

FDM Worktag Request Instructions

Schools and units can request the creation of, or edits to, FDM worktags by completing the Worktag Request Template.

Each school/unit will designate one individual to act as the administrator for the MBU and collect, review, and submit the Template. Requests should be submitted via AskFinance once per week for the MBU. The [MBU FDM Administrator](#) should work with their school/unit to consolidate efforts and ensure requests align with your unit's philosophy for the FDM.

The Central Finance Team will review requests to ensure that the requests align with the agreed upon definitions and usage. Definitions for the Worktags are:

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

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) Represent each funding source type (award purpose code.)

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.

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

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

Spend Category - This delivered dimension identifies and categorizes the specific type of expense for a transaction. Provides a sub-classification of the ledger account to provide more granularity for reporting.

Revenue Category - This delivered dimension identifies and categorizes the specific type of revenue for a transaction. Provides a sub-classification of the ledger account to provide more granularity for reporting.

Fund - Also often referred to as color of money, funds are pools of money differentiated by sources and constraints placed on the use of the resources. E.g. state vs local fund, restricted, restricted expendable (earnings on endowment or gifts), unrestricted, etc.

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

Loan - To track internal loans provided by the Internal Bank Usage restricted to Treasury and central finance

Cost Center

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

1. Select the Request Type from the drop-down menu (New, Edit, Deactivate)
2. Enter the Required Information
 - a. New Request:
 - i. Worktag Name (BU-Name) Enter the requested name for the worktag starting with the MBU prefix.

- ii. Cost Center Hierarchy – Enter the number and name of the Cost Center Hierarchy the worktag should be added to (e.g., CH10137 EN-Academic Pgrms). If a new hierarchy should be created, enter NEW and complete the hierarchy request template.
 - iii. Default BU (R&V cost centers only) Enter the default BU for the Cost Center (e.g., BU21 HS-Health Sciences Library).
 - iv. UFM Hierarchy – Enter the number and name of the UFM Activity Center the worktag should be added to (e.g., CHC0020 Medicine).
 - v. **R&V and College of Wise CCs only:** complete the separate [Cost Center Labor Suspense template](#).
 - vi. **Medical Center Pass-through CCs only:** complete the separate [Medical Center Pass-through Cost Center template](#).
 - vii. Cost Center Manager - Provide the name and employee ID of the Cost Center Manager that should be assigned.
 - viii. Cost Center Fiscal Specialist - Provide the name and employee ID of the Cost Center Fiscal Specialist that should be assigned.
 - ix. Senior Department Finance Approver - Provide the name and employee ID of the Senior Department Finance Approver that should be assigned.
 - x. Expense Support Specialist- Provide the name and employee ID of the ExpenseSupport Specialist that should be assigned to the new cost center.
 - xi. P2P Requisitioner - \$5k Provide the name and employee ID of the P2P Requisitioner - \$5k that should be assigned to the new cost center.
 - xii. P2P Requisitioner - \$10k - Provide the name and employee ID of the P2P Requisitioner - \$10k that should be assigned to the new cost center.
 - xiii. P2P Approver - Provide the name and employee ID of the P2P Approver that should be assigned to the new cost center.
 - xiv. Payroll Costing Manager - Provide the name and employee ID of the Payroll Costing Manager that should be assigned to the new cost center.
 - xv. Deposit Specialist - Provide the name and employee ID of the Deposit Specialist that should be assigned to the new cost center.
- b. Edit – Changing the Description Name or CC Hierarchy of a Worktag
 - i. New Worktag Name (BU-Name) - Provide the Cost Center name and ID to be edited.
 - ii. Cost Center Hierarchy - If name should be changed, provide the new name of the worktag.
 - c. Deactivate – Closing a Worktag so that it can no longer be used – must ensure all fund balances have been moved off the worktag before deactivating.
 - i. Worktag Name (BU-Name) Provide the worktag name and ID to be deactivated.
 - ii. Cost Center Hierarchy - Provide the worktag name and ID to be deactivated.
3. Enter Justification/Purpose for the request.

