

## Overview

This QRG is designed to walk finance employees through using the FDM Validator.

The primary purpose for the FDM Validator is to allow the entry and validation (based on Workday configuration) of FDM values. The validator tool leverages Workday functionality to identify worktags that are valid, active and *in some cases*, worktags that are allowed in combination with other worktags.

Note: There are “custom validations” configured in Workday by UVA that are NOT checked by the Workday service.

By the end of this QRG, users will be able to use the FDM Validator to validate worktags and print a scan code.

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## Procedure

On the Workday **Home** screen:

1. Type **FDM Validator Tool** in the search field.
2. Select the **FDM Validator Tool** task from the search results.

On the Workday **FDM Validator** screen:

3. Complete the following required fields:
  - **Taggable Type** – select the appropriate **Taggable type**. Taggable Type is the Workday task.

 <p><b>NOTE</b></p>	<p>Taggable Type has a default value of Accounting Journal that will satisfy most needs. If you are unsure which type to use, the default will likely be enough. However, each Taggable Type (Workday task) could have different rules to approve a transaction. When possible, it is best to use the Taggable Type (Workday Task) that you will be entering the worktags into.</p>
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- **Company** – select the appropriate **Company**.

4. Enter the **Cost Center**.



The FDM worktags can be validated without a Cost Center if the Designated, Gift, Grant, or Project worktag entered has a default Cost Center associated. If the Designated, Gift, Grant, or Project worktag entered does not have a default Cost Center, the FDM worktags will fail validation because a Cost Center is required for all Workday transactions.

3. Complete ONE of the following fields:

- **Project** – enter the **Project**.
- **Gift** – enter the **Gift**.
- **Grant** – enter the **Grant**.
- **Designated** - enter the **Designated**.



Enter only one of the above worktags. The validation will fail if more than one of the following worktags, Project, Gift, Grant, or Designated is entered.

4. Complete the following **OPTIONAL** fields as necessary:

- **Business Unit**
- **Fund**
- **Program**
- **Function**
- **Activity**
- **Assignee**
- **Internal Reference**
- **Location Loan**

For Grants only:

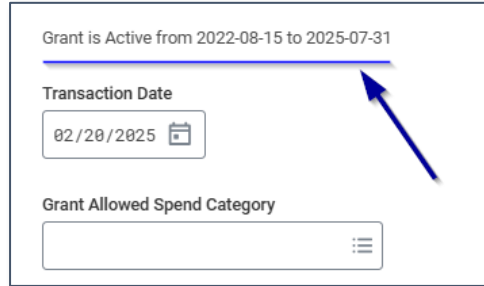
- **Transaction Date**
- **Grant Allowed Spend Category**



The fields listed in step 4 are all optional. Any fields defaulted from the Cost Center or Project, Gift, Grant, or Designated previously selected will show on the validation page if they are left blank in this step and the worktags are validated. For example, Fund is often defaulted based off the Project, Gift, Grant, or Designated. If Fund is left blank and the other worktags entered are validated, Fund will be given on the validation page because the Project, Gift, Grant, or Designated had a defaulted Fund.

If a grant is entered:

- The dates the grant is active and can be charged is visible above **Transaction Date**. It is best practice to enter the **Transaction Date** for when the grant will be charged. If entered, the Transaction Date is listed on the validation page.



The screenshot shows a form with the following elements:

- Grant is Active from 2022-08-15 to 2025-07-31 (highlighted with a blue underline)
- Transaction Date: 02/20/2025 (with a calendar icon)
- Grant Allowed Spend Category: (with a dropdown menu icon)

A blue arrow points from the Transaction Date field to the grant active dates.

- All spend categories that are allowed on the grant will be listed in the **Grant Allowed Spend Category** dropdown list. If the spend category is not listed in the dropdown, that spend category is not allowed on the grant. It is best practice, if the spend category is known, to select it.



5. Select **OK**.

# FDM Validator – Quick Reference Guide

## FDM Validated

### FDM Validated ✓

To print this page, please use the 'Print' option from the browser.

Your FDM was validated successfully. Any missing or incorrect values may have been automatically updated.

FDM Validated on: 2024-11-26

FDM Validated by: Danielle L. Hancock    Email: dlh5bd@virginia.edu

Taggable Type	Accounting_Journal
Company	UVA_207
Cost Center	CC0107 AS-Virginia Institute of Theoretical Astronomy (VITA)
Business Unit	BU02 AS-Arts and Sciences
Grant	GR100994 GR-AS-ASTR Characterizing Protostellar Disk Structure
Fund	FD021 Restricted Federal Sponsored Program Fund (State 03010)
Function	FN009 Research Projects & Individual
Transaction Date	2024-11-20
FDM Concatenated	UVA_207.CC0107.BU02.FD021..GR100994....FN009.....

Code128



Edit this FDM

New FDM

### Barcodes

UVA\_207.CC0107.BU02.FD021..GR100994....FN009.....

DATAMATRIX



QR CODE



Do **NOT** take a screenshot of the FDM Validation to use with Internal Service Providers like Postal Services or the Bookstore. Use the Browser Print feature listed in the instructions below.

