasanton, California. On January 1, you generate a baseline headcount plan with the plan generator. The plan displays 2 lines for the 2 employees.

On February 2, the Senior Product Manager relocates from the Pleasanton location to New York. You generate a forecast using prior plan and actuals on March 1. Workday automatically pulls in a new line into the plan. The results enable you to make adjustments to future periods in the forecast without having to manually add the new line.

Prerequisites

Create a plan structure with these options:

- Name: Enter *Pleasanton HC Structure*.
- Plan Type: Select *Headcount*.
- Schedule: Select your fiscal schedule.
- Plan Entry by: Select *Period*.
- Organizing Dimension Type: Select *Supervisory Organization*.
- Dimensions: Add *Position* and *Location* to the grid.
- Members to Include/Exclude: Select Include All Members for the 2 dimensions.

Your baseline headcount plan called Product Management Plan looks like this:

This plan illustration doesn't display the entire year. For periods May through December, each row also displays a value of 1.

Supervisory Organization	Position	Location	Jan 2018 (Headcount)	Feb 2018 (Headcount)	Mar 2018 (Headcount)	Apr 2018 (Headcount)
Product Management	Senior Product Manager	Pleasanton	1	1	1	1
Product Management	Associate Product Manager	Pleasanton	1	1	1	1

Steps

1. Access the Create Plan Generator Profile to generate a forecast.
2. Enter Product Management Plan v2 on the Name prompt.
3. Select *Pleasanton HC Structure* on the Source Plan Structure prompt.
4. Click OK.
5. As you complete the header section, consider:

Option	Description
Organizations As Of	Leave the date as-is.
Top Plan Hierarchy	Select the same top hierarchy as the baseline plan.
Include All Organizations	Select the check box.

Option	Description
Statistic Type	Select *Headcount*.

6. As you complete the Source Options section, consider:

Option	Description
Choose Source	Select *Prior Plan and Actuals*.
Year	Select *2018*.
Plan	Select *Product Management Plan*.
Include Actuals for Added Dimensions	Select the check box.
Actuals As Of	Select 2018-03-01.
Include Positions	Select *Filled*.

7. As you complete the Target Options section, consider:

Option	Description
Year	Select *2018*.
Name	Enter Product Management Forecast.
Type	Select *Headcount Plan of Record*.

8. As you complete the Plan Timeframe grid, consider:

Option	Description
From Prior Plan	Click *From Prior Plan* and select: ○ *Mar* for Source Start. ○ *Dec* for Source End.
From Prior Actuals	Add a new row to the grid. Click *From Prior Actuals* and select: ○ *Jan* for Source Start. ○ *Feb* for Source End.

9. Click OK.
10. Generate your plan workbook.

Result

The plan now displays:

Supervisory Organization	Position	Location	Jan 2018 (Headcount)	Feb 2018 (Headcount)	Mar 2018 (Headcount)	Apr 2018 (Headcount)
Product Management	Senior Product Manager	Pleasanton	1	0	1	1
Product Management	Senior Product Manager	New York	0	1	1	1
Product Management	Associate Product Manager	Pleasanton	1	1	1	1

This example plan doesn't display the entire year. For periods May through December, the rows also display a value of 1.

Workday pulls in a new line for the Senior Product Manager position that relocated to New York because it's a new combination of dimensions. In the new line, the January period displays a zero and for February to December periods, the value is 1. The original entry for the Senior Product Manager in Pleasanton remains in the plan and can be manually removed.

Related Information

Tasks
Generate Headcount Plans
Create Structures for Headcount Planning

2.5.3.14 | Example: Account for New Dimensions in Your Plan

This example illustrates how Workday pulls in a new row with baseline data into your headcount plan.

Scenario

You are the plan administrator for the Engineering organization. There are 2 Engineers in the organization located in the United States. On January 1, you generate a baseline headcount plan with the plan generator. The plan displays 2 lines for the 2 positions.

At the end of January, the Engineer 2 position relocates from the United States location to Japan. You generate a forecast using a prior plan on April 1. Workday automatically pulls in a new line into the plan allowing you to make adjustments to future periods in the forecast without having to manually add the new line.

Prerequisites

Create a plan structure with these options:

- Name: Enter *Engineering Org Structure.*
- Plan Type: Select *Headcount.*
- Schedule: Select your fiscal schedule.
- Plan Entry by: Select *Summary Schedule* and *Quarterly.*
- Organizing Dimension Type: Select *Supervisory Organization.*
- Dimensions: Add *Position* and *Location* to the grid.
- Members to Include/Exclude: Select Include All Members for the 2 dimensions.

Your baseline headcount plan called Engineering Global Plan looks like this:

Supervisory Organization	Position	Location	Q1 2018 (Headcount)	Q2 2018 (Headcount)	Q3 2018 (Headcount)	Q4 2018 (Headcount)
Engineering	Engineer 1	United States	1	1	1	1
Engineering	Engineer 2	United States	1	1	1	1

Steps

1. Access the Create Plan Generator Profile task to generate a forecast.
2. Enter Engineering Global Plan v2 on the Name prompt.
3. Select *Engineering Org Structure* on the Source Plan Structure prompt.
4. Click OK.
5. As you complete the header section, consider:

Option	Description
Organizations As Of	Leave the date as-is.
Top Plan Hierarchy	Select the same top hierarchy as the baseline plan.
Include All Organizations	Select the check box.
Statistic Type	Select *Headcount.*

6. As you complete the Source Options section, consider:

Option	Description
Choose Source	Select *Prior Plan Only.*
Year	Select *2018.*
Plan	Select *Engineering Global Plan.*
Include Actuals for Added Dimensions	Select the check box.
Actuals As Of	Select 2018-04-01.
Include Positions	Select *Filled.*

7. As you complete the Target Options section, consider:

Option	Description
Year	Select *2018.*
Name	Enter Engineering Global Plan - April Update.
Type	Select *Headcount Plan of Record.*

8. Click OK.

9. Generate your plan workbook.

Result

The plan now displays:

Supervisory Organization	Position	Location	Q1 2018 (Headcount)	Q2 2018 (Headcount)	Q3 2018 (Headcount)	Q4 2018 (Headcount)
Engineering	Engineer 1	United States	1	1	1	1
Engineering	Engineer 2	United States	1	1	1	1
Engineering	Engineer 2	Japan	1	1	1	1

The original entry for Engineer 2 in the United States remains in the plan. Workday pulls in a new line for the Engineer 2 position that relocated to Japan because it's a new dimension. Workday populates all periods with a 1 because the Actuals As Of date is after Engineer 2 moved to Japan.

Related Information

Tasks

Generate Headcount Plans
Create Structures for Headcount Planning

2.5.3.15 | Example: Use Prior Plan and Actuals with Unfilled Positions

This example illustrates how Workday incorporates actuals for completed periods into your headcount plan forecast.

Scenario

You are your company's plan administrator and you generate a baseline headcount plan on January 1 for the Product Management organization. In the initial baseline plan, there are 3 rows for 3 positions. Two of the rows are unfilled positions, and the rows display a value of 1 across all 4 periods, representing 1 headcount. The baseline value for an unfilled position is 1. The other row is for a filled position, and the row displays a value of 1 across all 4 periods, representing 1 headcount.

At the end of January, the organization fills the Product Manager 2 position but doesn't fill the other unfilled position. On April 1, you create a plan using prior plan and actuals and select the timeframe source for the periods. Workday replaces completed periods with actual data in the new forecast.

Prerequisites

Create a plan structure with these options:

- Name: Enter *Product Management Structure*.
- Plan Type: Select *Headcount*.
- Schedule: Select your fiscal schedule.
- Plan Entry by: Select *Summary Schedule* and *Quarterly*.
- Organizing Dimension Type: Select *Supervisory Organization*.
- Dimensions: Add *Position* and *Position Status* to the grid.
- Members to Include/Exclude: Select Include All Members for the 2 dimensions.

Your baseline headcount plan called Product Management Positions looks like this:

Supervisory Organization	Position Status	Position	Q1 2018 (Headcount)	Q2 2018 (Headcount)	Q3 2018 (Headcount)	Q4 2018 (Headcount)
Product Management	Filled	Senior Product Manager	1	1	1	1
Product Management	Unfilled	Product Manager 1	1	1	1	1
Product Management	Unfilled	Product Manager 2	1	1	1	1

Steps

1. Access the Create Plan Generator Profile task to generate a forecast.
2. Enter Product Management Positions Plan v2 on the Name prompt.
3. Select *Product Management Structure* on the Source Plan Structure prompt.
4. Click OK.
5. As you complete the header section, consider:

Option	Description

Option	Description
Organizations As Of	Leave the date as-is.
Top Plan Hierarchy	Select the same top hierarchy as the baseline plan.
Include All Organizations	Select the check box.
Statistic Type	Select *Headcount*.

6. As you complete the Source Options section, consider:

Option	Description
Choose Source	Select *Prior Plan and Actuals*.
Year	Select *2018*.
Plan	Select *Product Management Positions*.
Include Actuals for Added Dimensions	Select the check box.
Actuals As Of	Select 2018-04-01.
Include Positions	Select *Filled*.

7. As you complete the Target Options section, consider:

Option	Description
Year	Select *2018*.
Name	Enter Q2 Forecast.
Type	Select *Headcount Plan of Record*.

8. As you complete the Plan Timeframe grid, consider:

Option	Description
From Prior Plan	Click *From Prior Plan* and select: ○ *Q2* for Source Start. ○ *Q4* for Source End.
From Prior Actuals	Add a new row to the grid. Click *From Prior Actuals* and select: ○ *Q1* for Source Start. ○ *Q1* for Source End.

9. Click OK.
10. Generate your plan workbook.

Result

The plan now displays:

Position Status	Position	Supervisory Organization	Q1 2018 (Headcount)	Q2 2018 (Headcount)	Q3 2018 (Headcount)	Q4 2018 (Headcount)
Filled	Senior Product Manager	Product Management	1	1	1	1
Unfilled	Product Manager 1	Product Management	0	1	1	1
Unfilled	Product Manager 2	Product Management	0	1	1	1
Filled	Product Manager 2	Product Management	1	1	1	1

In the plan, Workday displays:

- The 3 positions that were in the baseline plan.
- A new row for filled Product Manager 2 position. It displays 1 in the first period because the organization filled the position as of the end of the period. The remaining periods in the row, Q2 through Q4, display a value of 1. If you didn't select the Include Actuals for Added Dimensions check box on the generator, the value for Q2 through Q4 is zero.
- The original unfilled Product Manager 2 position. For the first period, the column now displays a zero.

Related Information

Tasks
Generate Headcount Plans
Create Structures for Headcount Planning

2.5.4 | Financial Planning

2.5.4.1 | Generate Financial Plans

Prerequisites

- Create a plan structure with a plan type of *Financials*.
- For multicurrency plans, configure conversion rates for source and target currencies.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

The Workday plan generator enables you to select a prior plan, prior actuals, or a combination of both to create a baseline financial plan. You can also create long-range plans or forecasts from existing financial plans.

Steps

1. Access the Create Plan Generator Profile task.
2. Select the source and target plan structures for your plan.
   Considerations:
   - Select the same source and target structure if you plan to use *Actuals Only* as your source.
   - Source and target structures must have the same fiscal schedule and account set when creating a plan that uses 2 different structures.
   - The plan structures can't be linked to other structures in a hierarchical relationship.
   - You must have Use Amendments/Approval selected on the target structure for Workday to display it as an option in the Target Plan Structure prompt.
3. Select a Company for your plan.
   - When you use *Prior Plan* as a source, the company must be on the source plan.
   - Any companies included on the plan structures must have the same fiscal schedule and account set. When you don't use an account set on both the source and target structures, Workday validates that the companies have the same account set.
4. As you complete the Source Options section of the task, consider:

Option	Description
Choose Source	- *Actuals Only*: Select to create a starting point based on the current journal lines. With this option, you're not required to select an existing plan; Workday can pull in data based on the accounting or budget date. - *Prior Plan Only*: Select to copy an existing plan or to use an existing plan as the basis for a new scenario. - *Prior Plan and Actuals*: Select to create a new plan based on a combination of a prior plan and actuals or to update an existing plan. This option is not available for multiyear plans.
Date Option	(Doesn't apply when *Prior Plan* is the source.) - Accounting Date: From the journal entry information on the accounting journal. - Budget Date: From journal lines.
Plan	Select the source plan that you want to copy. Workday only displays plans that: - Use the same plan structure. - Are within the specified source year. Workday only displays options based on the values you select in the Company prompt. When you create a multicompany plan, the prompt only displays plans that include all companies that you selected previously.
Source Entry Type	The target plan returns plan lines with the entry type you specify here. Leave the field blank to copy over all your plan lines.
Ledger Creation Type	(For *Actuals Only*.) You can select commitment and obligation ledgers, enabling you to pull in lines for pre-encumbrances and encumbrances, or commitments and obligations, if set up on the company.

5. As you complete the Target Plan Options section of the task, consider:

Option	Description
Year	Create a plan for the same year as your source or for any future years. Workday populates the Plan Timeframe grid based on the schedule from the source and target structures and the target years. Example: If the target structure uses Period, then the start and end will display months. For multiyear plans, you can choose a Start Year and End Year. Workday duplicates the source period for each year on the plan.
Update Existing Plan	The plan must be in *Draft* status. Select a Replace Option: ○ *Replace All*: Workday replaces all prior data in the existing plan with your data selections from this plan. ○ *Incremental Update*: If dimensions on the source and target plan lines match, Workday updates the target plan lines that have dimensions that match exactly. Workday also adds plan lines for the dimensions that don't match.
Remove Lines with Zero Value	Workday removes all plan lines that contain zero value transactions so that they don't display in a plan workbook or on the Maintain Budget task.

6. As you complete the Currencies section of the task, consider:

Option	Description
Plan Currency	Automatically populates based on your company selection and if you have set up a plan currency for that company. When you configure plan currency, you must select a rate type on the plan generator profile. You can have multiple currencies in a baseline plan.
Default Reporting Currency	Specify the currency you want to use on the report output for your plan.
Enable Multicurrency	Select to enable currencies on your target plan that aren't the base currencies of your selected companies. With this check box checked, you can enter plan line details using the additional currencies. Example: Your company is based in Spain and uses Euros as its base currency with affiliates in Sweden (SEK), Holland (EUR), and Great Britain (GBP). To create a plan across all affiliated companies in a currency other than Euros, such as GBP, select this option and select GBP as the Default Reporting Currency. Enable multicurrency for a single company or for multiple companies. To calculate target plan lines, Workday: a. Applies the conversion rate for the target plan year on the source plan debit and credit amounts. b. Stores the base debit and credit amounts. When you select Enable Multicurrency, Workday displays the Target Currency Rate Type field. This field populates from the source plan, but you can edit the rate type. You don't need to enable multicurrency for multicompany, multicurrency plans when each company enters amounts in their own base currency. When you edit a plan generator profile, you can't clear the check box, but you can edit the Target Currency Rate Type field.

