
















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

FDM Worktags | 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

Format: UVA_207

- Values and IDs have been developed by FDM Team.
- Required field on all financial transactions.

FDM Worktags | Cost Center

Area that owns a subset of revenues and/or expenses to support management decision making or accountability

Format: CC1234 (Academic, College at Wise & SWVHEC)

UPG-2000, UPG-CC1234 (UPG)

MC-1234567 (Medical Center)

- Preliminary values and hierarchy were developed by each MBU.
- Will continue to be refined throughout the mapping process.
- Description name will be preceded by the two-digit MBU code.
- IDs for proposed cost centers will be locked in for the End to End (E2E) build.
- Required field on all financial transactions.

FDM Worktags | Cost Center Hierarchy*



All Cost Centers	All Cost Centers	All Cost Centers	Top Level
President	President	President	President
EVP / Provost	[President]	EVP / COO	Executive Vice Presidents
Schools	Auxiliaries	Central Units	Additional Grouping Level
School of Medicine	Athletics	UVA Finance	VP/School Dean [MBU]
[Clinical Departments]	Units	AVPFO	Division
Clinical Departments	Support Units	[AVPFO]	Department
MD-PEDT Pediatrics	Student Wellness	Payroll	Sub-Department
CC1234 PEDT Allergy	CC5678 Sports Medicine	CC4321 Payroll Operations	Cost Center [Leaf]

FDM Worktags | Business Unit

Generate Statement of Net Position (SNP) and Statement of Revenues, Expenses, and Change in Net Position (SRECNP).

Format: BU12

- Values and IDs will be developed by the FDM Team.
- Will continue to be refined throughout the mapping process.
- Description name will be preceded by the two-digit MBU code.
- Values for existing cost centers will be locked in for the E2E build.
- Will be related to Cost Center.

FDM Worktags | Fund

High-level source of funds used to support GASB net position categories and state reporting requirements

Format: FD123

- Values and IDs have been developed by the FDM Team.
- Based on state and external reporting requirements.
- Will be related to a Gift/Grant/Designated Worktag value.

FDM Worktags | Gift

Pledges, outright contributions received from private sources, or activities supported by an external party (i.e., donor).

Format: GF123456

- Values and IDs will be developed by the FDM Team.
- Represent all endowments and gifts.
- One cost center will be the Responsible Org (Award Owning Org), but multiple cost centers can spend against the gift.
- Allocations will be handled via spending authority and/or transfer to a cost center.
- All financial transactions must include either a gift, grant or a designated worktag.

FDM Worktags | Grant

Meets UVA's policy definition of a sponsored program (e.g., federal, state, local and private).

Format: GR123456

- Values and IDs will be developed by the Grants Team.
- Associated via hierarchy to a Sponsored award.
- Each grant will be associated to a single cost center.
- Separate grant set up for cost share companion by funding source.
- All financial transactions must include either a gift, grant or a designated worktag.

FDM Worktags | 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)

Format: DN123456

- Values and IDs will be developed by the FDM Team.
- Represent each funding source type (award purpose code.)
- One value for each funding source type will be established for each MBU.
- Allocations will be handled via spending authority and/or transfer to a cost center.
- One value for each Strategic Initiative Fund award (i.e. formerly an LC award.)
- All financial transactions must include either a gift, grant or a designated worktag.

FDM Worktags | Project

Activity that has a defined start and end date (e.g., capital or IT project), multiple funding sources and hierarchy

Format: PJ12345

- Values and IDs will be developed by the FDM Team.
- One value will be established for each individual capital project managed by Facilities Management or IT or faculty start up package
- Allows for the tracking of multi-source projects that span multiple years.
- Multi-funding source functionality in Workday will be utilized to allocate costs based on pre-defined parameters.

FDM Worktags | 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.

Format: PG12345

- Should be reserved for cross-school/unit activities or initiatives, as well as school/unit summary level activities and initiatives.
- Values will be developed by the MBU and will continue to be refined throughout the mapping process.
- IDs will be established by the FDM Team and locked with the E2E build.
- Description names will include MBU two-digit code for ease of filtering.
- Hierarchies will be established by FDM Team to group similar values (i.e. Orientation, Commencement, etc.)
- Should not be used to replicate values that can be captured in other organizational or accounting worktags.

