

# FDM Validation UI / Card Generator Tool

## Overview

The FDM validation user interface / card generator tool is a replacement for the Oracle PTAO Card Generator. The primary purpose for this application 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. Please note that there are “custom validations” configured in Workday by UVA that are NOT checked by the Workday service.

## Required Information

The FDM validator has only two “required” fields. They are Taggable Type and Company. 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 the full list is shown below to check specific types of transactions, should you need them.

Taggable Type*	Accounting Journal ▼
Cost Center	- Select -
Business Unit	Accounting Journal
	Ad Hoc Bank Transaction
	Ad Hoc Payment
	Customer Invoice
	Expense Report
	Internal Service Delivery
	Miscellaneous Payment Request
	Payroll Costing Allocation
	Purchase Order
	Requisition
	Supplier Invoice

**Only fill out one of the**

Fund	
Program	

While it is possible to make NO selection and submit a validation request, you will find that all Workday transactions require a funding driver worktag of Gift, Grant, Designated or Project. For all transactions there can be one, and only one of these specific worktags present. Once you begin typing a value into one of these fields the user interface will grey out and protect the other three items. If you want to change from, for example, Gift to Designated you will simply need to delete the information in the Gift field which then allows you to enter information into the Designated field.

<b>Only fill out one of the following</b>	Project	Gift	Grant	Designated
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DN000001"/>

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## Default values

Depending on the funding driver worktag entered, you will not be required to enter other values in the FDM columns and Workday will provide the configured default values. A prime example would be a Grant worktag. Some grants are configured to provide cost center, business unit, fund and function defaults which provide all worktags necessary for a valid FDM string. Other funding driver worktags, such as Designated, may provide some, but not all values required for a valid string. Even if a funding driver worktag may provide a default value, Workday will NOT override any value you enter. For example, if you choose a Grant that has a configured default function value of FN001 but you type FN002 in the function field, Workday will attempt to validate the FDM string using the supplied value of FN002, not the default value of FN001. This allows you the flexibility when entering a string to provide the values you want Workday to use without relying on the default.

Please bear in mind that if Workday does NOT provide a default value for an FDM worktag, such as Assignee, the FDM string may be “valid”, but it may not represent the correct billing/payment information you intended (in this case where you wanted the charge to go to a specific assignee). It is important for you to know how you want a charge to be entered in order to have a successful outcome.

## Auto-complete Functionality

The FDM Validator user interface allows you to type partial code and/or description values for all worktag fields. For example, if you are looking for a Medical Center cost center code that contains MC- and also contains Pedi (for pediatrics) you can type MC- Pedi (there is a space after the dash) and it will return up to 12 items matching your search. Please note that the auto-complete functionality can only return a maximum of 12 items. If the result you are looking for is not within the first 12 results you will need to try a more specific search. As noted in the example above, you can have multiple search terms separated by a space. The auto-complete functionality will return results that match ALL the search terms you enter.

The Auto-complete function is intended as a help aid when looking for specific worktag values but is NOT the final word on whether the value is currently valid in Workday. The values for the autocomplete function are normally refreshed from Workday once during the overnight hours to optimize the user experience. It is possible, due to refresh frequency or other technical issues, that a value may not appear in the auto-complete list but is a valid worktag. For example, if a new cost center were recently added to Workday and the autocomplete information had not yet been refreshed you could still type the value into the cost center field, press submit and the worktag would be returned as valid by Workday. The opposite is also true where a worktag value shown in the autocomplete list that is either selected or typed into the worktag field may, upon submission, come back as invalid or inactive. Workday is always the “source of truth” for worktag validation.

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Cost Center

Business Unit

*Only fill out one of the*

Fund

Program

Function

Activity

Assignee

Internal Reference

Location

Loan

MC- Ped

- MC-2071000: Pediatric ICU
- MC-2175000: Pediatric Sedation
- MC-2218000: Pediatrics Allergy Lab
- MC-2513000: Pediatric Cardiac Cath Lab
- MC-2600000: Pediatric Ultrasound
- MC-2608000: Epilepsy Pediatric Neuro
- MC-2672000: Pediatric Diagnostic Imaging
- MC-2677000: Northridge Pediatrics
- MC-2711000: IP Pediatric Therapies
- MC-2714000: OP Pediatric Therapies
- MC-2960657: Hopkins Pediatric Fund
- MC-2960693: Nursing Pediatric Region

The autocomplete returns a maximum of 12 results. Use more specific queries to narrow down results further.

## Validation Results / Bar Code

Once you press submit the system will send the entered values to Workday, retrieve defaults for any values that you did not provide and perform a validation on the results. As mentioned previously, a “valid” result does not guarantee the information will be “correct” in terms of where the charge will land for the transaction. FDM values were determined within each unit during the FDM mapping exercise. Central finance (askfinance@virginia.edu) does not have the values to give to you as each unit designed theirs based on their reporting and other needs. Please refer questions about which FDM values to use for your department to your FDM lead. For FDM values for other departments, please reach out to the other department to determine which values they would like you to use.

Once an FDM string is determined to be “valid” a results page will be displayed showing the values you entered, the default values (if any) supplied by Workday and all other values that were used to generate the bar code.

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**FDM Validated** ✓

[Print This Page](#)

Your FDM was validated successfully. Please look below for all the values returned. Note that some values that were not supplied or supplied incorrectly may have been updated automatically by the validator. Barcodes for the period-delimited FDM can be found to the right.

Edit this FDM

New FDM

Show All Values

Submitter Email acf9yb@virginia.edu

Taggable Type ACCOUNTING\_JOURNAL

Company UVA\_207

The Rector & Visitors of the University of Virginia

Cost Center CC1226

MD-DMED Information Technology

Business Unit BU01

MD-Medicine

Project PJ01124

MD-DMED Op Acct CC1226 Information Technology

Fund FD068

Operating Project Default

Function FN017

Academic Support Information Technology

FDM Concatenated UVA\_207.CC1226.BU01.FD068....PJ01124..FN017.....

Code128



Barcodes

UVA\_207.CC1226.BU01.FD068....PJ01124..FN017.....

DATAMATRIX



QR CODE



From the results screen you have several options for navigation. You can click “Edit this FDM” to preserve the values and allow you to modify the input (for example, adding an Assignee that you may have missed) or any other changes needed. You can also click “New FDM” to go back to the entry screen without preserving any values. Finally, you can click “Show All Values” that will open the screen to show any FDM values that are not present after defaulting (Assignee in the example above).

## Dashboard

The dashboard button allows you to review all previous valid FDM strings you have produced. You can select an item from the list to return to the results screen with those worktags.

## Bar Code

For a valid FDM string the system will generate data-matrix, QRCode and Code128 barcodes. These values can be used to print a “Card” that can be used for mailing or other needs. Please note the “Print This Page” link circled in the above image that you should use to produce a printout of the appropriate

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information for sending to the mail room. The FDM values used for the barcode generation are concatenated together in the Internal Service Delivery sequence using a period (.) separator between each FDM value. Two (or more) periods together represent values that are left blank in the FDM string.

It is important to note that only the FDM worktag values themselves are included in the barcode. The barcode does not contain the Taggable Type nor any worktag descriptions.