Result

You can view the scheduled plans on the Scheduled Future Processes report.

Next Steps

Create a plan workbook to analyze and model your plan. You can also view and analyze your financial plan in these reports:

- Current Plan
- View Plan

Once a plan is approved and in *Available* status, you can use these reports to view the plan:

- Budgetary Balance Report
- Manager Budgetary Balance Report

Related Information

Tasks
Create Structures for Financial Plans
Reference

Reference: Multiyear and Multi-Structure Financial Plans

2.5.4.2 | Create Treatment Rules for Financial Plans

Prerequisites

- Create a plan generator profile for a financial plan.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

You can apply assumptions to your plan lines by creating treatment rules by dimension.

Steps

1. Access the Create Plan Generator Profile task or the Edit Plan Generator Profile task to apply treatment rules to an existing plan.
2. Select the Plan Treatment Rules tab.
3. Click + to add rules.

   As you complete the task, consider:

Option	Description
Rule Order	If you have multiple rules, you can direct the order in which you want Workday to process the rule calculations.
Entry Types	Select the Entry Type from the source plan that you want to apply these rules to. The options available here populate from the target plan Entry Type.
Actuals	When the source for the plan is *Prior Plan and Actuals*, Workday automatically selects this option. You can clear this setting if you select at least 1 entry type for the treatment rule.
Plan Adjustment	Increase or decrease plan lines by a percent or amount. Example: For a 5% rate increase, enter 5 for the Adjustment Percent. To decrease a rate by 5%, enter -5. Enter 100 to zero out a value. You can also adjust plan lines by a fractional percent up to 3 decimal places. Set to Value: Enables you to define a new value rather than adjust an existing value based on source amounts. Set to Zero: Enables you to keep your plan lines but remove the amounts associated with them to give you a zero-based planning experience. Be sure to clear the Remove Lines with Zero Value check box from the Target Options if you select this option. When adding adjustments, keep in mind whether this plan is a multicurrency plan or whether you're creating a summary plan. Workday applies the treatment rules to the amounts on target plan lines.
Target Period	Select the specific periods to apply your treatment rules to in your new plan. Example: If you plan to increase an amount for the second year in a 2-year plan, leave the periods from the first year cleared. Leave this field blank to have the treatment rule apply to all periods.
Structured Dimensions	Select the dimensions that you want the treatment rules to apply to. You can apply the same rule to multiple dimensions if applicable. Workday identifies whether the dimension is required on the plan structure. Use the Worktag Filters to specify the dimension members to include or exclude.

Result

Workday applies the treatment rules you assign here to the target plan when you run the plan generator.

Next Steps

Create a plan workbook to view rule adjustments in Drive.

Related Information

Tasks
Generate Financial Plans
Create Structures for Financial Plans

2.5.4.3 | Concept: Plan Generator Profile for Financial Plans

The plan generator creates financial plans for use in Drive based on the financial plan structure you set up. Once you create the plan generator profile, you can reuse it to:

- Create new target plans.
- Copy the profile to create new versions of a plan.
- Inactivate plans.

Use the tasks in the table (secured to the *Set Up: Planning* domain in the Planning functional area) to perform these actions:

Task	Description
Edit Plan Generator Profile	Edit an existing plan generator profile to either update that existing plan or create a new target plan. You can: - Change source or target options. - Add or remove Plan Treatment Rules, or change the parameters for the existing rules. - Select a Replace Option if you decide to update the existing plan. ○ *Replace All*: Replace all prior data. ○ *Incremental Update*: If the source and target plan lines share dimensions, Workday updates the values and amounts of the dimensions that match exactly. For dimensions that don't match exactly, Workday adds plan lines.
Copy Plan Generator Profile	Copy an existing plan generator profile to create a new version. When you select the plan generator profile to copy, Workday appends a version number to the plan generator profile name, starting with 1. The original version you copied from is version zero. Once you copy a profile, you can edit the profile as desired while still retaining the original version. You can create an unlimited number of versions.
Maintain Plan Generator Profile	Inactivate existing plan generator profiles. When a profile is inactive, you can no longer: - View it in reports, such as the Find Plan Generator Profile report. - Edit the profile. - Create a plan workbook.

Related Information

Tasks

Generate Financial Plans

2.5.4.4 | Concept: Inactive Financial Plan Templates

You can inactivate financial plans on the Edit Plan Template so users can't use or update them. When you inactivate financial plans, Workday:

- Cancels all *Planning Event* and *Budget Amendment Event* business processes.
- Disables all fields and options on the Edit Plan Template task except the Inactive check box.

You can't see inactive plans on these tasks and reports:

Tasks	Reports
Create Plan Generator Profile	View Plan
Create Plan Workbook	
Edit Plan Generator Profile	
Update Plan from Workbook	

You can't access these tasks from inactive plans:

- Create Plan Workbook
- Create Plan Version
- Enter Worksheets Draft Mode
- Exit Worksheets Draft Mode
- Lock Workbook
- Unlock Workbook
- Update Plan from Workbook

2.5.4.5 | Reference: Multiyear and Multi-Structure Financial Plans

In Workday, you can create strategic plans that span more than 1 year. You can aggregate dimension data to create highly summarized target plans or create more detailed plans. You can also create financial plans using different source and target structures. When creating plans, these conditions apply:

Plan	Conditions
Multi-Structure	- Source and target plans can use different plan structures. - Source structure doesn't need Use Amendments/Approvals set, but the target structure does. Only target structures with this option selected are available for selection on the plan generator profile. - Source and target structures must have the same fiscal schedule and account set. - Source plan must be a single-year plan. - Target plan must be in *Draft* status
Multiyear	You can use Prior Plan or Actuals Only, but not both.
Multiyear aggregated	For the source structure: - Dimensions and dimension members must be at a more detailed level than the target. - There can be more optional or required dimensions than on the target.

When creating a plan generator profile using different source and target structures, follow these guidelines:

Setting/Condition	Source Structure	Target Structure
Use Amendments/Approvals	No	Yes
Fiscal schedule	Same as target.	Same as source.
Account Set	Same as target.	Same as source.
Plan Entry By	Same or less than target structure.[1]	Same or greater than source structure.[1]
Dimensions	Workday splits source lines with optional dimensions.	Can contain optional dimensions that aren't on the source structure. Required dimensions must be on the source structure.

[1] Example: If the source structure uses a plan entry of *Period*, the target structure can use *Period*, *Quarterly*, *Half-Yearly*, or *Yearly*. Conversely, structures can't go from *Quarterly* to *Monthly*, *Annual* to *Quarterly*, or *Annual* to *Period*, and so on.

Related Information

Tasks
Create Structures for Financial Plans
Generate Financial Plans

2.6 | Plan Template Definitions

2.6.1 | Steps: Use Template Definitions to Create Plan Workbooks

Prerequisites

Set up security for Planning.

Context

You can create multiple, configured planning workbooks for financial, headcount, or statistic plans from a single plan template definition. You can then route workbooks to planners using the planning business process. Designate existing base workbooks as reusable models, eliminating the need to recreate layouts, formulas, formatting, and customizations as you move through planning cycles.

Steps

1. Set Up Plan Template Definitions.
2. (Optional) Create a base workbook.
   Use an existing workbook as the basis for all the workbooks that you'll create using the plan template definition.

   See: Concept: Base Workbooks.

3. Create Plan Template Definitions.
   Set the entry areas for your plans, add reports, and make changes to the copy of the base workbook that Workday generates.
4. Create plan workbooks:

- ○ Generate Plan Workbooks for Centralized Planning.
- ○ Generate Plan Workbooks for Decentralized Planning.

Specify the plans you want to use to populate the plan entry areas of the resulting workbooks. You can create single or multiple workbooks, initiating the planning business process for distribution, if needed.

Result

Workday generates single or multiple plan workbooks for distribution depending on your settings. Planners can now participate in the planning process.

Related Information

Tasks
Steps: Set Up Security for Planning

2.6.2 | Steps: Create Plan Forecasts

Prerequisites

You must have a plan to use as a starting point.

Context

You can use an existing plan workbook as the starting point to create a plan forecast. Workday enables you to preserve any modeling data and formatting from a workbook or prior set of workbooks that you generated from a plan template definition. When you generate a forecast, the forecast workbook retains any data you add to the right of the reports and plan entry areas in your plan workbook. For multiple workbooks, you can only create a forecast if Workday successfully generated all workbooks in the set.

Steps

1. Create Plan Template Definitions.
   Use the plan you want to generate a forecast from as your plan. If your plan is in use in a planning event with multiple plan entry sheets, Workday also generates a forecast using the related plans according to your template definition.
2. Access the Generate Plan Workbook task.
   You can generate single or multiple workbooks for the plans using the plan template definition as the source. The workbooks you plan to create a forecast for must:
   - ○ Originate from a plan template definition.
   - ○ All generate successfully without errors, if using for decentralized planning.
   See:
   - ○ Generate Plan Workbooks for Centralized Planning.
   - ○ Generate Plan Workbooks for Decentralized Planning.
3. Access the Edit Plan Template Definition task.
   Define the column locations in the plan template definition that you used to generate your plan workbooks in these sections of the task:
   - ○ Key Definition Area
   - ○ User Entry Area
4. Access the Generate Plan Workbook task again.
   Select the Plan Forecast option and select a prior plan to use for your forecast. Workday populates the Workbook Options for the plan you select.

Result

The forecast workbook includes preserved values and planners can update it as needed.

2.6.3 | Set Up Plan Template Definitions

Context

Plan template definitions enable you to reuse formatting, formulas, layouts, and customizations in existing workbooks when you create new plan workbooks.

Steps

1. Configure security for plan template definitions.
   a. Create a user-based security group for *Template Administrator* for these domains in the Planning functional area:
      - *Set Up: Plan Template Definition*
      - *Worksheets*
   b. Add the new *Template Administrator* security group to these security groups:
      - *Financial, Position, Award, and Statistic Plan Type Segment*
      - *Headcount and Statistic Plan Type Segment*
2. Enable reports for Worksheets and web services.
   For each report definition that you want to be available for use in plan template definitions:
   a. Access the Edit Custom Reports task for the report you want to enable.
   b. Select Enable as Web Service and Enable for Worksheets on the Advanced tab.
   c. Select the appropriate share permissions so that Template Administrators and Plan Administrators can access the necessary reports.
   Workday only supports these report types as sheets in plan template definitions:
   - ○ Advanced
   - ○ Composite
   - ○ Matrix
   Note: For optimum performance, add complex calculations and formulas to report definitions rather than to plan template definitions or final workbooks.

Result

Plan template definition functionality and tasks are now available for use.

Next Steps

Create or identify a base workbook for your template definition.

2.6.4 |　Create Plan Template Definitions

Prerequisites

- Have a base workbook to use as the source for your template.
- Security: *Set Up: Plan Template Definition* domain in the Planning functional area.

Context

You can create a plan template definition from scratch or by using a base workbook. Plan template definitions enable you to set configuration options for future plan workbooks. In doing so, you can take advantage of existing formatting, instructions, and layout from an existing plan workbook.

Steps

1. Access the Create Plan Template Definition task.

   Alternatively, use the Copy Plan Template Definition task to start with an existing template definition and then make changes.
2. As you complete the Workbook Configuration section, consider:

Option	Description
Name	The name you enter displays for selection in prompts only when selecting a template. It doesn't display in the final workbook that you generate from the template definition.
Base Workbook	(Optional) Select a base workbook that you want to use as the source for your template. Workday retains these formatting elements by cell, cell ranges, columns, and rows in both single and multiple workbooks: ○ Fonts and font colors. ○ Bold, italics, underlining. ○ Shading. ○ Currency format.
Driving Dimensions	Select 1 or more driving dimensions to include reports in your template and to create multiple or distributed workbooks. The driving dimensions determine what you can split or route your plan and any reports in the workbook by for distributed plan workbooks. Example: If you select *Region* and *Cost Center*, Workday makes these options available to you on the Generate Plan Workbook task, Create Workbooks by Dimension prompt or grid. You can then create and distribute workbooks by region or cost center during the business process for distributed plans. The dimensions you select here also control the plan structures available in the sheet configuration options. You can select: ○ Any valid dimension from a headcount, financial, or statistic plan structure. ○ Only those required dimensions you expect to use in the plan workbook.

3. Add sheets to your plan template definition.

   Template definitions must include at least 1 plan entry sheet. Report sheet types are optional and you can have multiple.
4. For each sheet you add, as you complete the Sheet Configuration details, consider:

Option	Description
Name	Enter a name that exactly matches the base workbook, if using one, to copy over all formatting and formulas. If you use the same plan entry sheet name as the sheet name in the base workbook, Workday overwrites all data in that plan entry area of the resulting workbook. If you want to include new sheets in your plan workbook from what's present in the base workbook, use a unique name.
Protect This Sheet	Protects the entire sheet from changes by all editors that you share the sheet with. As the workbook owner, only you can remove protection.

Option	Description
Sheet Type	Leave the sheet type blank if you want to include static text or images, such as for instructions or company logos. Otherwise, select from: ○ *Plan Entry*: Use a plan type sheet for a plan entry area that you're referencing from a base workbook. The resulting workbook that you create from the template definition retains all formatting, formulas, and so on. A plan template definition must have at least 1 plan entry sheet. ○ *Report*: Use report type sheets for any reporting data that you want to include in the resulting plan workbook. You can have only 1 report per sheet, but multiple report sheets in a template definition.
Order	Use alphanumeric characters to control the order the sheets display in the final workbooks.
Plan Structure	Displays only for *Plan Entry* sheet types. Workday displays only financial, headcount, or statistic plan structures that include the driving dimensions you selected previously. The driving dimensions are a requirement on the plan structure.
Starting Cell	Starting location for this plan entry area in the workbook. The starting location can be anywhere in the sheet.
Report	Workday displays only advanced, matrix, and composite reports that you have: ○ Enabled for Worksheets and web services. ○ Shared with all authorized users. When you select a report, Workday populates the grid with the prompt options available in the report in the Field column. You can select the Value Type for how you want Workday to treat these fields in the workbook: ○ *Specify value*: Select a specific value for this field that you want all workbooks that you generate from this template definition to use. ○ *Determine Value at Runtime*: Select this option if you want Workday to select the driving dimension during creation based on the distribution of the plan. Workday determines the value for each workbook it's generating based on the organization it's creating the workbook for. Example: You're splitting your plan by region to distribute plans to your regional managers. You might have 3 workbooks for regions North, South, and West. You can specify a sales by region report that only displays lines for the regions in that workbook. You can have unlimited reports in a template definition. In the resulting workbook, planners can't edit the report area in the sheet. They can edit rows and columns outside the report area.

5. As you complete the Cell Level Formulas grid, consider:

Option	Description
Cell Location	Identify where in the sheet you want to place formulas or introductory text for a plan entry area or report. Enter a specific cell location, such as A1, B1. You can place text and formulas inside or outside a plan entry area or report placement.