Cost Center Hierarchy

- 1. Enter the Required Information
 - a. Cost Center Hierarchy Name (BU-Name) - Enter the requested name for the hierarchy starting with the MBU prefix.
 - b. Cost Center Hierarchy Level - Provide the hierarchy level (Level 1, Level 2, etc.) of the requested hierarchy. Select from the drop-down list. See hierarchy table for reference.
 - c. Parent hierarchy level - Provide the parent hierarchy the new hierarchy should roll up to (e.g., CH50003 PR- President).
 - d. Justification/Purpose - Provide a justification and purpose for the new hierarchy.

Designated

Worktag Purpose - Represents funding other than gifts and grants such as discretionary, state appropriations, ETF, including earned revenue such as tuition and Facilities & Administrative (F&A) Represent each funding source type (award purpose code).

Note: For Edit Worktag requests, please provide the Designated worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Designated Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Designated Worktag Code:** If requesting an edit to the Worktag, please provide the Designated Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Designated Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Designated worktag. Please specify the business unit prefix at the beginning of the worktag name. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Designated Hierarchy Level 1 Type:** Indicate whether the Designated Worktag will utilize an existing Level 1 Hierarchy or whether a new hierarchy is being requested
- E. **Designated Hierarchy Level 1 Code:** Provide the Designated Level 1 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Designated report to provide the exact Designated Level 1 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Designated Level 1 Hierarchy.
- F. **Designated Hierarchy Level 2 Type:** Indicate whether the Designated Worktag will utilize an existing Level 2 Hierarchy or whether a new hierarchy is being requested
- G. **Designated Hierarchy Level 2 Code:** Provide the Designated Level 2 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Designated report to provide the exact Designated Level 2 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Designated Level 2 Hierarchy.
- H. **Designated Hierarchy Level 3 Code:** Provide the Designated Level 3 Hierarchy code of DNH00000. All Designated Worktags have the same Level 3 Hierarchy; providing this worktag code in the request is helpful for Worktag Setup by the Workday Support Team
- I. **Default Cost Center Code for Designated (Optional):** If applicable, indicate a default Cost Center (code only) for the Designated Worktag.
- J. **Default Business Unit Code for Designated (Optional):** If applicable, indicate a default Business Unit (code only) for the Designated Worktag
- K. **Default Fund Code for Designated:** Using the drop-down list provided, select the default Fund Worktag code for the Designated
- L. **Default Function Code for Designated:** Using the drop-down list provided, select the default Function Worktag code for the Designated
- M. **SIS Allowed (Y/N):** Indicate whether the Designated Worktag should be allowed for use in SIS by selecting either Yes or No
- N. **Justification:** Provide a written justification for the creation of the Designated worktag or the edits requested for the Designated worktag

Program and Program Hierarchy

Worktag Purpose-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.

Note: For Edit Worktag requests, please provide the Program worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the

Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Program Worktag name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag, Edit Worktag, or Deactivate Worktag)
- B. **Program Worktag Code:** If requesting an edit to the Worktag, please provide the Program Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Program Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Program worktag. Please specify the business unit prefix at the beginning of the worktag name. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Program Level 1 Hierarchy Type (Optional):** If applicable, indicate whether the Program Worktag will utilize an existing Level 1 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- E. **Program Level 1 Hierarchy Code (Optional):** If applicable, provide the Program Level 1 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Program report to provide the exact Program Level 1 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Program Level 1 Hierarchy.
- F. **Program Level 2 Hierarchy Type (Optional):** If applicable, indicate whether the Program Worktag will utilize an existing Level 2 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- G. **Program Level 2 Hierarchy Code (Optional):** If applicable, provide the Program Level 2 Hierarchy
 - c. Utilize Existing Hierarchy – Please use the FDM Reference – Program report to provide the exact Program Level 2 Hierarchy (Code Only)
 - d. New Hierarchy: Provide the name requested for the new Program Level 2 Hierarchy.
- H. **Program Level 3 Hierarchy Type (Optional):** If applicable, indicate whether the Program Worktag will utilize an existing Level 3 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- I. **Program Level 3 Hierarchy Code (Optional):** If applicable, provide the Program Level 3 Hierarchy.
 - e. Utilize Existing Hierarchy – Please use the FDM Reference – Program report to provide the Level 3 Hierarchy (Code Only)
 - f. New Hierarchy: Provide the name requested for the new Program Level 3 Hierarchy.
- J. **Program Hierarchy Level 4 Code:** Provide the Program Level 4 Hierarchy code of PGH00001. All Program Worktags have the same Level 4 Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- K. **Justification:** Provide a written justification for the creation of the Program worktag or the edits requested for the Program worktag

