

Workday: View Allocation Work Areas, Group Sets, and Definitions

KB0048141

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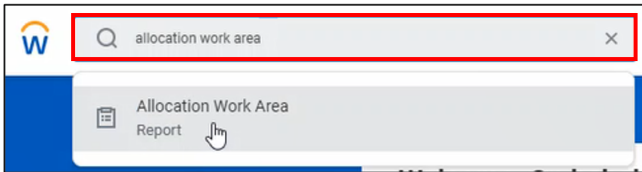
1 views

Article Body

The following job aid explains how to View Allocation Run Areas, Group Sets, and Definitions.

Allocation Work Area

- From the Homepage:
- Type **Allocation Work Area** in the search bar.



- View all available allocation group sets that are available to run.

A screenshot of the 'Allocation Work Area' report in Workday. The report shows a table with columns for Company, Group Set, Allocations To Run, Not Run Yet, Draft, Requires Rerun, Pro forma, Final, Error, Canceled, and Percent Complete. The table is filtered to show 189 items. The first few rows are highlighted with a red box.

Company	Group Set	Allocations To Run	Not Run Yet	Draft	Requires Rerun	Pro forma	Final	Error	Canceled	Percent Complete
Spectrum Health Corporate	05 Space Allocations	0	0	0	0	0	0	0	0	
	13 Paid Time Off Reclassification	0	0	0	0	0	0	0	0	
	07 Benefits Allocations	3	3	0	0	0	0	0	0	
	06 Corporate Management Fees Allocations	15	15	0	0	0	0	0	0	
	08 Insurance Allocations	2	2	0	0	0	0	0	0	
Caring Circle	13 Paid Time Off Reclassification	1	1	0	0	0	0	0	0	
	07 Benefits Allocations	3	3	0	0	0	0	0	0	
	11 Foundation Non-Operating Reclassifications	1	0	0	0	1	0	0	0	
	14 Foundation/Hospital Gift Transfers	2	2	0	0	0	0	0	0	
Four Flags Properties, Inc.	13 Paid Time Off Reclassification	1	1	0	0	0	0	0	0	

- In the Allocation Work Area view:
- Under the **Summary** tab, click the **Company** column header.
 - Search for and select the appropriate Company in the **Value** field.

- Click **Filter**.

Allocation Work Area

Fiscal Period2020-Aug (YE_Dec)

Percent Complete0.00%

Change Fiscal Period

Summary

Allocations Not Finalized

Allocation Details

Summary189 items

Company

Group Set

↑ Sort Ascending

↓ Sort Descending

Filter Condition *

1 Result

☒ Spectrum Health Grand Rapids

search

☒ Spectrum Health Grand Rapids

Filter

05 Space Allocations

13 Paid Time Off Reclassification

07 Benefits Allocations

06 Corporate Management Fees Allocations

08 Insurance Allocations

13 Paid Time Off Reclassification

07 Benefits Allocations

11 Foundation Non-Operating Reclassifications

14 Foundation/Hospital Gift Transfers

13 Paid Time Off Reclassification

- Review the allocation group sets that are available to run for the selected Company.

Wallocation work area

Allocation Work Area

Fiscal Period2020-Aug (YE_Dec)

Percent Complete0.00%

Change Fiscal Period

Summary

Allocations Not Finalized

Allocation Details

Summary6 of 189 items

Company	Group Set	Allocations To Run	Not Run Yet	Draft	Requires Rerun	Pro forma	Final	Error	Canceled	Percent Complete
Spectrum Health Grand Rapids	05 Space Allocations	2	2	0	0	0	0	0	0	
	13 Paid Time Off Reclassification	1	1	0	0	0	0	0	0	
	07 Benefits Allocations	3	3	0	0	0	0	0	0	
	08 Insurance Allocations	1	1	0	0	0	0	0	0	
	12 Intercompany Elimination Ph	1	1	0	0	0	0	0	0	
	14 Foundation/Hospital Gift Transfers	2	2	0	0	0	0	0	0	

- Right-click on the **Related Actions** for the appropriate allocation **Group Set**.
- Click **See in New Tab** to open the **Allocation Group Set** view in a separate internet browser tab.