FDM Worktags | Function

Used to categorize activities by mission; supports NACUBO, GASB and state reporting requirements

Format: FN123

- Values and IDs have been developed by the FDM Team.
- Based on state and external reporting requirements.
- Will relate a default value from a Gift/Grant/Designated Worktag value. Allowed values are enabled to allow the function to be changed, with custom validations being considered as guardrails for changing to an allowed function.

**For transactions occurring via an ISD, units will be required to provide a Function value.*

FDM Worktags | Activity

Envisioned as managerial reporting tool only, defined at school level; used to assign further granularity to programs and/or projects

Format: AC12345

- Should be reserved for cost center level activities and initiatives.
- Values will be developed by the MBU and continue to be refined throughout the mapping process.
- IDs will be established by the FDM Team and locked in with the E2E build.
- Description names will include MBU two-digit code for ease of filtering.
- Hierarchies will be established by FDM Team to group similar values
- Should not be used to replicate values that can be captured in other organizational or accounting worktags.

FDM Worktags | 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)

Format: 123456789 (WD ID)

- Values and IDs will be fed via the HCM System.
- Values will be closed but will remain available for query-purposes.

FDM Worktags | Internal Reference

Track the various units' internal reference numbers on transactions in Workday

Format: IRFM1234567890123*

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

- Values and IDs will be developed by individual ISPs and will be updated on an ad hoc basis, as needed.
- Distinctive values for each unit to eliminate the risk of duplication.
- Will only be available to approved areas and updated via integration.
- Examples include workorder, invoice or event numbers provided to units when services are rendered.

FDM Worktags | 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.

Format: FM_0580_01_141A

- Values and IDs will be fed via the Space Management System.
- Value will identify a location building, floor and room level.
- Hierarchies have been established to group rooms to floors and floors to buildings.
- Values will be closed but will remain available for query-purposes.

FDM Worktags | Loan

To track internal loans provided by the Internal Bank

Format: LN123

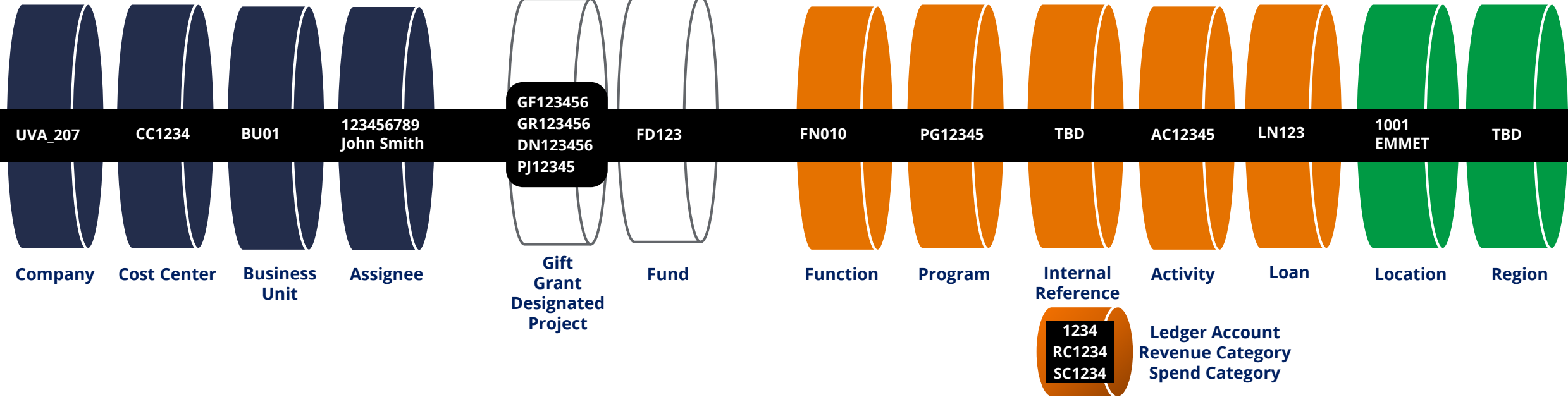
- Values and IDs will be developed by the FDM Team.
- Usage restricted to Treasury and central finance.
- Only available for use on manual journal entries.