Option	Description

Evaluate as Array	Select this option if you're using a formula that includes an array, such as GROUPBY. Workday evaluates the formula as an unconstrained array. When you generate a workbook, Workday expands the array area starting with the cell you identify in the array formula.
	
	Workday recommends that you use the end of a plan entry area when defining array formulas for the endpoint. When you distribute workbooks that include array formulas across multiple planners, this option is critical. Distributed workbooks can have different numbers of rows in each plan entry area.
	
	Example: A2:Q${writeback.end.row} would evaluate to A2:Q150 if there are 150 rows in this plan entry area for that workbook. If another workbook had 100 rows, Workday evaluates the array in that workbook to A2:Q100.
	
	Note that workbooks can fail if:
	
	   ○ Your formula includes a very large array, such as A2:Q2000, and the base workbook has more data than the distributed workbooks.
	   ○ The array area exceeds the plan entry area.
	   ○ You overlap or overwrite an existing array area.
	   ○ The base workbook includes an array area and the plan template definition overwrites that area.
	
	Leave this option cleared if you want the formula to apply to a single cell. Your entry in the Cell Location field applies to any formula you enter in a single cell.

Formula	Enter any text or formula that you want to display in the cell or range of cells if using an array formula.
Protect	Protects any cell level content from edits by all users except the template administrator. Users can see which cells are protected by using the View > Regions menu option in the workbook.

6. As you complete the Column Level Formulas consider:

   Workday applies body area configuration to entire columns. You must enter a formula, protect the column, or both.

Option	Description
Cell Location	Enter the column location where you want to apply the formula. The column can be inside or outside a plan entry area. Example: N:N For reports, formulas can only be in columns to the left or right of the report area data.

Formula	Add built in calculations by column based on Worksheets formulas. Workday applies the formula to the entire column:
	   ○ Both within and outside a plan entry area.
	   ○ Outside of a report area.
	
	Example: =K3*2
	
	Workday doesn't support column-level formulas for sheets with matrix or composite reports.

Column Label	Applies only to columns outside a plan entry area. Columns in a plan entry area use the column label from the plan.

Protect	Protect an entire column from changes or only the length of a plan entry area. You can protect a column with or without a formula.
	   ○ *Entire Column*: Users can't add new rows to or delete rows from the sheet.
	   ○ *Length of Plan Entry Area*: Users can add or delete any new rows to the bottom of a plan entry area. They can't add or delete rows from the initial plan entry area.
	
	Users can see which cells are protected by using the View > Regions menu option in the workbook.

7. Enter Row Level Formulas for plan sheets.

   Row level formulas apply to plan sheets only. You can link your dimensions to specific formulas. You can map specific dimension values in order to pull information into your plan workbook, such as from other sheets that might include outside data from reports. You can associate plan template definitions with

individual workbooks, formulas, report data, and protected data. Your workbook can have multiple sheets that are all feeding into your plan data.

Example: For ledger account data, you might want to pull salary data from a separate report for every cost center, but only for specific lines.

As you complete the Row Level Formulas grid, consider:

Option	Description
Order	Use alphanumeric characters to control the order in which the rules will apply.
Linking Rule	Enter a Rule Name that's based on the dimension you select. Select Structured Dimension and Worktag Filters for each linking rule you want to apply to your plan sheet. Workday populates the available dimensions based on the plan structure you selected previously.
Time Periods	Select 1 or more time periods that you want to apply this dimension rule to. Select all periods to apply the rule to all time periods.
Formula	Enter formulas that you want to apply to any or all periods for select plan lines. You can use formulas across sheets, across workbooks, or within the same sheet by referencing those locations in your formula. Example: This formula references a sheet in the workbook you generate. =VLOOKUP("Atlas",'Project Rates'!B4:'Project Rates'!F13,5,FALSE) =AVERAGE('Project Rates'!F4:'Project Rates'!F7) Note: If you include any self-referencing formulas, select Allow circular references and set the Maximum evaluation iterations in the workbook settings.
Protect	You can protect row data by period or the entire row. ○ *By Period*: Protects the individual cells for the period amounts you entered in the Time Periods prompt. ○ *Entire Row*: Protects the entire line including worktags and anything to the left or right of a plan entry area. Planners can see which cells are protected by using the View > Regions menu option in the workbook.

8. (Optional) For forecasting, as you enter the Column Location to these 2 grids, consider:

Option	Description
Key Definition Area	Identify which column or combination of columns makes each row unique. Workday then matches planner inputs outside the plan entry area or report with refreshed data when you generate a forecast workbook.
User Entry Area	Identify which columns or range of columns to the right of the report or plan entry area contain modeling data and other inputs that you want to preserve. Note these conditions: ○ Workday doesn't copy any data below the plan entry area to the forecast workbook. ○ If a gap exists between multiple columns (Example: E, F:G), Workday might display the data incorrectly in the resulting forecast workbook. Instead, use a contiguous range (Example: E:G).

When you generate your plan workbook, you must select the Plan Forecast option on the Generate Plan Workbook task to apply these settings to the workbook.

9. (Optional) Enter Dimension Mapping options.

You set up dimension mappings on reports or custom sheets. The mappings identify data available for comparison with current data in a plan entry area of a workbook. Planners can then use the Add Missing Dimension Members related action in the plan workbook to run the comparison. The comparison adds any missing rows to the bottom of that plan entry area.

Example: A new research department opens after you generated workbooks with the current plan template. The plan workbooks don't include rows for this new cost center. However, rows for the new cost center might exist on report sheets. You map dimension members for the research department data that might be missing. Workday can compare these dimension members to a plan entry area and locate any missing rows.

As you complete the Dimension Mapping grid, consider:

Option	Description
Column Location	Enter the column name you want to include in the comparison.

Option	Description
Dimension	Enter the name of the dimension in the selected column.

10. Select Dimension Member Source Sheets.

    On plan sheets, select the sheets configured with dimension mappings for planners to use with the Add Missing Dimension Members related action. This related action compares the dimension members mapped on the selected sheets with a plan workbook and locates any missing dimension member data. Workday adds the missing rows of data to the mapped plan entry area in the workbook.

Result

You've created a plan template definition that is now available for selection when creating plan workbooks. You can use the plan template definition repeatedly with different plans.

Next Steps

Use the Edit Plan Template Definition and Copy Plan Template Definition tasks as needed to maintain or reuse your plan template definitions. Otherwise, you're ready to generate plan workbooks.

Related Information

Concepts
Concept: Editing Workbooks
Tasks
Generate Plan Workbooks for Centralized Planning
Generate Plan Workbooks for Decentralized Planning
Reference
Workday 31 What's New Post: Multiple Plans in Workbooks

2.6.5 | Concept: Base Workbooks

A base workbook serves as the foundation from which you can build a plan template definition and future plan workbooks. When you use a base workbook to create a plan template definition, you can leverage the existing sheet configurations, formatting, instructions, prior plans, and other layouts from that base workbook. A base workbook can be:

- A previous plan with an active or inactive plan entry area.
- An external spreadsheet that you import into Drive.
- A workbook that you manually create in Drive.

A base workbook can have multiple sheets with plan data, charts, formatting, and data linkages between sheets. For optimal performance, Workday recommends that you remove formulas from your base workbook and instead reserve them for the plan template definition. Base workbooks can include:

Instructions	A global sheet that is common to all planners to guide them as they fill out the plan workbook. You can also include in-context instructions within the header area of each sheet that you configure at the cell level.
Summary	A summary of the data included in a workbook to give a high-level view of the impact of a plan on key business metrics. A summary sheet might include: • A profit and loss statement. • A balance sheet. • Cash flow. • A headcount summary. • Visualizations. A summary sheet might also have data areas for data that isn't elsewhere in the workbook.
Plan entry area	Sheets that capture the inputs necessary to determine revenue, expenses, and other metrics for an organization. Plan entry sheets can include: • A plan entry area. • Data areas. • Calculation areas. • Cross-referencing calculations. • Protection for cells, columns, and sheets both inside and outside the plan entry area.
Reports	Sheets that include any report data. You can use Workday reports or import reports into Drive. Any Workday reports you use must be: • Advanced, matrix, or composite reports that can include prompts. • Enabled for Worksheets and web services in the report definition. • Shared with the plan or template administrator.

Models and assumptions	Sheets that include links between both: • A plan. • An external report where you build forecasts or incorporate assumptions into your actuals plan data. Assumptions might include: • Global: Fixed assumptions set by the plan administrator that are read-only, such as currency rates, health care rates, and so on. • Local: Default assumptions that might vary by organization that planners can change.

Workday copies the base workbook and applies the configured sheet names to create your plan template definition. When you're ready to create workbooks from the template definition, Workday includes all sheets from the definition in the final workbook.

Sharing Requirements for Base Workbooks

If you use a base workbook in a plan template definition, you must share the base workbook with:

- Other users that might work in a resulting workbook that you create from the plan template definition.
- The plan administrator that creates the plan workbook from the plan template definition.

2.7 | Plan Workbooks

2.7.1 | Generate Plan Workbooks for Centralized Planning

Prerequisites

- Have an existing baseline plan with:
  - A financial or headcount plan type.
  - Use Amendments/Approval configured on the plan structure.
  - No associated workbooks.
- Security:
  - *Process: Planning* domain in the Planning functional area.
  - *Set Up: Budget General* domain in the Budgets functional area.
  - *Worksheets* domain in the System functional area.
  - For plan template definitions, *Set Up: Workbook Templates* domain in the Planning functional area.
- Configure the *Planning Event* business process and security policy in the Planning functional area.

Context

Plan workbooks enable you to:

- Edit plans.
- Build and link models.
- Update a financial or headcount plan from the workbook.
- Account for multicompany and multicurrency financial plans in Worksheets.

You can create single, multiple, or decentralized workbooks for your financial and headcount plans using a business process that enables you to collaborate across your organization.

Steps

1. Access the Generate Plan Workbook task.
2. Select how you want to generate your single or multiple plan workbooks:

Option	Description

Plan	You can generate workbooks from an existing plan. Selecting this option:
	   ○ Enables you to select a plan structure and the specific plan you want to create workbooks for.
	   ○ Creates workbooks with a single sheet containing plan lines from that plan.
	
	Workday recommends that you don't generate plan workbooks for project budgets with employees assigned to multiple projects. If you do, Workday displays incomplete data on the plan workbooks since HCM Planning only permits 1 project per employee.

Option	Description
Plan Template Definition	You can generate a workbook with 1 or more sheets from an existing plan template definition. Selecting this option enables you to reuse formatting, layouts, formulas, and modeling used in a previous plan workbook. You can also benefit from any additional configuration you set up in the plan template definition. Sheet Configuration: Workday populates preset options from the plan template definition for each sheet in the workbook. Enter additional details: ○ For entry sheets, select the plan to use in the workbook. ○ For report sheets, Workday populates the values based on options set in the plan template definition if the report contains prompts. You can change any of the values here as needed for this workbook generation.
Workbook Profile	You can generate workbooks from a previously saved plan template definition configuration, which can include: ○ A plan template definition. ○ A plan. ○ Workbook configuration options.
Plan Forecast	You can generate a copied set of workbooks for single distribution from an existing set of plan workbooks. Workday displays only those plans that are in *Draft* status. The resulting forecast workbooks contain: ○ All sheets from the original plan workbooks and any sheets added to the plan template definition. ○ All new modeling, plan entry areas, and report data that planners added during the planning process. ○ Formatting and formulas from the original source workbooks.

3. As you configure your workbook generation options, consider:

Option	Description
Workbook Name	Workday uses this name as part of: ○ The plan workbook name that you can edit in Drive or when you access the plan workbook. ○ The name of the object that you use to access the related actions menu of the plan workbook. We only display this field when you use a plan template definition to generate plan workbooks.
Plan	The plan must be in 1 of these statuses: ○ *Draft* ○ *In Worksheets* You can't select a plan that's already involved in a business process. If you use a template definition with multiple plan entry sheets, you can use a plan only once in the same planning event.
Workbook Options	Select how you want to split your plan into workbooks: ○ *Single Workbook*: Create 1 workbook. ○ *Multiple Workbooks*: Create multiple workbooks. Note: If you chose to create exception workbooks on the plan generator profile, the options for single and multiple exception workbooks don't impact your single or multiple plan workbook selection here.
Create Workbooks by Dimension	Select the dimension types you want to use to group plan lines together in workbooks when you create multiple workbooks from your plan.

4. (Optional) Select Save as new Profile to save this configuration for later.
   Workday:
   ○ Saves this configuration as a new workbook profile, which you can edit later and reuse to generate future plan workbooks.
   ○ Creates the plan workbooks.
   The Save for Later button also saves the configuration as a workbook profile without generating a plan workbook.

Result

Workday changes the plan status of the workbooks to *In Worksheets*.

Next Steps

You can update any reports in your workbooks with live Workday data using the Data > Update Live Data menu options in the workbooks.

2.7.2 | Generate Plan Workbooks for Decentralized Planning

Prerequisites

- Have an existing baseline plan with:
    - A financial or headcount plan type.
    - Use Amendments/Approval configured on the plan structure.
    - No associated workbooks.
- Map your standard aliases.
- Security:
    - *Process: Planning* domain in the Planning functional area.
    - *Set Up: Budget General* domain in the Budgets functional area.
    - *Worksheets* domain in the System functional area.
    - *Set Up: Planning* domain in the Planning functional area.
    - *Set Up: Workbook Templates* domain in the Planning functional area.
    - For plan template definitions, *Set Up: Workbook Templates* domain in the Planning functional area.
- Configure the *Planning Event* business process and security policy in the Planning functional area.

Context

Plan workbooks enable you to:

- Edit plans.
- Build and link models.
- Update a financial or headcount plan from the workbook.
- Account for multicompany and multicurrency financial plans in Worksheets.

You can create single, multiple, or decentralized workbooks for your financial and headcount plans using a business process that enables you to collaborate across your organization. For decentralized planning, your planners only receive access to edit the plan lines that they're accountable for. You can manage the decentralized planning process from the Planning Process Control inbox item.

Steps

1. Access the Generate Plan Workbook task.
2. Select how you want to generate your plan workbook.

Option	Description

Plan	You can generate workbooks from an existing plan. Selecting this option:
	   ○ Enables you to select a plan structure and the specific plan you want to create workbooks for.
	   ○ Creates workbooks with a single sheet containing plan lines from that plan.
	
	Workday recommends that you don't generate plan workbooks for project budgets with employees assigned to multiple projects. If you do, Workday displays incomplete data on the plan workbooks since HCM Planning only permits 1 project per employee.

