FST FRIDAYS Information Session
Foundation Data Model (FDM)
April 2022
Introduction | Welcome to FST Fridays!

What are FST Fridays?
• **FST Fridays** are role-based day-in-the-life previews of high-level and specific Workday topics. They are hosted for 90 minutes every Friday from April 1 – April 29

How does this differ from training?
• **FST Fridays** are information sessions that build foundational understanding of a topic. They serve as a precursor to training, led by the Organizational Change Management team, that involve an introduction to relevant Workday topics and processes
• **Training offers an in-depth look** at relevant roles, processes, and policies, and helps end-users prepare for doing transactional and operational work in Workday.
FST Overview | Finance Strategic Transformation Journey

ENGAGEMENT, TRAINING & SUPPORT

**APR**
Engagement
FST Fridays

**MAY**
Training begins

**JUL+**
Training continues;
Support - Office Hours; Solution Center*

*Solution center launched in March to prepare for July Go Live.
Workday & FST Overview
The FST at UVA will create a strong foundation of financial systems, processes, and human expertise dedicated to advancing the University's academic mission through its strategic plan.

Itself a critical component of the 2030 Plan, FST will deliver exceptional services and systems to help faculty, staff and students do their best work.

At every turn, we will seek to answer the key question: How can FST make UVA a better university?

- More preeminent in research and teaching
- More deeply engaged in service
- More accessible and affordable

**FST Overview | Vision & Goals**

**FST Strategic Vision**

The FST at UVA will create a strong foundation of financial systems, processes, and human expertise dedicated to advancing the University's academic mission through its strategic plan.

**FST Goals**

- **Promote a culture** that values strategic thinking, transparency, entrepreneurship and continuous improvement
- **Broadly strengthen our financial acumen** and promote a proactive, forward-looking, multi-year approach to financial planning and management
- **Align decision-making authority with responsibilities** across schools, departments and central units
- **Provide meaningful and easy to navigate dashboards and reporting tools** to meet the needs of leaders, faculty and staff

- **Improve our data architecture** to make it easier to extract information and generate the reports needed for planning, decision-making and supporting day-to-day operations
- **Establish a governance model for defining data**, designing and maintaining the Chart of Accounts to maintain its integrity, and for maintaining alignment of the platform with business needs
- **Provide a fully integrated, real-time Workday platform** that supports efficient and effective business operations supported by common processes to the greatest extent
FST Overview | The Four Parts of FST

1. Workday Financials
   Cloud-based financial enterprise system

2. Adaptive Planning
   Workday’s budgeting and planning tool

3. Enhanced Reporting & Analytics
   Improved insight and informed decision-making

4. Continuous Improvement
   Tools, techniques, and mindset for improving business processes
Foundation Data Model (FDM)
Overview
The Workday Foundation Data Model (FDM) is the data model used for Financials that establishes the foundation for Workday transaction processing and reporting.

The FDM is designed to answer the following questions:

- Who is responsible for the transaction?
- How is the transaction funded?
- What is the nature of the transaction?
- Why did we perform the transaction?
FDM provides a balance between three key system functions – **Reporting**, **Security**, and **Business Transactions** – to ensure data integrity and compliance.

**Business Transactions**
- Accounting Journals
- Ad-hoc Payments
- Customer Invoices
- Requisitions
- Supplier Invoices
- Settlement

**Reporting**
- Real-time, actionable, and drillable
- Filter and analyze using financial and non-financial dimensions
- Standardize financial, operational and management reports

**Security**
- Which transactions can I initiate?
- Which transactions can I review or approve?
- Who approves my transactions?
- What transactions can I see?
- For which organizations can I see transactions?
FDM Overview | What’s Changing?

Oracle Chart of Accounts

- Ledger (GL String)/Sub-Ledger (PTAO)

  You enter **one complete string** that is linked together for business transactions.

Workday FDM Dimensions

- Flat Chart

  You will have the **flexibility to select a combination of worktags** in Workday for business transactions.
Worktags | Organization and Accounting Worktags Overview

Worktags are keywords or dimensions that you can assign to transactions and supporting data to make the business purposes clear and establish common relationships through classification.
Worktags | Why Do We Use Worktags?

