

Definitions of Workday Dimensions and Examples

Dimension	Definition	Examples
Activity	<ul style="list-style-type: none"> ➤ Represents activities that are on-going in nature and do not have a defined start and end date 	TBD
Appropriation	<ul style="list-style-type: none"> ➤ Appropriations: <ul style="list-style-type: none"> - Legislative authority that permits agencies to incur expenditures for specific purposes from designated resources available or estimated to be available during a specific time period. - Includes non-appropriated funds. - Expenditure authority provided by the Executive is given through: <ul style="list-style-type: none"> - Allocations - Approval of unanticipated receipts - Across-the-board spending reductions <p>OFM will establish and control the appropriations similar to the current Expenditure Authority process.</p>	<ul style="list-style-type: none"> ➤ EA12345 – General Fund State ➤ EA12856 – General Fund Federal ➤ EA12346 – Non-appropriated State ➤ EA12458 – Non-appropriated Federal
Business Unit	<ul style="list-style-type: none"> ➤ Defines a line of business or operating unit ➤ This dimension is still being further defined. 	<ul style="list-style-type: none"> ➤ BU123 – Printing ➤ BU124 – Motor Pool ➤ BU125 – Facilities ➤ BU135 – UTC Telecom ➤ BU136 – UTC Railroad
Cash Flow Code	<ul style="list-style-type: none"> ➤ A code used to produce a GAAP financial statement for proprietary funds that provides relevant information about the cash receipts and cash payments of a government during a period ➤ Categorizes cash activity resulting from: <ul style="list-style-type: none"> - Operating - Noncapital financing - Capital financing - Investing activities 	<ul style="list-style-type: none"> ➤ CF101 – Asset Acquisitions ➤ CF104 – Interest Paid
Company	<ul style="list-style-type: none"> ➤ Each agency will be represented as a Company in Workday to meet primary reporting and security considerations. ➤ Each legal entity (tax ID) will be represented as a Company. ➤ Company is considered the primary level at which a legal entity holds a balanced set of books. 	<ul style="list-style-type: none"> ➤ OFM Office of Financial Management ➤ DSHS Department of Social and Health Services

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Cost Center	<ul style="list-style-type: none"> ➤ Primary level at which the company: <ul style="list-style-type: none"> - Consistently budgets and manages revenues and/or controllable expenses. - Places accountability for financial planning and managing actual performance. - Assigns accountability to a role for execution of and adherence to enterprise financial policies (e.g., Cost Center Manager). ➤ Generally, supports on-going activity with no defined end-date ➤ A cost center generally should not represent: <ul style="list-style-type: none"> - Specific location - Funding type - Reserves - Payee - Elements defined in another worktag ➤ A cost center will not cross multiple companies - any requirements to capture financial activity across companies may be satisfied with other worktags. 	<p>Cost Center Hierarchy Examples:</p> <ul style="list-style-type: none"> ➤ CCH100002 OFM State HR (CC2) <p>Cost Center Examples:</p> <ul style="list-style-type: none"> ➤ CC100244 OFM HR Analytics ➤ CC100571 OFM Classification and Compensation ➤ CC100973 OFM Labor Relations
Expense Item	<ul style="list-style-type: none"> ➤ A sub-classification of Spend Category for Workday Expenses. Categorizes expenses by policy, type, and spend category. Map to a single Spend Category for management reporting to facilitate out-of-pocket expense reimbursement analysis. ➤ Defines the transactions within expense reports in Workday. 	TBD in Phase 1B
Fund	<ul style="list-style-type: none"> ➤ Used to support the following: <ul style="list-style-type: none"> - GASB net position categories - State reporting requirements ➤ Required on all financial transactions and worker's default organization assignment. ➤ A balancing worktag <ul style="list-style-type: none"> - All journal entries to balance within the Fund worktag ➤ Operational reporting 	<ul style="list-style-type: none"> ➤ FD0001 – General Fund ➤ FD0009 – Crime Victim Compensation ➤ FD0142 – Motor Vehicle Fund
Function of Government	<ul style="list-style-type: none"> ➤ Functions of Government, such as general government, human services, natural resources, transportation, education (not an exhaustive list) ➤ Represents the classification of expenses on GASB (Governmental Accounting Standards Board) financial statements 	<ul style="list-style-type: none"> ➤ FG120 – Human Services ➤ FG140 – Transportation ➤ FG160 – General Government
Grant	<ul style="list-style-type: none"> ➤ Generally associated with an agreement or a contract that involves a two-way exchange between parties. ➤ Can be from federal or private grantors ➤ A way to track the following types of sponsored program activities: <ul style="list-style-type: none"> - Grants (Awards in Workday) - Contracts ➤ Other sponsored agreements ➤ Usually are tied to an Award Line ➤ Grants are not: <ul style="list-style-type: none"> - Gifts - Projects 	<ul style="list-style-type: none"> ➤ GR123456 – Child Care and Development Fund ➤ GR123457 - Coronavirus Relief Fund ➤ GR123458 – American Recovery and Reinvestment Act