Plan Template Definition	You can generate a workbook with 1 or more sheets from an existing plan template definition. Selecting this option enables you to reuse formatting, layouts, formulas, and modeling used in a previous plan workbook. You can also benefit from any additional configuration you set up in the plan template definition.
	Sheet Configuration: Workday populates preset options from the plan template definition for each sheet in the workbook. Enter additional details:
	   ○ For entry sheets, select the plan to use in the workbook.
	   ○ For report sheets, Workday populates the values based on options set in the plan template definition if the report contains prompts. You can change any of the values here as needed for this workbook generation.

Workbook Profile	You can generate workbooks from a previously saved plan template definition configuration, which can include:
	   ○ A plan template definition.
	   ○ A plan.
	   ○ Workbook configuration options.

Plan Forecast	You can generate a copied set of workbooks for single distribution from an existing set of plan workbooks. Workday displays only those plans that are in *Draft* status. The resulting forecast workbooks contain:
	   ○ All sheets from the original plan workbooks and any sheets added to the plan template definition.
	   ○ All new modeling, plan entry areas, and report data that planners added during the planning process.
	   ○ Formatting and formulas from the original source workbooks.

3. As you configure your workbook generation options, consider:

Option	Description
Workbook Name	Workday uses this name as part of: ○ The plan workbook name that you can edit in Drive or when you access the plan workbook. ○ The name of the object that you use to access the related actions menu of the plan workbook. We only display this field when you use a plan template definition to generate plan workbooks.
Plan	The plan must be in 1 of these statuses: ○ *Draft* ○ *In Worksheets* You can't select a plan that's already involved in a business process. If you use a template definition with multiple plan entry sheets, you can use a plan only once in the same planning event.
Workbook Options	Select *Distribute* to decentralize the plan so that participating planners only receive the plan lines they own or manage.
Create Workbooks by Dimension	Add a line for each dimension you want to use to group plan lines together in workbooks. If you group plan lines using multiple dimension types, Workday only routes workbooks to planners with roles on each of the dimensions you select. As you make selections in each column, your selection choices get narrower. Dimension Group: If you have multiple hierarchies set up for different purposes, Workday recommends that you select a top-level hierarchy. Otherwise, Workday automatically uses the highest top-level hierarchy, which is the entire dimension. Dimension Members: You can select which specific organizations to create workbooks for.
Single Workbook per Intersection	If you add multiple dimensions on the Create Workbooks by Dimension grid, select to generate 1 separate workbook and inbox item for each unique combination of dimensions on the plan. Workday recommends that you consider volume and potential performance impact before distributing workbooks with this check box selected.
Allow Planners to Share	Select to enable planners to share their workbooks with other users who can access the *Worksheets* security domain in the Planning functional area.
Consolidate Workbooks for Planners	Select to consolidate the workbooks when a single planner receives multiple workbooks. Leave the check box cleared if you want to route each workbook individually for each organization that the planner plans for. Example: You have 1 person assigned to planning roles at multiple levels of your organization hierarchy: B300, B300.1, and B300.2. If you decentralize and distribute your plan with this check box cleared, Workday creates 1 inbox item that links to 3 separate workbooks. If you select this check box and distribute your plan, Workday consolidates the workbooks for B300.1 and B300.2 into 1 workbook for the B300-level manager to review.
Keep Plan Workbooks Editable	Select to keep the plan workbooks editable for planners after they submit. Workday disables the plan entry area when you finalize the planning process. If you leave this check box cleared, Workday changes a planner's access permissions after they submit so they can only comment.

Option	Description

View All Planning Participants	Right-click the button and open the report on a new tab to review this routing information:
	  ○ Planning organizations included on the plan.
	  ○ Planners assigned to manage the plan lines for those organizations.
	
	You can click directly on the button to view the report, but you can't cancel and return to the task where you left off without starting over.

4. (Optional) Select Save as new Profile to save this configuration for later.
   Workday:
      ○ Saves this configuration as a new workbook profile, which you can edit later and reuse to generate future plan workbooks.
      ○ Creates the plan workbooks.
   The Save for Later button also saves the configuration as a workbook profile without generating a plan workbook.

Result

- Workday changes the plan status to *Distributed*.
- Workday routes inbox items to the plan administrator, hierarchy managers, and planners. If you created a plan workbook with no assigned planner, you receive an inbox item where you can assign planners to route to.
- If you cancel the planning process, you can edit the baseline plan on the Edit Plan Generator Profile task and create new workbooks.

Next Steps

You can update any reports in your workbooks with live Workday data using the Data > Update Live Data menu options in the workbooks.

To reassign unconsolidated inbox items and workbooks to other planners after an organization structure change:

- Access the View Assignment Changes on Unconsolidated Workbooks report to identify which inbox items and workbooks you need to reassign and who you need to reassign them to.
- Access the Reassign Unconsolidated Planning Inbox Item task to reassign each inbox item and workbook.

Related Information

Concepts
Concept: Managing Workbooks
Tasks
Manage the Decentralized Planning Process
Set Up Reporting for Decentralized Planning

2.7.3 | Manage Plan Workbooks in Planning Events

Prerequisites

- To add driving dimension members to an existing Distributed planning event, send back all submitted plan workbooks for that planning event.
- Security: *Set Up: Planning* domain in the Planning functional area.

Context

You can add organizations or organization hierarchies to an existing planning event to:

- Generate plan workbooks for organizations or organization hierarchies that you select.
- Enable planners with consolidated workbooks to add plan workbook lines using the additional organizations.

This functionality enables you to accommodate organization structure changes after you distribute plan workbooks.
You can also regenerate workbooks in an existing planning event to:

- Reset corrupted workbooks. You can reset workbooks if planners accidentally introduce errors or corrupted workbook lines when they edit workbooks.
- Undo all changes and start with fresh workbooks.

Workday only supports Distributed planning events on this task.

Steps

1. Access the Manage Planning Event task.
2. In the Workbook Options section, consider:

Option	Description
Include Dimension Members	Select to add organizations or organization hierarchies.
Regenerate Workbooks	Select to regenerate existing plan workbooks.

3. Use the Dimension, Dimension Group, and Dimension Members columns on the grid to select which organizations to add to your planning event or regenerate workbooks for.
   If you leave the Dimension Group and Dimension Members prompts blank and you don't consolidate plan workbooks, Workday generates workbooks for all valid dimensions. Workday recommends that you select a value on at least 1 of these prompts due to possible volume and performance issues.

Result

When you add organizations or organization hierarchies, Workday:

- Creates the new workbook or adds the organizations as options in the existing workbooks.
- Doesn't currently refresh report data for consolidated workbooks.
- Puts any new workbooks in the same folder that you selected originally on the Generate Plan Workbook task. If you didn't originally select a folder, Workday puts the new workbooks in your main Drive folder.
- Sends a notification to the planner.

When you regenerate workbooks, Workday:

- Inactivates the plan entry area in the old workbooks. You can still access the old workbooks in your main Drive folder.
- Reuses any relevant existing Inbox items with the reset workbooks instead of the old or corrupted workbooks.
- Distributes any new workbooks and Inbox items within the existing planning event.

Example

As a plan administrator, you generated decentralized, consolidated plan workbooks for this organization structure:

- Cost Center Hierarchy 300.0
    - Cost Center Hierarchy 310.0
        - Cost Center 310.1
    - Cost Center Hierarchy 320.0
        - Cost Center 320.1

Your planners are the cost center managers for 310.0 and 320.0. Your planners have already started editing their workbooks, but you need to accommodate recent organization structure changes to add:

- Cost Center 310.2 under the existing Cost Center Hierarchy 310.0.
- Cost Center Hierarchy 330.0 with Cost Centers 330.1, 330.2, and 330.3.

When you select Include Dimension Members with Cost Center Hierarchy 300.0 as the Dimension Group and add the new organizations, Workday:

- Enables the cost center manager for 310.0 to add plan lines for Cost Center 310.2 on their existing plan workbook.
- Creates and sends a plan workbook to the cost center manager for 330.0. This planner can add or edit plan lines for Cost Centers 330.1, 330.2, and 330.3.

Next Steps

To reassign unconsolidated inbox items and workbooks to other planners after an organization structure change:

- Access the View Assignment Changes on Unconsolidated Workbooks report to identify which inbox items and workbooks you need to reassign and who you need to reassign them to.
- Access the Reassign Unconsolidated Planning Inbox Item task to reassign each inbox item and workbook.

Related Information

Reference

Workday 31 What's New Post: Organization Structure Changes for Planning

2.7.4 | Edit Plan Workbooks

Prerequisites

- Create a plan workbook.
- Security:
    - *Set Up: Planning* domain in the Planning functional area.
    - *Worksheets* domain in the System functional area.
    - *Manage: Project Budget* domain in the Planning functional area.

Context

You can edit plan workbooks to:

- Build and link models.
- Update plans from workbooks.
- Plan for both multicompany and multicurrency financial plans.

Steps

1. Access your plan workbook.
2. Make changes to your plan workbook data.
   The workbook must be in *In Worksheets* or *Distributed* mode. You can't change workbooks in *Draft* mode.
   The active plan entry area displays inside a green dashed outline in the plan sheet. Changes you make in this area update your plan when you initiate the Update Plan Workbook task. Changes you make outside of the active plan entry area don't update the plan.
   Follow these guidelines to work with cells in the plan entry area:
    - All cells with Workday dimensions are prompts with values set by the plan structure. To search for prompt values, enter a value or click Alt + Down Arrow to open the list of values.
    - A required dimension must have a value in all rows in the plan entry area. An optional dimension can be empty.
    - All validations that display in the plans display in the related workbooks, except custom validations.
3. (Optional) Create planning models and assumptions.

You can perform numerous functions in workbooks to help you analyze and shape your plan data, including:

- Add or create new columns or rows of data.
- Pivot data.
- Import other Workday reports.
- Import relevant external data into your workbook.

4. (Optional) Click the Share button to invite others to review your workbook.

You can control view, edit, and sharing permissions for users you collaborate with. For decentralized planning, you can only share your workbook if the plan administrator either:

- Selects Allow Planners to Share on the Create Plan Workbook task.
- Selects Editors can share on the Share Settings of your individual plan workbook.

5. (Optional) Suspend validations during editing.

Select the Plan Workbook > Enter Worksheets Draft Mode related action to suspend validations so you can edit without interruptions. If the workbook is in *Draft* mode, Workday changes the plan status to *In Worksheets Draft*.

You can only enter draft mode for single workbooks that contain a single or multiple plan entry areas.

When you finish your edits, select the Plan Workbook > Exit Worksheets Draft Mode related action. Workday resumes validations and returns the plan status to *In Worksheets*.

6. (Optional) Create versions of your workbook.

Select the Create Plan Version related action to take a snapshot of your workbook at any time. The plan must have in *In Worksheets* status. The original plan and workbook remain active and editable. The versions are copies and read-only.

You can only create versions of plans that contain a single plan entry area in their plan workbooks.

7. (Optional) Update your plan with changes you made in an active plan entry area of your plan workbook.

For plan workbooks with a single or multiple plan entry areas, select Plan Workbook > Update Plan from Workbook from the related actions menu of the plan workbook. When you update your plan from your workbook, Workday:

- Applies the changes you made in the active plan entry areas to the plans.
- Performs custom validations configured for lines in your plan. Access the View Plan report and select the View Exceptions button to see any failed validations.

You can also access the Update Plan from Workbook task using global search. Workday updates all related plans using the selected plan workbooks.

8. (Optional) Add missing dimension members to your plan workbook.

For a workbook generated with a plan template definition, you can update the plan entry area with dimension members that are missing. From the related actions menu of the workbook, select Plan Workbook > Add Missing Dimension Members. Workday compares the plan entry area of the workbook to source files and adds rows to the workbook for any missing dimension member combinations.

- The plan or template administrator must configure the plan template definition to include:
    - Reports or custom sheets used as source files.
    - Dimension members used in the comparison.
- Each missing row added to the plan entry area contains unique data. Workday doesn't add duplicate rows.
- Workday can add missing dimension members for workbooks with single, multiple, or distributed plans.

Review the rows added to the bottom of the plan entry area. Correct any errors.

Next Steps

When ready, submit and route your plan for approval. For decentralized planning, you can submit by accessing:

- Your inbox item.
- Plan Workbook > Submit from the related actions menu of your plan workbook.

If you need to delete a workbook, you can only do so once the plan has been approved from the Drive home area. You can't delete a workbook with an active plan entry area.

Related Information

Concepts
Concept: Plan Versioning
Concept: Editing Workbooks
Tasks
Generate Headcount Plans
Generate Financial Plans
Reference
Reference: Automatic Data Updates in Workbooks

2.7.5 | Share Plan Workbooks

Prerequisites

- Create a plan workbook.
- To share plan workbooks during decentralized planning, the plan administrator must select Allow Planners to Share on the Generate Plan Workbook task.
- Security:
    - *Set Up: Planning* domain in the Planning functional area.
    - *Worksheets* domain in the System functional area. Any planner you share a workbook with must be enabled on this domain to access Drive.

Context

As a plan owner, you can share your plan workbook with whomever you choose throughout your organization, provided they have access to Drive. You can give users access to plan workbooks and enable them to:

- Make comments on specific data.
- Change data.
- Add data to or delete data from your plans.

Example: If you're an FP&A analyst or business partner, you might want your line of business owners to review a plan. You can share your plan workbook with those individuals and select the level of review access they have. The workbook then displays in the *Shared With Me* folder in their Drive home area.

Users that you share the workbook with can see any data included in the workbook, including Workday data. For the workbook related actions menu, Workday only displays the related actions that the user has access to.

You can also share workbook folders to share many workbooks at once.

Steps

1. Access your plan workbook.
2. (Optional) Prepare workbook for sharing.
   You can limit edit access or make comments on specific areas.

Option	Description
Comment	You can comment to a specific planner by using the @ command and selecting a name. You can also tag a cell or range of cells to indicate the data you're commenting on.
Cell or Region Protection	You can protect cells or ranges, including columns, rows and sheets, so other planners can't change or enter data. They also can't change existing cell formulas. Only Workbook owners can protect ranges in centralized plans, and they can edit the protected range at all times.

3. (Optional) Place the workbook in draft mode by selecting *Enter Draft Mode* from the related actions menu for the plan workbook.
   Workday withholds validations for all planners while in draft mode. Any planner you share the workbook with can exit draft mode at any time. If there are errors in the workbook upon exit, all workbook users will see the validation messages.
4. Click the Share button.
   As plan owner, you can remove access of others that you've shared with at any time.

   For plans sent through the distributed process, Workday restricts sharing permissions for those planners unless you enable sharing when creating the workbook.

5. Enter the names of those planners that you want to share your plan with.
6. Select the appropriate Permissions for each person.

Option	Description
Can View	Recipients have view-only access. They can't reshare the workbook.
Can Comment	Users can view and comment in any cell regardless of their other permissions. Those planners with comment privileges can't reshare a workbook.
Can Edit	Recipients can edit any part of the workbook including within the active plan entry area. They can then update the plan with the edits made in the workbook. They can also reshare, copy, download, and print the workbook.

