Adaptive Planning

Product Summary

May 2023

This content is not part of the Workday Administrator Guide and is subject to further change.

©2023 Workday, Inc. All rights reserved

Contents

©2023 Workday, Inc. All rights reserved

©2023 Workday, Inc. All rights reserved

Concept: Using Adaptive Planning with HCM and Financials

Note: The solutions described in this section are not part of the Workday Service. See Legal Notice for details.

For the complete Adaptive Planning documentation, see the Adaptive Planning Help Center.

Workday Adaptive Planning is a cloud-based financial planning and analysis solution that you can use for:

- Financial planning.
- Sales planning.
- Workforce planning.
- Additional capabilities.

You and other users at your company access your model from a computer or mobile device using a standard web browser. Regular backups, hardware redundancy, and industry-leading data access control keep your data safe and secure.

When you use Adaptive Planning with HCM and Financials, you can:

- Use your HCM and Financials data in your Adaptive Planning financial, headcount, and workforce plan versions.
- Publish approved Adaptive Planning financial, headcount, or workforce plan versions and make them available to Workday Core.
- Use Financials to budget check transactions against your published financial plans.
- Create positions in HCM using your published headcount and workforce plan versions.
- Reconcile financial transactions or actions in HCM with your published financial, headcount, or workforce plan versions so that you can compare your plan to actuals.

Your administrator can configure your sign-on experience so that you either:

- Sign on using a Workday worklet or an IdP provider. You maintain your Adaptive Planning user profile and credentials separately. You don't have access to functionalities like publishing plans.
- Sign on using SAML Single Sign-On. You don't maintain your Adaptive Planning user profile and credentials separately. We automatically sync your user profile information and credentials from Workday Core.

Related Information
Concepts

Concept: Adaptive Planning

Tasks

Steps: Set Up Basic Adaptive Planning Model

Steps: Build OfficeConnect Reports

Setup Considerations: Adaptive Planning for HCM and Financials

You can use this topic to help make decisions when planning your configuration and use of Workday Adaptive Planning with Workday HCM and Financials. It explains:

- Why to set it up.
- How it fits into the rest of Workday.

©2023 Workday, Inc. All rights reserved

- 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 tenants with Adaptive Planning to:

- Sync data with HCM and Financials for a seamless planning experience.
- Give users to access Adaptive Planning on their Workday **Home** page.

You can restrict your users to sign in only using SSO and the worklet.

If you enforce sign-in using SSO and the worklet, you can:

- Sync these user profiles with joint access to both Adaptive Planning and HCM or Financials.
- Use your Workday credentials to sign in to OfficeConnect and to use Adaptive Planning public APIs.
- Generate Adaptive Planning alerts for synced users as Workday notifications.
- Publish approved financial, headcount, or workforce plan versions and make them available to the rest of Workday outside of Adaptive Planning.

You can also sync your plan dimensions and ledger accounts with:

- Your HCM data.
- Your Financials data.
- Any source system.

Business Benefits

If you configure SSO with user sync:

- You can sign in to all your applications from Workday directly.
- 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 Planning accounts of all synced users.
- Synced users receive Adaptive Planning alerts as Workday notifications, providing a central location for all notifications for a more unified user experience.
- You can plan collaboratively in Adaptive Planning and publish the plans to the rest of Workday. By publishing, you enable people downstream to act on those plans.
- You can create positions in Workday using the information you gathered in your workforce planning instance.

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 and HR business partners can react to or report off of your plan. If you publish financial plans, you can also execute budgetary control.

Questions to Consider

Questions	Considerations
Who's going to configure the tenants?	Implementers or security administrators should configure or help you configure the tenants and any additional features you want to uptake in the future.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Questions	Considerations
	Implementers or security administrators are people or a group of people with all of these skills and permissions: • Administrators with implementation experience with Workday and Workday Adaptive Planning. • Users with extensive administrative and security privileges in Workday. • Users who can configure authentication setup and security domains in Workday and the equivalent in Workday Adaptive Planning. • Users experienced with integration system users, and the API clients generated when associating Workday and Workday Adaptive Planning. • Users with Workday reporting and Workday Adaptive Planning integration experience. Before you start configuring tenants, you must manually configure your implementer or your security administrator's: • Security access in Workday and permission set in Workday Adaptive Planning. • Workday Adaptive Planning user profile so that it's mapped to their Workday user profile.
Did you enable SAML SSO in Workday 32?	Re-enable SAML SSO. You won't be able to sign in to Adaptive Planning using the **Adaptive Planning** worklet until you re-enable SAML SSO.
Do you want to configure SAML SSO with or without user sync?	If you configure SAML SSO with user sync: • Users must access Adaptive Planning using the **Adaptive Planning** worklet. • Workday automatically syncs the Workday and Workday Adaptive Planning user profiles for your planners. • Workday also automatically syncs the Workday session timeout setting to Workday Adaptive Planning. **Note:** Optionally, you can manage the Workday Adaptive Planning session timeout setting separately from Workday. • Enable and configure notifications. If you use OfficeConnect and public APIs, you must enable those functionalities. • Synced users receive Adaptive Planning alerts as Workday notifications and can use their Workday credentials to sign in to OfficeConnect. • Synced users can publish plans to Workday. After user sync, you can't update these Adapting Planning APIs anymore as you now manage all synced users from Workday:

©2023 Workday, Inc. All rights reserved

Questions	Considerations
	• createUser • updateUser To assign levels or permissions to the synced users, use the Adaptive Planning application. If you configure SAML SSO without user sync: • Users can access Adaptive Planning using the **Adaptive Planning** worklet on their Workday **Home** page or your IdP provider. If they're administrators, they can also sign in directly to Adaptive Planning. • You must manually maintain both the Workday and Workday Adaptive Planning user profile for each user. • These users continue to receive Adaptive Planning alerts as emails, and they continue to use their Adaptive Planning credentials for OfficeConnect and public APIs. • These users won't be able to publish plans to the rest of Workday. • Workday requires you to manually map the Workday user profile to the Workday Adaptive Planning user profile for each user. These are the only 2 ways you can configure SSO.
Why do you need user sync?	To benefit from any of these capabilities, you must configure user sync: • Notifications Send synced users Workday notifications instead of Adaptive Planning email alerts about process task assignment, shared web reports, and so on. • Publish Plans Send the HCM and financials data from an Adaptive Planning plan version into Workday. You can then review and report on this data. • Create Positions Publish the information you gathered in the Positions modeled sheet of your workforce planning instance to Workday HCM.
Do you want to configure user sync with a single instance or multi-instances of Adaptive Planning?	You can configure user sync with both a single instance or multi-instances of Adaptive Planning. While we support the single instance setup, we highly recommend a multi-instance setup if you plan to add instances for other planning use cases. If you configure user sync with a single instance setup, you can add instances as children of the existing configuration. You can't make the instance that already syncs with Workday, a child of another instance.

©2023 Workday, Inc. All rights reserved

<table>
<tr><th>Questions</th><th>Considerations</th></tr>
<tr><td></td><td>Example: You configure your workforce planning instance for user sync with Workday. Later, you decide to add a financial planning instance. You can only add the financial planning instance as a child of the workforce planning instance. To add the financial planning instance as a sibling, consider starting with the recommended multi-instances setup.

When setting up user sync with multi-instances, use these guidelines:

• Ensure that the top-most parent instance is set up as your default instance.
• To connect to a Workday tenant, configure a single, nonfunctional instance as the top-most parent instance. This instance is primarily for administering user and access management. After the top-most parent connects to a Workday tenant and users sync with Adaptive Planning, you can’t add another instance above it as parent instance.
• Add the functional instances as child instances below the top-most parent instance. Example: Financial Planning and Workforce Planning.
• Add as many child instances below the top-most parent as required. The child instances can only extend up to 2 levels below the parent. Also, you can’t remove the top-most parent instance from the multi-instance hierarchy after you run user sync.
• Configure the top-most parent and all child instances in the multi-instance hierarchy for Workday using the same:
    • Workday Tenant ID
    • Environment
    • UI URL
    • REST URL</td></tr>
<tr><td>Which users do you want to be able to access both Workday and Workday Adaptive Planning?</td><td>Add these users to a security group on the Access Adaptive Planning domain.

If you configure SAML SSO without user sync, you must manually:

• Map the Workday and Workday Adaptive Planning user profiles for each user.
• Create and delete Workday and Workday Adaptive Planning 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:</td></tr>
</table>

©2023 Workday, Inc. All rights reserved

<table>
<tr><th>Questions</th><th>Considerations</th></tr>
<tr><td></td><td>They can only access Adaptive Planning using the Adaptive Planning 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 Planning, we also automatically create these user profiles.
If you remove users from the Access Adaptive Planning domain, we automatically remove those user profiles from Adaptive Planning. User Sync only adds the users to Workday Adaptive Planning. You must configure the permissions, groups, access rules, and associations for both existing and new user profiles. </td></tr>
<tr><td>How often do you want to check for users profiles to sync?</td><td>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.</td></tr>
<tr><td>Do you currently use OfficeConnect or Excel Interface for Planning?</td><td> 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 Planning credentials. </td></tr>
<tr><td>Do you want to plan using Workday metadata?</td><td> You can import this metadata using the Workday data source in Adaptive Planning. The delivered Workday reports are: Plan dimensions and dimension hierarchies.
Ledger accounts and ledger account summaries.</td></tr>
<tr><td>Do you need to use the Workday data source to configure the tenants with these features?</td><td> 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.</td></tr>
</table>

©2023 Workday, Inc. All rights reserved

Recommendations

We recommend that you review the Security section for details on the required security access.

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

During initial implementation or as you adopt new features, we recommend that you test the functionality in one of these environments first:

- Sandbox
- Implementation

If you configure SAML SSO with user sync, we recommend that you configure the **Adaptive Planning** worklet. This automatically adds the worklet to the **Home** page for your synced users.

We recommend that you import Workday metadata using the Workday data source in Adaptive Planning 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 Planning Integration.
- To publish Workforce Plans, enable and set up Workday Workforce Planning. Workday Workforce Planning is a separate product (SKU) that requires a separate license.

Ensure that you have Adaptive Planning Integration.

Limitations

If you run user sync and an account matches but doesn't sync, you must either:

- Run user sync again.
- Wait until the next scheduled sync to sync the user.

Once you enable notifications with user sync, synced users will no longer receive links in any existing Adaptive Planning 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.

Access Adaptive Planning directly to download:

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

Tenant Setup

If you don't currently have a project open with a resource certified in the Workday platform, contact your Customer Success Manager to get the next steps and scope of work for the configuration. If you have a project in place, when it's appropriate in your project plan, open a ticket with Provisioning to enable the connection. The request must include:

- The Workday Adaptive Planning instance ID.
- The Workday tenant url.
- An approval from an administrator.

©2023 Workday, Inc. All rights reserved

You must have a project in place with an Implementer certified on the Workday platform for us to enable the connection.

In Workday, enable the User Sign-On functionality on the **Adaptive Planning** 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**

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

- **OfficeConnect**
- **Public APIs**
- **Publish Plans**

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 Planning*	You need access to both of these domains to configure your tenants for Adaptive Planning 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.
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 Planning** 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 Planning** worklet to sign-inin users to Adaptive Planng without an IdP provider.
Set Up: Adaptive Planning in the System functional area	Enables you to export Workday metadata to Adaptive Planning using these reports: • **Plan Companies/Hierarchies** • **Plan Dimensions/Hierarchies** • **Ledger Accounts or Ledger Account Summaries** This domain also enables you to create workforce planning configuration managers.
Adaptive Planning Integration in the System functional area	Enables you to sync users manually or cancel the automatically scheduled user syncs. This domain secures the options for user provisioning but doesn't alone enable you to sync Workday accounts with Adaptive Planning. You need additional access to the *Set Up: Tenant Setup*

©2023 Workday, Inc. All rights reserved

Domains	Considerations
	- *Adaptive Planning* and *Set Up: System* domains to set up, complete, and schedule user sync.
Access Adaptive Planning in the System and Adaptive Planning functional areas	Workday checks users on this domain to see whose user profiles need to sync. We recommend that you create a user-based security group for each instance. Give this security group View and Modify access. Only members of this domain display in the presync and user sync details. These members are also filtered on the **Plan Dimensions/ Hierarchies** report if you customize it to add assignable roles and their associated members. This domain is unconstrained.
Worklet: Adaptive Planning in the Adaptive Planning functional area	Workday automatically adds the synced users to this domain. This domain is nonconfigurable.
Set Up: Plan Publishing in the Adaptive Planning for Financial Plans functional area and Adaptive Planning for the Workforce functional area	Enables you to: • Maintain plan entry types. • Create, edit, and view plan structures and plan templates. • Initiate plan publishing. You can only add segment-based security groups to this domain.
Access Plan Type (Segmented) in the Adaptive Planning for Financial Plans functional area and Adaptive Planning for the Workforce functional area	Enables you to access financial or headcount plans in Workday Financials or HCM.
Process: Workforce Action Plan in the Adaptive Planning for the Workforce functional area	Enables you to create positions in Workday HCM using the **Review Workforce Planning Actions** task.
Reports: Workforce Action Plan in the Adaptive Planning for the Workforce functional area	Enables you to access reports related to workforce plans.
Reports: Headcount Plan (Adaptive Planning) in the Adaptive Planning for Financial Plans functional area and Adaptive Planning for the Workforce functional area	Enables you to access reports related to Adaptive Planning headcount plans.
Set Up: Headcount Planning in the Adaptive Planning for the Workforce functional area	Enables you to create workforce planning configuration managers.

In Adaptive Planning, you must have access to the top level under **Owned Levels**. Also, you need a permission set with these permissions:

- Admin access
    - Users
    - Permission Sets
    - Manage Global User Groups
    - General Setup

©2023 Workday, Inc. All rights reserved

If you have multiple parent-child Adaptive Planning instances, all users sync to the top-most parent instance only. To run presync for existing users, ensure that these users exist in the top-most parent instance for matching purposes. All new users from Workday also sync to the top-most parent instance.

For OfficeConnect, you must have the Access OfficeConnect permission. If you have multiple parent-child Adaptive Planning instances and user sync is enabled, you must have this permission in the parent and all accessible child instances.

Business Processes

Configure these business processes to publish financial, headcount, or workforce Workday Adaptive Planning plans to Workday and add any approvers:

- *Plan Event* for financial plans.
- *Headcount Plan Event* for headcount plans.
- *Workforce Planning Action Event* for workforce plans.

Reporting

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

- **Plan Companies/Hierarchies**
- **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:

- **Planned Dimensions/Hierarchies**
- **PLN All Positions**
- **PLN All Workers**
- **PLN All Workday Accounts - User Sync**
- **PLN - Currency Conversion Rate**
- **PLN Drillback on Headcount**
- **PLN Initiatives**
- **PLN Locations as Bus Site**
- **PLN Job Management - Requisition**
- **PLN Job Profile Dimension**
- **PLN Worker Dimension**

Integrations

If you configure SAML SSO with user sync, you must update these integration components in Workday Adaptive Planning 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.

We use web services to publish plans. To enable plan publishers to publish, add their security group to the relevant business process Initiating Action on these web services:

©2023 Workday, Inc. All rights reserved

- *Import Budget* (WS Background Process), for financial plans.
- *Import Headcount Plan* (WS Background Process), for headcount plans.
- *Import Workforce Planning Actions* (WS Background Process), for workforce plans.

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 Planning username to match their Workday username and append this information:

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

Synced Adaptive Planning usernames use this format:
WorkdayUsername@AdaptivePlanningInstanceCode.WorkdayTenant.WorkdayEnvironment

Related Information
Tasks
Steps: Set Up SAML SSO into Adaptive Planning for Synced Users on page 21
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
2021R1 What's New Post: Workforce Planning Actions
Troubleshooting: User Sync with Adaptive Planning on page 47

Set Up Adaptive Planning for HCM and Financials

Steps: Configure Adaptive Planning for HCM and Financials

Prerequisites

You must work with a Workday-certified implementer to use or configure this feature. If you don't have access to a certified implementer, contact your Customer Success Manager to engage professional services.

Context

You can use Workday Adaptive Planning for headcount, financial, and workforce planning, and advanced modeling. When you approve a plan, you can publish it and make it available in Workday Human Capital Management (HCM) and Workday Financials. Downstream users can then take actions.

You can enable users to sign in only using a Workday worklet. With this method, Workday enables you to automatically sync the Workday and Adaptive Planning profiles. When you sync profiles, you only need to manage your personal information in Workday. You can also use your Workday credentials for OfficeConnect and public API, publish plans, and receive notifications in Workday.

When you don't sync user profiles, you can enable users to sign in:

- By connecting directly to Adaptive Planning as an administrator.

©2023 Workday, Inc. All rights reserved

- Through your IdP provider.
- Using a Workday worklet.

If you currently use a single Adaptive Planning instance and want to set up user sync, consider whether you plan to move to a multi-instances hierarchy in future. Although you can configure both single and multi-instances of Adaptive Planning for user sync with Workday, we recommend the multi-instances set up as it allows flexibility for future expansions.

Steps

1. Configure security for users to:

   - Access Adaptive Planning using their Workday credentials.
   - Set up and publish plans.

   See Steps: Set Up Security for Adaptive Planning with HCM and Financials.
2. To set up Security Assertion Markup Language (SAML) Single Sign-On (SSO), complete 1 of these actions:

   - Set up SSO for users with access to both Workday and Adaptive Planning. See Steps: Set Up SAML SSO into Adaptive Planning without User Sync.
   - Set up SSO for synced users and map your Workday user profile to your Adaptive Planning user profile. See Steps: Set Up SAML SSO into Adaptive Planning for Synced Users.
3. (Optional) Sync Users with Adaptive Planning.

   When you configure SSO with user sync, sync the user profiles of users with access to both Workday and Workday Adaptive Planning.
4. (Optional) Enable Features After User Sync.

   When you configure SSO with user sync, enable features on the **Adaptive Planning** tab of the **Tenant Setup** report immediately after syncing your first user.
5. (Optional) Access the **Manage Workforce Planning Configuration** task in Workday.

   For workforce planning, this task enables you to automatically generate and load Adaptive Planning data, metadata, and modeled sheets.
6. Import HCM or Financials data and metadata into Adaptive Planning.

   Use Workday advanced reports to import your data and metadata.

   See Steps: Set Up Workday Data Sources for Adaptive Planning.
7. Set Up Workday External Systems for Adaptive Planning.

   Configure the external system settings to enable users to publish plans and drill down on HCM and Financials:

   - Actuals transactions.
   - Business objects.
8. (Optional) When you configure SSO with user sync, configure Workday credentials for each Workday-related Planning data source in Adaptive Planning.

   See Steps: Enable Planning Data Sources After User Sync.
9. (Optional) When you configure SSO with user sync, configure routing rules for notifications.

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

Option	Description
Channel	Select *Email*.

©2023 Workday, Inc. All rights reserved

Option	Description
Default Frequency	Select *Immediately*.

In the **Notification Delivery Settings** section, add your routing rules to the Adaptive Planning parent notification type.

See Steps: Set Up Workday Notifications.

10. (Optional) When you configure SSO with user sync, configure OfficeConnect and Excel Interface for Planning so that users can sign in using their Workday credentials.

    See Steps: Set Up OfficeConnect for Workday.

11. (Optional) Make Adaptive Planning API Requests with Workday Credentials.

    When you configure SSO with user sync, configure your Adaptive Planning API requests to run APIs as a synced user with access to Workday and Adaptive Planning.

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

Steps: Set Up Security for Adaptive Planning with HCM and Financials

Context

Set up security to determine who can:

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

Steps

1. Access the **Maintain Functional Areas** task.

   Select the **Enabled** check box for these functional areas:

   - Adaptive Planning
   - Adaptive Planning for Financial Plans
   - Adaptive Planning for the Workforce

   To publish financial plans, you also need to enable the Budgets functional area.

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

2. Create Segment-Based Security Groups.

   To publish plans and access the plans in Financials or HCM, create segment-based security groups for users who need access financial, headcount, or workforce plans using these values:

Option	Description
Security Groups	Add the security groups who need access.

©2023 Workday, Inc. All rights reserved

Option	Description
	For financial planning, you might already have an existing segment-based security group set up to access financial plans. You don't need to create another.
Access to Segments	Select: • *Financial Plan Type Segment* • *Headcount Plan Type Segment*

©2023 Workday, Inc. All rights reserved

3. Edit Domain Security Policies.

Depending on the features you want to use, configure the domain security policies for these domains:

- *Access Adaptive Planning* in the Adaptive Planning functional area.
- *Access Plan Type (Segmented)* in the Adaptive Planning for Financial Plans functional area and Adaptive Planning for the Workforce functional area.
- *Adaptive Planning Integration* in the System functional area.
- *Process: Workforce Action Plan* in the Adaptive Planning for the Workforce functional area.
- *Reports: Headcount Plan (Adaptive Planning)* in the Adaptive Planning for Financial Plans functional area and Adaptive Planning for the Workforce functional area.
- *Reports: Workforce Action Plan* in the Adaptive Planning for the Workforce functional area.
- *Set Up: Adaptive Planning* in the System functional area.
- *Set Up: System* in the System functional area.
- *Set Up: Tenant Setup - General* in the System functional area.
- *Set Up: Tenant Setup - Adaptive Planning* in the System functional area.
- *Set Up: Tenant Setup - BP and Notifications* in the System functional area.
- *Set Up: Tenant Setup - Worklets* in the System functional area.
- *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area or Adaptive Planning for the Workforce functional area.