Activity

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

Note: For Edit Worktag requests, please provide the Activity worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Activity Worktag name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag, Edit Worktag, or Deactivate Worktag)
- B. **Activity Worktag Code:** If requesting an edit to the Worktag, please provide the Activity Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Activity Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Activity worktag. Please specify the business unit prefix at the beginning of the worktag name. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Activity Level 1 Hierarchy Type (Optional):** If applicable, indicate whether the Activity Worktag will utilize an existing Level 1 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- E. **Activity Level 1 Hierarchy Code (Optional):** If applicable, provide the Activity Level 1 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Activity report to provide the exact Activity Level 1 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Activity Level 1 Hierarchy.
- F. **Activity Level 2 Hierarchy Type (Optional):** If applicable, indicate whether the Activity Worktag will utilize an existing Level 2 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- G. **Activity Level 2 Hierarchy Code (Optional):** If applicable, provide the Activity Level 2 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Activity report to provide the exact Activity Level 2 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Activity Level 2 Hierarchy.
- H. **Activity Level 3 Hierarchy Type (Optional):** If applicable, indicate whether the Activity Worktag will utilize an existing Level 3 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- I. **Activity Level 3 Hierarchy Code (Optional):** If applicable, provide the Activity Level 3 Hierarchy.
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Activity report to provide the Level 3 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Activity Level 3 Hierarchy.
- J. **Activity Level 4 Hierarchy Type:** Indicate whether the Activity Worktag will utilize an existing Level 4 Hierarchy or whether a new hierarchy is being requested.
- K. **Activity Level 4 Hierarchy Code:** Provide the Activity Level 4 Hierarchy.
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Activity report to provide the Level 4 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Activity Level 4 Hierarchy.
- L. **Activity Level 5 Hierarchy:** Provide the Level 5 Hierarchy code of ACH00001. All Activity Worktags have the same Level 5 Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- M. **Justification:** Provide a written justification for the creation of the Activity worktag or the edits requested for the Activity worktag

Project and Project Hierarchy

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

Note: For Edit Worktag requests, please provide the Project worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Project Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Project Worktag Code:** If requesting an edit to the Worktag, please provide the Project Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Project Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Project worktag. Please specify the business unit prefix at the beginning of the worktag name. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Project Level 1 Hierarchy Type (Optional):** If applicable, indicate whether the Project Worktag will utilize an existing Level 1 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- E. **Project Level 1 Hierarchy Code (Optional):** If applicable, provide the Project Level 1 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Project report to provide the exact Project Level 1 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Project Level 1 Hierarchy.
- F. **Project Level 2 Hierarchy Type (Optional):** If applicable, indicate whether the Project Worktag will utilize an existing Level 2 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- G. **Project Level 2 Hierarchy Code (Optional):** If applicable, provide the Project Level 2 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Project report to provide the exact Project Level 2 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Project Level 2 Hierarchy.
- H. **Project Level 3 Hierarchy Type (Optional):** If applicable, indicate whether the Project Worktag will utilize an existing Level 3 Hierarchy or whether a new hierarchy is being requested. Note: This is optional.
- I. **Project Level 3 Hierarchy Code (Optional):** If applicable, provide the Project Level 3 Hierarchy.
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Project report to provide the Level 3 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Project Level 3 Hierarchy.
- J. **Project Level 4 Hierarchy Type:** Indicate whether the Project Worktag will utilize an existing Level 4 Hierarchy or whether a new hierarchy is being requested.
- K. **Project Level 4 Hierarchy Code:** Provide the Project Level 4 Hierarchy.
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Project report to provide the Level 4 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Project Level 4 Hierarchy.
- L. **Project Level 5 Hierarchy Type:** Indicate whether the Project Worktag will utilize an existing Level 5 Hierarchy or whether a new hierarchy is being requested
- M. **Project Level 5 Hierarchy Code:** Provide the Project Level 5 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Project report to provide the Level 5 Hierarchy (Code Only)
 - b. New Hierarchy: Provide the name requested for the new Project Level 5 Hierarchy
- N. **Project Level 6 Hierarchy Code:** Provide the Level 6 Hierarchy code of PJH00001. All Project Worktags have the same Level 6 Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- O. **Project Budget Manager:** Provide the Name and computing ID of the individual(s) identified as the Project Budget Manager for this Project Worktag
- P. **Project Budget Specialist:** Provide the Name and computing ID of the individual(s) identified as the Project Budget Specialist for this Project Worktag
- Q. **Capital Project:** Indicate whether this Project Worktag is a capital project by selecting either Yes or No