7. Set the desired Owner Settings.

Option	Description
Editors can share	Select this option to enable all planners with edit access on the workbook to share it with users of their choice. The plan workbook owner can clear this setting at any time removing sharing status for editors. Any invited planner must have access to Drive to be able to view the workbook.
Commenters and viewers can copy, download, and print.	Planners that you give comment and view access to can copy, download, and print the plan workbook. Users with edit access can automatically perform these actions already.

Result

Workday delivers an inbox item notification to each recipient that receives a workbook.

Centralized planning:

- When you share a workbook, all recipients are able to submit, lock, and unlock the workbook regardless of their permissions.
- For multiple workbooks in a folder, the planner you share the folder with may not have access to all the related actions for the workbooks, depending on their security access.

Decentralized planning:

- If planners share workbooks with users outside of their organization, those additional users can have view, comment, or edit access.
  Note: If you leave Keep Plan Workbooks Editable cleared on the Generate Plan Workbook task and the original planner submits, Workday doesn't automatically remove edit access from these additional users after submission. You must click Share to edit the access permissions of the additional users.

2.7.6 | Merge Plan Workbooks

Prerequisites

Security: *Worksheets* domain in the System functional area.

Context

You can merge the sheets from a plan workbook into another workbook. The workbooks can include active plans or imported data from outside Workday. When you merge plans generated within Workday, Workday preserves the active plan entry area of the original plan workbook.

Considerations:

- Workbooks can only contain a single plan entry area. Workday inactivates the plan entry area from the second workbook. Plan entry areas in any additional workbooks that you merge with the first also become inactive.
- Workday maintains live data for all reports from both workbooks.
- Workday doesn't support this functionality for workbooks with multiple plan entry sheets.

Steps

1. Open the plan workbook that you want to include all the content.
2. Select File > Merge.
   Workbooks can be from any source: headcount or financial plans, other Workday reports, or data imported into Workday.
3. Select the workbook that you want to merge with the current workbook and click Merge.
   Workday appends the sheets from the second workbook to the right of the tabs in the first workbook.
4. (Optional) You can repeat steps 2 - 3 to merge another workbook with the newly merged one.

Next Steps

If column data matches between the merged plans, you can paste rows from the second sheet into the active plan entry area.

2.7.7 | Add Missing Dimension Members to Plan Entry Area

Prerequisites

- *Security: Set Up: Plan Template Definition* domain in the Planning functional area for configuring source sheets and dimension mapping.
- You must have a workbook that you generated from a plan template definition that is *In Worksheets* or *Worksheets Draft Mode* status.

Context

Workday can compare a plan entry area of your workbook to reports or custom sheets set up as source files. The comparison identifies any dimension members in the source files that are missing in that plan entry area. Workday then adds rows to the bottom of the plan entry area for the missing dimension members.

- The workbook must have a plan template definition.
- The missing rows added to the plan entry area must contain unique data. Workday doesn't add duplicate rows.
- Workday can add missing dimension members for workbooks with single, multiple, or distributed plans.

For this comparison:

- The plan or template administrator sets up the source sheets and maps the dimensions used in the comparison.
- The planner or administrator uses the *Add Missing Dimension Members* related action to add the missing dimensions members to the plan entry sheet.
  Note: Workday can insert missing dimension members to a plan entry area up to about 4000 rows for plans with up to 9 plan structure dimensions. Row additions might be larger or smaller depending on the number of dimensions and the volume of data.

Steps

1. Access the Edit Plan Template Definition task to map the dimensions.
   For each report or custom sheet that you selected as a source file, add a row in the Dimension Mapping section for each dimension to include. Refer to the workbook to verify the columns for the dimensions you want to map.
2. Set up the source sheets.
   On the Plan sheet, use the Dimension Member Source Sheets field to select the source files.
   - You can select reports and custom sheets as source files.
   - In a multiple plan workbook, you can select different source sheets for each plan.
3. Perform the comparison.
   a. Access the View Workbook task or open the workbook in Drive.
   b. Select the related action Plan Workbook > Add Missing Dimension Members.
   c. Review the additions at the bottom of the plan entry areas.
   d. Correct any errors.

Result

Workday adds any rows containing missing dimension member combinations to the bottom of the plan entry area.

2.7.8 | Concept: Lock Workbooks

As a plan administrator, you can lock or unlock all workbooks on the related actions menu of a centralized plan. When you lock all workbooks for a plan, the plan status changes to *Draft*. If you have multiple plan entry areas on the plan workbooks that you want to lock, Workday changes the status of all of the related plans to *Draft*.

For locked workbooks, plan administrators and planners:

- Can't edit the plan entry areas of the workbook.
- Can edit content outside the plan entry areas and other sheets in the workbook.

You can change or overwrite a locked financial plan on the Edit Plan Generator Profile task. When you overwrite the plan, you create a new workbook. You can still access the original workbook, but it's no longer related to the plan and doesn't have active plan entry areas. Example: You overwrite the plan to enable multicurrency, then create a new workbook with plan lines in different currencies.

You can only lock or unlock workbooks during centralized planning. For decentralized planning, you can:

- Click Share on your workbook to edit access permissions and to control who can edit in the plan entry areas.
- Cancel the planning process to edit the baseline financial or headcount plan, then create new workbooks.

Related Information

Tasks
Edit Plan Workbooks
Share Plan Workbooks

2.7.9 | Concept: Related Worktags in Workbooks

Related worktags in Drive use the same worktag framework as web services. To set up worktag interaction between Planning and Drive, configure the order of the worktags on the Maintain Worktag Type Precedences task.

Example: You order the worktag types so that the *Cost Center* worktag precedes the *Region* worktag. On plans that contain Cost Center and Region, Workday automatically populates cost-center-related worktags before region-related worktags.

The worktag only populates to the plan if there's a blank value in the corresponding field.

Example: If a cost center has a region as a related worktag, Workday pulls in the region only if there isn't currently a value in that field. Once Workday populates a value, you can change the value, but you can't leave the field empty.

Related Information

Tasks
Configure Worktag Defaulting

2.7.10 | Concept: Exception Workbooks

As you work in and adjust your plans, you can retain planning details for organizations that have fallen out of your plan due to organization changes. Workday preserves this data for future reference in the form of exception workbooks. You can then continue to access those plan lines that have fallen out of a plan, if needed.

Workday creates at least 2 workbooks when you run the Create Plan Workbook task from your generated plan:

- A plan workbook for the target plan with an active plan entry area. This workbook includes rows and columns from the source and target plans.
- One or more exception workbooks, depending on your selection, that are read-only. The exception workbooks include all the rows and columns for removed plan lines from the source plan entry area related to organization changes.

Workday uses this naming convention for exception workbooks:

- Single: Exceptions <Plan Name>
- Multiple: Exceptions <Organization Name> <Plan Name>

Data on plan lines in exception workbooks include instance IDs, so you can copy or merge plan data with an active plan, if needed. However, exception workbooks:

- Don't include an active plan entry area, so you can't update existing plan lines.
- Don't include related actions for the plan or display the plan name.

Related Information

Tasks
Generate Headcount Plans

2.7.11 | Concept: Plan Entry Areas

A plan entry area in a workbook represents transactional data that syncs directly with plan data in Workday. You can easily identify a plan entry area by a dotted outline around a region of data. The dotted line is green when plan entry area data is active and live. Changes you make to data in that region update the plans directly when you initiate the Update Plan from Workbook task. When the dotted line is gray, the plan entry area is inactive and doesn't include live, transactional data.

Any data you import into Drive won't include a plan entry area at all. Only data that you generate from financial or headcount plans using the plan generator profile or a plan template includes a plan entry area. The plan must also have Use Amendments/Approval checked and be in either *Draft* or *In Worksheets* status.

The plan status controls whether a plan has active or inactive plan entry areas. A plan must have either *In Worksheets* or *Worksheets Draft Mode* status.

There are a couple conditions related to plan entry areas:

- You can't delete workbooks or individual sheets with an active plan entry area.
- Workday requires that data in dimension columns contain an active prompt value and not just text.

When you update plans from the workbook, any changes you make to data in the plan entry areas update the original Workday plan data.

For distributed plans:

- If you select Keep Plan Workbooks Editable on the Generate Plan Workbook task and a planner submits a plan, the plan entry areas for that workbook and any subordinate plan workbooks remain active until you cancel or finalize the planning process.
- If a plan administrator completes the plan on behalf of another planner, the plan entry areas for the planner are no longer active in the plan workbook.

2.7.12 | Reference: Plan Status

The plan status determines whether users can edit the corresponding workbook or not. Workday enables you to take different actions depending on the plan status. When you share a workbook with others, those you share with can also act on the plan, depending on permissions, changing the plan status for all.

This table describes all plan statuses in relation to the workbook state at a given time:

Plan Status	Workbook State	Description
Draft	*Locked*. View only.	Plans that you created through EIB or the plan generator that don't yet have an associated workbook. With draft plans, you can: • Generate a new workbook. • Use the plan as a target on the plan generator. • Use the plan with the Import Budget web service.
In Worksheets	*Unlocked*. Editable.	Plan that has an associated workbook. With this status, you can: • Share and collaborate on the plan. • Update the plan using the plan lines in your workbook. • Submit the plan. • Create a plan version. • Lock the workbook and set the plan to draft. You can only edit the plan in Drive. For financial plans, you can't use the Maintain Budget task or Import Budget web service. For headcount plans, you can't use the Import Headcount Plan web service.
Worksheets Draft Mode	*Unlocked*. Editable.	Only plans with a single workbook that are *In Worksheets* status have draft mode available. While in this status, Workday suspends all validations until you exit draft mode, enabling you to make all edits without interruptions. A *Draft* indicator displays at the bottom of the workbook so users know when they are in this status. Tasks to enter and exit draft mode are available from the related actions menu of the plan. While a plan is in draft mode, the only available related action on the plan is to exit worksheets draft mode.

Plan Status	Workbook State	Description
Distributed	No locking or unlocking during decentralized planning. Editable.	Decentralized and distributed plans. With this status: • Planners can only edit plans in Drive if you route the plan workbook directly to them or a planner they manage. • Planners can only share if you select Allow Planners to Share on the Generate Plan Workbook task. If planners share workbooks with users outside of their organization, those additional users can have view, comment, or edit access. If you select Keep Plan Workbooks Editable on the Generate Plan Workbook task, planners can edit the workbook even after they submit during decentralized planning. Workday disables the plan entry areas after you finalize the planning process. If you leave the Keep Plan Workbooks Editable check box cleared, Workday changes a planner's access permissions after they submit so they can only comment.
In Progress	*Locked.* View only.	Submitted but unapproved or denied plans.
Available	*Locked.* View only.	Submitted and approved plans. You can only make changes to financial plans with the Create Budget Amendment task.
Denied	*Locked.* View only.	Submitted and denied plans. To edit a denied plan with a corresponding workbook, select Unlock Workbook from the related actions menu of the denied plan. This action changes the plan status back to *In Worksheets*.
Versioned	*Locked.* Editable.	Plans that you've moved from either *In Worksheets* or *Distributed* status to create a snapshot of a plan. With this status, you can: • Report on the versioned plan. • Submit a plan version for approval. You can't use the plan with the Generate Plan Workbook task.

Related Information

Concepts
Concept: Lock Workbooks

2.8 | Plan Routing

2.8.1 | Manage the Decentralized Planning Process

Prerequisites

Security:

- *Set Up: Budget General* domain in the Budgets functional area.
- *Set Up: Planning* domain in the Planning functional area.
- *Process: Planning* domain in the Planning functional area.
- *Worksheets* domain in the System functional area.

Context

As the plan administrator, you can manage the decentralized planning process from the Planning Process Control Inbox item that Workday routes to you when you decentralize a plan. From this Inbox item, you can:

- Access all plan workbooks.
- Monitor planning participation using data visualizations and a hierarchy view.
- Manage and review approval during planning.
- Submit on behalf of planners or send back plan lines, with comments.
- Cancel and finalize the planning process.

If you have multiple plan administrators, all plan administrators must have edit access on all plan workbooks to be able to cancel or finalize the planning process. You can share workbook folders to grant edit access on many workbooks at once.

As a hierarchy manager, you can manage all of your plan workbooks from the Review Plan Inbox item. From this Inbox item, you can:

- Submit plan workbooks on behalf of planners you manage.
- Send back plan lines.
- View a consolidated report of all plans they manage.
- Update the plan from the workbooks you manage so that you can report on and update the plan before you submit.

As a plan reviewer, you can review all plan workbooks before or after distribution to planners from the Review Plan Inbox item. From this Inbox item, you can:

- Access all plan workbooks.
- Submit this *Review Plan* action step. Workday then distributes the plan workbooks to your planners and enables your planners to edit their plan workbooks.
- Deny this *Review Plan* action step, which cancels this planning event and enables you to start over.

Steps

1. Access the Planning Process Control or Review Plan Inbox item.
2. As you complete your planning process, consider:

Option	Description
Hierarchy View	Use a hierarchy tree view to view details and access these actions: ○ Complete On Behalf Of ○ Send Back Workday displays this action only to plan administrators on the Planning Process Control Inbox item.
Complete on Behalf of	Submit a plan workbook on behalf of a planner. Both plan administrators and hierarchy managers complete this action from their Inbox item.
Send Back	Send a submitted plan back to a planner. Both plan administrators and hierarchy managers complete this action from their Inbox item.
Cancel Planning Process	Archive all Inbox items and make all workbooks view-only. If you cancel the planning process, you can still: ○ Edit the baseline plan on the Edit Plan Generator Profile task. ○ Create new workbooks based on that baseline plan on the Create Plan Workbook task. Workday displays this action only to plan administrators on the Planning Process Control Inbox item.
Finalize Planning Process	Consolidate all approved plan workbooks into 1 final plan. Archive all related Inbox items. The plan status changes to *Draft*. Workday displays this action only to plan administrators on the Planning Process Control Inbox item.
Plan Report	Consolidate and view all data from the workbooks you manage. Workday displays this action only to hierarchy managers on the Review Plan Inbox item.
Update Plan	Both hierarchy managers and planners can complete this action from the Review Plan Inbox item.
Deny	When you deny the Review Plan action step and cancel the planning event, Workday: ○ Disables all related plan workbooks. ○ Moves the planning event to *Cancelled* status. ○ Moves the plan back to *Draft* status so that the plan administrator can use the plan to regenerate plan workbooks again. Workday displays this action only to plan reviewers on the Review Plan Inbox item.

Related Information

Tasks

Generate Plan Workbooks for Decentralized Planning

2.8.2 | Submit Plans for Headcount Planning

Prerequisites

- Create plan generator profile to create a headcount plan.
- Configure the *Headcount Plan Event* business process and security policy in the Planning functional area.

Context

When ready, you can submit your headcount plan to create a final, uneditable version of a centralized plan. The submission follows your top plan hierarchy from the plan generator profile. You can submit a plan when it is in *Denied*, *Draft*, or *In Worksheets* status.