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Ledger Account	<ul style="list-style-type: none"> ➤ The natural account for financial reporting ➤ Summarized into hierarchies for financial reporting ➤ Hierarchies = Ledger Account Summaries ➤ Anticipate using this number schema: 1=Asset, 2=Liability, 3=Equity, 4=Revenue, 5=Payroll, 6-8=Other Expenses, 9=Statistics 	<ul style="list-style-type: none"> ➤ 10000: Cash ➤ 12000: Accounts Receivable ➤ 50000: Salaries
Location	<ul style="list-style-type: none"> ➤ Represents a physical location ➤ Reflects a worker's location rather than an area of responsibility ➤ Used on financial related transactions for purchasing ship-to location, business asset location, inventory site 	<ul style="list-style-type: none"> ➤ Pierce County Tacoma ➤ Pierce County Gig Harbor ➤ Thurston County Olympia
Program	<ul style="list-style-type: none"> ➤ Represents major activities of a company expressed as a primary function or organizational unit that are ongoing in nature and do not have a defined start and end date. ➤ May not be altered without the explicit approval of the legislature and OFM. 	<ul style="list-style-type: none"> ➤ DFW Business Services ➤ DFW Enforcement Program ➤ DFW Wildlife ➤ DFW Capital
Project	<ul style="list-style-type: none"> ➤ Anticipate this will be a driver-type organization worktag. ➤ A specific activity with a defined start and end date such as: <ul style="list-style-type: none"> - Capital projects (with both capitalized and non-capitalized costs) - Billable - Non-billable ➤ Usually crosses multiple reporting periods. 	<ul style="list-style-type: none"> ➤ PR123456 – DES Helen Sommers ➤ PR123457 – DOT 520 Bridge ➤ PR123458 – Cold Springs Wildfire
Region	<ul style="list-style-type: none"> ➤ Region is an organizational type structure that can be used to reflect area of responsibility for a unit, department or a company. ➤ Can be used to track expenditures and/or revenue by geographical area such as county or groups of counties within the state. 	<ul style="list-style-type: none"> ➤ Region 1 ➤ Region 2 ➤ Region 3 ➤ Region 4
Revenue Category	<ul style="list-style-type: none"> ➤ A classification of revenue streams ➤ Mapped to ledger accounts for financial and managerial reporting ➤ Describes granular view of revenue streams to facilitate revenue reporting 	<ul style="list-style-type: none"> ➤ RC0001 – Taxes Sales Tax ➤ RC0002 – Taxes Business and Occupation Tax ➤ RC0003 – Taxes Property Tax
Sales Item	<ul style="list-style-type: none"> ➤ A sub-classification of revenue streams where sales items reflect the details of customer contracts (not grants) or orders, and can support Point of Sales (POS) or other tax and license type integrations to facilitate revenue analysis ➤ Sales Items are essential to configure billing and revenue accounting in Workday not related to Grants Management ➤ Can be organized into revenue categories and groups 	<ul style="list-style-type: none"> ➤ Hunting Permit - Elk ➤ Hunting Permit - Deer ➤ Fishing Permit - Salmon ➤ Fishing Permit - Shellfish

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Spend Category	<ul style="list-style-type: none"> ➤ A sub-classification of expenditures to search and report on acquired goods and services ➤ Maps to ledger accounts for management reporting. ➤ Describes granular procurement and spend sources to facilitate spend reporting ➤ Supports budget vs. actual spend reporting ➤ Drives capitalization criteria 	<ul style="list-style-type: none"> ➤ SC12345 – Goods Office Supplies ➤ SC12346 – Goods Medications - Prescription ➤ SC12358 – Goods Books and Publications
Procurement Item	<ul style="list-style-type: none"> ➤ Represent standard goods and services that one can: Requisite, invoice, order, receive, stock and track 	TBD in Phase 1B
Work Order	<ul style="list-style-type: none"> ➤ To track expenditures from an external system to support management reporting and analysis 	TBD in Phase 1B