Before registering API clients and creating Workday Credentials in Adaptive Planning, we recommend that you:

a. Search for the task **Edit Tenant Setup - Security**.
b. Select **OAuth 2.0 Client Enabled** in **OAuth 2.0 Settings**.

For access to Adaptive Planning, we recommend that you:

a. Create a user-based security group for Adaptive Planning users.
b. Add this security group to the *Access Adaptive Planning* domain.
c. Give this security group View and Modify access.

Workday automatically adds these users to the *Worklet: Adaptive Planning* domain once you sync those users.

To enable planners to publish, we recommend that you:

a. Create a user-based security group for Adaptive Plan publishers.
b. Add this security group to the *Set Up: Plan Publishing* domain.
c. Give this security group View and Modify access for reports and tasks.
d. Give this security group Securable Integrations Get and Put access.

To publish plans and access the plans in Financials or HCM:

a. Add the segment-based security groups you just created to the *Access Plan Type (Segmented)* domain.
b. Give these security groups View and Modify access.

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

©2023 Workday, Inc. All rights reserved

4. Edit Business Process Security Policies.

   To publish plans, set up your business process and security policy based on your organization needs, such as to add approvers. We support these business processes:

   - *Plan Event* for financial plans.
   - *Headcount Plan Event* for headcount plans.
   - *Workforce Planning Action Event*, *Create Position*, and *Job Requisition* for workforce plans.

   To enable plan publishers to publish, add their security group on these initiating actions:

   - *Import Budget* (WS Background Process), for financial plans.
   - *Import Headcount Plan* (WS Background Process), for headcount plans.
   - *Import Workforce Planning Actions* (WS Background Process), for workforce plans.

   Workday automatically uses these web services when you publish. We recommend that you don't use these web services to import planning data manually.

   To enable workforce planning publishers and any downstream workers to submit the positions for creation, add their security groups to either of these business process initiating actions:

   - *Create Position* initiating action on the *Create Position* business process.
   - *Create Job Requisition* initiating action on the *Job Requisition* business process.
5. To route *Job Requisition* business events initiated by your publishes, access the **Edit Tenant Setup - HCM** task and add security groups on the **Route Create Job Requisition Events** prompt.

   These security groups must be:

   - Either user-based security groups or have a role usage of Supervisory.
   - Added on the *Create Job Requisition* initiating action on the *Job Requisition* business process.

   Security: *Set Up: Tenant Setup - HCM* domain in the System functional area.
6. Activate Pending Security Policy Changes.

Related Information
Tasks
Create User-Based Security Groups

Steps: Set Up SAML SSO into Adaptive Planning Without User Sync

Prerequisites

- You must work with a Workday-certified implementer to use or configure this feature. If you don't have access to a certified implementer, contact your Customer Success Manager to engage professional services.
- In Adaptive Planning:
  - Configure an IdP provider, like Okta, in Adaptive Planning for signing in. Post-configuration, verify that **Allow only SAML SSO** is selected under **Administration** > **SAML SSO Settings** > **Enable SAML**.
  - Configure your instance for Workday using Workday Tenant ID, Environment, UI URL, and REST URL.

©2023 Workday, Inc. All rights reserved

- Security:
  - *Access Adaptive Planning* domain in the Adaptive Planning functional area of Workday.
  - In Adaptive Planning, verify that you have Admin Access with these permissions to enable user sign-in to configure Security Assertion Markup Language (SAML) Single Sign-On (SSO) in Workday.
    - *Users*.
    - *SAML*.
    - *Permission Sets*.
    - *Manage Global User Groups*.
    - *General Setup*.

Context

This SSO configuration is valid when:

- You only want to use SSO from Workday.

  Users can access Adaptive Planning with either the **Adaptive Planning** worklet on their Workday **Home** page or through their IdP provider.
- You want to:
  - Manually maintain both the Workday and Adaptive Planning user profile for each user independently from each other.
  - Continue to receive Adaptive Planning alerts as emails.
  - Continue to use your Adaptive Planning credentials for OfficeConnect and public APIs.
- You don't want to publish plans to HCM and Financials.

The only other SSO configuration we support is with user sync.

Steps

1. As a security admin, verify you copied and edited the **All Workday Accounts** standard report with additional row columns for the **Workday ID** field.

   Use information from this report to obtain the Workday Federation ID for every planning user requiring SSO into Adaptive Planning. The username is part of the Workday Federation ID, which follows this pattern: workdayUserName@TenantID.Environment

   Security: *Workday Accounts* domain in the System functional area.
2. Sign in to Adaptive Planning as a user with administrative privileges.
3. Select **Administration** from the main menu.
4. Select **Users** in the **Users and Permissions** section.
5. Find and edit the administrator user and enter their Workday ID.

   The administrator user is the Workday security admin doing the SSO configuration.
6. Enter the Workday Federation ID for all users and the security administrator enabling SSO.
7. In Workday, access the **Tenant Setup** report.

   Security:
   - *Set Up: System* in the System functional area.
   - *Set Up: Tenant Setup - Adaptive Planning* in the System functional area.
   - *Set Up: Tenant Setup - General* in the System functional area.
8. Select the **Adaptive Planning** tab.
9. Select the **User Sign-On** tab.
10. Use the task on the **Enable User Sign-On** button to enable SAML SSO.
11. Set Up Adaptive Planning Worklet on page 23.

©2023 Workday, Inc. All rights reserved

Related Information

Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Reference

Reference: SAML SSO Settings

Steps: Set Up SAML SSO into Adaptive Planning for Synced Users

Prerequisites

- You must work with a Workday-certified implementer to use or configure this feature. If you don't have access to a certified implementer, contact your Customer Success Manager to engage professional services.
- In Adaptive Planning:
    - Configure an IdP provider, like Okta, in Adaptive Planning for signing in. Post-configuration, verify that **Allow only SAML SSO** is selected under **Administration** > **SAML SSO Settings** > **Enable SAML**.
    - Configure your instance for Workday using Workday Tenant ID, Environment, UI URL, and REST URL.
- Security:
    - In Workday:
        - *Access Adaptive Planning* domain in the Adaptive Planning functional area.
        - *Set Up: System* in the System functional area.
        - *Set Up: Tenant Setup - Adaptive Planning* in the System functional area.
        - *Set Up: Tenant Setup - General* in the System functional area.
    - In Adaptive Planning, verify that you have Admin Access with these permissions to enable user sign-in to configure Security Assertion Markup Language (SAML) Single Sign-On (SSO) in Workday:
        - *Users*.
        - *SAML*.
        - *Permission Sets*.
        - *Manage Global User Groups*.
        - *General Setup*.

Context

When you configure SAML SSO with user sync, you can automatically sync the Workday and Workday Adaptive Planning profiles of users who have access to:

- Both Workday and Adaptive Planning.
- The *Access Adaptive Planning* domain in the System and Adaptive Planning functional areas of Workday.

You can still manage the Adaptive Planning session timeout setting separately from Workday.

Synced Workday users sign in to Adaptive Planning with a Workday worklet. You can configure the worklet to access Adaptive Planning with or without an IdP provider.

With user sync configured, you can:

- Receive all notifications in Workday.
- Publish plans to Workday.
- Sign in to OfficeConnect using your Workday credentials.
- Use Adaptive Planning public APIs with your Workday credentials.

©2023 Workday, Inc. All rights reserved

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.
2. Select the **Adaptive Planning** tab.
3. Select the **User Sign-On** tab.
4. Copy this information:
    - Your Workday ID.
    - Your Workday Federation ID.

    As the administrator who configures SSO, you use this information to map your Workday user profile to the Workday Adaptive Planning one. This manual mapping ensures that you can sign in to Adaptive Planning to fix any SSO setup errors.
5. In Adaptive Planning, select **Administration** from the main menu.
6. Select **Users** in the **Users and Permissions** section.
7. Edit your user profile and enter this information to manually map your user profiles:
    - Workday Federation ID.
    - Workday ID.
8. In Workday, access the **Tenant Setup** report.
9. Select the **Adaptive Planning** tab.
10. Select the **User Sign-On** tab.
11. Use the task on the **Enable User Sign-On** button to enable SAML SSO and user sync.
12. Set Up Adaptive Planning Worklet on page 23.
13. (Optional) Set Up Worklets.

    If you don't use an IdP provider, configure the **Adaptive Planning** worklet to sign in users to Adaptive Planning.

    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 Planning instance.

Next Steps

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

Related Information

Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Reference

Workday 33 What's New Post: Synchronize User Accounts

Troubleshooting: User Sync with Adaptive Planning on page 47

Reference: General Setup

©2023 Workday, Inc. All rights reserved

Set Up Adaptive Planning Worklet

Prerequisites

- Ask your security administrator to configure the *Access Adaptive Planning* domain with security groups that include your Workday Adaptive Planning users.
- Security:
  - *Security Configuration* in the System functional area.
  - *Set Up: System* in the System functional area.
  - *Set Up: Tenant Setup - Adaptive Planning* 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 Planning* domain to automatically add the **Adaptive Planning** worklet to the **Home** page of your Workday Adaptive Planning users. Adaptive Planning users can use this worklet to sign in to Adaptive Planning.

For your Adaptive Planning 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 Planning* domain.

Steps

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

Next Steps

If you don't use an IdP provider, configure the **Adaptive Planning** worklet so that your users can sign in.

Related Information
Tasks
Steps: Configure Adaptive Planning for HCM and Financials on page 14

Sync Users with Adaptive Planning

Prerequisites

Configure Workday Adaptive Planning for HCM and Financials.

In Adaptive Planning:

- Copy your Workday ID and Workday Federation ID to your profile in Adaptive Planning. In the recommended multi-instances setup, 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.
- In General Setup, set the Password Expiration to 365 days for the entire instance.

©2023 Workday, Inc. All rights reserved

In Workday:

- For each user you want to sync, ensure that:
  - The email address is Public and doesn't exceed 128 characters.
  - The email address is the primary one.
  - The email type is Work and not Home.
  - The first and last names together don't exceed 64 characters.
- Ensure that an implementer account exists with an email address for syncing purposes. The implementer can access the Adaptive Planning instance after user sync is complete. You can't edit an implementer account after creating it. If you need to update it, contact support.

Ensure that each username in Workday:

- Contains only alphanumeric characters or underscores.
- Doesn't contain empty spaces.
- Starts 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 Planning Integration*
- *Security Configuration*
- *Set Up: System*
- *Set Up: Tenant Setup - Adaptive Planning*
- *Set Up: Tenant Setup - Worklets*

Context

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

- Automatically create, update, and delete Adaptive Planning users from Workday.
- Force users to sign in to Adaptive Planning from Workday.
- Manage authentication rights for Adaptive Planning users from Workday.
- Provision new users from Workday to Adaptive Planning.

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

- Adaptive Planning
- OfficeConnect
- Excel Interface for Planning

Users who sync successfully also receive alerts from Adaptive Planning as Workday notifications.

Note: You can’t disable or undo user sync after at least 1 user syncs successfully with Adaptive Planning. However, you can revert your Workday tenant and Adaptive Planning instance to the backup from the previous day. To assist you in rolling back your tenant and instance, contact:

- Your Adaptive Professional Services partner.
- Our Adaptive Support team.
- Our Workday Support team.

Steps

1. Access the **Tenant Setup** report.

2. On the **User Sync** tab within the **Adaptive Planning** tab, click **Set Up User Provisioning Adaptive Planning**.
3. Click **Pre-Sync** to send user accounts from Adaptive Planning 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 Planning.
   - Conflict: The email address matches but the first and last names don't fully match with Adaptive Planning.
   - No Match: The first and last names and email address don't match with Adaptive Planning.

   When accounts conflict or don't match, you can:

   - Continue to sync matched users and users who don't exist in Adaptive Planning. Workday creates accounts for those users who don't exist in Adaptive Planning.
   - Fix the accounts in Adaptive Planning to match the accounts in Workday.

   Note: Make sure your superuser administrative account in Adaptive Planning syncs correctly. You can only administer your Adaptive Planning instance when you sync at least 1 privileged administrative account.
5. Click **Sync** to send the Workday ID for each account from Workday to Adaptive Planning.

   You can continue to sync users who have expired passwords in Adaptive Planning.
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 syncs with Adaptive Planning as you update accounts in Workday.

   Workday performs scheduled syncs every 4 hours.

Result

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

In a multi-instance configuration, user sync automatically assigns the administrator and all users to the top-most parent instance. The administrator can sign in to Adaptive Planning and edit each user profile to assign appropriate level access, default instance, and permissions. If you’re using a single Adaptive Planning instance, proceed to the next applicable step.

Next Steps

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

- Notifications
- Publish Plans
- OfficeConnect
- Public APIs
- Workday Data Source

You only need to enable OfficeConnect and public APIs when you use the functionality in Adaptive Planning. In a multi-instance configuration, enable these features only in the top-most parent instance except for Workday Data Source. Enable the Workday Data Source in all applicable child instances in the hierarchy.

©2023 Workday, Inc. All rights reserved

If you need to perform work in your Adaptive Planning 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: User Sync with Adaptive Planning on page 44

Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Reference

2020R1 What's New Post: Synchronize User Accounts

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 Planning* in the System functional area.

Context

When you configure Security Assertion Markup Language (SAML) Single Sign-On (SSO) with user sync, you must enable these features in Workday immediately after syncing your first user. Users can then sign in to Adaptive Planning.

- Notifications
- Publish Plans

Enable these features, as required:

- OfficeConnect
- Public APIs

Steps

1. Access the **Tenant Setup** report.
2. Select the **Adaptive Planning** tab.
3. 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 Planning 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.

©2023 Workday, Inc. All rights reserved

Option	Description
	• 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. Access Adaptive Planning 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 for financial and headcount planning. • Give publish access for the plan type to roles. • Enable publishing access on the plan version that you want to publish.
OfficeConnect	If you enable OfficeConnect, click the **OfficeConnect API Client** link. Scroll down the page and save this information for later: • Client ID • Workday REST API Endpoint URL • Authorization Endpoint URL As an administrator, you use this information to configure a tenant connection with OfficeConnect. If report users manually configure a tenant connection, they can then request this information from you. **Note:** To enable OffieConnect for Workday Financial Management, access the **Financials** tab on the **Tenant Setup** report.
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 Planning APIs using their Workday credentials. We recommend that you test that these ISUs sync correctly before you continue setting up your APIs by: **a.** Signing in as those users. **b.** Accessing the **Adaptive Planning** worklet.

Result

Based on which event occurred most recently, Workday sets your feature expiration dates to either:

- 3 years after you enable the features.
- 3 years after your most recent refreshes.

©2023 Workday, Inc. All rights reserved

Next Steps

Configure routing rules for your notifications.

If you enable users to publish plans:

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

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

If you enable public APIs, create integration system users.

Refresh your feature setups before their expiration dates.

Related Information
Concepts

Concept: Reporting on the Financial Modeled Data Source

Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Connect OfficeConnect to Your Workday Tenant on page 41

Enable OfficeConnect for Workday Financial Management

Reference

2022R1 What's New Post: OfficeConnect Availability for Financial Management

Workforce Planning Configuration Manager

Steps: Create Workday Credentials in Adaptive Planning

Prerequisites

- Sync your integration system user (ISU).
- For headcount planning with a workforce planning configuration manager, contact your Named Support Contact to enable this feature.
- Enable the **OAuth 2.0 Client** setting on the **Edit Tenant Setup - Security** task.
- Security:
    - *Data Designer* permission in Adaptive Planning.
    - *Integration Operator* permission in Adaptive Planning.
    - *Set Up Tenant Setup - Security* domain in the System functional area.
    - *Security Administration* domain in the System functional area.
    - For headcount planning with a workforce planning configuration manager, ensure the integration system security group (ISSG) for your ISU includes Modify access to the *Set Up: Adaptive Planning* domain in the System functional area.

Context

You can create a credential to authenticate a specific Workday tenant and ISU with a Workday data source in an Adaptive Planning instance. A Workday credential must exist to:

- Create a Workday data source in Adaptive Planning.
- Activate a Workday Adaptive Planning instance in the workforce planning configuration manager in Workday.
- Create loaders to import data and metadata from Workday to Adaptive Planning.
- Create a Workday external system for drillback into Workday.
- Publish plans from Adaptive Planning to Workday.

©2023 Workday, Inc. All rights reserved

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

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

Steps

1. In Adaptive Planning, go 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 matches the Adaptive Planning instance initially paired to a Workday tenant by the Provisioning team. Only local connections let you set up Workday external systems for drilling and publishing plans from Adaptive Planning.

   To create a credential for a different Workday tenant, select **External**.

   Note: Selecting **External** prevents you from using a credential for publishing plans and drilling from Adaptive Planning to Workday.

   As you create the connection to a different Workday tenant, consider:

Option	Description
Remote Tenant ID	Copy over the text after the last / in the Workday REST API endpoint.
Remote UI URL	Copy over the fully qualified domain name without `https://` from the Workday Authorization Endpoint. Don't include any of the characters following the .com.
Remote Rest URL	Copy over the fully qualified domain name without `https://` from the Workday REST API Endpoint. Don't include any of the characters following the .com.
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 Planning.
Client Grant Type	Select **JWT Bearer Grant**.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Option	Description
x509 Certificate	Paste the certificate that you copied from Adaptive Planning.
Access Token Type	Select **Bearer Tokens**.
Scope (Functional Areas)	Select **Tenant Non-configurable**. If you want to access the Location dimension from Workday in Adaptive Planning, 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 Planning 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.
11. For headcount planning with a workforce planning configuration manager, click **Register Orchestration**.

    When you register orchestration, you make this instance available in the **Select Instance & Activate** page in the workforce planning configuration manager in Workday.

Next Steps

For headcount planning with a workforce planning configuration manager, access the **Manage Workforce Planning Configuration** task to automatically create:

- Levels hierarchies.
- Dimensions and dimension values.
- Attributes and attribute values.
- Plan versions.
- Personnel modeled sheet and data.
- Modeled accounts for FTE, Headcount, and Cost of Workforce.
- Integration data sources.
- Integration metadata and data loaders.
- Orchestation tasks.
- Integration tasks with metadata and data refresh schedules.
- Workday external systems.

For financial planning and headcount planning without a workforce planning configuration manager, create an integration system user (ISU) and API client so that you can create your Workday data source.

Related Information
Tasks

Create Integration System Security Groups

Steps: Set Up Workday Data Sources for Adaptive Planning on page 51

©2023 Workday, Inc. All rights reserved

Manage Workforce Planning Configurations

Prerequisites

- Contact your Named Support Contact to enable this feature.
- Enable and set up Human Capital Management (HCM).
- Enable and set up Workday Workforce Planning. Workday Workforce Planning is a separate product (SKU) that requires a separate license.
- In Adaptive Planning, create and register for orchestration the Workday data source credential for the Workday Adaptive Planning instance you want to configure.
- Security:
    - *Set Up: Adaptive Planning* domain in the System functional area. Ensure that you're assigned to a security group on this domain.
    - *Set Up: Headcount Planning* domain in the Adaptive Planning for the Workforce functional area.
    - For modeled sheets that contain restricted access to salary details, ensure that you have the *Access Salary Detail* permission in Adaptive Planning.

Context

You can configure and activate the workforce planning configuration manager in Workday to reduce the implementation time of headcount planning in Adaptive Planning. The workforce planning configuration manager automatically creates Adaptive Planning:

- Levels hierarchies.
- Dimensions and dimension values.
- Attributes and attribute values.
- Plan version.
- Personnel modeled sheet and data.
- Modeled accounts for FTE, Headcount, and Cost of Workforce.
- Integration data sources.
- Integration metadata and data loaders.
- Orchestration tasks.
- Integration tasks with metadata and data refresh schedules.
- Workday external systems.

You can configure dimensions like Cost Center, Company, and Location to load into Adaptive Planning as list or hierarchical dimensions.

The orchestration task in Adaptive Planning creates everything except levels and dimension values. Adaptive Planning creates the levels and dimension values after the task completes.

You can only edit the Workday custom reports created by the configuration setup from within the planning configuration manager.

Steps

1. Access the **Manage Workforce Planning Configuration** task.
2. Either create a new configuration or change an existing configuration.

   Once you create a planning configuration manager, you can continue to edit it until you activate. Once you activate the planning configuration manager, you can only change settings after you unregister the Workday credential for orchestration.

©2023 Workday, Inc. All rights reserved

3. As you complete the **Level** page, consider:

Option	Description
Dimension	Select *Supervisory Organization* as your level. This dimension becomes unavailable in the **Dimensions** page. You can select multiple attributes for the dimension.
Configure	(Optional) Configure a filter for the level. You can't select: • Report fields that contain parameters. • Calculated fields with or without parameters. If you configure a filter, it applies to both the level and nonhierarchical level attributes. • **Top Level Hierarchy** filters only the hierarchies. You can also select midlevel hierarchies. • **Include** and **Exclude** filter only leaf nodes, and are mutually exclusive. When you select a supervisory organization as your level, you can only use these prompts in these combinations: • **Top Level Hierarchy** and **Exclude**. • **Include** only. • **Exclude** only. Label overrides can't exceed 64 characters.

4. As you complete the **Dimensions** page, consider:

Option	Description
Dimension	Select 1 or more dimensions. You can only select primary business object report fields. You can't select: • Report fields that contain parameters. • Calculated fields with or without parameters.
Load as List	Flattens the dimension hierarchy. If you select this check box, don't configure the dimension hierarchy as an attribute. If the dimension is hierarchical, we automatically include the hierarchy as an attribute in the background.
Configure	(Optional) Configure a filter for each dimension. You can't select: • Report fields that contain parameters. • Calculated fields with or without parameters. If you configure a filter, it applies to the dimension.