Steps

1. Access the Submit Headcount Plan task.
   You can submit a plan directly from within the plan workbook while the plan is *In Worksheets* status, or as a related action from any instance of the plan by selecting Submit Plan for Approval. Workday then populates all the details for the plan. If using the standalone task, enter the plan information to retrieve the correct plan.
2. (Optional) Click View Headcount Plan to review the details of the plan you're submitting.
3. Submit the plan by clicking OK.

Result

When you submit, Workday generates an inbox item for the approver and the plan status changes:

- Upon submit, to *In Progress*.
- Upon approval, to *Available*.
- If denied, to *Denied*. The plan is then locked and you can't edit it. Unlock the workbook to return the plan status to *In Worksheets* for editing.

If you configured custom validations for plan lines, Workday issues those validations upon submission.

Next Steps

If you triggered custom validations, you can access the Headcount Plan Lines with Custom Validations report to view plan lines with validation errors and warnings.

Related Information

Concepts

Concept: Lock Workbooks

Tasks

Generate Headcount Plans

Share Plan Workbooks

2.8.3 | Submit Financial Plans

Prerequisites

- Use the plan generator to create a financial plan.
- Configure the Submit Event business process and security policy in the Planning functional area.

Context

You can submit a plan for approval at any time once the plan generator is run to create the plan. Typically, you might submit a plan after all relevant parties have had a chance to review, edit, and update a plan from the workbook.

Steps

1. Access the Submit Plan task.
   You can submit a plan directly from within the plan workbook while *In Worksheets* status, or as a related action from any instance of the plan. Select Submit Budget For Approval. In this case, Workday populates all details from the plan for you.

   If submitting your plan from the standalone task, enter the required details. For multicompany plans, you can submit a plan for only 1 company at a time.

2. Click OK.
   Workday displays the plan for a final review before you submit. You can drill down on the amounts for further details.

Result

When you submit a plan, Workday generates an inbox item for the approver and the current plan status of *In Worksheets* changes:

- Upon submit, to *In Progress*.
- Upon approval, to *Available*.
- If denied, to *Denied*.

Related Information

Concepts
Concept: Lock Workbooks
Tasks
Generate Financial Plans
Share Plan Workbooks

2.9 | Plan Reporting and Analytics

2.9.1 | Steps: Link and Consolidate Headcount Plans

Prerequisites

Security: *Setup: Headcount Planning* domain in Headcount Planning functional area.

Context

You can link multiple headcount plan so you can easily view all of your organization's headcount data on 1 consolidated report. You can link a parent to many children.

Steps

1. Create Structures for Headcount Planning.
   This structure becomes the parent structure once you use link it to another structure with the same or similar settings by following the linking rules.
   Child structures must have:
       o The same fiscal schedule.
       o In Plan Entry by, the same time periods as the parent or a subset of these time periods.
       o The same organizing dimension type.
       o The same required structured dimensions as the parent. Children can have more, but if they're required on the parent, they're required on the children.
       o Hierarchies that are a subset or the same as the parent.
       o Dimension members that are a subset or the same as the parent.
2. Access the View Plan Structure report or Edit Plan Structure task to link a parent plan structure to a child plan structure.
       a. Locate the parent plan structure and in the related actions menu, select Plan Structure > Link Child Plan Structure.
       b. At the Virtual Child Plan Structure prompt, select 1 or more child plan structures you want to link to the parent plan structure.
          Workday only displays eligible structures in the prompt based on the linking rules.
       c. (Optional) Click the Navigate Plan Structure Hierarchy link.
          The View Structure Hierarchy report displays enabling you to view the parent-child hierarchy in a tree structure. This link won't be available on a child plan structure.
          On the View Plan Structure report, the Usage tab also displays the parent-child linkage in the Plan Templates grid.
       Security: *Set Up: Headcount Planning* domain in Planning functional area.
3. Create Templates for Headcount Planning.
   Use the task to create and link a parent plan to child plans. Create child plan templates before you create your parent template. When you create your parent template, you can select multiple child plans in the Linked Plan prompt. Workday only displays valid plans that meet the linking criteria.
4. Access the View Consolidated Headcount Plan report to view parent plans.
   Currently, the report supports plans that have Supervisory Organization. In the report, you can drill through different supervisory organizations and drill down to view detailed plan lines and which plan it's coming from.

Related Information

Reference
Reference: Rules for Consolidating Headcount Plans
Workday 31 What's New Post: Link and Consolidate Headcount Plans

2.9.2 | Set Up Reporting for Decentralized Planning

Prerequisites

Security: *Aliases* domain in the System functional area.

Context

Map the standard aliases for your top-level dimension hierarchies so that these decentralized planning reports display the correct information:

- View All Planning Participants, which you can access from the Generate Plan Workbook task.
- Plan Report, which plan hierarchy managers and planners can access from the Review Plan Inbox item.

Steps

1. Access the Map Standard Aliases task.
2. Select *Custom Organization* on the Business Object prompt field.
3. Enter your top-level dimension hierarchies on the Mapped Tenanted Value column.

Related Information

Tasks
Steps: Create Headcount Plans for Planning
Steps: Create Financial Plans

Generate Plan Workbooks for Decentralized Planning

2.9.3 | Concept: Planning Dashboard

The Planning dashboard (secured to the *Dashboard: Planning* domain in the Planning functional area) is a configurable workspace that gives you quick, visual insight into the health of your plans and budgets. The dashboard also gives you direct access to frequently used planning-related tasks and reports. You can select the tasks you want to display on the default menu using the Maintain Dashboards task. To add links to custom reports and external links, click Edit > Content tab > Menu section.

Workday enables these reports as worklets that you can add to your Planning dashboard:

- Expense Budget Variance
- Revenue Plan Variance
- Headcount Activity for Plan
- Headcount Plan to Actuals
- Plan to Pipeline for Headcount Planning
- Headcount Plan Over Plan

Once you configure the dashboard, you can add it as a worklet to your Home page. You can also access the Planning dashboard on Android, iPad, and iPhone devices.

Related Information

Tasks
Steps: Set Up Dashboards and Landing Pages

2.9.4 | Reference: Financial Planning Reports

Workday delivers a number of standard reports to give you greater insight into your plans and budgets. You can use these financial planning reports to help you manage the planning process. For a complete list of Workday-delivered standard reports with their descriptions, access the Workday Standard Reports report and select the *Plans* report category.

To configure reports for custom organizations, you must create copies of the Workday-delivered standard reports and configure the custom organization labels on the report columns. On Workday-delivered standard reports, we display the numbered custom organization name instead of the assigned custom organization name in the column title.

Report	Security	Description
Budgetary Balance	*Reports: Company Financial Budgets* domain in Budgets functional area.	Displays the budgetary balance for a financial plan or award budget for a company.
Current Plan	*Manager: Project Budget* and *Process: Budget* domains in Projects and Budgets functional areas.	Displays the current plan for a company.

Financial Plan by Company
 	
Financial Plan by Cost Center
 	
Financial Plan by Region
	The associated subreports use these domains in the Budgets functional area:
	
	  • *Reports: Company Financial Budgets*
	  • *Reports: Manager Financial Budgets*
	
	Configure role-based security for managers and hierarchy managers so they can view all subordinate details from their organizations on their reports.
		Enables hierarchy managers to view their plans before their organization planners make edits to the plans in Worksheets. You can only access these reports from the Inbox notification for decentralized planning as part of the *Planning Event* business process.

Find Plan	*Set Up: Planning* domain in the Planning functional area.	Displays a list of plans, plan types, structures, status of plans, and associated workbooks for each plan. You can drill down on the plan details and launch the associated workbook in Drive.
Manager Budgetary Balance	*Reports: Manager Financial Budgets* domain in Budgets functional area.	Displays the budgetary balance for a financial plan or award budget.
Manager Position Budgetary Balance	*Reports: Manager Position Budgets* domain in Budgets functional area.	Displays the budgetary balance for position budgets.
Position Budgetary Balance	*Reports: Company Position Budgets* domain in Budgets functional area.	Displays the budgetary balance for position budgets for a company.

Report	Security	Description
Plan Variance	*Set Up: Planning* domain in Planning functional area.	Displays the baseline plan against the source information used to populate the plan. Includes any plan treatment rules and their usage. Reports on multiyear plans. Leave the Target Plan Year prompt blank to pull in all target periods.
View Plan	*Process: Budgets* domain in Budgets functional area.	Displays the plan details for a company, structure, plan name (optional), year, and period. View plan details in the company currency or translated currency.

2.9.5 | Reference: Headcount Planning Reports

Workday delivers a number of reports to give you greater insight into your headcount planning process. You can use these reports to help you plan for future headcount and provide perspective into current headcount activity within your organization. For a complete list of Workday-delivered standard reports with their descriptions, access the Workday Standard Reports report and select the *Plans* report category.

To configure reports for custom organizations, you must create copies of the Workday-delivered standard reports and configure the custom organization labels on the report columns. On Workday-delivered standard reports, we display the numbered custom organization name instead of the assigned custom organization name in the column title.

Report	Security	Description
Headcount Activity for Plan	Domains:[1] • *Reports: Headcount Planning* in the Headcount Planning functional area. • *Trended Worker* in the Staffing functional area.	Provides a view of headcount and FTE movement by supervisory organization between periods. The plan structure for the plan you're reporting on must include *Supervisory Organization* as a required dimension. This report enables you to assess risks and challenges by giving you insight into these changes: • Actual and planned headcount. • Gains and losses. • Variances. You can configure supervisory organizations as top-level nodes to support outlining. The report includes the Plan Lines for Financial Reporting and Trended Worker report data sources. You can copy these subreports to create additional custom, matrix, and composite reports: • Headcount Activity Actuals - Sub Report • Headcount Activity Actuals Snapshot - Sub Report • Headcount Activity Planned - Sub Report You can also copy the entire composite report to create a custom report. To use the Trended Workers Organization report fields on the Drill Down tab of the custom report, you must configure the fields on the Maintain Trended Workers task. Otherwise, you must remove the fields.

Report	Security	Description
Headcount Plan to Actuals	Domains:[1] • *Reports: Headcount Planning* in the Headcount Planning functional area. • *Trended Worker* in the Staffing functional area.	Compares actual and planned headcounts and variances by supervisory organization between quarters for both headcount and FTE. The plan structure for the plan you're reporting on must include *Supervisory Organization* as a required dimension. With this report you can: • Drill down on values and metrics. • Configure supervisory organizations as top-level nodes to support outlining. The report includes the Plan Lines for Financial Reporting and Trended Worker report data sources. You can copy this composite report to create a custom report. When you do so, Workday automatically includes these subreports: • Plan Report - Sub Report • Trended Headcount Snapshot for Plan - Sub Report To use the Trended Workers Organization report fields on the Drill Down tab of the custom report, you must configure the fields on the Maintain Trended Workers task. Otherwise, you must remove the fields.
Plan to Pipeline for Headcount Planning	• *Reports: Headcount Planning* domain in the Headcount Planning functional area. • *Trended Worker* domain in the Staffing functional area.	Provides insight into your organization's talent pool by supervisory organization. The plan structure for the plan you're reporting on must include *Supervisory Organization* as a required dimension. You can view planned and actual headcount metrics including, filled-not-started, in offer, and openings. With this report, you can: • Create charts to illustrate certain metrics. • Drill down on individual metrics on grids and charts. This composite report includes these report data sources (RDSs): • Job Applications • Job Requisitions Indexed • Plan Lines for Financial Reporting • Trended Worker You can copy this composite report to create a custom report. To use the Trended Workers Organization report fields on the Drill Down tab of the custom report, you must configure the fields on the Maintain Trended Workers task. Otherwise, you must remove the fields.

Report	Security	Description
Headcount Plan Over Plan	*Reports: Headcount Planning* domain in the Headcount Planning functional area.	Compare 2 plans across fiscal periods for both headcount and FTE supervisory organizations. The plan structure for the plan you're reporting on must include *Supervisory Organization* as a required dimension. The report supports: • Drill-down capabilities for each plan and variance. • Copying to create a custom version so you can compare multiple plans. • Ability to configure supervisory organizations as top-level nodes to support outlining. This composite report includes the Plan Lines for Financial Reporting report data source. You can copy this composite report to create a custom report and compare more than 2 plans. When you do so, Workday automatically includes this subreport: Plan Report - Sub Report.
View Consolidated Headcount Plan	*Reports: Headcount Planning* domain in the Headcount Planning functional area.	Displays consolidated headcount plans and enables you to view a headcount plan. The report supports: • Outlining so you can drill through the hierarchy of a supervisory organization. • Drill-down capabilities on plan lines so you can view the breakdown by all dimensions that are available on child plans.
View Headcount Plan	*Reports: Headcount Planning* domain in the Headcount Planning functional area.	Displays headcount plan details by organizing dimension and the plan periods selected in the plan structure.

[1]Some plans might include dimensions that require additional domain security to run the report:

Dimension	Domain
Contingent Worker Type *Employee Type* *Is Manager* *Job Category* *Job Family* *Job Family Group* *Job Profile* *Management Level*	*Worker Data: Current Staffing Information*
Pay Rate Type	*Worker Data: Compensation by Organization*
Work Shift	*Worker Data: Work Shifts*
Worker Type	*Worker Data: Current Staffing Information* *Worker Data: Active and Terminated Workers*

Related Information

Concepts
Concept: Planning Dashboard
Concept: Custom Reports
Tasks
Copy Reports

2.9.6 |　Reference: Headcount Metric Calculation for Planning

Workday provides a headcount metric for use when creating custom scorecards for your headcount plans. You can configure this custom metric with Workday delivered metric calculations to create custom scorecards for Planning that include your actual and target headcount.

Use the Create Custom Metric task to set the metric source details and calculation configuration options for your custom metric. For Planning metrics, we draw on the WD Headcount metric to bring in headcount actuals based on your plan details.

Calculation and Organization Types	Description	Configuration Options
WD Headcount *Supervisory Organization*	Provides a snapshot of current actuals and a view of the target as of the current month with a health indicator for Supervisory Organization. The actuals align with the current plan and plan structure you choose. Calculation: Count of Workers Custom Metric Examples: Depends on your plan. Can include Contingent Worker or Employee Headcount; or Headcount: Leaders.	Target Source: *Workday Algorithm* Calculation Configuration: • Plan Structure • Plan

Related Information

Tasks
Steps: Create Custom Metrics and Scorecards

2.9.7 | Reference: Rules for Consolidating Headcount Plans

Plan Structure

This table describes the linking rules when you link a parent plan structure with child plan structures in headcount planning:

	Parent Plan Structure	Child Plan Structure
Hierarchy Relationship	Can link to many child plan structures.	• Can link to many parent plan structures. • Can't link to child plan structures.
Schedule	Can use any fiscal schedule defined by your organization.	Must use the same fiscal schedule as the parent.
Plan Entry by	Can't have a smaller time period than any of its child plan structures.	Must use a subset or the same plan entry timeframe as the parent so it can roll up into the parent time periods. Example: If the parent plan structure uses a quarterly summary schedule for plan entry, the child plan structures can use either a quarterly or a period schedule, but not half-yearly or annual.
Organizing Dimension Type	Can use any organizing dimension type enabled for headcount planning.	Must use the same organizing dimension type as the parent plan structure.
Structured Dimensions	Can have any *Required* or *Optional* structured dimensions.	• Must include all required dimensions that are defined as *Required* on the parent plan structure. • Can have additional *Required* or *Optional* structured dimensions that aren't on the parent plan structure.
Hierarchy Level	Can contain the top-level hierarchy.	Must contain hierarchies that are a subset or the same as the parent plan structure.