**Examples of Worktags**

- Business Unit
- Company
- Cost Center
- Customer
- Function
- Fund
- Gift
- Grant
- Ledger Account
- Location
- Object Class
- Program
- Project
- Purchase Item
- Revenue Category
- Sales Item
- Spend Category
- Sponsor
- Supplier

**Why Worktags?**

- **Capture and report** on financial information in an innovative way
- **Represent** each enterprise business dimension with a **unique keyword or label**
- **Are not limited** to just capturing expenses, revenue, etc., or **using rigid code block elements** (i.e., Project + Task + Award)
- **Provide** the ability to **capture data** not contained within the traditional code block, such as Customer and Supplier
- **Allow** you to **find information more easily**, filters searches to focused results, and analyzes information via aggregated and summarized reporting by dimension
- **Provide** an actionable, drillable, and multidimensional **view of our business**

**Worktags help with more than just bookkeeping**

Not only are worktags used to record business transactions, they also:

- **Define** security and approval workflows for transactions
- **Drive** ledger account assignment to standardize accounting entries
- **Relate** financial and non-financial dimensions for robust reporting
Worktags | How Are Worktags Represented in Transactions?

Worktags in FDM can be used to categorize and answer key questions on a transaction such as **Who, How, What**, and **Where**.
The following highlight worktags are required when completing a transaction: **Company, Cost Center, Gift/Grant/Designated or Project, Fund,** and **Function***.

* Function is not required on revenue transactions.
The following represents a sample business transaction in **Oracle**.

### TODAY

**Office supplies are purchased as part of an ongoing research project funded by a gift.**

<table>
<thead>
<tr>
<th>GL String</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA String</td>
<td>MD-INMD-CV Ball, FM Professor</td>
<td>Task 1</td>
<td>MD-INMD-CV Ball Prof</td>
<td>Supplies, Office</td>
<td>MD-INMD CV Medicine</td>
</tr>
<tr>
<td>1 0 4 1 7 5</td>
<td>1 0 1</td>
<td>E R 0 0 8 9 7</td>
<td></td>
<td>Supplies, Office</td>
<td>4 0 7 3 5</td>
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<th>Object Code</th>
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</thead>
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<td>GA String</td>
<td>1 0 4 0 0 6</td>
<td>Restricted &amp; True Endow Funds-Expendable (Local)</td>
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<td></td>
<td>1 0 4 1 7 5</td>
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#### Oracle COA

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The following represents a sample business transaction in Workday.

**TOMORROW – July 2022**

**Workday FDM Dimensions**

- **Company**: UVA_207, The Rector & Visitors of the University of Virginia
- **Spend Category**: SC0258, Supplies, Office
- **Gift**: GF000240, E-MD-INMD-CV Ball Prof
- **Cost Center**: CC0152, MD-INMD CV Medicine
- **Fund**: FD024, Restricted, Endowment Income Fund
- **Business Unit**: BU01, School of Medicine
- **Function**: FN002, Instruction, General Academic - Medicine
- **Driver Worktags**
  - Gift
  - Cost Center
- **Related Worktags**
  - Spend Category
  - Company
- **Worktags**
  - *Required
  - Values

**Data Entry by End User**

**TOMORROW – July 2022**

**Worktags | From Today (Oracle) to Tomorrow (Workday)**
The following represents a sample business transaction in Workday.

**TOMORROW – July 2022**

**Workday FDM Dimensions**

- **Company***: UVA_207, The Rector & Visitors of the University of Virginia
- **Spend Category**: SC0258, Supplies, Office
- **Gift**: GF000240, E-MD-INMD-CV Ball Prof
- **Cost Center***: CC0152, MD-INMD CV Medicine
- **Fund***: FD024, Restricted, Endowment Income Fund
- **Business Unit**: BU01, School of Medicine
- **Function***: FN002, Instruction, General Academic - Medicine

**Worktags** | From Today (Oracle) to Tomorrow (Workday)
Office supplies are purchased as part of an ongoing research project funded by a gift.

**TODAY**

**Oracle COA**

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**GL String**

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</tbody>
</table>

**TOMORROW – July 2022**

**Workday FDM Dimensions**

- **Data Entry by End User**
  - Company*: UVA_207 The Rector & Visitors of the University of Virginia
  - Spend Category: SC0258 Supplies, Office
  - Gift: GF000240 E-MD-INMD-CV Ball Prof
  - Cost Center*: CC0152 MD-INMD CV Medicine
  - Additional Transactional Worktags
  - Driver Worktags
  - Related Worktags

- **Fund***: FD024 Restricted, Endowment Income Fund
- **Business Unit**: BU01 School of Medicine
- **Function***: FN002 Instruction, General Academic - Medicine

*Required

Office supplies are purchased as part of an ongoing research project funded by a gift.
In Workday, worktags default or “follow” other worktags. As such, you are not expected to manually enter all worktags on each transaction. There are two main categories of worktags – Driver and Related – both of which can drive reporting, security, and business process routing.

