

FDM Worktags | Summary

Worktag	Purpose	Naming Convention & Example Value	Max. Field Length
 Company	Each division represented in Management Discussion & Analysis (MD&A) schedules of financial reports; considered primary level at which one holds balanced set of books	UVA_207	7
 Cost Center	Area that owns a subset of revenues and/or expenses to support management decision making or accountability.	CC1234, MC-1234567, UPG-2000, UPG-CC1234	10
 Business Unit	Generate Statement of Net Position (SNP) and Statement of Revenues, Expenses, and Change in Net Position (SRECNP).	BU12	4
 Fund	High-level source of funds used to support GASB net position categories and state reporting requirements	FD123	5
 Gift	Pledges, outright contributions received from private sources, or activities supported by an external party (i.e., donor).	GF123456	8
 Grant	Meets UVA's policy definition of a sponsored program (e.g., federal, state, local and private).	GR123456	8
 Designated	Represents funding other than gifts and grants such as discretionary, state appropriations, ETF, including earned revenue such as tuition and Facilities & Administrative (F&A)	DN123456	8
 Project	Activity that has a defined start and end date (e.g., capital or IT project), multiple funding sources and hierarchy – ONLY IF BEING USED WITH MFS	PJ12345	7
 Program	Defined at the school/unit level, Program captures activities or initiatives that are generally consistent over time (no definite start or end date), broad in nature, and typically spans across multiple cost centers, funding sources, projects and activities.	PG12345	7
 Function	Used to categorize activities by mission; supports NACUBO, GASB and state reporting requirements	FN123	5
 Activity	Envisioned as managerial reporting tool only, defined at school level; used to assign further granularity to programs and/or projects	AC12345	7
 Assignee	Allows tracking by individual; for identifying and reporting on financial activity and balances for which the individual is responsible (e.g., faculty, grad students)	123456789 (WD ID)	9
 Internal Reference	Track the various units' internal reference numbers on transactions in Workday	IRFM1234567890123	17*
 Location	Represents physical locations to track assets and workers. Also used on operational transactions for identified use cases, such as tracking facilities-related costs for areas such as Athletics and Business Operations.	FM_0580_01_141A	19
 Loan	To track internal loans provided by the Internal Bank	LN123	5

*Facilities Mgmt ONLY will use 27 character length for Internal Reference