©2023 Workday, Inc. All rights reserved

Option	Description
	• **Top Level** filters only the hierarchies. You can also select midlevel hierarchies. • **Include** and **Exclude** filter only leaf nodes, and are mutually exclusive. You can select multiple attributes for each dimension. Label overrides can't exceed 64 characters.

5. As you complete the **Version** page, consider:

Option	Description
Plan Version Name	The version created in Adaptive Planning. The name can't exceed 64 characters.

6. As you complete the **Roster Sheet** page, consider:

Option	Description
Sheet Name	The modeled sheet created in Adaptive Planning. The name can't exceed 64 characters.
Compensation Basis	We automatically select *Total Base Pay*. You can select other calculation methods. Examples: • Select *Total Base Pay* for workers as Salary. • Select *Total Base Pay* and *Bonus* for workers as Salary and Bonus.
Configure	(Optional) Configure additional filters for the data source in Adaptive Planning.
Sheet Definition	The columns and settings that form the modeled sheet in Adaptive Planning. You can select: • Attributes for dimensions and levels. • Report fields for the primary business object of your level and dimensions for level and dimension-related rows. You can't select: • Report fields that contain parameters. • Calculated fields with or without parameters. To see modeled accounts as display-only columns in the bottom up headcount planning grid, add them to the roster sheet in Adaptive Planning Model Management before you configure a headcount plan. To see target values for Headcount, FTE, and Cost of Workforce in the Headcount Plan task, create custom accounts with these account codes in Adaptive Planning Model Management:

©2023 Workday, Inc. All rights reserved

Option	Description
	• TARGET_FTE • TARGET_COST_OF_WORKFORCE • TARGET_HEADCOUNT

7. As you complete the **Preview Data** page, consider:

Option	Description
Level	(Optional) Click **Preview** to view the results, including your applied filters. If you see required prompts in preview, revisit your previous steps to remove calculated fields. Calculated fields prevent metadata loads.
Dimensions	(Optional) Click **Preview** to view the results, including your applied filters. If you see required prompts in preview, revisit your previous steps to remove calculated fields. Calculated fields prevent metadata loads.
Roster Sheet	(Optional) Click **Preview** to view the results. We don't display the roster sheet attributes in the preview, but you can still use the roster sheet attributes on your sheet after you load your data with the planning configuration manager.

The effective date for all generated reports is the current date to ensure that Adaptive Planning uses a snapshot of Workday metadata as of the current date.

Example: You create a new organization today and set its effective date for tomorrow. When you preview what you're going to load into Adaptive Planning today, we don't include that new organization. If you preview the load tomorrow, we include the new organization.

8. As you complete the **Refresh Schedules** page for metadata and modeled sheet data, consider:

Option	Description
Refresh Frequency	• *Daily:* We automatically select this option. You can change the refresh frequency. • *Weekly*: Select the day of the week. • *Monthly*: Select the day of the month.
Start Time	The refresh start time.

9. On the **Select Instance & Activate** page, select an Adaptive Planning instance.

The list only includes instances of Workday data source credentials registered for orchestration from Adaptive Planning. Don't activate until you review the **Security** page.

10. On the **Security** page, review and correct any security issues preventing you from completing the setup.

11. On the **Select Instance & Activate** page, activate.

You can only activate 1 workforce planning configuration manager for each Adaptive Planning instance.

©2023 Workday, Inc. All rights reserved

Result

We automatically create custom reports in Workday that you can't edit or delete. We use these custom reports in the load to Adaptive Planning.

We append (Active) to the name of the workforce planning configuration manager in Workday.

Metadata structures load within 15 minutes of activation, and refresh every 15 minutes. Metadata values load on your configured schedule. To troubleshoot orchestration errors, you can manually trigger the orchestration task from Design Integrations in Adaptive Planning.

You can't drill back from Time Type and Event Classification Subcategory from your modeled sheet because View reports don't exist for them in Workday.

If you no longer want to automatically update Adaptive Planning, unregister the orchestration. When you unregister, the workforce planning configuration manager no longer updates Adaptive Planning.

To deactivate the workforce planning configuration manager, select **Unregister Orchestration** within the Workday data source credential. After deactivation, we recommend that you delete the planning configuration manager-created items in Adaptive Planning. You delete the integration items first, then the model management items.

You can reregister for orchestration to:

1. Reactivate the orchestration tasks.
2. Enable your planning instance for configuration in the workforce planning configuration manager in Workday.

Next Steps

In Adaptive Planning:

- Edit your sheets in the sheet builder to display the number of decimal places that you want.
- Create your headcount plan, which you can publish back into Workday.
- Configure data privacy in the sheet builder for the modeled accounts.
- Enable **Viewing this sheet or any of its rows requires Salary Detail permission** on the sheet definition.
- (Optional) Edit the formulas for these automatically created modeled accounts for the modeled sheet:
  - Headcount.
  - FTE.
  - Cost of Workforce.
- (Optional) Add additional modeled accounts to calculate additional metrics.
- (Optional) Sort your modeled sheet columns within the Adaptive Planning modeled sheet builder to set their order.

Related Information
Concepts

Concept: Loaders

Concept: Data Sources

Reference

Reference: Credentials, Data Sources, Loaders, and Sheets from Workforce Planning Configuration on page 36
Reference: Workforce Planning Configuration Cleanup After Deactivation on page 38

Concept: Workforce Planning Configuration

The workforce planning configuration manager enables you to quickly configure Workday Adaptive Planning for headcount planning.

The workforce planning configuration manager enables you to configure Adaptive Planning:

- Levels.
- Dimensions and dimension values.
- Integration data sources, loaders, and task.
- Personnel modeled sheet.
- Scheduled refreshes.
- Workday external system.

Benefits

When you use the workforce planning configuration manager, you can:

- Avoid swapping between Workday and Adaptive Planning during setup.
- Skip multiple administration pages in Adaptive Planning.
- Automatically configure and populate data sources and loaders behind the scenes.
- Automatically configure a modeled sheet.
- Preview and explore how the metadata and data from Workday will populate in Adaptive Planning.
- Surface missing or required security settings before you activate.
- Set the refresh schedule of Workday metadata and data into Adaptive Planning.
- Select which Adaptive Planning instance to configure.
- Submit all application configuration settings at once.

Restrictions

When you use the workforce planning configuration manager, you can't:

- Configure 1 tenant or instance environment type for a different environment type. Example: You configure an Adaptive Planning preview instance for a Workday production tenant.
- View or pull in changes made directly within Adaptive Planning data sources and loaders back into the workforce planning configuration manager. Example: You change data sources or loaders after creating them with the workforce planning configuration manager.
- Use Adaptive Planning to add, edit, or delete data and rows in modeled sheets created by the workforce planning configuration manager.
- Use the Adaptive Planning modeled sheet builder to:
    - Edit general properties options on the **Columns and Levels** page for modeled sheets created by the workforce planning configuration manager.
    - Add data entry, dimension, and attribute columns on the **Columns and Levels** page for modeled sheets created by the workforce planning configuration manager.
    - Edit or delete columns for modeled sheets created by the workforce planning configuration manager.
- Use Adaptive Planning level, dimension, attribute, and account admin pages to edit:
    - Level name, code, level attribute value name, or level attribute value code created by the workforce planning configuration manager.
    - Dimension name, short name, code, dimension attribute value name, or dimension attribute value code created by the workforce planning configuration manager.
    - Attribute name, short name, value code, or value name created by the workforce planning configuration manager.
    - Account code, account attribute value name, or account attribute value code created by the workforce planning configuration manager.
- Use Adaptive Planning to import level, dimension, attribute, or account structures that alter the name and code mappings created by the workforce planning configuration manager.

Reference: Credentials, Data Sources, Loaders, and Sheets from Workforce Planning Configuration

Status and name prefixes help you identify which of these integration items we automatically created using the workforce planning configuration manager in Workday:

©2023 Workday, Inc. All rights reserved

- Credentials.
- Data sources.
- Loaders.
- Sheets.

Use the statuses or prefixes to differentiate which ones you created manually.

Status or Prefix	Description
Orchestration status: Registered	Workday data source credential setting.
Prefix: HPA: Dim -	Dimension loader name.
Prefix: HPA: Lvl -	Level loader name.
Prefix: SYS-HPA: Mdld Sheet -	Modeled sheet name.
Prefix: SYS-HPA: Attr -	Attribute loader name.
Prefix: SYS-HPA: Dim -	Workday Data Source Managed Reports - Dimension staging table name.
Prefix: SYS-HPA: Lvl -	Workday Data Source Managed Reports - Levels staging table name.

After you activate the workforce planning configuration manager, we don't reflect edits that you make in Adaptive Planning to any automatically created:

- Credentials.
- Data sources.
- Levels.
- Dimensions.
- Loaders.

Example: The workforce planning configuration manager automatically creates 100 Cost Center as a level after you activate it. You rename the level to 100 CC in Adaptive Planning. That change only resides in Adaptive Planning until the next refresh.

Related Information
Concepts

Concept: Loaders

Concept: Data Sources

Tasks

Manage Workforce Planning Configurations on page 31

©2023 Workday, Inc. All rights reserved

Reference: Workforce Planning Configuration Cleanup After Deactivation

To deactivate the workforce planning configuration manager, select **Unregister Orchestration** within the Workday data source credential. After deactivation, we recommend that you delete the application-created items in Adaptive Planning in this order:

Where to Delete	What to Delete
Design Integrations	Version parameter from the planning data loader.
Design Integrations	Workday data source.
Design Integrations	Metadata and data loaders.
Design Integrations	All integration tasks except the orchestration task. You can't delete the orchestration task in Adaptive Planning Design Integrations.
Design Integrations	Workday external system.
Model Management	Plan version.
Model Management	Level assigned sheets.
Model Management	Levels.
Model Management	Level attributes.
Model Management	Dimensions. This also automatically deletes dimension attributes.

Note: Once you finish deleting, navigate into Design Integrations. This triggers a metadata sync and prevents a 15 minute wait for automatic cleanup.

Related Information
Concepts

Concept: Loaders
Concept: Data Sources
Concept: Versions
Concept: Custom Dimensions
Concept: Attributes
Concept: Levels

Steps: Enable Planning Data Sources After User Sync

Prerequisites

- Security Admin or Implementer permissions.

Context

A Planning data source in Adaptive Planning requires a Workday credential to function following your initial user sync. Make a new Workday credential by generating an ISU through the Public APIs tenant setup and registering a new API client with JWT Bearer. Creating a separate Workday credential prevents interference with your other Workday data sources in the Workday Data Management setup.

©2023 Workday, Inc. All rights reserved

Steps

1. Create an ISU in Workday.

   Access the **Tenant Setup** report. Select **Adaptive Planning** and the **Public API** tab.

   Select **Refresh Public APIs Setup**.

   Select **Create ISU**.

   Creating the ISU pushes the user to Adaptive Planning without requiring a user sync.
2. Grant the ISU access in Adaptive Planning.

   Navigate to **Administration** > **Users** in Adaptive Planning and edit the ISU user.

   As you edit the ISU user, consider:

Option	Description
Role	Select **Administrator**.
Level	Select the topmost level.

   Update **Administration** > **Access Rules** in Adaptive Planning and give the ISU user edit access to:

   - The top level.
   - All Dimensions.
   - All Accounts.
3. Create an ISSG in Workday.

   Access the **Create Security Group** task.

   Add the **Integration Systems User**.

   Add these **Domain Security Policy Permissions**:

Operation	Domain Security Policy
View and Modify	**Adaptive Planning Integration**
View and Modify	**Set Up: Adaptive Planning API Access**
View Only	**Set Up: Adaptive Planning**
Get and Put	**Set Up: Adaptive Planning**
Get and Put	**Set Up: Adaptive Planning API Access**

4. Create a new Workday credential in Adaptive Planning.

   See Steps: Create Workday Credentials in Adaptive Planning on page 28.

   Open a new browser tab and navigate to **Integration** > **Design Integrations**.

   Set **Client Grant Type** to **JWT Bearer Grant**.

   Enter the ISU you created in the previous steps.

   Select **View Certificate** in the Actions pane and copy all of the pop-up content.
5. Register API Clients.

   Register a new API client in Workday for the ISU.

   As you complete the task, consider:

Option	Description
Client Name	Enter *Adaptive Plan Data Source*.

©2023 Workday, Inc. All rights reserved

Option	Description
Client Grant Type	Select **JWT Bearer Grant**.
x509 Certificate	Paste the certificate you copied from Adaptive Planning.
Access Token Type	Select **Bearer Tokens**.
Redirection URI	Copy and paste in the **Redirection URI** from Adaptive Planning. The Workday API client won't call this URI.
Scope (Functional Areas)	Select • **Adaptive Planning** • **Adaptive Planning for Financial Plans** • **Adaptive Planning for the Workforce** • **Tenant Non-Configurable**

Copy the **Client ID** and paste it in Adaptive Planning. Save the credential in Adaptive Planning and select **Test Connection**.

6. Create a new Planning Data Source in Adaptive Planning and select the Workday Credential you just created.

   See Set Up Adaptive Planning as a Data Source.

   Select **Manage Sources**. If **Manage Sources** becomes gray, verify:

   - The ISU pushed to Adaptive Planning when you created it in Workday.
   - You granted the ISU user access to all of the permissions, levels, and required access rules in Adaptive Planning.
   - You added the Domains for the ISSG, including the get/put and view/modify access.
   - You validated that the credential connects from Adaptive Planning.
   - You set the correct scopes for the API client.

Related Information
Tasks
Sync Users with Adaptive Planning on page 23

OfficeConnect for Workday

Steps: Set Up OfficeConnect for Workday

Prerequisites

Note: The solutions described in this section are not part of the Workday Service. See Legal Notice for details.

- Download the latest versions of OfficeConnect and Excel Interface for Planning.
- Sync the user profiles of all OfficeConnect users.
- Enable OfficeConnect on the **Tenant Setup** report.

Context

Set up OfficeConnect so users can sign in to either OfficeConnect or Excel Interface for Planning with their Workday credentials. After you configure these settings for one of the applications, both applications

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

use them. Regardless of whether you're using Excel Interface for Planning as standalone or with OfficeConnect, you must enable OfficeConnect in Workday.

Steps

- (Optional) To route OfficeConnect users to sign in using a Workday IdP, work with your IdP configurator to:
  1. Get the IdP sign in information for your instance.
  2. On the **Security** tab of the **Tenant Setup** report, enter the redirect URL information for:
     - Login Redirect URL
     - Mobile App Login Redirect URL
     - Mobile Browser Login Redirect URL
- As the administrator, if you're installing OfficeConnect for the first time, include the Workday sign-in settings during installation.

  See #unique_21.
- As the administrator, if you're updating an existing OfficeConnect installation, configure the installation with the Workday sign-in settings.

  See #unique_22.
- As the end user, manually create a Workday tenant connection when you first sign in to OfficeConnect.

  See Connect OfficeConnect to Your Workday Tenant on page 41.

Result

When users sign in to OfficeConnect, they'll see the Workday sign-in page and can sign in using their Workday credentials. If they have Workday IdP setup, they can sign in through their IdP.

Related Information

Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Enable Features After User Sync on page 26

Download Products

Enable OfficeConnect for Workday Financial Management

Reference

Concept: How OfficeConnect Works

Connect OfficeConnect to Your Workday Tenant

Prerequisites

Verify:

- The latest version of OfficeConnect is available to your Adaptive Planning instance.
- The administrator has enabled OfficeConnect on the **Tenant Setup** report.
- Security: *Access OfficeConnect* permission.

Context

Typically, IT administrators install or configure OfficeConnect with Workday tenant connections. Planning users can then sign in to either OfficeConnect or Excel Interface for Planning with their Workday credentials. Alternatively, end users can manually configure tenant connections when they first sign in to OfficeConnect.

©2023 Workday, Inc. All rights reserved

Steps

1. From your IT administrator or Workday security administrator, get these details for each Workday tenant you want to connect to:
   - Client ID
   - Workday REST API Endpoint
   - Authorization Endpoint URL
2. Click **Log In** from the **OfficeConnect** tab in Excel.
   The Workday Adaptive Planning sign-in page displays.
3. Click **Log In with Workday**.
   The **Manage Tenants** page displays.
4. Click **New Tenant** and specify the connection details:

Option	Description
Name	The name of the Workday tenant you're connecting to. Example: Production tenant or Sandbox tenant
Data Source	The data source for the tenant. Example: Adaptive Planning or Financials
Client ID	The client ID for the tenant. Your IT admin provides this info.
API endpoint URL	The API endpoint URL for the tenant. Your IT admin provides this info.
Authorization Endpoint URL	The authorization endpoint URL for the tenant. Your IT admin provides this info.

   You connect to a tenant and you now see the Workday sign-in page.
5. (Optional) Create additional tenant connections. When saved, the tenant names display in the drop-down.
6. (Optional) If these conditions apply, change the **Connection** user setting in OfficeConnect to enable users to select a tenant when signing-in. See Reference: User Settings Fields.
   - You've configured multiple tenants for Workday Single Sign-On.
   - Your identity provider automatically signs you in.

Result

The settings persist after the first successful sign-in. The next time you sign in to OfficeConnect, you see the Workday sign-in page. The Workday tenant that you last signed in to automatically populates.

Use the Manage Tenants option to add, edit, or delete tenants. To switch to a different Workday tenant, select the tenant name from the **Select Tenant** drop-down menu.

Example

Create a connection for the Workday Production tenant to use the Adaptive Planning data source. OfficeConnect users can then sign in using this tenant to create Excel reports based on the latest data from their Adaptive Planning instance.

Next Steps

Your organization can use a sandbox Adaptive Planning instance that connects to Workday and a production instance as standalone. Continue to sign in to OfficeConnect on the standalone instance with your Adaptive Planning credentials.

©2023 Workday, Inc. All rights reserved

Depending on your last successful sign-in, you see the Workday or Adaptive Planning sign-in page:

- If you see the Workday sign-in page, click **Log in with Adaptive Planning** to sign in to an instance that is standalone.
- If you see the Workday Adaptive Planning sign-in page, click **Log in with Workday** to sign in to an instance that connects to Workday.

Related Information
Concepts

Concept: Reporting on the Financial Modeled Data Source

Concept: How OfficeConnect Works

Tasks

Enable Features After User Sync on page 26

Install OfficeConnect as an End User

Connect OfficeConnect to Your Financial Management Tenant

Reference

Product Downloads

Steps: Set Up Proxy User Access to Adaptive Planning

Prerequisites

- Set up SAML SSO and user sync with Adaptive Planning.
- Sync the proxy user who will sign in on behalf of other users with Adaptive Planning.
- Security: *Security Configuration* domain in the System functional area.

Context

With proxy user access, administrators can:

- Sign in to a non-Production Workday Adaptive Planning environment on behalf of synced users.
- Test user access and user sync functionality such as:
  - Notifications
  - Publish Plans
  - OfficeConnect
  - Public APIs
- Enable customers to go live on a successfully tested implementation.

Steps

1. Create a user-based security group and assign members.

   The members of this security group can proxy into Adaptive Planning. They can test the access on behalf of the security group members that the Access Adaptive Planning domain secures.

   See Create User-Based Security Groups.
2. Create a Proxy access policy and specify:
   - The non-Production Workday environment to which the proxy access policy applies.
   - The security group that can proxy into Adaptive Planning.
   - The security group on whose behalf users can act when they sign in to Adaptive Planning.

   See Example: Create a Proxy Access Policy.
3. As a security group member who can proxy, sign in to a non-production Workday Adaptive Planning environment.

©2023 Workday, Inc. All rights reserved

4. Start a proxy session by accessing the **Start Proxy** task and specify the user on whose behalf you want to act.

   See Concept: Proxy Sessions.
5. On the Welcome, On behalf of <*proxied user*> page, select the **Adaptive Planning** worklet.
   The Welcome to Workday Adaptive Planning page displays.
6. On behalf of the proxied user, test and verify their access to Adaptive Planning and user sync functionality.
7. When done, sign out from Adaptive Planning.
8. Stop the proxy session by accessing the **Stop Proxy** task.

Result

Proxy access validates the Adaptive Planning implementation for the user. The audit logs record the sign-in details of the proxy user. Use the exportSecurityAudit API to retrieve this information.

Example

Policy Name: Workday Proxy Access policy

Groups That Can Proxy: Adaptive Planning Proxy Users

On Behalf Of: Adaptive Planners

Related Information
Reference
exportSecurityAudit

Concept: User Sync with Adaptive Planning

Integration System User

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

Presyncing Users

Running presync enables you to find and fix cases where Workday accounts don’t match accounts in Adaptive Planning. Running presync also enables you to validate your configuration before running sync. Running presync doesn’t commit changes to your Workday tenant or Adaptive Planning instance; you can run presync as frequently as you need to. To view the users who don't match during presync, run the **View Pre-Sync Details** report.

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

Note: In Workday, verify that the email addresses of the presynced users are set up as Public and the email type is set to Work.

.

©2023 Workday, Inc. All rights reserved

Syncing Users

The *Adaptive Planning Integration* domain secures the options for user provisioning but doesn't alone enable you to sync Workday accounts with Adaptive Planning. You need additional access to the *Set Up: Tenant Setup - Adaptive Planning* and *Set Up: System* domains to set up, complete, and schedule user sync.

Deleting Users

To delete a user from Adaptive Planning, remove them from the *Access Adaptive Planning* domain. Workday deletes the user from Adaptive Planning 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 Planning hierarchy model. Workday won't delete their access during user sync. To remove access from the last user, assign another user to the top or corporate level and then delete the user from Adaptive Planning.