- R. **Project Start Date (Required):** Please specify the start date of the Project Worktag
- S. **Project End Date (Optional):** If applicable, please specify the end date of the Project Worktag. Note: This is optional.
- T. **Default Company for Project (Optional):** If applicable, indicate a default Company for the Project Worktag
- U. **Default Cost Center Code for Project (Optional):** If applicable, indicate a default Cost Center code for the Project Worktag
- V. **Default Business Unit Code for Project (Optional):** If applicable, indicate a default Business Unit code for the Project Worktag
- W. **Default Fund code for Project (Optional):** If applicable, indicate a default Fund code for the Project Worktag
- X. **Default Function code for Project (Optional):** If applicable, indicate a default Function code for the Project Worktag
- L. **SIS Allowed (Y/N):** Indicate whether the Project Worktag should be allowed for use in SIS by selecting either Yes or No
- Y. **Justification:** Provide a written justification for the creation of the Project worktag or the edits requested for the Project worktag

Spend Category

Worktag Purpose - This delivered dimension identifies and categorizes the specific type of expense for a transaction. Provides a sub-classification of the ledger account to provide more granularity for reporting.

Note: For Edit Worktag requests, please provide the Spend Category worktag name in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Spend Category Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Spend Category Worktag Code:** If requesting an edit to the Worktag, please provide the Spend Category Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Spend Category Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Spend Category worktag. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Spend Category Level 1 Hierarchy Type:** Indicate whether the Spend Category Worktag will utilize an existing Level 1 Hierarchy or whether a new hierarchy is being requested.
- E. **Spend Category Level 1 Hierarchy:** Provide the Spend Category Level 1 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Spend Category report to provide the exact Spend Category Level 1 Hierarchy (Code and Worktag Name)
 - b. New Hierarchy: Provide the name requested for the new Spend Category Level 1 Hierarchy.
- F. **Spend Category Level 2 Hierarchy Type:** Indicate whether the Spend Worktag will utilize an existing Level 2 Hierarchy or whether a new hierarchy is being requested.
- G. **Spend Category Level 2 Hierarchy:** Provide the Spend Category Level 2 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Spend Category report to provide the exact Spend Category Level 2 Hierarchy (Code and Worktag Name)
 - b. New Hierarchy: Provide the name requested for the new Spend Category Level 2 Hierarchy.
- H. **Spend Category Level 3 Hierarchy Type:** Indicate whether the Spend Worktag will utilize an existing Level 3 Hierarchy or whether a new hierarchy is being requested
- I. **Spend Category Level 3 Hierarchy:** Provide the Spend Category Level 3 Hierarchy
 - a. Utilize Existing Hierarchy: Please use the FDM Reference – Spend Category report to provide the exact Spend Category Level 3 Hierarchy (Code and Worktag Name)
 - b. New Hierarchy: Provide the name requested for the new Spend Category Level 3 Hierarchy
- Z. **Spend Category Hierarchy Top Level:** Provide the top level hierarchy of All Spend Categories. All Spend Category Worktags have the same top level Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- J. **State Spend Category Level 1 Hierarchy:** Provide the State Spend Category Level 1 Hierarchy. Please use the FDM Reference – Spend Category report to provide the exact State Spend Category Level 1 Hierarchy

