



# Introduction to Workday Financials

Prerequisite Course



UNIVERSITY  
*of*  
VIRGINIA



# Introduction | Course Objectives

After completing this course, you will understand:

- An overview of Workday Financial Management
- An overview of the key dimensions of the Foundation Data Model (FDM) and its importance
- What worktags are and the different types
- How worktags are used in business transactions
- How to pull worktags

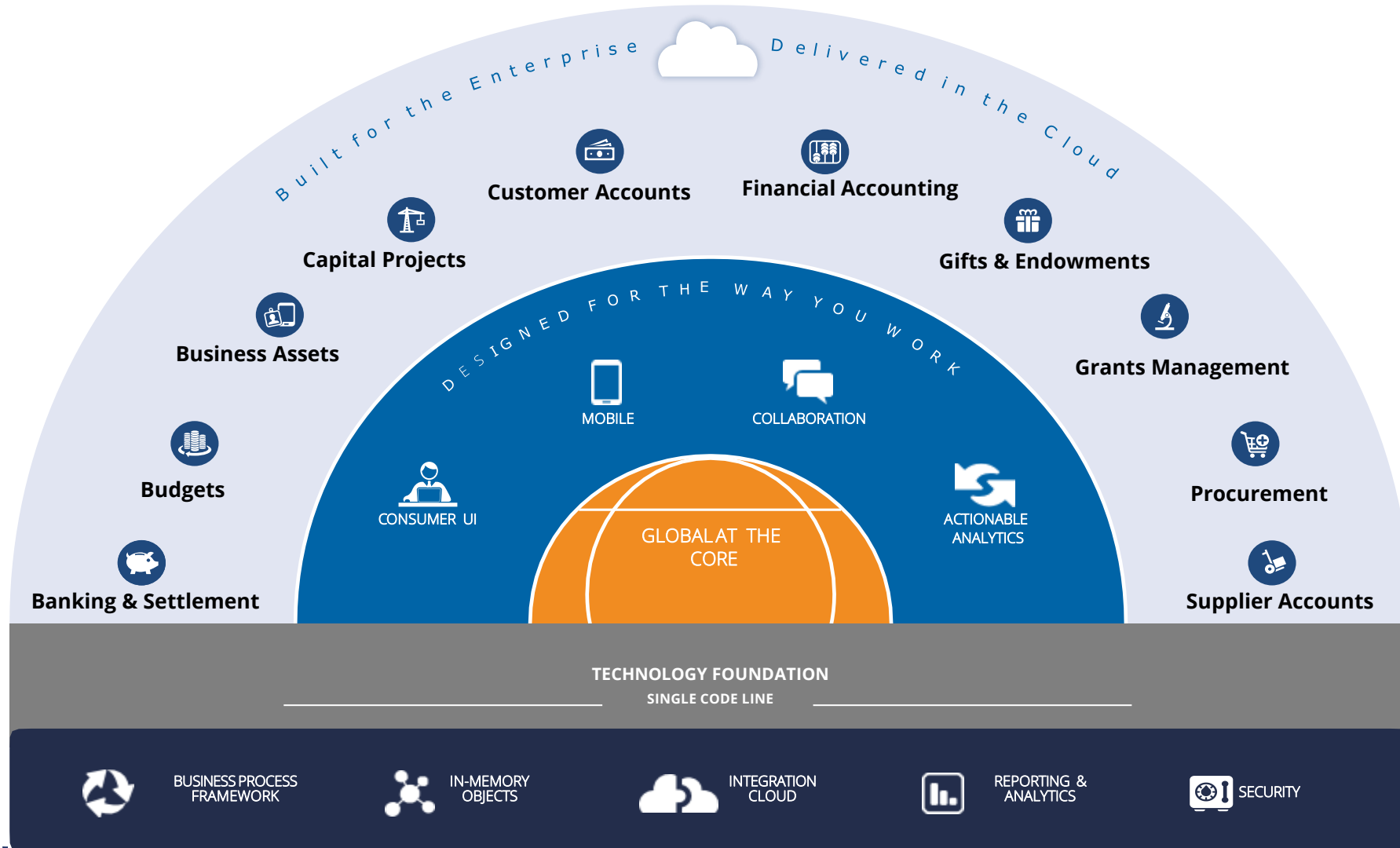


# Workday Overview



# Workday Overview | What is Workday?

## UVA Workday Financial Management Capabilities in Scope



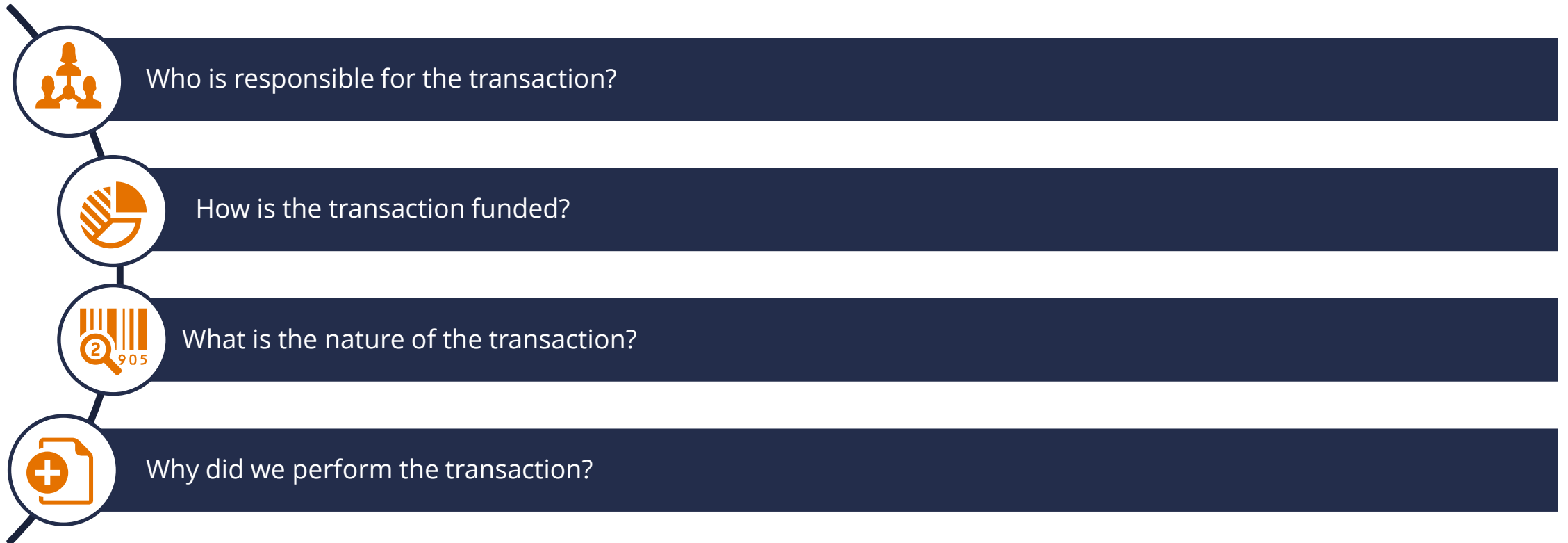