### Driver Worktag
- Assigned additional related worktags, which will automatically default onto business transactions
- Used to facilitate ease of transaction entry

### Related Worktag
- Assigned to drive worktags, as applicable, when the driver worktag is created
- Automatically default onto business transaction when the driver is selected

There are two types of driver worktags that drive distinct related worktags*:

<table>
<thead>
<tr>
<th>DRIVER TYPE 1</th>
<th>RELATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>Business Unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVER TYPE 2</th>
<th>RELATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift</td>
<td>Fund</td>
</tr>
<tr>
<td>Grant</td>
<td>Function</td>
</tr>
<tr>
<td>Designated</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
</tbody>
</table>

*Driver Type 2 related worktags may vary based on usage.
**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

### Example of what this looks like in Workday:

<table>
<thead>
<tr>
<th>Driver Worktag</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Program</th>
<th>Function</th>
<th>Gift</th>
<th>Grant</th>
<th>Designated</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

**Driver:** manually entered

- [Cost Center Name]
- CC1234

**Related:** automatically populated

- [Business Unit Name]
- BU12
Related worktags are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

<table>
<thead>
<tr>
<th>Driver Worktag</th>
<th>Cost Center</th>
<th>Fund</th>
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<th>Function</th>
<th>Gift</th>
<th>Grant</th>
<th>Designated</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift*</td>
<td>*</td>
<td>✓</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of what this looks like in Workday:

**Driver: manually entered**

- [Gift Name] GF123456

**Related: automatically populated**

- [Cost Center Name] CC1234
- [Fund Name] FD123
- [Function Name] FN123

*Gift always relates fund, and it sometimes relates cost center and function
**Worktags | Driver & Related Worktags Example**

**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

<table>
<thead>
<tr>
<th>Driver Worktag</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Program</th>
<th>Function</th>
<th>Gift</th>
<th>Grant</th>
<th>Designated</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Example of what this looks like in Workday:

- **Driver:** manually entered
- **Related:** automatically populated

- [Grant Name] GR123456
- [Cost Center Name] CC1234
- [Fund Name] FD123
- [Function Name] FN123
- [Business Unit Name] BU12
**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

<table>
<thead>
<tr>
<th>Driver Worktag</th>
<th>Cost Center</th>
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<th>Function</th>
<th>Gift</th>
<th>Grant</th>
<th>Designated</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated</td>
<td>*</td>
<td>✓</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of what this looks like in Workday:

**Driver:** manually entered

[Designated Name] DN123456

**Related:** automatically populated

[Cost Center Name] CC1234

[Fund Name] FD123

[Function Name] FN123

*Designated *always* relates fund, and it *sometimes* relates cost center and function*
**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

<table>
<thead>
<tr>
<th>Driver Worktag</th>
<th>Related Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost Center</td>
</tr>
<tr>
<td>Project*</td>
<td>✓</td>
</tr>
</tbody>
</table>

Example of what this looks like in Workday:

*Gift/Grant/Designated and their appropriate Funds will be added to Project transaction lines as a result of the Multiple Funding Sources (MFS) allocation process. Operational transactions will only require a Project and its related worktags to be populated.*
FDM Application
FDM Application | Worktag Transactions

5 minutes

We will demonstrate the application of worktags when creating an expense report in Workday
We will demonstrate the application of worktags when creating a journal in Workday.
FDM Application | Worktag Transactions

5 minutes

We will demonstrate how to pull a FDM Reference Report to find specific worktags in Workday.
MARK YOUR CALENDAR!
FST Fridays will continue throughout the month of April and are open to all Workday end users.

No invitations will be sent; instead, links to join each session are posted on the UVAFinance website.

<table>
<thead>
<tr>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upcoming FST Friday Sessions</td>
</tr>
</tbody>
</table>
| • **Employee As Self**  
  Friday, April 22\textsuperscript{nd} 10:30 – 12:00 PM |
| • **A Day in the Life: Procurement Shopper**  
  Friday, April 29\textsuperscript{th} 9:00 – 10:30 AM |
Closing | Want to Learn More?

We have a variety of resources to best serve your appetite!

- WFST Radio
- Five Things to Know about FST
- FST Update Summary in the blog digest
- One Pagers
- Blog articles on work areas
- Website tracking on work areas
- The online community
Closing | Training Is Coming!

Training is coming in May! Keep an eye out for details on how to sign up and attend instructor-led or complete web-based courses. Prior to attending, all must complete the web-based course *Introduction to Workday Financials.*

防空Important to Note:
Understanding your role(s) is imperative for attending training. Training is *role-based* and *required* to have that role post go-live!*

*Role access will be given in production (after go-live) with a 30-day, one-time grace period to complete the training. If the role-based training is not completed by the deadline, your security role will be removed until the completion of required training.*
WE WANT TO HEAR FROM YOU!

Please complete this **brief survey** to share your feedback about the FST Friday session(s) you have attended and about UVAFST in general as we approach go-live. Your feedback on this survey will help us understand how we can best support you as we prepare for upcoming changes leading up to Workday go-live.
Thank you!