- K. **State Spend Category Hierarchy Top Level:** Provide the State Spend Category Top Level Hierarchy of All Spend Categories – State Reporting. All Spend Category Worktags have the same top level Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- L. **UFM Line Item:** Provide the UFM Line Item. Please use the FDM Reference – Spend Category report to provide the exact UFM Line Item
- M. **UFM Line Item Subgroup:** Provide the UFM Line Item Subgroup that corresponds to the selected UFM Line Item. Please use the FDM Reference – Spend Category report to provide the exact UFM Line Item Subgroup
- N. **UFM Line Item Group:** Provide the UFM Line Item Group that corresponds to the selected UFM Line Item. Please use the FDM Reference – Spend Category report to provide the exact UFM Line Item Group
- O. **UFM Source/Uses:** Provide the UFM Sources/Uses. Please use the FDM Reference – Spend Category report to provide the exact UFM Sources/Uses
- P. **UFM Top Level Spend Category:** Provide the UFM Top Level Spend Category of UFM-Spend Category Hierarchy (Top Level). All Spend Category Worktags have the same UFM Top Level Spend Category; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team.
- Q. **UFM Direct/Indirect:** Provide whether the UFM set up is Direct, Indirect, or Not Applicable.
- R. **UFM Spend Dir/Ind Top Level:** Provide the UFM Spend Dir/Ind Top Level of All Spend Categories – Direct/Indirect. All Spend Category Worktags have the same UFM Spend Dir/Ind Top Level; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- S. **Justification:** Provide a written justification for the creation of the Spend Category worktag or the edits requested for the Spend Category worktag

Revenue Category

Worktag Purpose - This delivered dimension identifies and categorizes the specific type of revenue for a transaction. Provides a sub-classification of the ledger account to provide more granularity for reporting.

Note: For Edit Worktag requests, please provide the Revenue Category worktag name in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Revenue Category Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Revenue Category Worktag Code:** If requesting an edit to the Worktag, please provide the Revenue Category Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Revenue Category Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Revenue Category worktag. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Revenue Category Level 1 Hierarchy Type:** Indicate whether the Revenue Category Worktag will utilize an existing Level 1 Hierarchy or whether a new hierarchy is being requested.
- E. **Revenue Category Level 1 Hierarchy:** Provide the Revenue Category Level 1 Hierarchy
 - a. Utilize Existing Hierarchy – Please use the FDM Reference – Revenue Category report to provide the exact Revenue Category Level 1 Hierarchy (Code and Worktag Name)
 - b. New Hierarchy: Provide the name requested for the new Revenue Category Level 1 Hierarchy.
- F. **Revenue Category Level 2 Hierarchy Type:** Indicate whether the Revenue Category Worktag will utilize an existing Level 2 Hierarchy or whether a new hierarchy is being requested.
- G. **Revenue Category Level 2 Hierarchy:** Provide the Revenue Category Level 2 Hierarchy
 - c. Utilize Existing Hierarchy – Please use the FDM Reference – Revenue Category report to provide the exact Revenue Category Level 2 Hierarchy (Code and Worktag Name)
 - d. New Hierarchy: Provide the name requested for the new Revenue Category Level 2 Hierarchy.
- H. **Revenue Category Level 3 Hierarchy Type:** Indicate whether the Revenue Worktag will utilize an existing Level 3 Hierarchy or whether a new hierarchy is being requested
- I. **Revenue Category Level 3 Hierarchy:** Provide the Revenue Category Level 3 Hierarchy
 - e. Utilize Existing Hierarchy: Please use the FDM Reference – Revenue Category report to provide the exact

Revenue Category Level 3 Hierarchy (Code and Worktag Name)