Related Information
Tasks

Sync Users with Adaptive Planning on page 23

Reference: Adaptive Planning Notification Types

Routing rules enable you to configure the channel and frequency that your users receive Adaptive Planning notification messages. You can configure a parent rule for all Adaptive Planning notification messages and individual rules for each notification type, which override the parent rule.

Notification Type	Description
Integration Staging Table	We plan to retire this notification type in a future update. We recommend that you use the Integrations notification type instead.
Integrations	Integrations-related notifications. Examples: • Integration task status. • Data-mapping failure updates. • Integration staging table downloads. • Member-mapping downloads. • Loader previews.
Planning Notifications	Notifications related to Adaptive Planning tenant support updates. Examples: • We enabled and disabled tenant support so that support users can access customer environments. • We added or removed support users.
Process Task	Automatically-generated process-related notifications. Examples: • Someone created a new task for you.

©2023 Workday, Inc. All rights reserved

Notification Type	Description
	• Someone changed an existing task that's assigned to you.
Send Notification	Process-related notifications that you send to other users participating in process tasks.
Share Report	The notification that you receive when someone shared a report with you.
Share Snapshot	The notification that you receive when someone shared a Dashboard snapshot with you.
Workflow	Workflow-related notifications. Examples: Someone approved, rejected, or updated a workflow that you're participating in.

Related Information
Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14
Steps: Set Up Workday Notifications
Enable Features After User Sync on page 26

Example: Alternate Sign-In Option for OfficeConnect

This example illustrates 1 way to configure an authentication selector that enables users to select a different sign-in flow when their usual sign-in isn't desirable.

Context

The desired authentication flow at your company, Global Modern Services (GMS), redirects users to:

- Your SAML Identity Provider (IdP) for Single Sign-On when they access your company URL from a browser that Workday recognizes as a standard computer.
- The GMS sign-in page when they access your company URL from a browser that Workday recognizes as from a mobile device.

For users who access OfficeConnect, however, this sign-in flow isn’t appropriate. In this case, Workday needs to redirect them to the SAML IdP, even if coming from a computer with mobile characteristics. Example: A touchscreen. To accommodate those users, configure an authentication selector that provides an alternate flow so they can sign in.

Prerequisites

- You must have security administrator privileges.
- You must set up your tenant for SP-initiated SAML.
- Security: *Set Up: Tenant Setup - Security* domain in the System functional area.

Steps

1. Access the **Edit Tenant Setup - Security** task.
2. In the **Redirection URLs** grid in the **Single Sign-on** section, select **Authentication Selector** for the **Redirect Type**.
3. In the **Authentication Selector** field, select *Create Authentication Selector*, and name the authentication selector **Multiple Auth Paths**.

©2023 Workday, Inc. All rights reserved

4. Add a row in the **Redirection URLs** grid for OfficeConnect users:

Option	Description
Name	OfficeConnect Sign-In
Login Redirect URL	https://myworkday.com/gms/login-saml2.htmld
Mobile Browser Login Redirect URL	https://myworkday.com/gms/login-saml2.htmld

5. Add another row for all other users:

Option	Description
Name	GMS Sign-In
Login Redirect URL	https://myworkday.com/gms/login-saml2.htmld
Mobile Browser Login Redirect URL	https://www.gms.com

6. Click **OK**.
7. Click **OK** and **Done**.

Result

When users enter the GMS company URL into a browser, a sign-in page with 2 options displays:

- **GMS Sign-In**
- **OfficeConnect Sign-In**

If the user accesses the sign-in page from a standard computer, both the **GMS Sign-In** and **OfficeConnect Sign-In** options redirect them to the IdP for sign-in. If the user accesses the sign-in page from a computer with mobile characteristics:

- The **GMS Sign-In** option redirects them to the GMS home page.
- The **OfficeConnect Sign-In** option redirects them to the IdP for sign-in.

Troubleshooting: User Sync with Adaptive Planning

This topic provides strategies for diagnosing and resolving these user sync problems:

- Administrators can’t configure Single Sign-On access to Adaptive Planning. on page 47
- Administrators can’t access the User Sync tab within the Tenant Setup report. on page 48
- Workday doesn’t presync or sync certain users. on page 48
- Workday and Adaptive Planning users are out of sync. on page 50

Administrators can’t configure Single Sign-On access to Adaptive Planning.

Cause: Administrators don't have access to these security domains in the System functional area, which secure the **Adaptive Planning** section within the **Tenant Setup** report:

- *Set Up: Tenant Setup - Adaptive Planning*
- *Set Up: Tenant Setup - General*

Solution:

Steps

Security: These domains in the System functional area:

- *Security Activation*
- *Security Configuration*

1. Access the **Domain Security Policies for Functional Area** report.

©2023 Workday, Inc. All rights reserved

2. Select *System* from the **Functional Area** prompt.
3. Select **Domain Security Policy** > **Enable** from the *Set Up: Tenant Setup - Adaptive Planning* domain.
4. Select **Domain Security Policy** > **Enable** from the *Set Up: Tenant Setup - General* domain.
5. Select **Edit Permissions** for each security domain.
6. Add a security group with View and Modify permissions.
7. Activate Pending Security Policy Changes.

Administrators can’t access the User Sync tab within the Tenant Setup report.

Cause: Administrators don't have access to the *Adaptive Planning Integration* domain in the System functional area, which secures the **User Sync** tab within the **Tenant Setup** report.

Solution:

Steps

Security: These domains in the System functional area:

- *Security Activation*
- *Security Configuration*

1. Access the **Domain Security Policies for Functional Area** report.
2. Select *System* from the **Functional Area** prompt.
3. Select **Domain Security Policy** > **Enable** from the related actions menu of the *Adaptive Planning Integration* domain.
4. Select **Edit Permissions** on the domain.
5. Add a security group with View and Modify permissions.
6. Activate Pending Security Policy Changes.

Workday doesn’t presync or sync certain users.

Cause	Solution
A user doesn't have a public email in Workday.	Security: These domains in the Personal Data functional area: • *Person Data: Personal Photo* • *Self-Service: Personal Photo* 1. View the profile of the unsynced user. 2. Select **Edit** > **Change Work Contact Information** on the contact information. 3. Select **Add** from the **Email** section. 4. Enter the email for the user. 5. Select *Public* from the **Visibility** prompt.
A user isn't a member of the Adaptive Planner security group that you created.	Security: These domains in the System functional area: • *Security Activation* • *Security Configuration* 1. Access the **View Security Group** report. 2. Select the Adaptive Planner security group from the **Security Group** prompt. 3. From the related actions menu on the security group, select **User-Based Security Groups** > **Assign Users**.

©2023 Workday, Inc. All rights reserved

<table>
<tr><th>Cause</th><th>Solution</th></tr>
<tr><td></td><td>4. Select the unsynced users from the System Users prompt.</td></tr>
<tr><td>A user doesn't have access to the Access Adaptive Planning domain.</td><td>Security: These domains in the System functional area:
• Security Activation
• Security Configuration
1. Access the Maintain Permissions for Security Group task.
2. Select Maintain on the Operation field.
3. Select the Adaptive Planner security group that you created from the Source Security Group prompt.
4. Add a row for the domain.
5. Select View and Modify from the View/Modify Access prompt.
6. Select Access Adaptive Planning from the Domain Security Policy prompt.
7. Activate Pending Security Policy Changes.</td></tr>
<tr><td>A user has an inactive account.</td><td>Make sure you determine why an account is inactive before you activate the account. An account is inactive when it's disabled, expired, or locked.
If it's disabled:
Configure the Edit Workday Account business process and security policy in the System functional area.
1. Access the Edit Workday Account task.
2. Clear the Account Disabled check box.
If it's expired:
Configure the Edit Workday Account business process and security policy in the System functional area.
1. Access the Edit Workday Account task.
2. Clear the Account Expiration Date field.
If it's locked:
Security: Lock Out Workday Accounts domain in the System functional area.
1. Access the Manage Workday Accounts task.
2. Select the account from the Include Selected Workday Accounts prompt.</td></tr>
<tr><td>A user shares the same email as another user in Adaptive Planning.</td><td>Once you sync at least 1 user, contact Support to help you modify account information in Adaptive Planning.
1. From the All Users page in Adaptive Planning, click Edit for the unsynced user.</td></tr>
</table>

©2023 Workday, Inc. All rights reserved

Cause	Solution
	2. Change the email on the **Username** field when you select **Use username as email**. **3.** Change the email on the **Email** field when you select the text box.
A user specifies their username as their email in Adaptive Planning.	Once you sync at least 1 user, contact Support to help you modify account information in Adaptive Planning. **1.** From the **All Users** page in Adaptive Planning, click **Edit** for the unsynced user. **2.** Enter an email on the **Email** field when you select the text box.

Workday and Adaptive Planning users are out of sync.

Cause: You refresh either only the Workday tenant or the Adaptive Planning instance.

Solution:

Steps

Security

- These domains in the System functional area:
  - *Security Administration*
  - *Security Activation*
  - *Security Configuration*
  - *Set Up: Tenant Setup - Adaptive Planing*
  - *Set Up: Tenant Setup - General*
  - *Adaptive Planning Integration*

1. Access the **Reset User Sync Mapping with Adaptive Planning** task.
2. Select **Confirm** and click **Reset User Sync Mapping**.
3. Access the **Tenant Setup** report.
4. Select **Adaptive Planning** > **User Sync** tab.
5. Click **Pre-Sync** to send user accounts from Adaptive Planning to Workday.
6. Click **Sync** to send the Workday ID for each user account from Workday to Adaptive Planning.

Troubleshooting: Sign-in to OfficeConnect Redirects Using Mobile Browser Login URL

Sometimes when a user wants to sign in to OfficeConnect using SP-initiated SAML Single Sign-On (SSO), a message displays indicating that the site can't be reached.

Cause: Workday uses the User Agent HTTP header of the browser to determine if a mobile device is connecting. Some newer laptops are hybrid mobile devices or tablets so their user agent displays that. Workday then uses the Mobile Browser Login Redirect URL instead of the Login Redirect URL.

Solution: The Mobile Browser Login Redirect URL must match the Login Redirect URL. Alternately, you can add an authentication selector in Workday to enable users to sign in using a different option.

Steps

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

©2023 Workday, Inc. All rights reserved

1. In Workday, access the **Edit Tenant Setup - Security** task.
2. Unless you want to force multiple authentication paths, update the Mobile Browser Login Redirect URL to match the Login Redirect URL.
3. (Optional) To provide multiple authentication paths that users can select, set up an authentication selector.

   See Example: Alternate Sign-In Option for OfficeConnect on page 46.

Related Information
Reference
Troubleshooting: SAML

Data Imports into Adaptive Planning

Steps: Set Up Workday Data Sources for Adaptive Planning

Prerequisites

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

Context

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

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

Steps

1. Steps: Create Workday Credentials in Adaptive Planning on page 28
2. Steps: Configure Workday to Import Data to Adaptive Planning on page 54
3. Create Workday Data Sources for Adaptive Planning on page 56.
4. Select Workday Reports in Workday Data Sources for Adaptive Planning on page 56.

   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 Planning to make data and metadata available to Planning data and metadata loaders.

   See Concept: 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 Planning using planning loaders for:

- Levels
- Dimensions

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

- Attributes
- Accounts
- Data

You can then create a Workday external system to enable:

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

Related Information
Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Steps: Create Workday Credentials in Adaptive Planning

Prerequisites

- Sync your integration system user (ISU).
- For headcount planning with a workforce planning configuration manager, contact your Named Support Contact to enable this feature.
- Enable the **OAuth 2.0 Client** setting on the **Edit Tenant Setup - Security** task.
- Security:
  - *Data Designer* permission in Adaptive Planning.
  - *Integration Operator* permission in Adaptive Planning.
  - *Set Up Tenant Setup - Security* domain in the System functional area.
  - *Security Administration* domain in the System functional area.
  - For headcount planning with a workforce planning configuration manager, ensure the integration system security group (ISSG) for your ISU includes Modify access to the *Set Up: Adaptive Planning* domain in the System functional area.

Context

You can create a credential to authenticate a specific Workday tenant and ISU with a Workday data source in an Adaptive Planning instance. A Workday credential must exist to:

- Create a Workday data source in Adaptive Planning.
- Activate a Workday Adaptive Planning instance in the workforce planning configuration manager in Workday.
- Create loaders to import data and metadata from Workday to Adaptive Planning.
- Create a Workday external system for drillback into Workday.
- Publish plans from Adaptive Planning to Workday.

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

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

Steps

1. In Adaptive Planning, go to **Integration** > **Design Integrations**.

©2023 Workday, Inc. All rights reserved

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 matches the Adaptive Planning instance initially paired to a Workday tenant by the Provisioning team. Only local connections let you set up Workday external systems for drilling and publishing plans from Adaptive Planning.

   To create a credential for a different Workday tenant, select **External**.

   Note: Selecting **External** prevents you from using a credential for publishing plans and drilling from Adaptive Planning to Workday.

   As you create the connection to a different Workday tenant, consider:

Option	Description
Remote Tenant ID	Copy over the text after the last / in the Workday REST API endpoint.
Remote UI URL	Copy over the fully qualified domain name without `https://` from the Workday Authorization Endpoint. Don't include any of the characters following the .com.
Remote Rest URL	Copy over the fully qualified domain name without `https://` from the Workday REST API Endpoint. Don't include any of the characters following the .com.

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 Planning.
Client Grant Type	Select **JWT Bearer Grant**.
x509 Certificate	Paste the certificate that you copied from Adaptive Planning.
Access Token Type	Select **Bearer Tokens**.
Scope (Functional Areas)	Select **Tenant Non-configurable**. If you want to access the Location dimension from Workday in Adaptive Planning, also select **Organizations and Roles**. Configure the security

©2023 Workday, Inc. All rights reserved

Option	Description
	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 Planning 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.
11. For headcount planning with a workforce planning configuration manager, click **Register Orchestration**.

    When you register orchestration, you make this instance available in the **Select Instance & Activate** page in the workforce planning configuration manager in Workday.

Next Steps

For headcount planning with a workforce planning configuration manager, access the **Manage Workforce Planning Configuration** task to automatically create:

- Levels hierarchies.
- Dimensions and dimension values.
- Attributes and attribute values.
- Plan versions.
- Personnel modeled sheet and data.
- Modeled accounts for FTE, Headcount, and Cost of Workforce.
- Integration data sources.
- Integration metadata and data loaders.
- Orchestation tasks.
- Integration tasks with metadata and data refresh schedules.
- Workday external systems.

For financial planning and headcount planning without a workforce planning configuration manager, create an integration system user (ISU) and API client so that you can create your Workday data source.

Related Information
Tasks

Create Integration System Security Groups

Steps: Set Up Workday Data Sources for Adaptive Planning on page 51

Steps: Configure Workday to Import Data to Adaptive Planning

Prerequisites

Create your Workday credential in Adaptive Planning.

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**.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Note: We strongly recommend creating separate ISUs for each import use-case to increase the security of your data. The ISU for importing data requires access to more security domains than the ISU that enables user sync.

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)*.
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 Planning* domain in the Adaptive Planning 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 Planning*.
Access Token Type	Select *Bearer*.
Redirection URI	Enter the Redirection URI from your Workday credential in Adaptive Planning.
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.

©2023 Workday, Inc. All rights reserved

Option	Description
	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 Planning so that you can import your Workday data using eligible reports.

Create Workday Data Sources for Adaptive Planning

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Planning.
- 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 Planning to select the Workday reports you need for importing data and metadata to Adaptive Planning.

Steps

1. Navigate in Adaptive Planning 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 Planning on page 51

Select Workday Reports in Workday Data Sources for Adaptive Planning

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Adaptive Planning.
- Create advanced Workday reports with **Enable as Web Service** and **Enable Worksheets**.
- Share Workday advanced reports with the ISSG that the ISU is in.

- For Workday reports that contain Prism data, grant the ISU access to all of the domains securing the Prism data set.

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 Planning and select **Apply**. Example: If this report defines the dimension *Cost Centers* that you want to load into Adaptive Planning, name it *Cost Center Dimension*.
Report:	Select a Workday report. Only advanced reports with both *Enable as Web Service* and *Enable Worksheets* settings display in the list. Rich Text fields from Workday reports can't load into Adaptive Planning staginging tables. To import Rich Text fields, you can create a calculated field in the Workday report with these settings: • Calculated Field Type: Concatenate text. • First Field: The Rich Text field needed for import. • Second Field: Text space field.
Multi-instance field behavior	If your Workday report contains 1 multi-instance object, you can select **Flatten** to unpivot data for consumption by Adaptive Planning. We recommend this functionality for reports containing 1 multi-instance object. For reports with multiple multi-instance objects, this option closely mimics Workday export to Microsoft Excel. The report must only have 1 multi-instance object for **Flatten** to work. When the report contains more than 1 multi-instance object you can use an ESI calculation on the Advanced report, or break the report into two. Ask your implementer to make this option available in your instance.

©2023 Workday, Inc. All rights reserved
Workday Proprietary and Confidential

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Partition Report By</td><td>Select Workday report prompt parameters to partition the report data. Requires importing the structure following edits.</td></tr>
<tr><td>Partition Size</td><td>Select how many report prompt parameters you can include in a report partition.
Multi-instance objects automatically populate with 100, which you can edit.
Single-instance objects or self-referencing objects force a partition size of 1.</td></tr>
<tr><td>Edit Parameters</td><td>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.
Note: To indicate a single day for Workday prompts like Effective Date, set a period range parameter to contain only the date you need. Period ranges can span any number of days, not just months.</td></tr>
<tr><td>Parameters</td><td>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 Planning, select both its name and its hierarchy.

Example: To load Cost Center from Workday as a dimension, select 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.</td></tr>
</table>

©2023 Workday, Inc. All rights reserved

Option	Description
	Some parameters, like start and end date for period parameters, work as both reference parameters and integration parameters. You can select the task run time for **Report Effective Date** to use the run time of the task to filter the requests to Workday. 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.

   Note:

   Select **Repair** in the Actions pane to manually edit the Workday ID (WID) for a Workday report to:

   - Update the report name if the current report WID exists in Workday with a different name.
   - Update a report WID when a report with the same name exists in Workday but the WID no longer exists.
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 Planning 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. Within the Workday external system **Dimension Mapping**, **Report parameter mapping**, and **Publish Plans account mapping**, select multiple items and scroll to the top of the list to drag them into the same order as your concatenation.

   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.

©2023 Workday, Inc. All rights reserved

Next Steps

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

Related Information
Concepts

Concept: Loaders

Tasks

Steps: Set Up Workday Data Sources for Adaptive Planning on page 51

Switch to JWT Client Grant Type in Adaptive Planning

Prerequisites

- Set up a Workday Credential in Adaptive Planning using Authorization Code Grant.
- Create the ISU.
- Set up the Integration System Security Group (ISSG).
- *Data Designer* and *Integration Operator* permissions in Adaptive Planning.

Security:

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

Context

We recommend the JWT Bearer Token client grant type for Workday credentials in Adaptive Planning. You can edit an existing Workday credential that uses Authorization Code Grant and switch it to JWT Bearer. Switching to JWT Bearer requires registering a new API client in Workday.

Steps

1. Navigate to **Design Integrations** in Adaptive Planning and select your existing Workday credential.
2. Select **JWT Bearer Grant** for **Client Type**.
3. Enter your ISU in **ISU User**.
4. Select **View Certificate** in the **Actions** pane.
5. Copy the entire contents of the **Certificate** pop-up and save the credential.

   Keep this browser tab containing your credential open.
6. Open a new browser tab and sign in to Workday.
7. Access the **Register API Client** task in Workday and register a new client.

   We recommend naming the new client *Integration API Client*.
8. As you register a new API client, consider:

Option	Description
Client Grant Type	Select **JWT Bearer Token**
Access Token Type	Select **Bearer**.
Create x509 Public Key	Paste the certificate you copied from Adaptive Planning.
Scope (Functional Areas)	Select the functional areas that encompass the reports you use to import.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Option	Description
	The Functional Areas should cover your: • Report data sources. • Report data source filters. • Report fields.

9. Within your Adaptive Planning browser tab, select **Test Connection** in the Actions pane to verify a successful connection.

   Note: Enable and share at least one Workday report with the ISU you entered for your connection to succeed.

Next Steps

Disable your registered Authorization Code Grant API client if you no longer use or need it.

Related Information
Tasks

Register API Clients
Steps: Create Workday Credentials in Adaptive Planning on page 28
Steps: Set Up Workday Data Sources for Adaptive Planning on page 51

Concept: Load Metadata into Adaptive Planning

Adaptive Planning Design Integrations uses these loaders to import metadata:

- Planning Account Loader
- Planning Level Loader
- Planning Dimension Loader
- Planning Attribute Loader
- Planning Association 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 Planning, 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 Planning, 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 Planning. 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 Planning 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	

©2023 Workday, Inc. All rights reserved

Concatenated Workday IDs

When the WID maps into the loader ID field, data and metadata load to Adaptive Planning with the WIDs in the mapping profile. WIDs and the mapping profile create the bridge that enables drilling and publishing from Adaptive Planning. 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.

Concatenations initially form in alphabetical order based on the Workday Object Name. You can reorder the elements of your concatenation in the Workday External System when you map many-to-one accounts, levels, and dimensions. As you select elements during mapping, they shift to the top of the list. You can drag and drop them in the order you require.

You can concatenate values by WID to create a single Adaptive Planning 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 by concatenating with `[blank]` and include it in your WID concatenation. The delimiter will parse the full string with the blank value into the appropriate location.