FDM | Accounting Worktags

Accounting Worktag	Description	Naming Convention
Ledger Account	An account or record used to sort and store balance sheet (net position) and income statement transactions. Ledger Account Summaries (e.g., Tuition and Fee Revenue) are used to create financial statement lines primarily for statutory external reporting. Additional Summaries can be built to handle various other reporting situations. Ledger Account partitioning provides the ability to have ledger accounts that are unique by Company.	1234
Revenue Category	Provides a lower level of detail from the Ledger Account needed for operational reporting. Revenue categories are required for Customer and Sponsor Invoices. They are used to identify and categorize the different types of revenues reported by the company. When using a revenue category via a Customer Invoice, a ledger account will automatically be derived by configuring the posting rule set. Revenue Categories can also be utilized on manual journal entries and/or to break down revenue in a more granular fashion via 3rd party integrations. Revenue categories can have hierarchies that can be used to facilitate managerial reporting and other reporting situations.	RC1234
Spend Category	Provides a lower level of detail from the Ledger Account needed for operational reporting. They are used to identify and categorize the different types of expenditures reported by the company. Also a dimension in account posting rules for procurement and spend that drives accounting behavior. Spend category can have hierarchies that can be used to handle managerial reporting and other reporting situations (e.g. Commonwealth of Virginia).	SC1234
Sales Item	A sales item is often associated with a unit price and is used to represent a SKU offered by the company. Sales items can be displayed in the customer invoice and will have a predetermined revenue category.	Sales_Item_Lobby
Expense Item	Required for Workday expenses module; defines the transactions within expense reports and maps to a single spend category	Employee_Award_Non-Taxable

Worktags | Overview

Who?	How Funded?	What?	Where?
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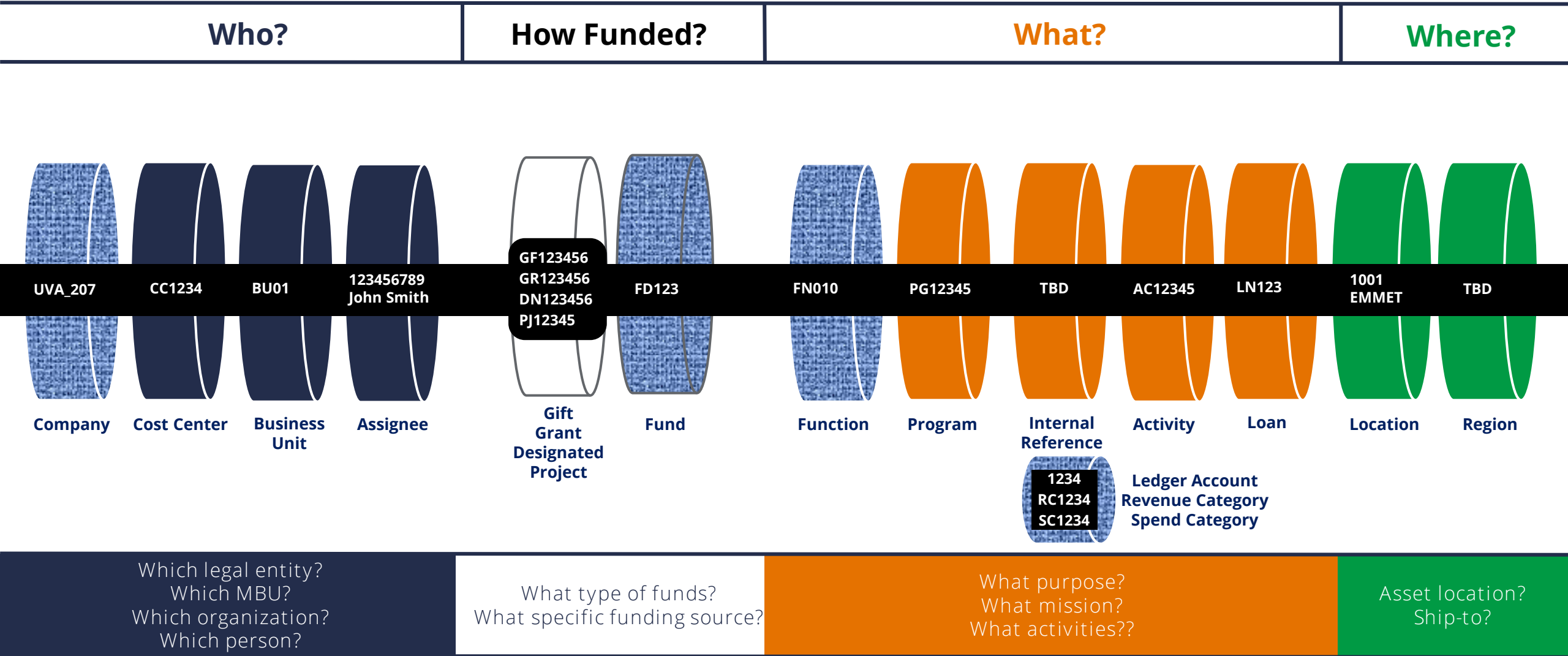
Which legal entity?
Which MBU?
Which organization?
Which person?