	Parent Plan Structure	Child Plan Structure
Dimension Members	Must include dimension members used in child plan structures to ensure that the plans roll up correctly. Example: The parent plan structure plans by the *Location* dimension and includes these members: • Chicago • Pleasanton • Paris • London The child plan structure members include: • Chicago • Pleasanton • London	Must contain dimension members that are a subset or the same as the parent.

Plan Template

This table describes the linking rules when you link a parent headcount plan with child headcount plans on the plan template:

	Parent Plan	Child Plan
Organizations	Can contain any organizations in the selected top plan hierarchy.	• Must contain organizations that are a subset or the same as the parent plan. • Must contain organization dimension members that are equal to or a subset of the parent plan. • Must contain organization dimension hierarchies that are equal to or a subset of the parent plan.
From and To Summary Periods	Can contain any year and summary period based on the configuration in the plan structure.	Must have at least 1 matching plan period as the parent plan. Example: The periods in the parent plan are: *Q1 2018* to *Q4 2018*. The periods in a child plan are: *Q3 2017* to *Q1 2018*. The matching plan period is *Q1 2018*.

Related Information

Tasks
Create Structures for Headcount Planning
Create Templates for Headcount Planning
Edit Templates for Headcount Plans
Steps: Link and Consolidate Headcount Plans
Reference
Workday 31 What's New Post: Link and Consolidate Headcount Plans

2.9.8 | Example: Create Financial Plan to Actuals Composite Reports with Eliminations

This example illustrates how to:

• Create custom copies of the Financial Plan to Actuals composite report.
• Set up the composite report copies and their matrix subreports so that Workday displays intercompany transaction elimination options.

Scenario

As a financial analyst, you want to apply intercompany transaction eliminations to your financial plan to actuals comparison reports to filter out those lines from the results. You also want the option to view all of your plan lines and actuals in your report results.

Prerequisites

• Set up elimination rules for your intercompany ledger accounts on the Maintain Eliminations Rules task.
• Have intercompany affiliate worktags on:
  ○ Intercompany elimination plan lines for an existing plan.
  ○ Intercompany elimination journal lines.
• Security: these domains in the System functional area
  ○ *Custom Report Creation*
  ○ *Manage: All Custom Reports*

Steps

1. Access the Copy Standard Report to Custom Report task.
2. Select *Financial Plan to Actuals* on the Standard Report Name prompt.
3. Click OK.
4. Enter *Financial Plan to Actuals with Eliminations* on the Name prompt.
5. Click OK.
6. In a new window, access the Edit Custom Report task.
7. Select *Financial Plan to Actuals with Eliminations-Financial Plan Consolidation Sub-Report* on the Report Name prompt.
8. Click OK.
9. In the Prompt Defaults grid on the Prompts tab, clear the Do Not Prompt at Runtime check box for these fields:
    - Eliminations Only for Plan
    - Perform Intercompany Eliminations for Plan
10. Click OK.
11. Return to the edit window for your Financial Plan to Actuals with Eliminations report.
12. Select Edit from the related actions menu of the C3 column header.
13. On the Value Type column in the Map Sub Report Prompts grid, select *Prompt User for Value at Run Time* for these prompt fields:
    - Eliminations Only for Plan
    - Perform Intercompany Eliminations for Plan
14. Click OK.
15. Click the settings icon to edit the composite report settings.
16. On the Prompts tab, select the Populate Undefined Prompt Defaults check box.

    Note: When you select the Populate Undefined Prompt Defaults check box, Workday populates the Prompt Defaults grid with any undefined prompt defaults. These undefined prompt defaults roll up from the configurations of the subreports onto the composite report configuration. The Populate Undefined Prompt Defaults check box automatically clears once Workday finishes updating the Prompt Defaults grid.

17. On the Prompt Defaults grid, clear the Do Not Prompt at Runtime check box for these fields:
    - Eliminations Only
    - Perform Intercompany Eliminations
18. Click OK.
19. Click Run.

    Select these check boxes to display only intercompany transaction eliminations lines on your report results:
    - Eliminations Only for Plan
    - Perform Intercompany Eliminations for Plan

    Leave the check boxes cleared to display all plan lines and actuals on your report results.

Result

Depending on your configuration, you can now view all plan lines and actuals with eliminations or only intercompany eliminations for plan and actuals, and check of any variances.

Related Information

Concepts
Concept: Composite Reports
Tasks
Steps: Create Composite Reports

3 | Glossary

3.1 | Cross Application Services Glossary

3.1.1 | Aggregation Security Group

A security group whose members are other security groups. Grants access to workers associated with any included security group.

3.1.2 | Approve

An action in a business process that designated participants select to progress the event to the next step.

3.1.3 | Assignable Roles

Positions you can assign to organization roles.

3.1.4 | Business Object

Objects used to store data in Workday (such as organizations or workers). A business object has *fields* and *instances*, which are analogous to rows and columns in a spreadsheet. Workday links related business objects: a worker is associated with a position, the position to a job profile, and so on.

3.1.5 | Business Process Definition

The tasks that compose a business process, the order in which they must be done, and who can do them.

3.1.6 | Business Process Instance

A business process that the initiator has started. The *Hire Employee for Organization X* business process definition becomes an instance when the initiator uses it to hire an employee.

3.1.7 | Business Process Security Policy

A business process security policy secures the steps and process-wide actions including view, rescind, cancel and correct. It specifies which security groups have access to each action.

3.1.8 | Cancel (business process)

Canceling a business process stops the workflow in progress and reverses changes made to data. You can't cancel a completed business process; you must rescind it. A securable action in a business process security policy.

3.1.9 | Conditions

Conditions are one or more logical matches that are resolved to True or False and used to decide if some action should be taken. You can add conditions to steps in a business process to determine if the step should run.

3.1.10 | Contextual Custom Report

A custom report created from the related actions menu of a Workday object by selecting Reporting > Create Custom Report from Here. Simplifies choices of data and fields to those related to the context of the object.

3.1.11 | Correct (business process)

Correcting a business process changes a specification or data in the workflow while in progress. A securable action in a business process security policy.

3.1.12 | Custom Report

Reports not delivered by Workday and built using the Workday Report Writer. Can be created new or by copying another standard or custom report.

3.1.13 | Dashboard (landing pages)

A specialized landing page containing a set of pre-configured worklets for a functional area that you can copy or modify. You can add additional custom worklets to dashboards using the report writer.

3.1.14 | Data Source

A data source defines a set of business object instances for reporting purposes. Allows reporting access to all business objects related to those in the data source.

3.1.15 | Deny (business process)

When you deny a business process, the business process is terminated and all Workday data is restored to its state before the business process started. To restart the business process, you need to submit the process again, and redo all previously completed steps.

3.1.16 | Domain

A collection of related securable items such as actions, reports, report data, report data sources, or custom report fields. Each domain is secured by a domain security policy.

3.1.17 | Domain Security Policy

A collection of related securable elements of different types and user-specified security groups that have access to elements of each type.

3.1.18 | Event

A business process transaction that occurs within your organization, such as hiring or terminating an employee.

3.1.19 | Functional Area

A collection of domain or business process security policies that are related to the same set of product features, for example, Benefits or Compensation.

3.1.20 | Intersection Security Group

A security group whose members are other security groups. Members associated with all included security groups are granted access through an intersection security group.

3.1.21 | Initiation Step

The first step of a business process.

3.1.22 | Job-Based Security Group

A security group that includes one or more job-related attributes or objects including job profile, job family, job category, management level, or exempt/non-exempt status.

3.1.23 | Landing Page

Landing pages display a collection of worklets. Landing pages may have different display formats (grid or bubble) and support different functions. The Home landing page is intended for common worklets, such as self-service worklets.

3.1.24 | Location Membership Security Group

A security group whose members are any workers assigned to that location.

3.1.25 | Organization Security Group

A security group whose members are any workers assigned to that organization.

3.1.26 | Primary Business Object

When defining a report, the primary business object is the business object returned by the data source.

3.1.27 | Predefined Security Group

Security groups whose members are assigned through a business process. These groups cannot be changed except by reversing the business process or executing a new business process, such as applying for a position, or being hired. Examples include: Employee, Contingent Worker, and Pre-Hire.

3.1.28 | Related Business Object

When defining a report, fields that return objects related to the primary business object are said to contain related business objects. These related objects may have their own set of fields that can be included in the report.

3.1.29 | Report Data Sources

Predefined groups of logically related fields, used when creating reports with Report Writer, which define the data in the report row. For example, the Employees report data source contains contact information, personal data, and identification information. Report data sources also include which roles have access to see the report data.

3.1.30 | Rescind (business process)

On completed business processes, reverses all changes made to Workday data. A securable action in a business process security policy.

3.1.31 | Role-Based Security Group

A security group that specifies one organization role and includes workers in positions defined for that organization role.

3.1.32 | Roles

A grouping of people with specific responsibilities and permissions. In a business process runs, the role for each step includes all of the workers in that role in the business process target organization.

3.1.33 | Securable Item

An action, report, or data that is part of a security policy. You secure access by defining the security policy to restrict access to an item to specified security groups. Related securable items are grouped into domains.

3.1.34 | Security Group

A collection of users or objects that are related to users. Security group access to a securable item in a security policy grants access to the users associated with the security group.

3.1.35 | Segment

A grouping of related securable items, such as pay components, that can be secured together using a segment-based security group for that segment.

3.1.36 | Standard Report

Reports that Workday creates and delivers to all Workday customers. Workday creates standard reports using Report Writer or XpressO, an internal development tool. You can only copy and modify standard reports created with Report Writer.

3.1.37 | Target

The object that a business process operates on. For example, for business processes that deal with an employee record, the target is the employee. Because the target determines the organization, it controls which business process custom definition Workday uses.

3.1.38 | Task

A step, either standalone or in business process, that you must complete. For example, task alert notifications are triggered by steps in a business process.

3.1.39 | Temporary Report

A custom report that you designate as Temporary when creating the report. Workday automatically deletes temporary simple reports after 7 days. For advanced and matrix reports you can change the Temporary option on the Advanced tab of the report definition.

3.1.40 | To Dos

Reminders to do something outside of Workday. They can be part of business processes, and must be marked complete before the workflow will advance to the next step.

3.1.41 | User-Based Security Group

A security group whose members are workers. In a security policy, it grants access to the securable items to all members of the group.

3.1.42 | View (business process)

A securable item used to allow members to view status of a business process and report on it. A securable item in a business process security policy.

3.1.43 | View (permission)

The ability to see objects or data through the Workday user interface, when permitted in a domain security policy.

3.1.44 | Worklet

A compact report displayed as an icon (a tile or a bubble) on any landing page, providing easy access to tasks and information that are used regularly. Examples: My Leadership Roles, Open Positions, and Anniversaries.

3.1.45 | Worktag

A named attribute that you can assign to events and objects to indicate their business purpose. For example, you can create a Customer worktag, whose values are the names of your customers. You can use the worktag to assign a customer to an expense in an expense report or a product sales event.

3.2 | Financial Management Glossary

3.2.1 | Award Costs Processing (ACP)

Processing facilities and administration costs and revenue recognition related to spend transactions on awards.

3.2.2 | Payment Group

The payments that result from a settlement run.

3.2.3 | Project Asset

A container that captures separate, ongoing costs of a capital project in progress. You can associate multiple projects assets with a project to track costs over the life of a project.

3.2.4 | Revenue Category

An attribute in customer contracts and billing used to search for and report on goods and services you sell. Also a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.

3.2.5 | Spend Category

A logical grouping to search and report on acquired items and services. Also a dimension in account posting rules for procurement and spend that drives accounting behavior.

3.2.6 | Unnamed Resources

Placeholders for project resources that you can use to assign tasks and perform resource forecasting without specific resource assignments.

3.3 | HCM Glossary

3.3.1 | Academic Unit

A Workday organization type that represents a school, college, university, or other unit of your institution. These units can recruit prospective students, admit students, offer programs of study or courses, or administer financial aid. Academic units are also used with academic appointments in Workday.

3.3.2 | Academic Unit Hierarchy

A hierarchical grouping of academic units primarily used for roll-up reporting.

3.3.3 | Active Candidate

A person with an application for a specific job requisition. Candidates must be linked to a job requisition for Workday to initiate a job application event.

3.3.4 | Auto-fill

A time entry option that copies time blocks from a worker's schedule or from a previous week when entering time.

3.3.5 | Base Pay Element

The compensation components that are included in the calculation of base pay for the purposes of determining the compa-ratio and target penetration.

Example: Include both base pay and bonuses in the base pay calculation for compa-ratio.

3.3.6 | Benefit Defaulting Rule

A rule that identifies the benefit plans, coverage targets, and coverage amounts that employees receive by default when they do not complete an enrollment event.

3.3.7 | Benefit Event Rules

These rules specify coverage increase limits, EOI requirements, waiting periods, and other rules and conditions of enrollment for benefits enrollment events.

3.3.8 | Benefit Event Type

Identifies the events that trigger benefit enrollment, such as open enrollment, new hires, or the birth of a child. It also identifies the coverage types to make available to employees for when an event of this type occurs.

3.3.9 | Calculated Time

Result of applying time calculations to a worker's reported time. Automates application of company or regulatory rules.

3.3.10 | Calendar-Based Time Entry

A time entry method that uses the time entry calendar as the focal point for entering, editing, and submitting time.

3.3.11 | Candidate

Candidates include both prospects and active candidates.

3.3.12 | Candidate Pipeline

All active candidates.

3.3.13 | Candidate Pool

Candidates grouped together based on specific criteria.

3.3.14 | Cascading Leave

A sequence of related leave types that are linked together. When an employee meets the conditions defined for ending a leave, Workday generates a return from leave request and a separate request for the next leave.

3.3.15 | Compensation Basis

A grouping of compensation components, such as salary, commission, and allowance plans, that define estimated earnings for an employee population.

3.3.16 | Compensation Component

The umbrella term for compensation packages, grades, grade profiles, and plans that can be associated with compensation eligibility rules.

3.3.17 | Compensation Defaulting Rule

A rule that establishes the criteria for how compensation components default to worker compensation during staffing transactions (such as hire or job change).