Allocation Work Area

Fiscal Period2020-Aug (YE_Dec)Percent Complete0.00%

Change Fiscal Period

SummaryAllocations Not FinalizedAllocation Details

Summary6 of 189 items

Company	Group Set	Allocations To Run	Not Run Yet	Draft	Requires Rerun	Pro forma	Final	Error	Cancelled	Percent Complete
Spectrum Health Grand Rapids	05 Space Allocations	2	2	0	0	0	0	0	0	
	13 Paid Time Off Rollover	1	1	0	0	0	0	0	0	
	07 Benefits Allocations	3	3	0	0	0	0	0	0	
	08 Insurance Allocations	1	1	0	0	0	0	0	0	
	12 Intercompany Eliminate	1	1	0	0	0	0	0	0	
	14 Foundation/Hospital Gift Transfers	2	2	0	0	0	0	0	0	

Allocation Group Set

In the View Allocation Group Set browser tab:

- Review the actual allocations that role up to the selected **Group Set**.
- In order to review an **Allocation Definition**, right-click on the **Related Actions** icon to review, then click **See in New Tab**.

View Allocation Group Set

05 Space Allocations

Note:Dependencies are used to control the order that allocations are processed. Use related task Update Dependencies to define dependencies.

Details

Information

Name05 Space Allocations

Description(empty)

Company

Holland Community Health Center
Spectrum Health Corporate
Spectrum Health Foundation
Spectrum Health Grand Rapids
Spectrum Health Medical Group
More (2)

Time Frame

Period

Summary Schedule

(empty)

Ledger/Plan Structure

Actuals

Inactive

Allocation Groups2 items

Display Order (a/b/c)	Group Name	Is Dependent on Group	Display Order (a/b/c)	Allocation Definition	Allocation C	pendent on Allocation Definition	Plan Structure
a	05 Space Allocations		1	SH016 - Space Allocation 648 Monroe- Common Bo			
			2	SH016 - Space Allocation 648 Monroe - GAAP Adjustments			

Allocation Definition

Under View Allocation Definition:

- Review the details of the actual allocation such as Usages, Source, Basis, Target, and Offset.

Note: In this example, the Allocation is being used by Grand Rapids, for Space Allocations, and is allocating 100% of what sits in CC60012 at 648 Monroe.

View Allocation Definition

SH016 - Space Allocation 648 Monroe- Common Book

Details

Allocation Definition Name

SH016 - Space Allocation 648 Monroe- Common Book

Currency Rate Type

Current

Account Set

Parent

Fiscal Schedule

YE_Dec

Used By

Spectrum Health Grand Rapids

Create Reversal

No

Used in Group Set

05 Space Allocations

Information

Inactive

No

Reference

(empty)

Description

Allocation of facilities costs from the facilities cost center to those cost centers occupying the building.

Source

Source Type

Ledger / Plan Structure

Allocation Percent

100

Currency

USD

Ledger/Plan Structure

Actuals

Book Code

(empty)

Source Filter Conditions

1 item

Ledger Account / Ledger Account Summary	Worktags
Parent: Operating Expense	Cost Center: CC60012 Facilities
	Location: SITE - Brass Works - 648 Monroe - Grand Rapids

Note: In this example, the Basis is the amount of square footage in use by the location

Basis

Ledger/Plan Structure

Actuals

Allocation Method

Pro-rata

Basis Type

Statistic Values

Balance or Activity

(empty)

Definition

STAT38 - Square Footage (Balance) (Balance)

Dimension

Charge To Company

Cost Center

Location

Group By

(empty)

Book Code

(empty)

Basis Filter Conditions

1 item

Company	Ledger Account / Ledger Account Summary	Worktags
		Location: SITE - Brass Works - 648 Monroe - Grand Rapids

Note: In this example, the Target is charged to the Shared Service Fee Ledger Account based on the square footage.