# Foundation Data Model (FDM) Overview



# FDM Overview | What is FDM?

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:



# FDM Overview | Why is it Important?

---

## Business Transactions

- Accounting Journals
- Ad-hoc Payments
- Customer Invoices
- Requisitions
- Supplier Invoices
- Settlement

## Business Transactions

## FDM Design

## Reporting

## Security

## 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



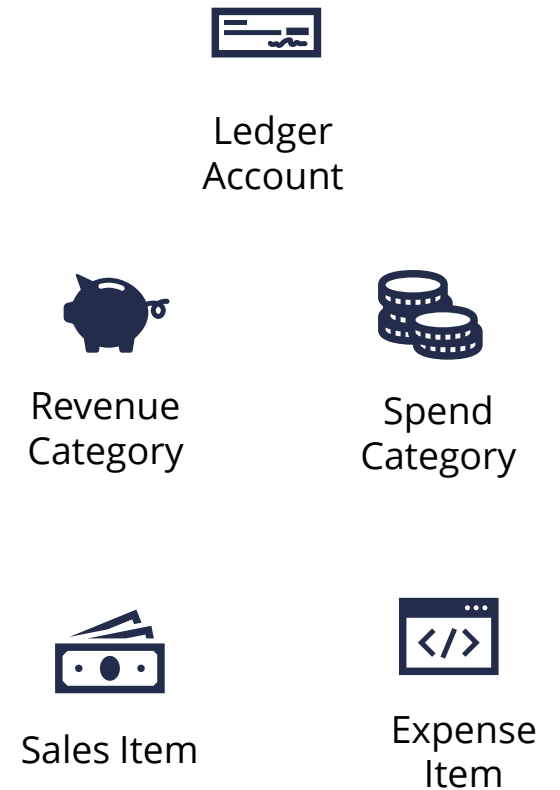
# Worktags | What is a worktag?