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.

Concatenate with `[blank]` for publishing or drilling through to Workday for a `Null` Spend Category.

Concatenate with `[ignore]` to ignore the spend category for drilling through to Workday when you want all spend categories.

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.

To build an acceptable account code, use the reference ID associated with each element of the account. Ledger account codes work well because they follow the ledger account ID Workday uses. If you add a

©2023 Workday, Inc. All rights reserved

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 Planning 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 Planning.

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 Planning 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.

Associations

You can use associations as a way to provide Workday roles to Adaptive Planning users for data security. Associations support Workday core organization assignments and memberships. Loading associations helps you maintain organizational access for users in Workday and sync it into Adaptive Planning. Use the Planning Association Loader for dimension and level associations, or level ownership. Only load associations or level ownership after:

- You completely load all other metadata.
- You complete user sync at least once.

Load associations for each dimension with a separate loader. Load level ownership in a separate loader from your level associations. Level association and level ownership require different custom report fields and prompts.

Report Fields and Prompts for Associations

Add these report fields and prompts to the **Plan Dimensions/Hierarchies Report**:

©2023 Workday, Inc. All rights reserved

- For dimension or level association:
  - **Adaptive Planning System Users for Assignable Role** report field.
  - **Assignable Role** report field.
  - **Assignable Role Reference ID** report field.

    We strongly recommend editing this value in Workday to make it human readable before you load assocations for the first time.
  - **Assignable Role for Dimension Type** prompt.
- For level ownership:
  - **Adaptive Planning System Users for Assignable Roles** report field.
  - **Assignable Roles for Dimension Type** prompt.

Mapping Associations or Level Ownership into a Loader

Select the user ID, the dimension or level ID, and the role reference ID for associations when mapping the **Source ID Column**. When loading level ownership, don't select or map **Reference ID** for **Source ID Column**. Level ownership in Adaptive Planning is configured by leaving the assocation code blank for user association.

Related Information
Concepts

Concept: Loaders

Tasks

Set Up Workday External Systems for Adaptive Planning on page 69

Select Workday Reports in Workday Data Sources for Adaptive Planning on page 56

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

Import Metadata Using Name and Code

Prerequisites

- Security:
  - *Model* permission.
  - *Structure Import* permission.
  - *Import to All Locations* permission.
  - *Data Designer* permission.
- You successfully configured and ran metadata and data loaders for Adaptive Planning before Display Names were enabled for your instance.
- Verify that your Adaptive Planning instance supports display names by selecting any sub level in your Levels Admin to view the **Code** and **Name** fields in **Level Details**.
- After verifying that the **Code** and **Name** fields exist in the Levels Admin, navigate to **Integration** > **Design Integrations** to run all of your existing level, attritube, account, and dimension metadata loaders *once*.

Context

After display names were enabled for all instances, your integration loaders and manual metadata imports require adjustments to include codes. We recommend using your Workday Reference IDs as these codes for Workday Data Management deployments. If you don't use Workday Data Management, obtain your codes from your source system.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Steps

1. Navigate to **Integration** > **Design Integrations** into your level loader **Column Mapping** tab and update **Level Code** to a suitable ID from your source table. Select it as a code in the **Source Column** field.

   Example: Use Reference ID for the code in the **Source Column**.
2. Run your level loader and select **Bypass Data Import** for the run.
3. Navigate to **Modeling** > **Model Management** > **Levels** and confirm the elements updated to use the codes from your loader in the **Code** field.
4. Repeat this process for your other dimension and attribute loaders, updating the **Column Mapping** tab to use code (Reference ID) in the source table.

   Example: For your Location loader, update the **Location Code** to a code (Reference ID), select **Bypass Data Import**, then confirm in the Dimension Admin that the Code field populated with the Refence ID.
5. Navigate to your planning data loader **Column Mapping** tab.
   - For Workday Data Management deployments, map **Source Display Name** column to Reference IDs of relevant dimensions.
   - For other deployments, you might want to map **Source ID** to codes depending on the input from a source system.
6. In the planning data loader **Data Source Settings** tab, set **Auto Mapping** to **Automap Source Display name to Code**, as required.
7. Verify that the source values mapped correctly in the planning data loader **Data Mapping** tab.
8. For manual data imports you must map by codes. The option to map by name no longer exists after enabling display names for an instance.

   Navigate into the modeled sheet and select **Download** from the main menu to include codes for levels, dimensions, and attributes in the download. You can select **Printable View** to download the sheet exactly as you see it in Adaptive Planning.

Related Information
Concepts
Concept: Level, Dimension, and Attribute Codes for Display Names

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.

©2023 Workday, Inc. All rights reserved

Related Information
Tasks
Add SQL Join Tables and Columns
Reference
SQL Expression Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning

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

Report	Security	Description
Plan Companies/Hierarchies	*Set Up - Adaptive Planning* domain in the System functional area.	Provides a list of all companies and company hierarchies based on a **Company Hierarchy** prompt.
Plan Dimensions/Hierarchies	*Set Up - Adaptive Planning* 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. Include these report fields to enable dimension and level associations for synchronizing data access from Workday into Adaptive Planning: • **Adaptive Planning System Users for Assignable Role** • **Assignable Role** • **Assignable Role Reference ID** Include the **Assignable Role for Dimension Type** prompt. Include these report fields to enable level ownership. • **Adaptive Planning System Users for Assignable Roles** • **Assignable Roles** • **Assignable Role Reference ID** Include the **Assignable Roles for Dimension Type** prompt.
Ledger Accounts or Ledger Accounts Summaries	*Set Up - Adaptive Planning* domain in the System functional area.	Provides a list of all ledger accounts and ledger account summaries based on these prompts: • **Account Sets**

©2023 Workday, Inc. All rights reserved

Report	Security	Description
		• **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:

- **Planned Dimensions/Hierarchies**
- **PLN All Positions**
- **PLN All Workers**
- **PLN All Workday Accounts - User Sync**
- **PLN - Currency Conversion Rate**
- **PLN Drillback on Headcount**
- **PLN Initiatives**
- **PLN Locations as Bus Site**
- **PLN Job Management - Requisition**
- **PLN Job Profile Dimension**
- **PLN Worker Dimension**

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

- Create the reports as advanced reports.
- 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 Planning 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.

After going live, we recommend that you change your configuration to use a prompt that's determined at runtime to return the last closed period. This ensures that reports run dynamically on fiscal periods.

Related Information
Tasks
Steps: Create Advanced Reports

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

©2023 Workday, Inc. All rights reserved

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

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.

• Academic Period • Bank Account • Book Code • 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 • Program of Study • Project • Project Phase • Project Task • Prospect • Receivable Writeoff Reason • Region	• Revenue Category • Run Category • Sales Item • Shift • Spend Category • Sponsor • Student Charge Item • Student Waiver Item • Supplier • Tax Authority • Tax Category • Third Party • Waived Meal/Break • Withholding Order Case

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

Set Up Workday External Systems for Adaptive Planning

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Workday Adaptive Planning.
- 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 Planning 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 Planning accounts and dimensions that map to those reports.

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

©2023 Workday, Inc. All rights reserved

Steps

1. Navigate in Adaptive Planning 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. You can only select credentials set up with **Connection: Local**.
	• **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 Planning custom account you want to publish to Workday as part of your Headcount Plan.
	• **(Optional) FTE**: Select the Adaptive Planning custom account you want to publish to Workday as part of your Headcount Plan.
	• **Cumlative Accounts Publish As**: Select how you want cumulative accounts to publish.
	  ◦ **ClosingBalance**: Publishes the closing balance for accounts at the end of a time period.
	  ◦ **Activity**: Publishes the change in the accounts at the end of a time period.
	• **Publish Using**: Select what mappings you want to use during publish.
	  ◦ **AllMappings**: Publish using all of the mappings from actuals in the Planning Data Loader and the mappings from account, level, and dimension metadata loaders. Any preexisting External Systems automatically select this option.
	  ◦ **MetadaMappingsOnly**: Publish using only the mappings from account, level, and dimension metadata loaders. Any newly created External Systems automatically select this option.
	• **Log Level**: Populates with **Info**.
	Support will let you know if you need a more comprehensive **Log Level** for in-depth debugging.

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

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Option	Description
	Planning. We only display Workday Matrix reports configured with **Enabled for Planning**. • **(Optional) Redirect to Prompts page**: Select to display parameter values before running the Workday report when drilling. You can use the Prompts page to verify your parameter settings during debugging. • **Affected Accounts**: Select the Adaptive Planning accounts that drill back to the Workday Matrix report from a right-clicked Adaptive Planning sheet cell. • **Report Parameter Mapping**: Select the Adaptive Planning dimensions that drill back to Workday report parameters. These indicate the Workday dimension of a right-clicked Adaptive Planning sheet cell. When you select multiple dimensions for concatenation, those dimensions shift to the top of the list. Drag and drop the selected dimensions to reorder them. (Optional) Select an Adaptive Planning account and map it if the report doesn't indicate a hard-coded account or contain an account report parameter. (Optional) Select a start and end Adaptive Planning time period to restrict the date range from the report. your Workday data source for any tuple SQL columns. Concatenate Workday accounts by selecting two or more, then enter a delimiter character. • **Publish Plans account mapping** When you select multiple accounts for concatenation, those accounts shift to the top of the list. Drag and drop the selected accounts to reorder them.
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. When you select multiple dimensions for concatenation, those dimensions shift to the top of the list. Drag and drop the selected dimensions to reorder them. **Note:** You must map at least one dimension to a level in your Workday External System mapping profile before you can map accounts for publishing financial plans.

©2023 Workday, Inc. All rights reserved

Option	Description
Account Type Mapping	Map a **Planning Account Type** from the Adaptive Planning GL accounts to a Workday Account Type for publishing plans.
Import Mapping Override	• (Optional) Override the mapping for a Level, Dimension, or Account when importing to Adaptive Planning with an integration loader. Select **Add** and select the type. Select an Adaptive Planning item for **Import From**. Select a Workday item for **Import To**. • **Status**: Indicates mapping status as valid or invalid. • **Type**: Indicates the mapping type as Level, Dimension, or Account. • **Import From**: The Level, Dimension, or Account importing from Workday. • **Import To**: The Level, Dimension, or Account that only exists in Adaptive Planning. The selected item must not have a WID. • **Validate**: Validates the Import Mapping Overrides and updates their mapping status. You must manually validate for more than 100 mappings.
Export Mapping Override	• (Optional) Override the mapping for Account Rollup, Account, Level, or Dimension when publishing a plan to Workday. Select **Add** and select the type. Select an Adaptive Planning item for **Export From**. Select a Workday item for **Export To**. • **Status**: Indicates mapping status as valid or invalid. • **Type**: Account Rollup, Account, Level, Dimension. • **Export From**: The Adaptive Planning Account Rollup, Account, Dimension, or Level to export from when publishing. • **Export To**: The Workday Cost-center, Dimension, or Account to export to when publishing. • **Validate**: Validates the Export Mapping Overrides and updates their mapping status. You must manually validate for more than 100 mappings.
Ignore on Export	• (Optional) Ignore an Adaptive Planning Account or Level when publishing a plan to prevent items from publishing. Select **Add** and select the type. Select a **Planning Value** from Adaptive Planning. • **Status**: Indicates mapping status as valid or invalid. • **Type**: Account or Level.

©2023 Workday, Inc. All rights reserved

Option	Description
	• **Planning Value**: The Account or Level name selected in Adaptive Planning that won't publish. • **Validate**: Validates the Ignore on Export mappings and updates their mapping status. You must manually validate for more than 100 mappings.

Next Steps

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

Related Information
Tasks

Steps: Set Up Workday Data Sources for Adaptive Planning on page 51

Steps: Create Workday Credentials in Adaptive Planning on page 28

Create a Planning Data Loader

Drill into Business Objects and Actuals

Create Custom SQL Tuple Columns

Prerequisites

- *Data Designer* and *Integration Operator* permissions in Workday Adaptive Planning.
- 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 Planning 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 Planning. Define the concatenation in the external system to enable drilling and publishing.

Drilling into metadata and publishing plans both require the WID. The WID helps construct the URL that bridges Adaptive Planning 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: Configure the many-to-one column mappings in your Workday external system. You can drag and drop multiple selected items that shift to the top of the list within:

- **Dimension Mapping.**
- **Report parameter mapping.**
- **Publish Plans account mapping.**

©2023 Workday, Inc. All rights reserved

Place them in the same order as your concatenation.

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 Planning 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 Planning Loaders.

Next Steps

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

Related Information
Concepts

#unique_39

Concept: Load Metadata into Adaptive Planning on page 61

Concept: Loaders

Tasks

Create Workday Data Sources for Adaptive Planning on page 56

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

SQL Expression Reference

Concept: Drill into Business Objects and Actuals from Adaptive Planning

Drilling into Workday enables users to navigate from Workday Adaptive Planning 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 Explore Cell, into Workday business objects and actuals. When someone clicks to drill or accesses the related actions menu, Adaptive Planning 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 Planning 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.

©2023 Workday, Inc. All rights reserved

Drill into Workday Actuals

Drilling into Actuals is available at the intersection of the lowest level and account. Drilling works by passing Adaptive Planning 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.

Drill Through to Actuals from Cube Sheets

You can drill from cube sheets that contain Workday actuals data. The cube sheet dimensions and accounts pass through to Workday as report parameters to populate a Workday report. You can select **Drill Through** from a cell context menu or in the cell explorer. The reports and parameters come from these settings in the Workday external system:

- **Drill report**.
- **Affected Accounts**.
- **Report parameter mapping.**

The selected drill reports and affected accounts enable drilling to different Workday reports for different accounts in the same cube sheet. You can only select child accounts for the affected accounts. Attributes from Adaptive Planning can't pass as parameters to Workday.

Drill into Details

You can right-click a cell in a modeled sheet and click Drill into Details to:

- Load the Workday convenience view if only one Workday dimension contributes to the cell.
- Select from a list of Workday business objects to load the convenience view if multiple Workday dimensions map to one Adaptive Planning dimension for the cell.

Workday Reports Settings for Drilling

The report you drill into must:

- Be a matrix report.
- 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 Planning 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.

©2023 Workday, Inc. All rights reserved

Related Information

Concepts

Concept: Load Metadata into Adaptive Planning on page 61

Tasks

Set Up Workday External Systems for Adaptive Planning on page 69

Create Workday Data Sources for Adaptive Planning on page 56

Reference

2021R1 What's New Post: Drill Down into Workday Sources from Cube Sheets

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 or cube 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.

You can drill into details from an Adaptive Planning modeled sheet for:

- Workday business objects when a single Workday dimension maps to a single Adaptive Planning dimension to see the convenience view.
- Workday business objects when multiple Workday dimensions map to a single Adaptive Planning dimension to select from a list for a convenience view.

You can drill through from an Adaptive Planning cube sheet for:

- Workday actuals data loaded from Workday Data Management.
- Adaptive Planning cube standard accounts.

What are some limitations on drilling?

You can't drill from the root of a level or dimension.

You can't drill from a cube sheet if you select attribute values other than all levels.

Drill through from leaf levels uses your data loader mappings, while drill through from rollups uses your metadata loader mappings.

General Ledger accounts in Adaptive Planning must map to ledger accounts in Workday Financials.

©2023 Workday, Inc. All rights reserved

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 Planning levels, accounts, and dimensions are 1:1. All users who need to drill have the **Drill into Workday Numbers** permission.
Why is Drill into Workday grayed out when I right-click a number in Workday Adaptive Planning?	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 Planning 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.
Why isn't my Adaptive Planning attribute for a Region Code passed to Workday as a parameter when I select Drill Through on a cube sheet?	Drilling from cube sheets doesn't support passing Adaptive Planning attributes as report parameters. When you use an attribute in a cube sheet, select the All location for your region code attribute to drill.
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.

©2023 Workday, Inc. All rights reserved

- 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 Planning on page 61

Concept: Loaders

Tasks

Set Up Workday External Systems for Adaptive Planning on page 69

Create Workday Data Sources for Adaptive Planning on page 56

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

Associate Users with Levels and Dimensions

Load Associations After User Sync

Prerequisites

In Adaptive Planning

- *Data Designer* and *Integration Operator* permissions in Adaptive Planning.
- All of the levels and dimensions for your organizational structure must already exist.
- Your Workday data source must use **Flatten** for **Multi-Instance Field Behavior**.

In Workday

- Sync users with Adaptive Planning at least once.
- For dimension and level associations, customize a copy of the Workday Plan Dimensions/Hierarchies report for use in your Workday data source to include:
  - **Adaptive Planning System Users for Assignable Role** report field.
  - **Assignable Role** report field
  - **Assignable Role Reference ID** report field renamed into a human-readable code for associations.
  - **Assignable Role for Dimension Type** prompt.
- For level ownership, customize a copy of the Workday Plan Dimensions/Hierarchies report for use in your Workday data source to include:
  - **Adaptive Planning System Users for Assignable Roles** report field
  - **Assignable Roles** report field.
  - **Assignable Roles for Dimension Type** prompt.

Context

When user sync completes, synchronized users don't automatically receive level ownership or dimension associations in Adaptive Planning. For level security, users require at least 1 level to access sheets, reports, or charts. For access rule security, users don't require associations, but they do help in updating rules. You can grant level and dimension associations in-bulk with the Planning Association Loader, instead of configuring user associations or level ownership manually.

©2023 Workday, Inc. All rights reserved

Steps

1. Navigate to **Integration** > **Design Integrations**.
2. Create or edit a Planning Association Loader within the **Component Library**.

   Give the loader a name that helps you identify the Workday tenant and users to load.
3. As you complete the task, consider:

Option	Description
Data Source Settings	Indicate general settings for the data source. • **Source Table**: Select the data source table containing the list of users and the levels or dimensions those users own. We recommend loading from a data source that contains 1 column for user, 1 for level or dimensions, and 1 for Role Reference ID. • **Mapping Profile**: Select the same profile as the planning data loader you create for importing data to Adaptive Planning. • **Level or Dimension**: Select level for level ownership or level association. Select the dimension you want to load for dimension association. • **Mode**: Select **Update** to modify associations or ownership assignments on a subset of levels. This updates the level, not the user. Updates to the level require all users associated with that level in the payload. Select **Replace all** to delete all associations for the dimension and replace them with associations in the payload. If you use Workday Adaptive Planning with Workday Financials or Workday Human Capital Management, **Mode** defaults to **Update**. If you don't use Workday Adaptive Planning with Workday Financials or Workday Human Capital Management, **Mode** defaults to **Replace All**. • **Proceed with warnings**: Enable if you want the loader to continue loading after encountering warnings during a load. The loader skips unmapped dimensions or levels and creates a warning in the logs while allowing the loader to continue processing. • **Log Level**: Select the amount of detail you want logged.
Column Mapping	Map the columns from your source table to the corresponding users and level or dimension in Adaptive Planning. • **Status**: Indicates mapped and unmapped columns. • **Planning Column**: Select the items from Adaptive Planning you need to map to.

©2023 Workday, Inc. All rights reserved

Option	Description
	• **Source Column**: Select the column from the data source table to map. Select the user ID, the dimension or level ID, and the role reference ID for associations. When loading level ownership, don't select or map **Reference ID**. Select the role label that matches to the role reference ID. The role reference ID becomes the association code in Adaptive Planning.
Business Rules	Write any SQL expressions you need to filter data from the source table.

4. (Optional) Click **Preview Loader Output** to download an XML file you can examine to verify the loader output.
5. Click **Run Loader** to run manually, or schedule the loader as an integration task.

Next Steps

After the loader runs, navigate to **Administration** > **Associations** to view level ownership, level associations, and dimension associations.

Related Information
Tasks

Sync Users with Adaptive Planning on page 23

Steps: Set Up Workday Data Sources for Adaptive Planning on page 51

Import Associations

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

Concept: Associations

2021R1 What's New Post: Associate Users with Levels and Dimensions

Concept: Associations and Workday Roles

You can use associations as a way to provide Workday roles to Adaptive Planning users. Associations support Workday core organization assignments and membership.

When you sync users to Adaptive Planning, users don't automatically receive associations. You can set up associations only after your users, dimensions, accounts, levels, and other metadata already exist.

In Adaptive Planning, associations connect users with levels and custom dimensions. You can then use association codes to create access rules for users and groups. When you use associations for access rules, you can update the associations instead of the rules to update user access.

Associations contribute to the 2 Adaptive Planning security structures:

- Level-based security, where level ownership defines user access to data when you don't enable access rules.
- Access rule security, where you can use associations to create flexible and dynamic access rules.

Associations save time and manual effort when you create access rules and when you update level ownership.

Ownership and associations cascade down a hierarchy. Users associated with a parent level or dimension automatically associate with its children. You can't create associations with only the parent in a hierarchy.

©2023 Workday, Inc. All rights reserved

Workday Assignable Roles

Within Workday, you can assign Adaptive Planning users to Workday roles for dimensions by customizing the Workday Plan Dimensions Hierarchies Report to include custom report fields for:

- Assignable Role
- Assignable Role Reference ID
- Adaptive Planning System Users for Assignable Roles

Each dimension in Workday receives an assignable role and a role reference ID. Each assignable role contains a list of users. Use the reference ID as the association code in Adaptive Planning. We recommend editing the reference ID in Workday to make it human readable before your first import of associations into Adaptive Planning.

Association as Level Ownership

Level ownership grants special privileges for the levels users own in either of the 2 security models. Unlike other associations, you don’t create an association code for level ownership.