## Print Validation/Bar Code using Browser Print

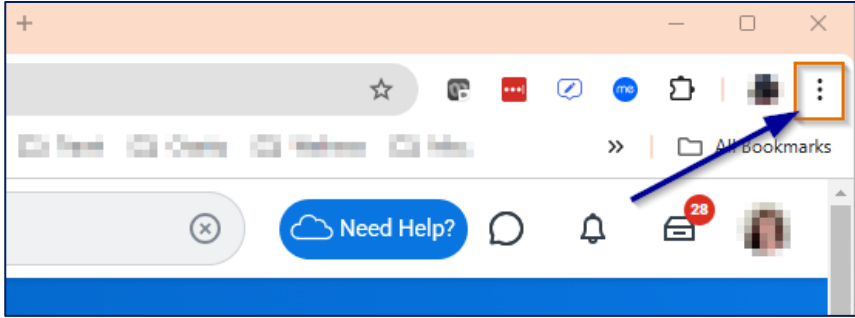
On the **FDM Validated** screen:

1. Review the worktags listed to ensure they are correct.
2. Select the three dots in the upper right corner of your browser window.

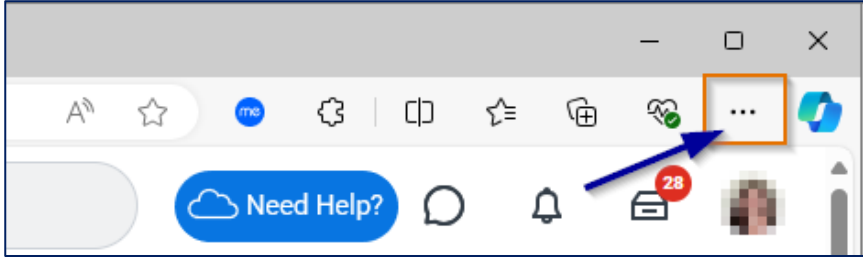
This will look slightly different depending on the browser window.

**NOTE**

Chrome:



Edge:



3. Select **Print**.
4. Select a **Printer** or a print **Destination**.
5. Select **Print** (if physically printing) or **Save** (if saving to PDF).

**NOTE**

You should see the URL at the bottom of the print screen: (see next page)

12/11/24, 11:09 AM FDM Validated - Workday

Sandbox - uva

MENU FDM validator

Home FDM Validated

### FDM Validated

To print this page, please use the 'Print' option from the browser.  
Your FDM was validated successfully. Any missing or incorrect values may have been automatically updated.

FDM Validated on: 2024-12-11


FDM Validated by: Danielle L. Hancock Email: dlh5bd@virginia.edu

Taggable Type	Accounting_Journal
Company	UVA_207
Cost Center	CC0107 AS-Virginia Institute of Theoretical Astronomy (VITA)
Business Unit	BU02 AS-Arts and Sciences
Grant	GR100994 GR-AS-ASTR Characterizing Protostellar Disk Structure
Fund	FD021 Restricted Federal Sponsored Program Fund (State 03010)
Function	FN009 Research Projects & Individual
FDM Concatenated	UVA_207.CC0107.BU02.FD021..GR100994....FN009.....


### Barcodes

UVA\_207.CC0107.BU02.FD021..GR100994....FN009.....


DATAMATRIX



QR CODE



Code128



[Edit this FDM](#) [New FDM](#)

[https://impl.workday.com/uva/d/wday/app/fdmValidator\\_drImkt/fdmValidator\\_drImkt/finalPage.html](https://impl.workday.com/uva/d/wday/app/fdmValidator_drImkt/fdmValidator_drImkt/finalPage.html)

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## FDM Validator – Quick Reference Guide



If you followed the directions above and used the Browser Print and you still do not see the URL at the bottom of the page, make sure the Headers and footers checkbox is selected.

In the Print popup window:

Go to **More Settings**. Scroll down to the **Options** section. Select the **Headers and Footers** checkbox.

Chrome:	Edge:
<p>More settings ^</p> <p>Paper size Letter (8.5" x 11")</p> <p>Pages per sheet 1</p> <p>Margins Default</p> <p>Quality 600 dpi</p> <p>Scale Default</p> <p>Two-sided <input checked="" type="checkbox"/> Print on both sides</p> <p><input type="checkbox"/> Flip on long edge</p> <p>Options <input checked="" type="checkbox"/> Headers and footers</p> <p><input type="checkbox"/> Background graphics</p>	<p>Print on both sides</p> <p>Print on both sides v</p> <p>More settings v</p> <p>Print using system dialog... (Ctrl+Shift+P)</p> <p>Paper size</p> <p>Letter v</p> <p>Scale (%)</p> <p><input type="radio"/> Fit to printable area</p> <p><input checked="" type="radio"/> Actual size</p> <p><input type="radio"/> 100</p> <p>Pages per sheet</p> <p>1 v</p> <p>Margins</p> <p>Default v</p> <p>Options</p> <p><input checked="" type="checkbox"/> Headers and footers</p> <p><input type="checkbox"/> Background graphics</p>



Only the FDM worktag values are included in the barcode. The barcode does not contain the Taggable Type nor any worktag descriptions.

You have successfully completed this task.