Target

Ledger/Plan Structure

Actuals

Budget Amendment Type

(empty)

Company is from

Basis

Company

(empty)

Ledger Account is from

User Specified

Ledger Account

660000 Shared Service Fee

Book Code

(empty)

Worktag Mapping

3 items

Worktag Type	Worktag Value is from	User Entered Value
Location	Source	
Cost Center	Basis	
Spend Category	User Specified	Shared Service Fee

Note: In this example, the Offset will go to the Facilities Cost Center (i.e. – this allocation pushes the expenses down to the cost centers that occupy the location and offsets the invoices that were previously entered.)

Offset

Ledger Account is fromUser Specified

Ledger Account660000.Shared Service Fee

Worktag Mapping3 Items

Worktag Type	Worktag Value is from	User Entered Value
Location	Source	
Cost Center	User Specified	CO60012 Facilities
Spend Category	User Specified	Shared Service Fee

- To view Statistic Definitions:
- Scroll down to **Basis** section, right-click on the appropriate Definition hyperlink, then click **See in New Tab**.

Basis

Ledger/Plan StructureActuals

Allocation MethodPro-rata

Basis TypeStatistic Values

Balance or Activity(empty)

DefinitionSTAT38 - Square Footage (Balance) (Balance)

DimensionCharge To Company
Cost Center
Location

Group By(empty)

Book Code(empty)

See in New Tab

Copy URL

Copy Text

View Printable Version

Export to Excel

- In the View Statistic Definition browser tab:
- Right-click on the **Related Actions** icon for the appropriate Statistic, then click **See in New Tab** to view the Static Value details.

View Statistic Definition

STAT38 - Square Footage (Balance) (Balance)Actions

NameSTAT38 - Square Footage (Balance)

DescriptionSquare Footage

Statistic TypeBalance

Fiscal ScheduleYE_Dec

Required DimensionsCharge To Company
Cost Center
Location

Optional Dimensions(empty)

Ledger/Plan StructureActuals

Include CompanyYes

Inactive

Used by Allocations2

See in New Tab

Copy URL

Copy Text

View Printable Version

Export to Excel

Statistics2 Items

Statistic	Year	Period
STAT38 - Square Footage (Balance) (Nov - 2020)	2020	Nov
STAT38 - Square Footage (Balance) (Jan - 2020)	2020	Jan

- Under View Statistic:
- Review the **Statistic Value** details (including line values) for the appropriate Company, Cost Center, Charger To Company, and Location.

Include Company: Yes

Memo: FY2020 Sq Footage

Values Total: 2389809.28

Statistic Values: Attachment

Statistic Values: 6 of 182 items

Company	Plan Name	*Cost Center	*Additional Worktags	Statistic Line Value
Spectrum Health Grand Rapids		CC60042 Real Estate Services & Planning	Charge To Company: CTC_039 Spectrum Health Grand Rapids Location: SITE - Brass Works - 648 Monroe - Grand Rapids	17279
Spectrum Health Medical Group		CC60106 Administration - Medical Group Facilities	Charge To Company: CTC_044 Spectrum Health Medical Group Location: SITE - Brass Works - 648 Monroe - Grand Rapids	22448
Spectrum Health Corporate		CC61020 Budget Use Only - Finance	Charge To Company: CTC_001 Spectrum Health Corporate Location: SITE - Brass Works - 648 Monroe - Grand Rapids	38380
Spectrum Health Corporate		CC72012 Strategy And Planning	Charge To Company: CTC_001 Spectrum Health Corporate Location: SITE - Brass Works - 648 Monroe - Grand Rapids	10941
Spectrum Health Ventures		CC80001 Spectrum Health Ventures	Charge To Company: CTC_052 Spectrum Health Ventures Location: SITE - Brass Works - 648 Monroe - Grand Rapids	2576
Spectrum Health Medical Group		CC9010 Administration - Executive SHMG	Charge To Company: CTC_044 Spectrum Health Medical Group Location: SITE - Brass Works - 648 Monroe - Grand Rapids	12409

Escalation Information

Create P3 ticket to Workday Finance team



Authored by Brittany Kruse
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Helpful?

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