3.3.18 | Compensation Element

Compensation elements link Compensation to Payroll. When a compensation element is attached to a plan that is assigned to an employee, Workday can determine which earnings to use to pay the employee.

3.3.19 | Compensation Package

A grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set. Packages provide a quick view of the eligible plans for a particular job or group of employees.

3.3.20 | Compensation Rule

Guidelines for determining which workers are eligible for which components of compensation.

3.3.21 | Compensation Step

A specific monetary amount within a grade or grade profile.

3.3.22 | Compensation Target Rule

A rule used to segment your employee population for assignment of compensation plans.

3.3.23 | Conditional Calculation

Time calculation that tags time blocks that meet certain conditions.

3.3.24 | Coverage Target

Defines whether a specific health care plan or insurance plan applies only to the employee or also to the dependents, spouse, family, and so on.

3.3.25 | Cross Plan Dependency

Limits the coverage options available to workers during an enrollment event based on their choice of other benefit plans and coverage amounts.

Example: You can limit coverage in a specific plan to a percentage of the total coverage in 1 or more other benefit plans.

3.3.26 | Day Breaker

The time of day on which a worker's work day and work week begins. Defines the 24-hour period over which daily time calculations execute and the 168-hour period over which weekly time calculations execute. Unless otherwise specified, the default day breaker is 12am.

3.3.27 | Disposition

Status of candidates that have been rejected for hire or declined a job during the job application event.

3.3.28 | Enrollment Event Rule

A rule that defines coverage start and end dates, waiting periods, coverage increase limits, Evidence of Insurability requirements, and other coverage rules and conditions. Rules ensure that the benefits process presents only the options that each employee is eligible for based on the event type.

3.3.29 | Extend My Search

Button located on the evergreen or job requisition profile that enables you to search for additional candidates. The details of the search are recorded on the Candidate Search Audit report.

3.3.30 | Grade Profile

A breakdown of a compensation grade by functional task, geographical region, or other categorization your business requires. A profile enables you to assign more granular compensation ranges to workers.

3.3.31 | Headcount Plan

Provides visibility into the number of workers necessary to achieve your business goals within a specified period of time.

3.3.32 | Individual Target

An individual bonus or merit target for a worker during a compensation review process that overrides the target defined on the compensation plan.

3.3.33 | Job Management Staffing Model

A structure that defines 1 set of hiring restrictions for all jobs in a supervisory organization, with no specific limits on the number of jobs that can be filled.

3.3.34 | Job Profile

The generic features and characteristics of a job or position, such as management level, pay rate type, compensation, skills, and other qualifications.

3.3.35 | Leave Family

A set of similar leave of absence types. Example: A company-specific family includes disability leave and bereavement leave, while a separate regulatory family includes jury duty and family medical leave.

3.3.36 | Leave of Absence Rule

A rule that defines worker eligibility for leaves of absence.

3.3.37 | Linked Leave

A leave type that shares an entitlement with other leave types or time offs. Eligibility rules, validation rules, and supporting data reference the combined balance of the associated leave types and time offs. Also known as coordinated leaves and time off.

3.3.38 | Micro-edit

The ability to edit existing time blocks or add time blocks directly to a day by double-clicking the time entry calendar.

3.3.39 | Multiplier-Based Coverage

Insurance coverage based on multiples of salary, such as 1x, 2x, or 3x salary.

3.3.40 | Passive Event

Events that result from the passage of time rather than from a specific change to employee data.

3.3.41 | Position Management Staffing Model

A structure that defines different staffing rules and restrictions for each position in an organization.

3.3.42 | Position Restrictions

The attributes and conditions that apply to an unfilled position in a supervisory organization that uses the position management staffing model. Example: Job profile, location, qualifications, and worker type.

3.3.43 | Pre-Hire

In Staffing, an individual you're tracking before employment. In Recruiting, a candidate who is in the *Offer*, *Employment Agreement*, *Background Check*, or *Ready for Hire* stage.

3.3.44 | Prospect

Someone you are interested in tracking who isn't associated with a specific job. You can use tags, prospect types, and prospect statuses to help track these individuals.

3.3.45 | Quick Add

A time entry option that enables you to create a time block and copy it to multiple days in a week.

3.3.46 | Reference Pay Range

A range of pay established for a compensation grade or grade profile.

3.3.47 | Reported Time

A worker's time that has been entered, but has not had any time calculations applied.

3.3.48 | Staffing Model

A structure that defines how jobs and positions are created and filled in a supervisory organization. Workday supports 2 kinds of staffing models:

- Job management.
- Position management.

3.3.49 | Termination Adjustment

A time off adjustment that automatically sets the remaining balance of a worker's time off plan to zero upon the worker's termination.

3.3.50 | Time Block

A time block carries information about a portion of time, such as the number of hours worked or in/out times. Time blocks can be reported or calculated, but only calculated time blocks are pulled into Workday Payroll.

3.3.51 | Time Calculation

A set of rules to apply time calculation tags to calculated time blocks for Payroll or other purposes. Example: You could create a time calculation to convert regular hours into overtime hours automatically if a worker works more than 40 hours in a week.

3.3.52 | Time Calculation Tag

Workday applies calculation tags to time blocks during time calculations. The tags map to payroll earnings to drive how time blocks are paid and can be included in time off and accrual calculations. You can also use them to display time and time off totals on the time entry calendar.

3.3.53 | Time Clock Event

A time clock event describes a worker's actions, such as a check-in or check-out, on the web time clock or an external time clock. Workday matches time clock events to form time blocks, which workers can edit and submit.

3.3.54 | Time Code Group

The primary use of a time code group is to determine which time entry codes a worker is eligible for. Time code groups are assigned to a worker or to a position through eligibility rules.

3.3.55 | Time Entry Calendar

A set of self-service pages that workers use to enter, edit, and submit time, when using calendar-based time entry. When using high volume time entry, workers can view and submit time from the time entry calendar.

3.3.56 | Time Entry Code

A time entry code describes the type of time a worker enters, such as worked time or meal allowance. To use time entry codes, you must attach them to time code groups, except for the default time entry code assigned to a time entry template.

3.3.57 | Time Entry Template

A template defines how a worker's time entry calendar is configured. Workers are matched to time entry templates through eligibility rules.

3.3.58 | Time Entry Validation

Errors or warnings that prevent users from entering invalid time. Critical validations prevent a user from submitting time. Warnings display when entering time but don't prevent the worker from submitting time.

3.3.59 | Time Off

The rules that apply to a specific type of time off, including eligibility rules, whether adjustments are allowed, and limits that differ from the time off plan.

3.3.60 | Time Off Plan

The rules for entering and tracking 1 or more related time offs. Identifies the unit of time, eligibility requirements, whether to track balances, and if time offs are position-based or worker-based.

3.3.61 | Time Period Schedule

A time period schedule defines which dates are available for entry at a given time and defines which dates are paid in which pay periods. They can line up with pay periods, or, in more complex scenarios, they can be paid on a lag.

3.3.62 | Time Proration Rule

A rule that prorates employees' target compensation in a bonus or merit increase compensation event according to time-based criteria, such as leave of absence or time since hire.

3.3.63 | Time Shift

A grouping of consecutive time blocks that you can use in standard overtime calculations, time block conditional calculations, and validations.

3.3.64 | Worker

An employee or a contingent worker.

3.3.65 | Work Schedule Calendar

A calendar that defines the days and hours that a worker is scheduled to work. In Time Tracking, work schedule calendars affect time entry options, calendar displays, and time calculations.

3.4 | Integration Glossary

3.4.1 | Connector

A set of 1 or more integration templates that provide a framework for building integrations in a particular functional area. The integration can support a specific type of data, or can support a specific endpoint (example: Salesforce.com or Okta).

3.4.2 | Enterprise Interface Builder (EIB)

An integration tool that enables you to create simple, secure, and customizable integrations with Workday. Alternately, an EIB is a simple integration created by the integration tool. An EIB consists of an integration system, an integration data source, an integration transformation, and an integration transport protocol.

3.4.3 | Field Overrides

A tool that lets you customize integration systems that are based on a connector template. Field overrides are managed through an integration service. They use calculated fields or report fields to supply values to an integration system. Example: member IDs in benefit provider integrations.

3.4.4 | Integration Attribute

An integration component that specifies the tenanted value of a data element in Workday. Example: Master Policy Number is a type of attribute in benefit provider integrations.

3.4.5 | Integration Data Source

Indicates the type of data that Workday receives from or exports to an external system and its location.

3.4.6 | Integration Event

The record of an integration process. Every integration—current or past, involving the import or export of data, successful or not—gets recorded as an integration event. The integration event contains all the information about the integration process, including its status.

3.4.7 | Integration Map

An integration component that specifies how values in Workday map to values in an external system. Example: Pay Rate Frequency is a type of map in third-party payroll integrations.

3.4.8 | Integration Service

A group of related integration attributes, maps, and XSLT that provides a framework to transform Workday data into the format required by an external system.

3.4.9 | Integration System

A tenanted definition of an integration between Workday and an external system based on a template that provides the methodology for communicating data.

3.4.10 | Integration Template

A collection of integration services that enables communication between Workday and an external system. Workday provides integration templates in categories such as Benefits, Financials, HCM, Payroll, Payroll Interface, Procurement, Recruiting, Security, and Settlement. Many of the delivered templates contain default values for attributes, as well as prompt values for attributes and maps, to define the integration further.

3.4.11 | Integration Transformation

Converts data into a format that Workday or a receiving external system can understand. Workday provides some delivered transformations, and you can also create custom transformations.

3.4.12 | Integration Transport Protocol

Controls how Workday exports data to an external endpoint or service or imports the data from an external endpoint or service. Workday supports several types of transport protocols, including email, FTP and SFTP, HTTP/SSL, Workday attachments, and Workday Web Services.

3.4.13 | Reference ID

A unique identifier used to look up data for integration purposes.

3.4.14 | System User

An account associated with and required to launch a Connector or Studio integration. Workday delivered integrations and custom integrations require a system user account for authentication and web service calls. A system user account is not associated with a person in Workday.

3.4.15 | Workday Studio

An Eclipse-based development environment that enables you to build more complex integrations with Workday.

3.4.16 | Workday Web Services

Workday's public API. Based on open standards, Workday Web Services (WWS) provide the core method for integration with Workday.

3.5 | Payroll Glossary

3.5.1 | Manual Payment

A record of a payment made outside of Workday Payroll used to maintain accurate payroll information. Example: Payments for the exercise of stock options.

3.5.2 | Off-Cycle Payment

A payment made outside the regularly scheduled payroll run. Manual, on-demand, reversals and history payments are classified as off cycle.

3.5.3 | On-Cycle Payment

A payment made in a scheduled payroll run.

3.5.4 | On-Demand Payment

An off-cycle payment that replaces, or is issued in addition to, a worker's on-cycle pay.

3.5.5 | Pay Component Group

A collection or combination of related earnings, deductions, or pay component related calculations combined to simplify payroll calculations.

3.5.6 | Pay Component Related Calculation (PCRC)

A related calculation that resolves automatically with earnings and deductions. Often used in the earning or deduction definition, can be used to display on pay results.

3.5.7 | Pay Run Group

A set of pay groups that share a period schedule. Used to process multiple pay groups at the same time.

3.5.8 | Payroll Effect

An option available in Workday Absence Management to stop paying workers while on leave. You can configure a run category to pay workers on certain leave types when the Payroll Effect option is enabled for the leave type.

3.5.9 | Related Calculation

A calculation that returns a value, such as hours, rate, or percent.

3.5.10 | Run Category

Specifies which employees to process, and which pay components to calculate for each type of payroll run.

3.6 | Student Glossary

3.6.1 | Academic Date Range

The period of time associated with a student recruiting cycle.

3.6.2 | Academic Unit

A Workday organization type that represents a school, college, university, or other unit of your institution. These units can recruit prospective students, admit students, offer programs of study or courses, or administer financial aid. Academic units are also used with academic appointments in Workday.

3.6.3 | Academic Unit Hierarchy

A hierarchical grouping of academic units primarily used for roll-up reporting.

3.6.4 | Application Grouping

A grouping of applications for the same admitting level of an academic unit and the same anticipated start date. Groupings can have 1 or more application pools, with an admissions counselor assigned to each pool.

3.6.5 | Applicant Pool

A subset of applications in an application grouping. Applicant pools enable you to control and adjust workload for application reviewers.

3.6.6 | Conversation Tag

A descriptor, such as Dietary Restrictions or Special Needs that you can assign to an engagement conversation to identify its topic. You can search for conversations by conversation tag.

3.6.7 | Conversation Topic

A conversation tag or recruiting event name that you can associate with an engagement conversation to make conversations easier to find.

3.6.8 | Designation

An attribute, such as Community Learning Partner, Honors, or STEM, that you can associate with educational institutions and external associations to make them easy to find and report on.

3.6.9 | Dynamic Period

A date that identifies the anticipated start date for a student of online education or other asynchronous learning.

3.6.10 | Educational Taxonomy

A taxonomy scheme and set of codes you can assign to programs of study and their concentrations to meet state, local, or other classification requirements.

3.6.11 | Engagement Action Item

Defines a requirement that must be met for an application for admission to be considered complete. Example: Submit transcripts.

3.6.12 | Engagement Item

An engagement email or printed engagement item. You can include engagement items in engagement plans and use them to support student recruiting events.

3.6.13 | External Association

A nonprofit, community-based, or other noneducational organization that you can associate with student prospects or identify as a location for recruiting events.

3.6.14 | External Engagement Item

Used to send and track third-party engagement items for recruiting events, communication plans, or ad hoc communications.

3.6.15 | Fast Path

A streamlined approach to moving applications for admission from submission to matriculation as quickly as possible.

3.6.16 | Match and Merge

A process that helps eliminate duplicate student prospect information in Workday.

3.6.17 | Recipient Threshold

The maximum number of prospects to whom you can send an engagement item at the same time without requiring approval.

3.6.18 | Recruiting Cycle

A recruiting period for 1 or more academic levels of an academic unit. You associate recruiting cycles with campaigns to measure the effectiveness of each campaign per recruiting cycle.

3.6.19 | Student Recruiting Region

Workday term for recruiting territory. A recruiting region can represent a geographical area, 1 or more schools, or schools in selected school districts.

3.6.20 | Stage

A value, such as Lead, Inquirer, or Applicant, that identifies where a student prospect is in the recruitment or admissions process.

3.6.21 | Student Prospect Profile

A worklet that displays information for a prospective student, including contact information and recruitment details.

3.6.22 | Student Prospect Type

A value, such as First Year or Adult Returning, that you can assign to prospective students and use to match student prospects to admissions counselors automatically.

3.6.23 | Student Tags

An attribute, such as Veteran, Athlete, or Scholarship Recipient, that you can assign to student prospects. You can use tags to match student prospects to recruiters automatically, find prospects, and use as criteria for associating engagement plans with prospects.