- f. **New Hierarchy:** Provide the name requested for the new Revenue Category Level 3 Hierarchy
- J. **Revenue Category Hierarchy Top Level:** Provide the top level hierarchy of All Spend Categories. All Revenue Category Worktags have the same top level Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- K. **State Revenue Category Level 1 Hierarchy:** Provide the State Revenue Category Level 1 Hierarchy. Please use the FDM Reference – Revenue Category report to provide the exact State Revenue Category Level 1 Hierarchy
- L. **State Revenue Category Top Level Hierarchy:** Provide the State Revenue Category Top Level Hierarchy of All Spend Categories – State Reporting. All Revenue Category Worktags have the same top level Hierarchy; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- M. **UFM Line Item:** Provide the UFM Line Item. Please use the FDM Reference – Revenue Category report to provide the exact UFM Line Item
- N. **UFM Line Item Subgroup:** Provide the UFM Line Item Subgroup that corresponds to the selected UFM Line Item. Please use the FDM Reference – Revenue Category report to provide the exact UFM Line Item Subgroup
- O. **UFM Line Item Group:** Provide the UFM Line Item Group that corresponds to the selected UFM Line Item. Please use the FDM Reference – Revenue Category report to provide the exact UFM Line Item Group
- P. **UFM Source/Uses:** Provide the UFM Sources/Uses. Please use the FDM Reference – Revenue Category report to provide the exact UFM Sources/Uses
- Q. **UFM Top Level Revenue Category:** Provide the UFM Top Level Revenue Category of UFM-Revenue Category Hierarchy (Top Level). All Revenue Category Worktags have the same UFM Top Level Revenue Category; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team.
- R. **UFM Direct/Indirect:** Provide whether the UFM set up is Direct, Indirect, or Not Applicable.
- S. **UFM Spend Dir/Ind Top Level:** Provide the UFM Spend Dir/Ind Top Level of All Spend Categories – Direct/Indirect. All Revenue Category Worktags have the same UFM Spend Dir/Ind Top Level; providing this worktag in the request is helpful for Worktag Setup by the Workday Support Team
- T. **Justification:** Provide a written justification for the creation of the Revenue Category worktag or the edits requested for the Revenue Category worktag

Fund

Worktag Purpose - Also often referred to as color of money, funds are pools of money differentiated by sources and constraints placed on the use of the resources. E.g. state vs local fund, restricted, restricted expendable (earnings on endowment or gifts), unrestricted, etc

Note: For Edit Worktag requests, please provide the Fund worktag name in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Fund Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Fund Worktag Code:** If requesting an edit to the Worktag, please provide the Fund Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Fund Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Fund worktag. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Fund Sponsored Programs Level 1 Code:** Provide the Fund Sponsored Programs Level 1 code by using the FDM Reference – Fund report (Code Only)
- E. **Fund Sponsored Programs Level 2 Code:** Provide the Fund Sponsored Programs Level 2 code by using the FDM Reference – Fund report (Code Only)
- F. **Fund Sponsored Programs Level 3 Code:** Provide the Fund Sponsored Programs Level 3 code by using the FDM Reference – Fund report (Code Only)
- G. **Fund Level 1 Code:** Provide the Fund Level 1 code by using the FDM Reference – Fund report (Code Only)
- H. **Fund Level 2 Code:** Provide the Fund Level 2 code by using the FDM Reference – Fund report (Code Only)
- I. **Fund Level 3 Code:** Provide the Fund Level 3 code by using the FDM Reference – Fund report (Code Only)

- J. **Fund Level 4 Code:** Provide the Fund Level 4 code by using the FDM Reference – Fund report (Code Only)
- K. **State Fund Hierarchy Code:** Provide the State Fund Hierarchy by using the FDM Reference – Fund report (Code Only)
- L. **UFM Fund Source Group 1 Code:** Provide the UFM Fund Source Group 1 by using the FDM Reference – Fund report (Code Only)
- M. **UFM Fund Source Group 2 Code:** Provide the UFM Fund Source Group 2 by using the FDM Reference – Fund report (Code Only)
- N. **UFM Fund Source Group 3 Code:** Provide the UFM Fund Source Group 3 by using the FDM Reference – Fund report (Code Only)
- O. **UFM Fund Source Group 4 Code:** Provide the UFM Fund Source Group 4 by using the FDM Reference – Fund Report (Code Only)
- P. **Justification:** Provide a written justification for the creation of the Fund worktag or the edits requested for the Fund worktag

Company

Worktag Purpose - Each division represented in Management Discussion & Analysis (MD&A) schedules of financial reports; considered primary level at which one holds balanced set of books