Level ownership is required for level-based security structures. Without level ownership, a user can't access sheets, reports, or dashboards.

To use level ownership in access rules, enter a tilde to assign users access to all owned levels.

You can manually select the levels a user owns by editing access in **Administration** > **Users**. Level ownership also displays in **Modeling** > **Levels**.

Cost Centers as Levels

If you want to associate a user with a cost center, first include cost center in the Workday report you use as your data source. If the cost center is a level structure, an association must tie to the user in Adaptive Planning.

User Associations with Access Rules

With access rules, you can define specific intersections of data that users or groups can edit or view. The dimensions you secure define the intersection. These dimensions are called secured dimensions. You can secure accounts, levels, and up to three custom dimensions.

Without user associations, you might need to update multiple access rules instead of updating a single association.

Editing Associations

You can edit associations by:

- Uploading a spreadsheet to **Modeling** > **Associations**.
- Loading associations in-bulk with the Planning Association Loader.
- Using the updateAssociations API.

Load User Associations

You can skip manual association edits by using the Planning Association Loader or by importing a spreadsheet to **Modeling** > **Associations**.

The loader enables you to set user associations, including level ownership, for multiple users simultaneously. Before you run the loader, you must:

- Complete user sync.
- Load all of your accounts, dimensions, and levels.
- Make the Assignable Role Reference ID human-readable in the Plan Dimensions Hierarchy Report in Workday.

©2023 Workday, Inc. All rights reserved

Delete Association Codes

You can delete association codes by uploading a spreadsheet containing only the codes and names you want to delete to **Modeling** > **Associations** and selecting the **Remove** import option.

Note: You can't delete associations with the Planning Association Loader or the updateAssociations API.

Remove Users from Associations

You can dissociate a user from a dimension or level. Association codes remain even after removing the user.

Remove a user from an association by uploading a spreadsheet without a username in the cell for a dimension value to **Modeling** > **Associations** and selecting the **Update and Append** import option.

Related Information
Reference
Concept: Associations

Concept: Load Metadata into Adaptive Planning

Adaptive Planning Design Integrations uses these loaders to import metadata:

- Planning Account Loader
- Planning Level Loader
- Planning Dimension Loader
- Planning Attribute Loader
- Planning Association 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 Planning, 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.

©2023 Workday, Inc. All rights reserved

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 Planning, 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 Planning. 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 Planning 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 Planning with the WIDs in the mapping profile. WIDs and the mapping profile create the bridge that enables drilling and publishing from Adaptive Planning. 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.

Concatenations initially form in alphabetical order based on the Workday Object Name. You can reorder the elements of your concatenation in the Workday External System when you map many-to-one accounts,

©2023 Workday, Inc. All rights reserved

levels, and dimensions. As you select elements during mapping, they shift to the top of the list. You can drag and drop them in the order you require.

You can concatenate values by WID to create a single Adaptive Planning 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 by concatenating with `[blank]` and include it in your WID concatenation. The delimiter will parse the full string with the blank value into the appropriate location.

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.

Concatenate with `[blank]` for publishing or drilling through to Workday for a `Null` Spend Category.

Concatenate with `[ignore]` to ignore the spend category for drilling through to Workday when you want all spend categories.

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.

To build an acceptable account code, use the reference ID associated with each element of the account. 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.

©2023 Workday, Inc. All rights reserved

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 Planning 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 Planning.

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 Planning 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.

Associations

You can use associations as a way to provide Workday roles to Adaptive Planning users for data security. Associations support Workday core organization assignments and memberships. Loading associations helps you maintain organizational access for users in Workday and sync it into Adaptive Planning. Use the Planning Association Loader for dimension and level associations, or level ownership. Only load associations or level ownership after:

- You completely load all other metadata.
- You complete user sync at least once.

Load associations for each dimension with a separate loader. Load level ownership in a separate loader from your level associations. Level association and level ownership require different custom report fields and prompts.

Report Fields and Prompts for Associations

Add these report fields and prompts to the **Plan Dimensions/Hierarchies Report**:

- For dimension or level association:
  - **Adaptive Planning System Users for Assignable Role** report field.
  - **Assignable Role** report field.
  - **Assignable Role Reference ID** report field.

    We strongly recommend editing this value in Workday to make it human readable before you load assocations for the first time.
  - **Assignable Role for Dimension Type** prompt.
- For level ownership:
  - **Adaptive Planning System Users for Assignable Roles** report field.
  - **Assignable Roles for Dimension Type** prompt.

©2023 Workday, Inc. All rights reserved

Mapping Associations or Level Ownership into a Loader

Select the user ID, the dimension or level ID, and the role reference ID for associations when mapping the **Source ID Column**. When loading level ownership, don't select or map **Reference ID** for **Source ID Column**. Level ownership in Adaptive Planning is configured by leaving the assocation code blank for user association.

Related Information
Concepts

Concept: Loaders

Tasks

Set Up Workday External Systems for Adaptive Planning on page 69

Select Workday Reports in Workday Data Sources for Adaptive Planning on page 56

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

Reference: Reports for Importing Data and Metadata into Adaptive Planning

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

Report	Security	Description
Plan Companies/Hierarchies	*Set Up - Adaptive Planning* domain in the System functional area.	Provides a list of all companies and company hierarchies based on a **Company Hierarchy** prompt.
Plan Dimensions/Hierarchies	*Set Up - Adaptive Planning* 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. Include these report fields to enable dimension and level associations for synchronizing data access from Workday into Adaptive Planning: • **Adaptive Planning System Users for Assignable Role** • **Assignable Role** • **Assignable Role Reference ID** Include the **Assignable Role for Dimension Type** prompt. Include these report fields to enable level ownership. • **Adaptive Planning System Users for Assignable Roles** • **Assignable Roles**

©2023 Workday, Inc. All rights reserved

Report	Security	Description
		• **Assignable Role Reference ID** Include the **Assignable Roles for Dimension Type** prompt.
Ledger Accounts or Ledger Accounts Summaries	*Set Up - Adaptive Planning* 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:

- **Planned Dimensions/Hierarchies**
- **PLN All Positions**
- **PLN All Workers**
- **PLN All Workday Accounts - User Sync**
- **PLN - Currency Conversion Rate**
- **PLN Drillback on Headcount**
- **PLN Initiatives**
- **PLN Locations as Bus Site**
- **PLN Job Management - Requisition**
- **PLN Job Profile Dimension**
- **PLN Worker Dimension**

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

- Create the reports as advanced reports.
- 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 Planning 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.

After going live, we recommend that you change your configuration to use a prompt that's determined at runtime to return the last closed period. This ensures that reports run dynamically on fiscal periods.

Related Information
Tasks

Steps: Create Advanced Reports

©2023 Workday, Inc. All rights reserved

Adaptive Planning Tenant Refreshes

Steps: Set Up Adaptive Planning Tenants After Refreshes

Prerequisites

- Contact Adaptive Planning Support to update the Workday tenant connection in your Adaptive Planning instance in your target environment. Example: Update your core Workday implementation tenant that you connected to your Adaptive sandbox instance.
- Configure your Workday credential and Workday data source in Design Integrations in either your source or target environment, or both.
- If you use user sync, you successfully synced your first nonadministrator user in either your source or target environment, or both.
- Security:
  - *Set Up: Tenant Setup - Adaptive Planning* in the System functional area.
  - *Set Up: Tenant Setup - General* in the System functional area.

Context

Open a Salesforce ticket to refresh your Workday tenant on demand. Contact your Adaptive Planning Support to refresh your Adaptive Planning instance.

We currently support these tenant refresh scenarios:

- You refresh both the Workday tenant and Adaptive Planning instance on demand.
- The Workday tenant refreshes automatically and you refresh the Adaptive Planning instance on demand.

If these tenant refresh scenarios apply to you, Workday automatically persists:

- Most of your setup from the Adaptive Planning tenant configuration.
- Tasks in Design Integrations.

Because Workday automatically persists your setup, you don't need to:

- Set up your OfficeConnect client again.
- Recreate or update the clients for these functionalities:
  - Workday credentials in Integrations, which use the JWT bearer client grant type.
  - Reports.
  - Publish plans.
  - Drill into business objects and actuals.
- Refresh your notifications setup.

Steps

1. In your Workday tenant, access the **Adaptive Planning** tab on the **Tenant Setup** report.
2. Click **Refresh User Sign-On** on the **User Sign-On** tab and run the task.
3. (Optional) If you use user sync, Workday automatically syncs your users every 4 hours. To immediately update your synced users, use the **User Sync** tab.

   See Sync Users with Adaptive Planning on page 23.

Related Information
Concepts
Workday Community: Tenant Management

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Tasks

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Reference

Troubleshooting: User Sync with Adaptive Planning on page 47

Troubleshooting: Connection Issues After Adaptive Planning Tenant Refresh

Cause: When your Workday tenant and Adaptive Planning instance were refreshed, there was an issue persisting the connection between them.

Solution: Manually re-establish the connection between Adaptive Planning, and HCM and Financials. These steps only apply if you use or are willing to switch to using JWT Bearer grant type in your Workday credential and the related Workday API client. We currently support other grant types, but we recommend that you use the JWT Bearer grant type.

If you use user sync and need to manually re-establish the connection using these steps, you only need to re-enable the features that you use.

Steps

Security:

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

1. Switch to JWT Client Grant Type in Adaptive Planning on page 60.

   You only need to disable your old Workday API client if you don't use it elsewhere.
2. In your Workday tenant, access the **Adaptive Planning** tab on the **Tenant Setup** report.
3. If you use user sync and publish plans, click **Refresh Publish Plan Setup** on the **Publish Plans** tab and run the task.
4. If you use user sync and notifications, click **Refresh Notifications** on the **Notifications** tab and run the task.
5. If you use user sync and OfficeConnect, click **Refresh OfficeConnect** on the **OfficeConnect** tab and run the task.
6. If you use user sync and public APIs, click **Refresh Public APIs Setup** on the **Public APIs** tab and run the task.
7. Steps: Update Workday Data Source, Credential, and External System After Tenant Refreshes on page 89.

Related Information

Tasks

Steps: Set Up Adaptive Planning Tenants After Refreshes on page 88

Steps: Update Workday Data Source, Credential, and External System After Tenant Refreshes

Prerequisites

Security:

- *Data Designer* and *Integration Operator* permissions in Adaptive Planning.
- *Security Administration* domain in the System functional area in Workday.

Context

As a Workday security administrator, you completed all setup to use Workday HCM or Financials with Workday Adaptive Planning. After you refreshed your Workday tenant and Adaptive Planning instance, you encountered issues with some some functionalities and need to update your existing Workday credential.

©2023 Workday, Inc. All rights reserved

To update, authenticate your specific Workday tenant and integration system user (ISU) with your existing Workday data source in your Adaptive Planning instance.

These updates enable you to continue to use these functionalities after your refresh:

- Import HCM and Financials data and metadata into Adaptive Planning.
- Drill into HCM and Financials business objects and actuals.
- Publish plans. To publish plans, you also need to complete additional setup on the **Tenant Setup** report.

Steps

1. In Adaptive Planning, navigate to **Design Integrations** in Integration.
2. Access the **Credentials** section in the **Component Library**.
3. Select your existing Workday credential.
4. In the **Actions** pane, click **View Certificate**.
5. Copy the certificate.
6. In Workday, access the **View API Clients** task.
7. Click your Adaptive Planning API client.
8. From the related actions menu of your x509 certificate, select **x509 Public Key** > **Edit**.
9. Replace the text in the **Certificate** text box with the certificate you copied from your Workday data source in Adaptive Planning.
10. Click **OK**.
11. Copy the Client ID from your Adaptive Planning API client.
12. In Adaptive Planning, navigate to **Design Integrations** in Integration.
13. Access the **Credentials** section in the **Component Library**.
14. Select your existing Workday credential.
15. Replace the Client ID with the client ID you copied from your Adaptive Planning API client in Workday.
16. In the **Actions** pane, click **Save**.
17. (Optional) We recommend that you select **Test Connection** in the **Actions** pane to validate your Workday data source configurations.
18. Access the **External Systems** section in the **Component Library**.
19. Select your existing Workday external system.
20. On the **External System Settings** tab, review these fields to ensure that they contain the correct credential and Workday tenant URL:
    - **Credentials:**
    - **Drill in URL:**
21. (Optional) We recommend that you review and update all of the external system tabs.

Related Information
Tasks

Steps: Set Up Adaptive Planning Tenants After Refreshes on page 88

Concept: Refreshes with Mixed Connections Between Tenants

To connect Workday Financials or HCM with Workday Adaptive Planning, you must establish that connection in both your Workday tenant and Adaptive Planning instance. Depending on where you are in your implementation and testing, you might not have established that connection in all of your tenants and instances when you need to refresh.

In most scenarios, we refresh from a production environment to a nonproduction tenant type. Your refresh steps differ depending on whether you only established the connection in either the source or target of your refresh.

©2023 Workday, Inc. All rights reserved

We currently support refreshes for these scenarios when you don't establish the connection in either your source or target:

- You connected your Workday production tenant to your Adaptive Planning production instance. You didn't connect your Workday sandbox, implementation, or preview tenant to the corresponding Adaptive Planning instance.
- You didn't set up connections for your Workday production tenant or Adaptive Planning production instance. You connected your Workday sandbox, implementation, or preview tenant to the corresponding Adaptive Planning instance.

To refresh, consider:

Source (Production)	Destination (Nonproduction)	Steps for Refresh
Established the connection.	Didn't establish the connection.	Contact your Customer Success Manager and ask them to disable the Workday connection in your Adaptive Planning instance.
Didn't establish the connection.	Established the connection.	After both refreshes occur, reconfigure your entire setup from scratch in your destination. See Steps: Configure Adaptive Planning for HCM and Financials on page 14.

Publish Plans from Adaptive Planning

Concept: Publish Plans from Adaptive Planning

A plan, for publishing purposes, is an Adaptive Planning plan version containing:

- A date range.
- Levels.
- Accounts.
- Dimensions.
- One or more sheets.

When you publish, you send the data of the Adaptive Planning version into Workday HCM or Core Financials as a draft. Publish plans so that you can:

- Preview plans in Workday.
- Generate Management Reporting.
- Expedite position creation without requiring review.

Before you can publish a Financial or Headcount plan, a Plan Administrator in Workday builds a plan structure and creates plan templates. The plan templates contain the dimensions, ledger accounts, time periods, and start and end dates that line up with Adaptive Planning version start and end dates.

Before you can publish Workforce Planning Actions, a Plan Administrator in Workday configures a Workforce Planning Action Event task.

Within the Adaptive Planning Version Admin, an administrator selects a version and enables publishing access for one or more of these plan types:

- Financial
- Headcount

©2023 Workday, Inc. All rights reserved

- Workforce

You can access **Publish Plan** from the main navigation menu in Adaptive Planning when you have the Administrator role and at least one of these permissions:

- Publish Financial Plan into Workday.
- Publish Headcount Plan into Workday.
- Publish Workforce Action Plan into Workday.

Your publish permissions determine the plan types you can publish. Select a plan to publish to, configure any settings and mappings, and publish.

You can publish Workforce Plans directly from a position modeled sheet, enabling you to view the filtered rows that make up the plan when publishing.

Publishing doesn't support Worktag Type Precedence, where selecting a worktag automatically selects other worktags.

Financial Plans

Financial Plans enable you to plan budgets in Adaptive Planning and publish that information to Workday Core Financials. You can schedule a financial plan to publish during off-peak hours.

Headcount Plans

Headcount Plans enable you to plan for new positions in aggregate in Adaptive Planning and publish that information to HCM.

Workforce Planning Actions

Workforce Planning Actions let you plan for new positions in Adaptive Planning and publish them to HCM. This enables you to:

- Publish planned new position information from Adaptive Planning.
- Expedite a workforce planning action directly to HCM and skip downstream reviews.
- Review and enrich the published data before submitting it for position creation.
- Reconcile newly created positions back into the modeled sheet.

Workforce Planning Actions only support data on the initiating action for *Create Position* or *Create Job Requisition* business processes. Workforce Planning Actions don't support sub-business processes.

Publish Financial Plans from Adaptive Planning

Steps: Publish Financial Plans from Adaptive Planning

Prerequisites

- Set up your Adaptive Planning instance with a Workday Tenant.
- 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 Planning for Financial Plans functional area.

Context

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

- Preview plans in Workday.

©2023 Workday, Inc. All rights reserved

- Generate management reporting.
- Execute budgetary control.

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

We don't support publishing these plans:

- Multi-year financial plans that use balance sheet ledger accounts.
- Single-year financial plans that use both balance sheet and income statement ledger accounts.
- Financial plans that don't use ledger accounts.

To plan using both balance sheet and income statement ledger accounts in a single year, you must separate those ledger accounts onto 2 different plan structures.

You can use a virtual plan hierarchy for reporting when you use either:

- Both balance sheet and income statement ledger accounts.
- Both a financial plan and a position budget.
- More than 1 plan structure.

You can automate publishing on a schedule by creating a publish integration task in Adaptive Planning Design Integrations.

Steps

1. Access the **Maintain Entry Types** task.

   Define a plan entry type for the *Financial* plan type to identify the plan lines for this plan type. You associate an entry type with a plan structure when you create a plan template.

   Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area.
2. Create Financial Plan Structures for Adaptive Planning on page 94.
3. (Optional) Link Virtual Child Plan Structures.
4. Create Financial Plan Templates for Adaptive Planning on page 98.
5. Publish Financial Plans from Adaptive Planning on page 101.
6. (Optional) Schedule Publish Plans on page 103.

Result

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

If you use amendments and approvals, you can:

- Submit the plan for approval.
- Amend your plan.

Next Steps

You can use budgetary control options to check your published plan as part of your business process workflow before approving financial transactions.

Related Information
Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14

©2023 Workday, Inc. All rights reserved

Create Financial Plan Structures for Adaptive Planning

Prerequisites

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

Context

Plan structures are the foundation for your Workday Adaptive Planning 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 Planning financial 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 *Financial* as the **Plan Type**.
3. As you complete the task, consider:

Option	Description
Use Amendments/Approval	Select to: • Enable amendments on published and approved plans. • Require approval for published plans. When you select this option, Workday displays only approved entries in the totals for the **Budget vs. Actuals** worklet and these reports: • **Consolidated Budget Summary (Deprecated)** • **Budgetary Balance** • **Manager Budgetary Balance** Otherwise, Workday calculates the totals for the published plans in all statuses, including *Approved* and *Denied*.
Use Contextual Amendments	Select to amend published and approved plans that you create using this structure in context of your current budget and current spend. When you select this check box, Workday displays the running total of your budget and these columns on budget amendment tasks: • Current Plan Amount • Current Spend • Remaining Plan • Percentage Change

©2023 Workday, Inc. All rights reserved

Option	Description
	• Total Plan • Proposed Remaining Plan You can change this setting at any time.

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.

   For virtual plan hierarchies, your child plan structures must be the same or a subset of the parent.

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

Option	Description
Account Set	Your selection must match the account set for: • The companies you plan by, as set on the **Edit Company Accounting Details** task. • The company hierarchies you plan by, as set on the **Edit Consolidation Details** task.
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. Leave **Organizing Dimension Type** blank to make all dimensions applicable to plans available during plan entry.
Book	Once you select a book on the plan structure, you can't remove it from the **Maintain Books** task. If you enable budgetary control, Workday filters the budget check based on the book code associated with the book you select. You don't need to match the books for virtual parent and child plan structures. To filter by book on custom reports, you must use the **Journal Lines for Financial Reporting** report data source. Workday doesn't support budgetary roll forward or close for plans that use a book.
Must Be Empty	Select to require that a dimension must have an empty value for the transaction to be subject to the plan. This option enables you to define plans with and without that specific dimension. Example: You want a plan for transactions that impact certain cost centers, funds, and projects. You also want a plan that covers transactions for just fund and cost center. For the latter plan, you can specify that the project worktag must be empty on the transaction.

©2023 Workday, Inc. All rights reserved

Option	Description
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 financial plan in Adaptive Planning. 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 virtual plan hierarchies, child plan structures must have the same dimensions as the parent. Children can have more but if they're required on the parent, then they're required on the children. For multicurrency reporting, include the *Ledger Account* dimension. Workday translates currencies based on ledger accounts and ledger account summaries.
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. For virtual plan hierarchies, if dimensions are required on the parent plan structure, then they're required on the child plan structures.
Primary Worktag	This option applies only to the **Maintain Budget** task and budget amendments, not plan entry in Adaptive Planning. Select to display the worktag in its own column rather than as additional worktags on the plan lines. When you maintain or amend your published plan: • Workday displays primary worktag columns in the order that you configure on your plan structure. • Primary worktag columns enable you to enter line information faster. 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.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Option	Description
	To plan and report by company hierarchies, select a top-level hierarchy for the Company structured dimension.
Hierarchy Level	If you select a top-level hierarchy, select a hierarchy level on this prompt. This configuration enables you to include or exclude dimensions as worktags when you create or amend plans made from this structure.
Members to Include/Exclude	You must select **Include All Members** for each of the dimensions you plan by so that you can publish. This option enables you to display all members of the dimension and top-level hierarchy (if applicable) as available worktags during entry and for updates of plan details.

Result

You can now create a plan template for your company based on this structure. Workday makes your Adaptive Planning 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.
- Select the **Primary Worktag** check box on a structured dimension.
- Select or clear the **Use Amendments/Approvals** check box even if you already published your plan.

When you select the **Use Amendments/Approvals** check box on a plan structure with plan lines:

- Workday automatically moves published plans from *Available* status to *Draft* status. You must move plans back to *Available* status to use the budget check functionality.
- Workday changes the transaction budget check status to *Fail (No Budget)* on submitted transactions for plans with budget check enabled.