What type of funds?
What specific funding source?

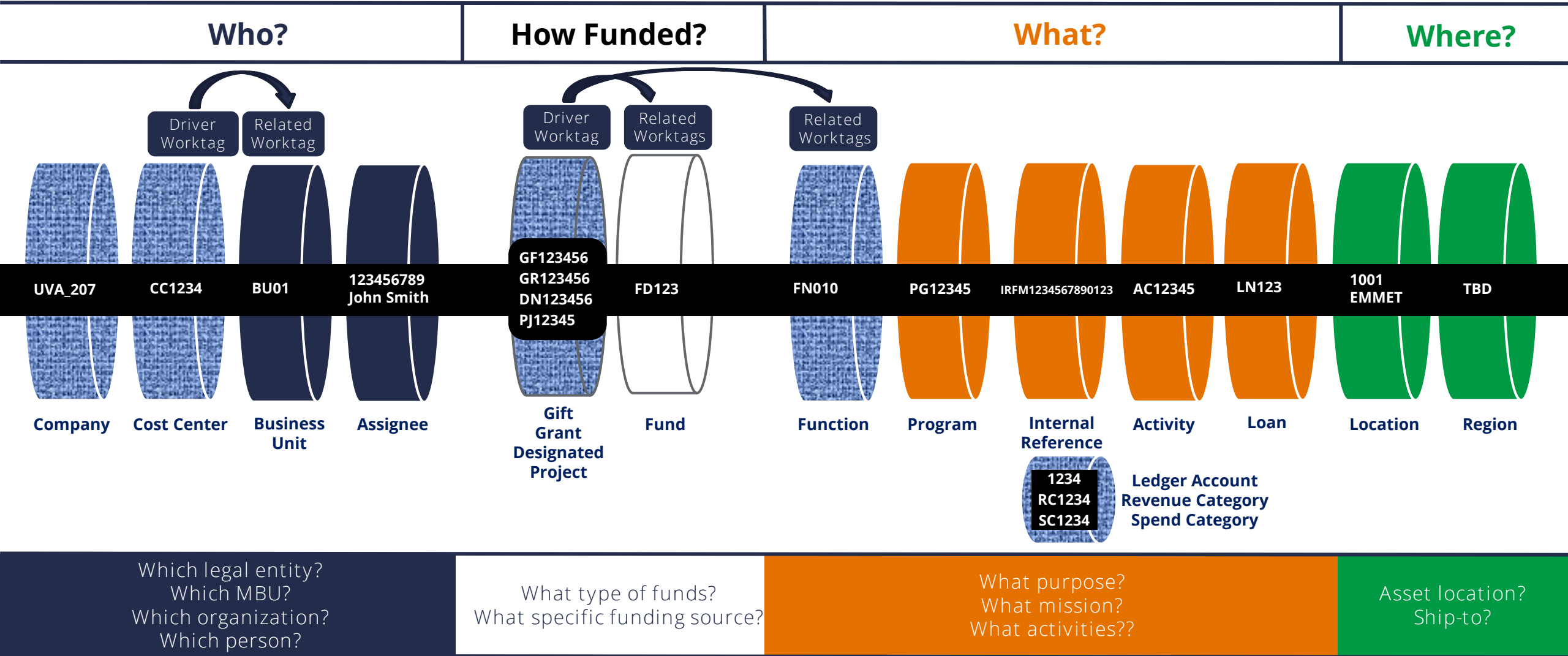
What purpose?
What mission?
What activities??