Note: For Edit Worktag requests, please provide the Company worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within Company Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Company Worktag Code:** If requesting an edit to the Worktag, please provide the Company Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Company Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Company worktag. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Hierarchic Parents:** Provide the Hierarchic Parents by referring to the FDM Reference – Company report
- E. **UVA Companies Level 1 Hierarchy (Optional):** If applicable, provide the UVA Companies Level 1 Hierarchy by referring to the FDM Reference – Company report
- F. **UVA Companies Level 2 Hierarchy (Optional):** If applicable, provide the UVA Companies Level 2 Hierarchy by referring to the FDM Reference – Company report
- G. **Company IPEDS Survey (Lvl 1) (Optional):** If applicable, provide the Company IPEDS Survey (Lvl 1) by referring to the FDM Reference – Company report
- H. **Company IPEDS Survey (Lvl 2) (Optional):** If applicable, provide the Company IPEDS Survey (Lvl 2) by referring to the FDM Reference – Company report
- I. **All Companies Financial Reporting (Lvl 1)(Optional):** If applicable, provide the All Companies Financial Reporting (Lvl 1) by referring to the FDM Reference – Company report
- J. **All Companies Financial Reporting (Lvl 2)(Optional):** If applicable, provide the All Companies Financial Reporting (Lvl 2) by referring to the FDM Reference – Company report
- K. **All Companies Financial Reporting (Lvl 3)(Optional):** If applicable, provide the All Companies Financial Reporting (Lvl 3) by referring to the FDM Reference – Company report
- L. **Intercompany Profile:** Provide the applicable intercompany profiles necessary for this Company worktag. Refer to the FDM Reference – Company report for assistance determining the proper profiles
- M. **Justification:** Provide a written justification for the creation of the Company worktag or the edits requested for the Fund worktag

Business Unit

Note: For Edit Worktag requests, please provide the Business Unit worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the

Business Unit Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag or Edit Worktag)
- B. **Business Unit Worktag Code:** If requesting an edit to the Worktag, please provide the Business Unit Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Business Unit Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Business Unit worktag. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Hierarchic Parents:** Provide the Hierarchic Parents by referring to the FDM Reference – Business Unit report
- E. **Business Unit Level 1 Hierarchy:** Provide the Business Unit Level 1 Hierarchy by referring to the FDM Reference – Business Unit report
- F. **Business Unit Level 2 Hierarchy:** Provide the Business Unit Level 2 Hierarchy by referring to the FDM Reference – Business Unit report
- G. **Business Unit Level 3 Hierarchy:** Provide the Business Unit Level 3 Hierarchy by referring to the FDM Reference – Business Unit report
- H. **Business Unit Manager:** If applicable, provide the name and computing ID of the individual(s) who should be the Business Unit Manager, otherwise this can be left blank
- I. **Justification:** Provide a written justification for the creation of the Business Unit worktag or the edits requested for the Fund worktag

Loan

Worktag Purpose - To track internal loans provided by the Internal Bank Usage restricted to Treasury and central finance

Note: For Edit Worktag requests, please provide the Loan worktag code in column B, the requested edits in the applicable columns, and justification only. It is not necessary to provide all worktags already completed in the Worktag set up. If you are requesting a change in the Worktag name, please provide this request within the Loan Worktag Name field in column C.

Column Instructions Per Request Row:

- A. **Request Type:** Select the Request Type from the drop-down menu (New Worktag, Edit Worktag, or Deactivate Worktag)
- B. **Loan Worktag Code:** If requesting an edit to the Worktag, please provide the Loan Worktag Code. If requesting a new worktag, please leave this column blank
- C. **Loan Worktag Name:** If requesting a new worktag or requesting an edit to an existing worktag name, please provide the name requested for the new Loan worktag. If requesting edits to the worktag that are not associated with the name, please leave this field blank
- D. **Loan Referral Type:** Select the Loan Referral Type from the dropdown list provided
- E. **Justification:** Provide a written justification for the creation of the Loan worktag or the edits requested for the Loan Worktag

Naming Convention Guidelines

Description names should adhere to the following guidelines:

- All Descriptions should include the two letter prefix for the MBU along with a dash ("-") with no spaces.
- When combined with the worktag value, the length of the description should not exceed 64 characters.
- The following special characters should not be used:
 - Comma (,)
 - Plus sign (+)
 - Double quotes ("")
 - Backward slash (\)
 - Less than (<)
 - Greater than (>)
 - Semi-colon (;)
 - Hashtag (#) as the first character
 - Vertical slash or pipe (|)
 - A space () as the first or last character