You can only clear the **Use Amendments/Approvals** check box on a plan structure with plan lines if all of the published plans are in *Draft* status. Workday moves these plans to *Available* status.

Next Steps

Create a plan template based on your plan structure.

To create a virtual plan hierarchy, create and link your child plan structures to your parent plan structure before you create your plan templates.

To compare structures, access the **Plan Structures** report.

Related Information
Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14
Link Virtual Child Plan Structures

©2023 Workday, Inc. All rights reserved

Create Financial Plan Templates for Adaptive Planning

Prerequisites

- Define a plan structure that matches the fiscal schedule and account set for the companies.
- To create a virtual plan hierarchy, create and link your child plan structures to your parent plan structure before you create your plan templates.
- Define a plan entry type for the *Financial* plan type.
- Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area.

Context

Create your plan template with the same organizations and date frame that you use on the plan you want to publish from Workday Adaptive Planning. When you publish your plan from Adaptive Planning, 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.
- Time periods.

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

- Across companies.
- From year to year.

For virtual plan hierarchies, create child plan templates before you create your parent template. When you create your parent template, you can select multiple child templates in the **Linked Virtual Children Budgets** prompt.

Steps

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

Option	Description
Plan Structure	When creating child plans, only top-level parent plan structures are available for selection.
Company	For multicompany financial plan structures, select the related companies that are available for this plan and plan lines. If you don't use an account set on the structure, Workday validates that the companies and companies hierarchies use the same account set.
Plan Name	(Optional) Enter a unique plan name. For parent and child plans, the name you enter automatically populates any linked children. You can change these names using the **Edit Plan Structure Hierarchy Name** task.
Plan Group	Displays only for parent and child plans when you enter a plan or budget name. Workday uses that name and appends Budget Group to it for the plan group name, which you can change here or using the **Edit Budget Group Name** task. The

©2023 Workday, Inc. All rights reserved

Option	Description
	plan group groups together all linked members of the plan family -- the parent, child, and associated grandchild plans. Use the **Plan Group** report to see and compare all plans in a hierarchy, including the base, cost, and revenue plans for 1 company.
Default Entry Type	Identifies the entry type for original plan lines for the template.
Default Reporting Currency	For multicurrency financial plans, select a default currency to use on reports. The default currency is usually the company base currency. Workday uses the standard conversion rate defined for the currency rate type to convert the different currencies to the specified default currency.
Enable Multicurrency	Don't select this check box. The currency conversion from your Adaptive Planning level to your Workday company is handled by the Publishing Currency field on your level.
Currency Rate Type for Budget	To convert amounts from child level plans to virtual parent level plans with company hierarchies, Workday uses: • The currency rate type that you select on these prompts. • The default reporting currency on the consolidation details of your company hierarchy. • The accounting date on your journal lines for spend conversions.
Currency Rate Type for Budget Spend	To convert company-level spend transactions to company hierarchy currencies on plan lines, Workday uses: • The currency rate type that you select on these prompts. • The default reporting currency on the consolidation details of your company hierarchy. • The accounting date on your journal lines for spend conversions.
Enable for Allocations	(Optional) Select to enable the plan as a source or target when creating allocations. Include only 1 template in allocations for each unique combination of company, plan structure, and fiscal year. To enable allocations for a new template using the same combination of company, plan structure, and fiscal year, access

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Option	Description
	the **Edit Plan Template** task and clear **Enable for Allocations**. Workday disables this option for plan templates with these configurations: • Company hierarchies • Multicompany • Multicurrency • True Child • True Parent
Default Balanced Amendment	(Optional) Select this check box to automatically select **Balanced Amendment** on all amendments created for this plan. You can change this setting when you create or edit amendments if you have access to the *Create Unrestricted Budget Amendment (Segmented)* domain.
Validate Expense Account Amendments	(Optional) Select how you want to validate expense account amendments when the amounts are less than current spend. You can leave this prompt empty. Workday only displays this prompt if you select **Use Contextual Amendments** on your plan structure. You can change this setting on the **Edit Plan Template** task. Workday only validates budget amendments that you create or edit while you have a critical or warning validation configured.
From **To**	To define the duration, select the start and end periods. Match the date range of the Adaptive Planning version 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 Planning, publish your plan version to this plan template.

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

Related Information
Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Publish Financial Plans from Adaptive Planning

Prerequisites

In Adaptive Planning

Give the publishing user in Adaptive Planning the **Publish Financial Plan into Workday** permission.

Configure the Workday Data Source.

Configure the Workday External System, indicating:

- Import Overrides for Workday Ledger accounts that import to Adaptive Planning subaccounts.
- Needed Export Overrides for Adaptive Planning accounts, levels, and dimensions that publish to Workday.
- Account Rollups for Adaptive Planning subaccounts that publish to a Workday Ledger Account.
- Ignore Overrides to prevent specific Adaptive Planning accounts and levels from publishing.

For enhanced publishing, enhanced error messages, and the ability to cancel in-progress publishes, contact Workday Adaptive Planning provisioning and ask for:

- Enable React UI for Publishing Page (Code: P01_PUBLISH_REACT_UI)
- EnableCsvFinPublishing

Set the Level **Publish Currency** for the levels you publish so that currencies convert to the correct Workday Company Base currency.

Note: Currency values with more than 2 digits of precision in Workday Adaptive Planning round up when publishing to Workday Financials. Any values of 0.05 or greater round up to 0.10.

In Workday

Configure the Plan Structures and Plan Templates for Adaptive Planning.

- Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area.

For enhanced publishing, enhanced error messages, and the ability to cancel in-progress publishes, edit the Publish Plans API client to add **Scope (Functional Areas):** *Tenant Non-configurable*.

Context

Publishing a financial plan enables you to preview plans in Workday Core Financials, generate management reporting, and execute budgetary control. Publishing a plan minimizes the need to manually synchronize data between Adaptive Planning and Core Financials. You can also create import and export mapping to match values across planning and financial hierarchies.

Steps

1. Navigate in Adaptive Planning to **Publish Plan**.
2. As you configure the Financial Plan, consider:

Option	Description
Publish Type	Select **Financial**.
Version	Determines the Adaptive Planning version to publish from. Only planning versions with the **Publishing Access** setting **Financial Plans** display in this list.
Publish by Period Range	(Optional) Select only the contiguous periods you want to publish from a version.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Option	Description
	• **From Period**: The starting period for your period range. • **To Period**: The ending period for your period range.
Plan	Select the draft template in Workday you want to publish the financial plan into for down-stream Core Financials users. You can't see or select plans spanning more than 5 years. To publish more than 5 years at once, you can use a linked virtual parent/child plan structure that combines to a plan larger than 5 years.

3. Click **Publish**.
4. (Optional) Click **Refresh** to check on publication status.

   When you enable enhanced publishing, select a publish task to view the latest status and details. Click **Refresh** to update the task status and details.
5. (Optional) Click **View Job Results** for a list of links to the Workday Process Monitor for each period submitted in the plan.

   When you enable enhanced publishing, we remove **View Job Results** and display the full details of a selected a publish. Status and error messages provide detailed information on the processing steps of the publish. You can determine where in Adaptive Planning issues occur by viewing **Planning Context** for the:

   - Level
   - Dimension
   - Account
6. (Optional) When you enable enhanced publishing, you can click **Cancel Publish** to stop a running publish.

   When you click **Cancel Publish**, none of the plan publishes into Workday Financials.

Result

The financial plan you submit populates the draft plan in Core Financials. If a warning message or error displays in the **Details** column, click the link to view it.

Next Steps

Review and update the draft in Core Financials as needed and submit it.

Related Information
Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14
Link Virtual Child Plan Structures

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Schedule Publish Plans

Prerequisites

Set up Adaptive Planning for HCM and Financials.

In Workday

Verify that the registered API client ISU for the Workday Credential includes Scope (Functional Areas): *Adaptive Planning for Financial Plans*.

Configure the Plan Structures and Plan Templates for Adaptive Planning.

Security:

- You can either:
  - Grant access to the Financials plan type segment and add the Integration System Security Group (ISSG) to the segment-based security group: *Financial, Positions, and Award Plan Type Segment.*
  - Add the Business Process Security Policy Permissions *~Plan~ Event* and *Headcount ~Plan~ Event* to Adaptive_Integration_Sys_Security_Group:
- Add the Adaptive ISSG to the *Set Up: Plan Publishing* domain and assign the ISU user *Adaptive_Integration_System_User* to the security group *Adaptive Plan Publisher*.

In Adaptive Planning

Create a Workday Credential in Adaptive Planning that uses a JWT Bearer Token.

Security:

- *Integration Operator* permission.
- *Data Designer* permission.
- *Publish Financial Plan into Workday* permission.

Context

You can create a publish plan integration task in Adaptive Planning to automate the publish of Financial plans to Workday on a schedule. The publish plan task runs with the security of the ISU associated with the Workday Credential.

Steps

1. Select **Integration** > **Design Integrations** from the main menu in Adaptive Planning.
2. Select **Create New Integration Task**.
3. Select **Publish Plan Task**.
4. As you complete the publish plan task, consider:

Option	**Description**
Log Level:	Select how much detail that you want to include in any logs: • Error: Only errors. • Info: Only basic information. Example: Log when the task runs. • Verbose: Detailed information about all phases and actions.
Plan Version:	The Adaptive Planning version for the plan.
Credential:	The Workday data source credential for the Workday tenant you want to publish to.

Option	Description
Plan:	The draft template in Workday you want to publish the financial plan into for down-stream Core Financials users.
Publish as user:	The user within Adaptive Planning who publishes the plan. This name displays in the publish history row of the Publish Plans page.
Schedule Settings	Drag and drop a schedule from the Schedules section in Data Components: • Daily • Hourly • Monthly • Weekly Select a Time and Time Zone.

5. (Optional) You can select **Run manually** to publish immediately. **Run manually** runs the task with your security, not the security of the ISU for the Workday Credential.

Result

The schedule settings indicate the next scheduled run and publishing user. Once the publish begins, you can also view the status in the Publish Plans page.

Next Steps

Verify the publish in the Publish Plans page.

Related Information
Tasks

Creat Integration Tasks

Steps: Create Workday Credentials in Adaptive Planning on page 28

FAQ: Publish Financial Plans

Do we publish accounts, or does publishing only look at leaf levels?	Only leaf levels publish. All child accounts must map to publish the parent.
My company only has allocations involving Plan data, what is the method to push this data back to Workday with Publish Plan?	Only ledger accounts publish. The publish doesn't handle allocations or consolidations. Only the end values in the ledger accounts across version and dimensionality publish.
Is there a way to cancel a publish attempt while it is in progress?	No, not at this time.
What are the timeout limits for publishing plans?	• 6 hours for data export from Adaptive Planning. • 90 minutes on Plan submission to Workday Financials.
If I create an Ignore On Export rule for a parent level, will it also ignore all of the child levels that roll up to the parent?	Yes. This behavior is by design.

©2023 Workday, Inc. All rights reserved

Why am I getting an error message during the Import Budget process that asks me to add missing worktags to the plan?	You can get this error if a WID is incorrectly assigned in Adaptive Planning. Most likely, a dimension value in Adaptive Planning is mistakenly assigned to an entirely different dimension in Workday Financials. Example: A cost center in Adaptive Planning maps to a location WID instead of a cost center WID in Adaptive Planning integration.
What will happen if I publish multiple plans to the same plan template? Will it duplicate?	No. When you publish plans, they should overwrite every time, even in the case of multiple plans.
Is it possible to delete a plan structure?	With a superuser sign-in you can make a plan structure inactive, but you can't delete it. Contact Workday support if you want to completely delete a plan structure.
Is there a way to override a Planning dimension value so that it publishes blank?	Try either of these workarounds: **1.** Create dummy values that come over through metadata integration loaders. Then, map your planning-only values to that other value with a true WID. **2.** In the data loader, manually create a mapping for the dimension value and set the Source ID as a space character. Any Planning rows tagged with that value push to Workday Financials with that blank dimension value.

Related Information
Concepts

Concept: Load Metadata into Adaptive Planning on page 61

Setup Considerations: Adaptive Planning for HCM and Financials on page 4

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

Troubleshooting: Financial Plan Can't Publish

This topic provides strategies for diagnosing and resolving problems when publishing Financial plans from Workday Adaptive Planning into Workday Financials.

Errors Prevent Publishing

Publishing configuration issues can generate error messages when publishing Financial Plans. You can use the information here to help resolve publishing issues.

Cause	Solution
There were no Planning accounts found to export.	Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area. **1.** Access the **Edit Plan Structure** task. **2.** Select **Structured Dimension**. **3.** Include at least 1 Account type in the **Account Type** field. **4.** Verify that the Workday External System in Adaptive Planning maps the correct Planning

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Cause	Solution
	Account Types to the Workday Account Types configured in the plan structure.
The format of exported data read from Planning causes an error because incorrect formulas in the data export from Adaptive Planning.	In Adaptive Planning, run formula validation on the version you need to publish and correct any formula errors.
An HTTP request exception occurs.	Verify the User Sync configuration and the tenant setup. **1.** Complete User Sync. **2.** Configure the Tenant Setup. **3.** Add the publishing user to your Adaptive Plan Publisher security group and enable permissions for: • Business Process: *Plan Event* on *Import Budget* (WS Background Process). • Securable Integrations Get and Put access. **4.** Verify the Publishing feature flags enabled in Adaptive Planning. **5.** Clear additional spaces or invalid characters from the UI URL and the REST URL for the tenant set up in Adaptive Planning.
There are missing worktag values for required worktag types.	Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area. **1.** Access the **Edit Plan Structure** task **2.** Configure dimensions as optional except for Company, Ledger Account, or any other dimensions in the Level.
An Invalid Cast Exception occurs preparing the account mapping values.	Verify metadata and data mapping profiles correctly map in Adaptive Planning integration loaders. Remove any invalid or unused profiles.
Duplicate mapping profiles exist.	Security: *Integration Designer* permission in Adaptive Planning. **1.** Remove test or unused Planning Dimension Loaders in Adaptive Planning. **2.** Review metadata and data mapping profiles in Adaptive Planning. Account and Dimension type mapping both require configuration.
No Planning accounts found in the export.	Security: • *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area. • *Integration Designer* permission in Adaptive Planning. **1.** Access the **Edit Plan Structure** task. **2.** Examine the account set to verify the accounts that you need.

©2023 Workday, Inc. All rights reserved

<table>
<tr><th>Cause</th><th>Solution</th></tr>
<tr><td></td><td>3. In Adaptive Planning integration, verify the account mappings in the Workday External System.</td></tr>
<tr><td>A Workday Client Exception occurs.</td><td>Security:
• Set Up Tenant Setup - Security domain in the System functional area.
• Security Administration domain in the System functional area.
• Data Designer and Integration Operator permissions in Adaptive Planning.
1. Access the Edit API Clients task.
2. Ensure that Scope (Functional Areas) includes System.
3. In Adaptive Planning, ensure that the UI and Rest URL are accurate for the Workday Credential.
4. In Adaptive Planning, select Test Connection for the Workday Credential.</td></tr>
<tr><td>A processing error occurs because the submitted task didn't authorize.</td><td>Security:
• Set Up Tenant Setup - Security domain in the System functional area.
• Security Administration domain in the System functional area.
• Data Designer and Integration Operator permissions in Adaptive Planning.
1. Access the Maintain API Client task.
2. Locate the API client in the list.
3. Verify that Client Grant Type uses JWT Bearer Grant . Some older integrations use Authorization Code Grant which dictate access based on the user who authorized the grant.
Verify the publishing user:
• Can create Plan structures and templates.
• Has security group access to Business Process: Plan Event on Import Budget (WS Background Process).</td></tr>
<tr><td>Invalid IDs exist for a dimension.</td><td>Security: Data Designer and Integration Operator permissions in Adaptive Planning.
1. In Adaptive Planning, verify that the data loaders connected to the Workday External System.
2. Verify that mapped dimensions don't exist in concatenated mapping.
3. Run metadata sync manually to synchronize Workday WIDs for new dimensions, if possible.</td></tr>
</table>

©2023 Workday, Inc. All rights reserved

Cause	Solution
A key not found exception occurs.	Security: *Data Designer* and *Integration Operator* permissions in Adaptive Planning. Verify the mappings in the Workday External System. A dimension on the Workday Plan doesn't map to a Planning dimension in the Adaptive Planning Workday External System.
An error occurs in date ranges between the Plan and the Adaptive Planning version.	Configure the date ranges for the Adaptive Planing version to match or contain the Plan data range. The Adaptive Planning version can use dates that come before the Plan start date. The Adaptive Planning version can't use dates that come after the Plan ends.

Related Information
Concepts

Concept: Load Metadata into Adaptive Planning on page 61

Setup Considerations: Adaptive Planning for HCM and Financials on page 4

Reference

Reference: Reports for Importing Data and Metadata into Adaptive Planning on page 67

Publish Headcount Plans from Adaptive Planning

Steps: Publish Headcount Plans from Adaptive Planning

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 Planning for Financial Plans functional area or Adaptive Planning for the Workforce functional area.

Context

Publish headcount plan versions from Workday Adaptive Planning to Workday HCM so that you can:

- Preview plans in Workday.
- Generate management reporting.

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

Steps

1. Access the **Maintain Entry Types** task.

   Define a plan entry type for the *Headcount* plan type to identify the plan lines for this plan type. You associate an entry type with a plan structure when you create a plan template.

   Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area or Adaptive Planning for the Workforce functional area.
2. Create Headcount Plan Structures for Adaptive Planning on page 109.

©2023 Workday, Inc. All rights reserved

3. Create Headcount Plan Templates for Adaptive Planning on page 111.
4. Publish Headcount Plans from Adaptive Planning on page 113.

Result

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

Related Information
Concepts
Concept: Publish Plans from Adaptive Planning on page 91
Tasks
Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14

Create Headcount Plan Structures for Adaptive Planning

Prerequisites

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

Context

Plan structures are the foundation for your Workday Adaptive Planning 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 Planning 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.
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.

©2023 Workday, Inc. All rights reserved

Option	Description
	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 Planning. 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	You must select **Include All Members** for each of the dimensions you plan by so that you can publish. This option enables you to display all members of the dimension and top-level hierarchy (if applicable) as available worktags during entry and for updates of plan details.

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.

©2023 Workday, Inc. All rights reserved

Result

You can now create a plan template for your company based on this structure. Workday makes your Adaptive Planning 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
Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14

Create Headcount Plan Templates for Adaptive Planning

Prerequisites

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

Context

Create your plan template with the same organizations and date frame that you use on the plan you want to publish from Workday Adaptive Planning. When you publish your plan from Adaptive Planning, 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

©2023 Workday, Inc. All rights reserved

Option	Description
	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	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 your headcount plan 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: • FTE • Headcount
From **To**	To define the duration, select the start and end periods. Match the date range of the Adaptive Planning 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.

©2023 Workday, Inc. All rights reserved

Next Steps

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

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

Related Information
Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14

Publish Headcount Plans from Adaptive Planning

Prerequisites

In Adaptive Planning

Give the publishing user in Adaptive Planning the **Publish Headcount Action Plan into Workday** permission.

Configure the Workday External System Settings by selecting **Headcount** and **FTE** custom accounts to publish from in Adaptive Planning.

In HCM

- Set up the *Headcount Plan Event* business process.
- Add the security group for plan publishers to the Initiating Action for *Import Headcount Plan* (WS Background Process).

Configure the plan structures and plan templates for Adaptive Planning.

- Security: *Set Up: Plan Publishing* in the Adaptive Planning for Financial Plans functional area or Adaptive Planning for the Workforce functional area.

Context

Publishing headcount plans enables you to preview plans in HCM, generate management reporting, and support downstream actions, such as position creation. Publishing a headcount plan also minimizes the need to manually synchronize data between HCM and Adaptive Planning.

Steps

1. Navigate in Adaptive Planning to **Publish Plan**.
2. As you configure the Headcount Plan, consider:

Option	Description
Publish Type	Select **Headcount**.
Version	Determines the Adaptive Planning version to publish from. Only planning versions with the **Publishing Access** setting **Headcount Plans** display in this list.
Plan	Select the draft template in Workday you want to publish the headcount into for down-stream HCM users.

3. Click **Publish**.

©2023 Workday, Inc. All rights reserved

4. (Optional) Click **Refresh** to check on publication status.
5. (Optional) Click **View Job Results** for a list of links to the Workday Process Monitor for each period submitted in the plan.

Result

The headcount plan you submit populates the draft plan in HCM. If a warning message or error displays in the **Details** column, click the link to view it.

Next Steps

Review and update the draft in HCM as needed and submit it.

Related Information
Concepts
Concept: Publish Plans from Adaptive Planning on page 91
Tasks
Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14

Publish Workforce Planning Actions from Adaptive Planning

Steps: Publish Workforce Planning Actions from Adaptive Planning

Prerequisites

- Set up your Adaptive Planning instance with a Workday tenant.
- 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 into Adaptive Planning. Include supervisory positions that use the position management staffing model and configure Position as a dimension in Adaptive Planning.
- You plan using a level-assigned modeled sheet.
- If you use Timespan, ensure that each entry in each Period contains a value less than or equal to 100 positions or openings.
- Enable users to publish plans on the **Tenant Setup** report.
- Enable and set up Workday Workforce Planning. Workday Workforce Planning is a separate product (SKU) that requires a separate license.