Asset location?
Ship-to?

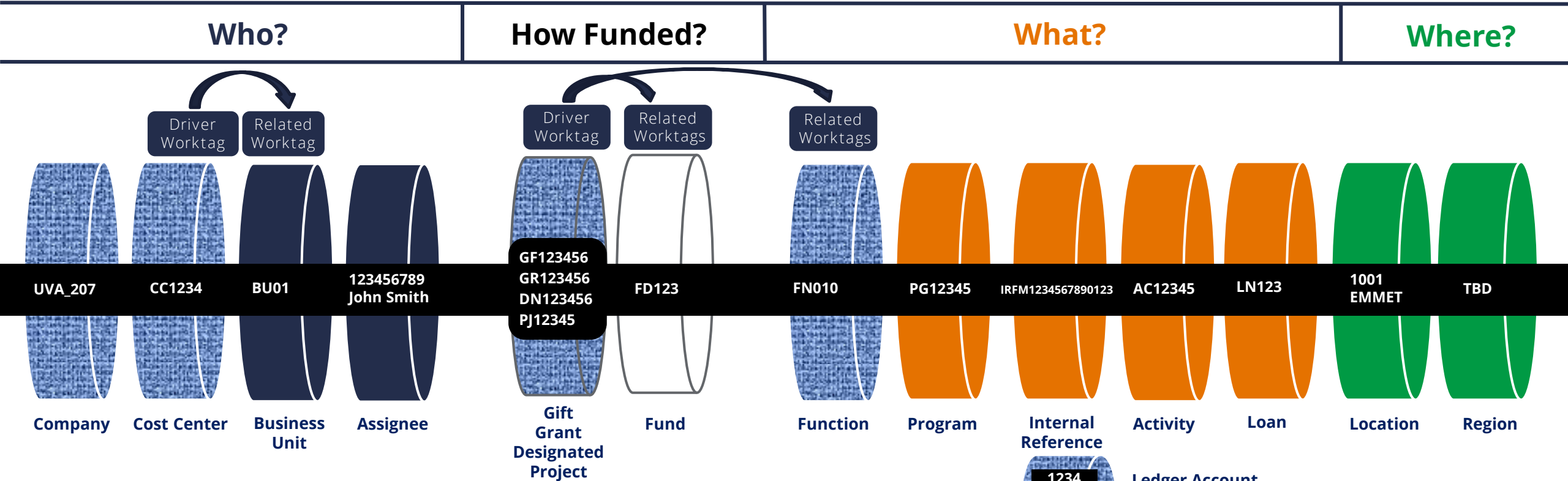
Worktags | Minimum Required (External Reporting)



Worktags | Minimum Required (Internal Reporting)



Worktags | Sample String



REQUIRED WORKTAG ORDER OF ENTRY

UVA123.CC1010.*GF123456.FN010.SC1234

REQUIRED & OPTIONAL WORKTAG ORDER OF ENTRY

UVA123.CC1010.*GF123456.FN010.PG12345.
AC12345.123456789.IRxxxxxxxxxxxxxxxxxx.Location.SC1234

1234
RC1234
SC1234

Ledger Account
Revenue Category
Spend Category