Context

Publish workforce planning actions from workforce plans in Workday Adaptive Planning to Workday Human Capital Management so that you can:

- Expedite the position or job requisition creation process by creating them directly in HCM from your modeled sheet.
- Send the positions or job requisitions to downstream workers in HCM so that they can fill out any missing required information. These workers can submit the open positions and job requisitions for creation.
- Generate management reporting.

Steps

1. Publish Workforce Planning Actions from Adaptive Planning on page 115.

©2023 Workday, Inc. All rights reserved

2. Review Workforce Planning Actions on page 117.

   You only need to review workforce planning actions if you don't expedite when you publish your workforce plan. This task enables downstream workers in HCM to enter missing required information on your open positions and job requisitions before you create them.

Result

You can use the Publish History to find workforce planning actions that you published.

Next Steps

Run your data loader to update the original modeled sheet rows with the open positions and job requisitions that you created.

Related Information

Concepts

Concept: Publish Plans from Adaptive Planning on page 91

Tasks

Enable Features After User Sync on page 26

Steps: Configure Adaptive Planning for HCM and Financials on page 14

Reference

2021R1 What's New Post: Workforce Planning Actions

Publish Workforce Planning Actions from Adaptive Planning

Prerequisites

In Adaptive Planning

- Give the publishing user in Adaptive Planning the *Publish Workforce Action Plan into Workday* permission.
- If you use access rules, give the publishing user Edit access to all the accounts on the sheet.
- Configure the Workday Data Source for the **PLN ALL Positions** report to include **Plan Version ID** as a required prompt for a Version parameter at runtime.
- Configure the Planning Data Loader for your position modeled sheet with:
  - **Publish Row ID** for **Import Key Column**.
  - Your Position dimension for **Import Secondary Column**.
- Configure the Workday External System to map the Position and Position Status dimension in Workday HCM to equivalent Adaptive Planning dimensions.
- Configure versions to publish within **Modeling** > **Model Management** > **Versions**.
- Configure workforce planning action mappings for the position modeled sheet in **Modeling** > **Model Management** > **Level Assigned Sheets** by clicking **Edit** and selecting **Map Fields for Publish**. You must map all required fields including **Worker Type** to enable the **Create Job Requisition** workforce action.

  Note: The top-most or root node value of the dimension and level hierarchies in Adaptive Planning can't publish for a workforce planning action; they don't map to a WID. If you map Timespan, you can't use Publish Row ID as an import key in your Planning Data Loader.
- Align the publishing user's level access in Adaptive Planning to their supervisory organization access in HCM.
- Ensure you mapped your Dates appropriately for Create Job Req. Recruiting Start Date must be on or after the mapped Availability Date, or use the same mapping.

In HCM

©2023 Workday, Inc. All rights reserved

- To create job requisitions when you publish, you must have a role directly on the supervisory organization.
- Set up the *Workforce Planning Action Event* business process in the Adaptive Planning for the Workforce functional area.
- Add the security group for plan publishers to the initiating action for *Import Workforce Planning Actions* (WS Background Process). Depending on which workforce planning action you use, add the plan publisher security group to either of these initiation actions:
  - *Create Position* initiating action on the *Create Position* business process.
  - *Create Job Requisition* initiating action on the *Job Requisition* business process.
- To route *Job Requisition* business events initiated by your publishes, add the security groups on the **Route Create Job Requisition Events** prompt on the **Edit Tenant Setup - HCM** task.
- Verify that the plan administrator can access everything in the plan that needs publishing.

Context

Publishing workforce planning actions into HCM enables you to:

- Load planned new position and job requisition information from Adaptive Planning.
- Review and modify the published data before submitting it for position or job requisition creation.
- Optionally expedite a Workforce Planning Action directly to HCM and skip downstream reviews.
- Reconcile newly created positions back into the Adaptive Planning modeled sheet.

Steps

1. Navigate in Adaptive Planning to the modeled sheet containing the workforce planning actions you want to publish.

   Only level-assigned modeled sheets that display the **Publish** button in the toolbar can publish.
2. Click **Display Options** and filter the sheet to display only the rows you want to publish.

   You must create at least 1 filter to publish.
3. Click **Publish** in the toolbar.
4. Select the workforce planning action you want to publish.

   Create Job Requisition only supports:

   - **Expedite Workforce Action** when publishing.
   - Supervisory Organizations using the Position Management staffing model.
5. Click **Publish** to send this workforce action into HCM for downstream reviews as a **Workforce Action Event**.
6. (Optional) Select **Expedite Workforce Action** if you want to skip reviews in HCM.

   You can define a rule condition in the HCM business process that detects the custom report field **Workforce Planning Action Event**. Your business logic can initiate these events without needing approval.
7. (Optional) Click **View Publish History** to navigate to the publish history to view publish status.

   Click a cell in the **Details** column to view what published to HCM or check publish status.

Result

The workforce plan you submit populates the **Workforce Planning Action Event** task for further review. Expedited publishes directly create positions in HCM.

We recommend against switching your model between using timespan and not using timespan between publishes.

©2023 Workday, Inc. All rights reserved

Next Steps

If you didn't select **Expedite Workforce Action**, access the **Review Workforce Planning Actions** task in HCM to review and update the published rows for further adjustments.

You can configure a notification to let reviewers know to access the **Review Workforce Planning Actions** task when a publish completes. **Create Job Requisition** doesn't support review when you publish.

Related Information
Concepts
Concept: Publish Plans from Adaptive Planning on page 91
Tasks
Enable Features After User Sync on page 26
Steps: Configure Adaptive Planning for HCM and Financials on page 14
Reference
2021R1 What's New Post: Workforce Planning Actions

Review Workforce Planning Actions

Prerequisites

- Publish using the *Create Position* workforce planning action from an approved modeled sheet in Adaptive Planning.
- For academic positions, enable educational institution features and tenure tracking in the **Edit Tenant Setup - HCM** task.
- Configure these business processes and security policies:
    - *Workforce Planning Action Event* in the Adaptive Planning for the Workforce functional area.
    - *Create Position* in the Staffing functional area.

      You must have access to the *Create Position* initiating action on this business process.

      If you use commitment accounting, include these subprocesses:

        - *Assign Pay Group for Position Restriction*
        - *Request Default Compensation for Position Event*
- Security: *Process: Workforce Action Plan* in the Adaptive Planning for the Workforce functional area.

Context

Your planners planned for open positions at a high level of detail. These planners want you to enter additional required information before your organization creates the open positions. As a hiring manager or HR business partner, you enter that additional information and you can create many positions at once. You can configure a condition rule on the *Create Position* business process so that Workday automatically approves open positions that you originally planned for in Adaptive Planning. Workday automatically updates the original modeled sheets with links back to the created positions.

Steps

1. Access the **Review Workforce Planning Actions** task.
2. Enter or change information about the open positions you want to create.
3. Select open position lines and submit them.

Result

Workday creates positions for each line that's submitted and approved.

©2023 Workday, Inc. All rights reserved

Next Steps

Run your data loader to update the original modeled sheet rows with the open positions that you created.

Related Information
Reference
2021R1 What's New Post: Workforce Planning Actions

Headcount Planning

Steps: Set Up Headcount Planning

Prerequisites

- Enable and set up Human Capital Management (HCM).
- Enable and set up Workday Workforce Planning. Workday Workforce Planning is a separate product (SKU) that requires a separate license.
- Enable user sync and sync your first user.

Context

You can use headcount plans for bottom-up, position-level workforce planning using activated workforce planning configuration managers. Plan participants use forms to enter position data for their organizations, and plan controllers manage the planning process. This combination enables you to use live workforce planning data to plan while keeping that data synced with your personnel modeled sheet.

Set up security to determine who can:

- Create headcount plans.
- Control headcount planning events.
- Participate in the planning process by entering position data.

You can also set up your business process to determine which actions users can take while the headcount planning is in progress.

Steps

1. Set up the integration system user (ISU) that runs the background jobs for headcount planning.

   See Steps: Set Up Headcount Planning Integration System User on page 120.
2. Set Up Assignable Roles.

   If roles with these functions don't already exist, we recommend that you create roles for:

   - HR planning administrators. These users can create headcount plans and control planning processes.
   - Workforce planners. These users can enter or change position data for their organizations.

   On the **Enabled for** field, select *Supervisory Organization*.
3. For every supervisory organization that you include on the plan, assign someone to every role involved in the planning process.

   If you created new assignable roles for headcount planning, add the new roles to your organizations as you assign workers to roles.

   See Concept: Assign Roles.

©2023 Workday, Inc. All rights reserved

4. Create or change existing security groups for your:
    - Plan creators and controllers.
    - Plan participants.

    We support the *Roles - Supervisory* security group type for plan participants.

    See:

    - Create Role-Based Security Groups.
    - Create User-Based Security Groups.
5. Edit Domain Security Policies.

    Configure the domain security policies of these domains:

Domain	Description
Participate: Headcount Planning domain in the Adaptive Planning for the Workforce functional area	Give view and modify access to the plan participant security group.
Process: Headcount Planning in the Adaptive Planning for the Workforce functional area	Give view and modify access to the plan controller security group.
Set Up: Headcount Planning in the Adaptive Planning for the Workforce functional area	Give view and modify access to the headcount plan creator security group.

6. Edit Business Process Security Policies.

    For the *Headcount Planning* business process, add security groups who can perform these actions:

Option	Description
Who Can Start the Business Process	Add the security groups who you want to use the **Configure Headcount Plan** task to create headcount plans and generate inbox items for controllers and participants.
Who Can Do Action Steps in the Business Process	Add the security groups who you want to receive the plan controller inbox items.

7. Activate Pending Security Policy Changes.
8. Edit Business Processes.

    For the *Headcount Planning* business process, add the shared participation step. This step enables you to distribute your headcount plan to your planners using inbox items. You can add other steps.

    As you add the shared participation step, consider:

Option	Description
Type	Select *Shared Participation*.
Steps for Action Selection	Select *Manage Headcount Planning*.
Group	We display as options the security groups that you defined on the **Who Can Do Action Steps in**

©2023 Workday, Inc. All rights reserved

Option	Description
	the Business Process section of the *Headcount Planning* business process security policy.

After you add the shared participation step, select **Configure Shared Participation Step**. As you configure the shared participation step, consider:

Option	Description
Organization Type to Use	Select *Supervisory*.
Group	Select the group that contains your plan participants.
Process by All in Role	Select to require that for a business process step to complete, all roles assigned to the step must submit.

Result

You can now create headcount plans from activated workforce planning configuration managers.

Related Information
Concepts

Concept: Shared Participation Step

Tasks

Configure Rule-Based Business Processes

Steps: Set Up Headcount Planning Integration System User

Prerequisites

- Configure user sync and sync your first user.
- If you use an access rules security structure, create and activate your workforce planning configuration manager. With an activated workforce planning configuration manager, you know what your integration system user (ISU) needs access to.
- Security:
  - In Workday:
    - *Set Up: Tenant Setup - General* domain in the System functional area.
    - *Set Up: Tenant Setup - System* domain in the System functional area.
    - *Set Up: Tenant Setup - Adaptive Planning* domain in the System functional area.
  - In Adaptive Planning:
    - *Permission Sets* permission.
    - *Organization Structure: All Levels* permission.
    - *Users* permission.

Context

We use an ISU to run the headcount planning background jobs that sync your headcount plan with the corresponding Adaptive Planning:

- Plan version.
- Sheet data.
- Sheet definition.

©2023 Workday, Inc. All rights reserved

Steps

1. Access the **Tenant Setup** report.
2. Select the **Adaptive Planning** tab.
3. On the **Public APIs** tab, create an ISU.

   We automatically create and sync the user profile for this ISU in Adaptive Planning.
4. On the **Headcount Planning** tab, select this new ISU.
5. In Adaptive Planning, select **Administration** from the main menu.
6. Select **Users**.
7. Edit the user profile of the ISU.
8. As you edit this user profile, consider:

Option	Description
Permission Set	Select an administrator permission set that includes these permissions: • *Import Capabilities* • *Export Capabilities* • *Model includes: sheets, accounts, dimensions, and formulas* • *Versions*
Owned Levels	Select the top level. This ISU requires access to all levels in your instance.

9. Give this ISU edit access to:

   - The top level.
   - Every account on the personnel modeled sheet created by your workforce planning configuration manager.
   - Every dimension on the personnel modeled sheet created by your workforce planning configuration manager. Include uncategorized dimension values. If you use secured custom dimensions, include the *All* value.

   Depending on how you configure your security structure in Adaptive Planning, see either:

   - Steps: Set Up Access Rule Security.

     We recommend that you use an access rule security structure to manage level access easier. Don't use access rule security structure to manage dimension access.
   - Steps: Set Up Level-Based Security.
10. Lock or Hide Versions with Version Access Controls.

    Ensure that the ISU has full access to the version.
11. If you use a multi-instance tree, for every instance with headcount planning:

    - Edit the user profile of the ISU to give administrative permissions and access to the top level.
    - Give the ISU edit access to the top level.

Create Headcount Plans

Prerequisites

- Create and activate a workforce planning configuration manager with Supervisory Organization configured for Level.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

- Create and set up an integration system user (ISU) for headcount planning on the **Adaptive Planning** tab of the **Tenant Setup** report.
- Configure the *Headcount Planning Event* business process security.
- Security: *Process: Headcount Planning* domain in the Adaptive Planning for the Workforce functional area.

Context

You can create a headcount plan that you use:

- For bottom-up, position-level workforce planning with a more intuitive experience that also provides the data needed for financial planning.
- To initiate a decentralized planning process by dimension while maintaining a single plan.

When you create a headcount plan, you create Inbox items for both:

- A plan controller who manages the business process event.
- Plan participants who contribute to their parts of the plan.

These Inbox items include links to forms for position data entry.

We distribute Inbox items to plan participants with links to their parts of the plan based on:

- Dimension access.
- How you configure the *Headcount Planning Event* business process.
- Your users' roles in the supervisory organizations.

When participants create or edit positions for their parts of the plan, we display options to select based on:

- The level and dimensions that you filter for on your workforce planning configuration manager.
- Whether the users have access to this level.

Steps

1. Access the **Configure Headcount Plan** task.
2. Select a workforce planning configuration manager.
3. Either create a new headcount plan or edit an existing headcount plan.

   You can only edit existing headcount plans with no events in progress.
4. As you complete the task, consider:

Option	Description
Top Level Hierarchy	We automatically use the top-level hierarchy from your workforce planning configuration manager.
Supervisory Organizations	Select the supervisory organizations that the plan controller and plan participants have headcount planning roles on. We only display supervisory organizations that are subordinate to the top-level hierarchy.
From **To**	Select the effective dates for: • Plan start date. • Plan end date.
Reporting Currency	We automatically populate this field with the default currency of the Workday tenant. You can select any tenant currency.
Table and Form Settings	The columns that you display to plan participants as they enter data.

©2023 Workday, Inc. All rights reserved

Option	Description
	We automatically populate this table from the **Roster Sheet** page of your workforce planning configuration manager. We don't automatically populate attributes from the **Roster Sheet** page of your workforce planning configuration manager. You must manually add them.

Result

You can cancel the headcount plan and delete the:

- Inbox items for the shared participation controller and participants.
- Version associated with the headcount plan.

While the business process is in progress:

- If a reorganization occurs and the worker assigned to a plan participant role changes, we only remove the **Headcount Planning Participant Detail Event** from the Inbox of the outgoing worker. We retain any saved changes made to the plan by the outgoing worker.
- We lock the corresponding Adaptive Planning baseline version. We lock the plan version after the business process completes.

Next Steps

Access the **View Headcount Plan Configuration** report to view the:

- Headcount plan configuration.
- Status of the background jobs that keep this level in sync with Adaptive Planning. This status includes the status of version creation in Adaptive Planning.
- Status of the plan.

Related Information
Tasks

Manage Workforce Planning Configurations on page 31

Manage Headcount Planning Events

Prerequisites

Security: *Process: Headcount Planning* domain in the Adaptive Planning for the Workforce functional area.

Context

When your plan administrator creates a headcount plan, they create Inbox items for both:

- A plan controller who manages the business process event.
- Plan participants who contribute to their parts of the plan. These Inbox items include a link to a form for position data entry.

As the plan controller, you can use your Inbox item to:

- Close participant events and remove their Inbox items.
- Pull forward unsubmitted participant events and remove their Inbox items.
- Submit business process events for selected plan participants and move the business process forward.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

- View and change the headcount plan. You can add or change planning information on behalf of plan participants. You can only access these parts of the headcount plan if you have a role on that organization.

While the business process is in progress, we lock the corresponding Adaptive Planning baseline and plan versions.

Steps

1. Access your **Headcount Planning Event** Inbox item.
2. As you complete the task, consider:

Option	Description
Pull Forward	Submit the individual business process event on behalf of this participant and remove their Inbox item. On your plan controller Inbox item, we display *Manually Advanced* as this participant's event status.
Close	Cancel the individual business process event that exists for this participant and remove their Inbox item. On your plan controller Inbox item, we display *Closed* as this participant's event status.
Submit	If your business process includes an approval step, we send this plan for approval when you submit the plan. If any unsubmitted participant events exist, we automatically pull forward their events and remove their Inbox items.
Start Planning	We automatically display position data for all supervisory organizations that you have access to when you view the plan. To filter the plan for easier editing, use the **Supervisory Organization** prompt.

Result

After you submit the plan, we:

- Lock the corresponding plan version in Adaptive Planning after the business process completes.
- Remove your Inbox item.

Complete Headcount Planning Participant Detail Events

Prerequisites

- Ensure that your security administrator assigns you to a headcount planning role on the supervisory organizations included on the headcount plan.
- Security: *Participate: Headcount Planning* domain in the Adaptive Planning for the Workforce functional area.

Context

When your plan administrator creates a headcount plan, they create inbox items for both:

- A plan controller who manages the business process event.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

- Plan participants who contribute to their parts of the plan. These Inbox items include a link to a form for position data entry.

As the plan participant, you can use your form to:

- Add positions. You can add positions individually or in bulk.
- Duplicate existing positions. You can change details about the position before you duplicate.
- Edit existing To Be Hired positions. You can edit To Be Hired positions individually or in bulk by effective date.
- Remove positions.
- View and refresh key performance indicator (KPI) charts that display plan progress based on each action that plan participants can take.

Steps

1. Access your **Headcount Planning Participant Detail Event** Inbox item.
2. Select **Start Planning**.
3. To create new positions, you can either:
    - Select **New**.
    - From the actions menu of an existing position, select *Duplicate*.

    When you create or duplicate To Be Hired positions, select *Planned* on the **Staffing Status** field.
4. To edit positions, either:
    - Select **Edit** from the actions menu of a position.
    - Select 1 or more rows and click the **Edit** button.

    If you select multiple positions for a bulk edit and differing position details exist, we apply your changes to all of the selected positions.
5. To remove To Be Hired rows, select **Remove** from the actions menu of the row.

    You can only remove To Be Hired rows of *Planned* position status.
6. (Optional) Select **Save** to:
    - Refresh the KPIs.
    - Save changes to the corresponding sheet in Adaptive Planning.
    - Save changes to this form draft.

    You can still remove a To Be Hired row after you save but before the plan controller submits the plan.
7. (Optional) Filter the data to display using these prompts:
    - **Supervisory Organization**. Changing this option changes both:
        - The KPI data that we display.
        - Which positions we display on the grid.
    - **Period**. Changing this option only changes the KPI data, not the positions we display on the grid.

    You can also filter the positions to display using the **Filter** options.

Result

When you submit your part of the plan, we:

- Don't lock the corresponding rows on the Adaptive Planning sheet. We only lock the plan version when your plan controller submits the entire plan and the business process completes.
- Remove your **Headcount Planning Participant Detail Event** Inbox item.

©2023 Workday, Inc. All rights reserved

Troubleshooting: Recreate Modeled Accounts for Headcount Planning

The planning configuration manager creates 3 modeled accounts:

- FTE.
- Headcount.
- Cost of Workforce.

The formulas for each account can derive from values in another modeled account.

When you delete and recreate these accounts, the dashboard at the top of the headcount plan page can display zero. The value can't update because of version locking by the planning configuration manager.

Cause: The planning configuration manager creates locked baseline versions in Adaptive Planning. The recreated account version formulas can't update in the version.

Solution: Unlock the baseline version, update the formulas for each recreated modeled account on that baseline version, then relock the baseline version.

Steps

Security:

- *Model includes: sheets, accounts, dimensions, and formulas* permission.
- *Versions* permission.

1. In Adaptive Planning, select **Modeling** > **Model Management** from the main menu.
2. Select **Versions**.
3. Select the baseline version that the planning configuration manager automatically created.
4. Clear the **Locked version** check box.
5. Click **Save**.
6. Select **Modeling** > **Model Management** from the main menu.
7. Select **Level Assigned Sheets**.
8. Select **Edit** for the modeled sheet that contains the accounts that you recreated.
9. Select **Modeled Accounts**.
10. Select one of the modeled accounts that you recreated.
11. Select the baseline version in the **Formula Version Selector** field in the **Data Type** section.
12. Add the formula.
13. Save the modeled account settings.
14. Repeat the steps for the modeled accounts that rely on the account you recreated.
15. Select **Modeling** > **Model Management** from the main menu.
16. Select **Versions**.
17. Select the baseline version that the planning configuration manager automatically created.
18. Select the **Locked version** check box.

©2023 Workday, Inc. All rights reserved Workday Proprietary and Confidential

Glossary

Cross Application Services Glossary

Financial Management Glossary

HCM Glossary

Integration Glossary

Payroll Glossary

Student Glossary

©2023 Workday, Inc. All rights reserved