**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.

## Organization Worktags



## Accounting Worktags



# Worktags | Why Do We Use Worktags?

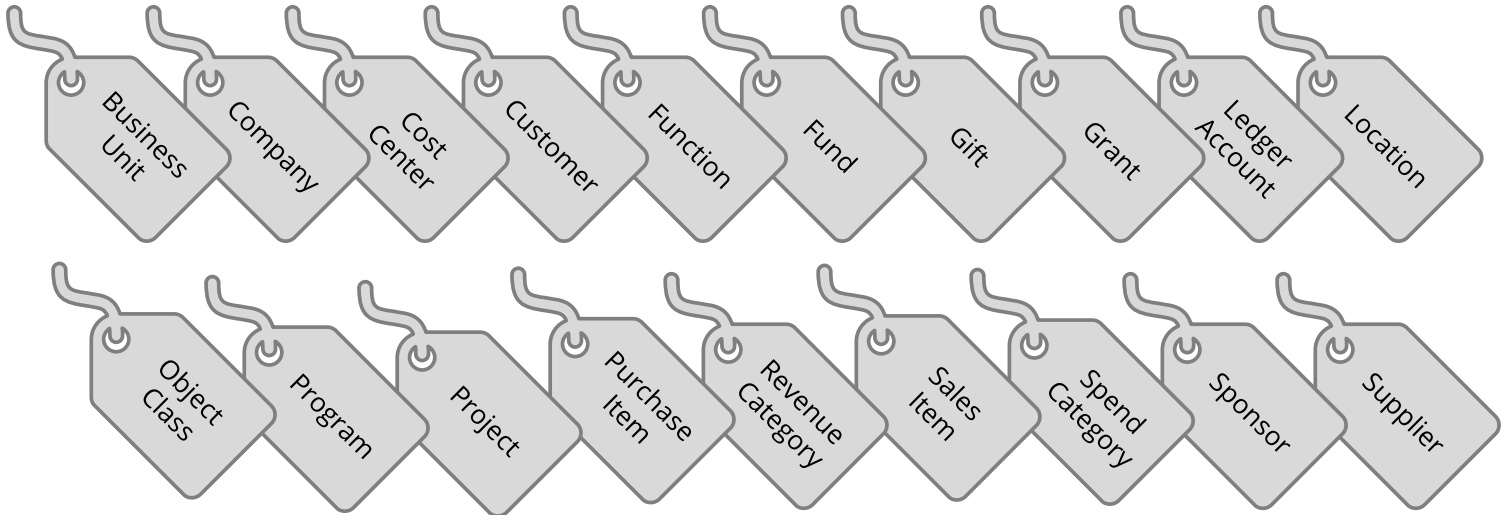
Worktags help with more than just bookkeeping, they also :

**Define Security and approval Workflows**

**Drive ledger account assignment**

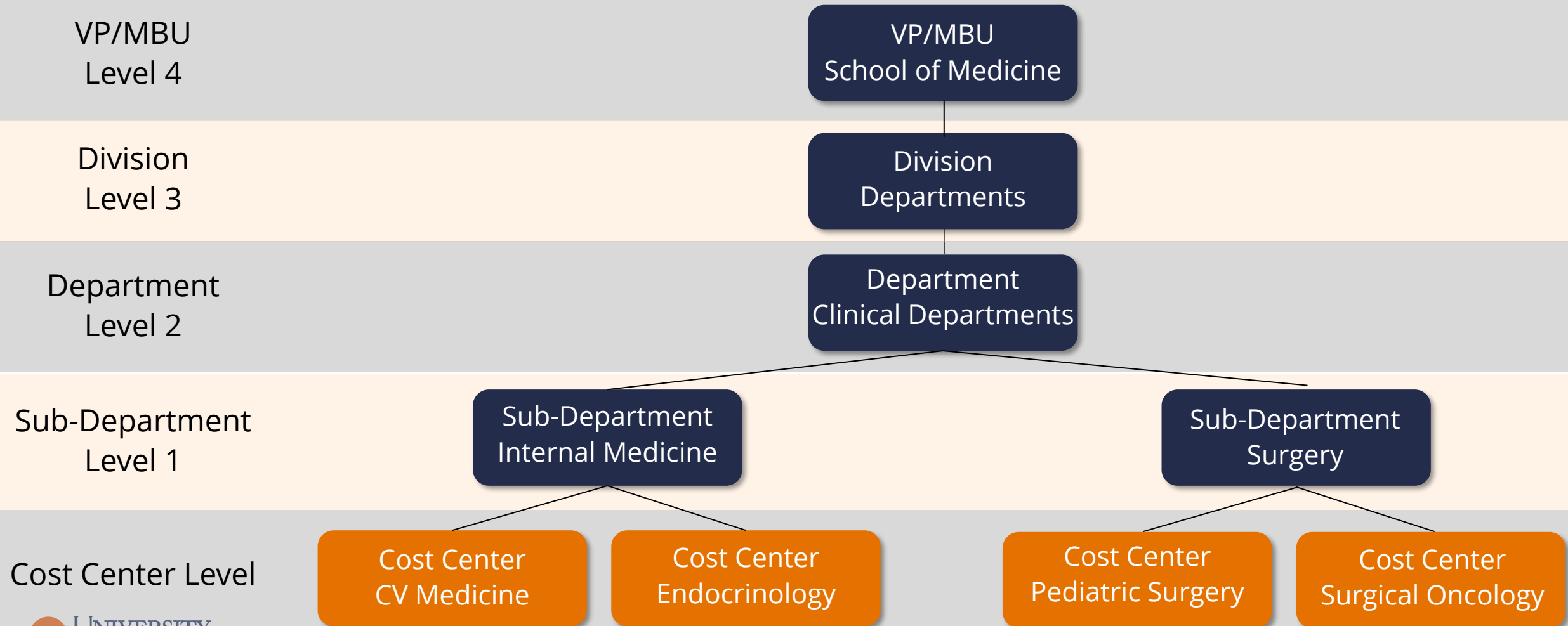
**Relate financial and non-financial dimensions**

## Examples of Worktags



# Worktags | Cost Center Hierarchy

A Cost Center Hierarchy is a grouping of cost centers where transactional data is consolidated based on level. It is used in reporting to view the summary data based on the level represented in the cost center hierarchy.



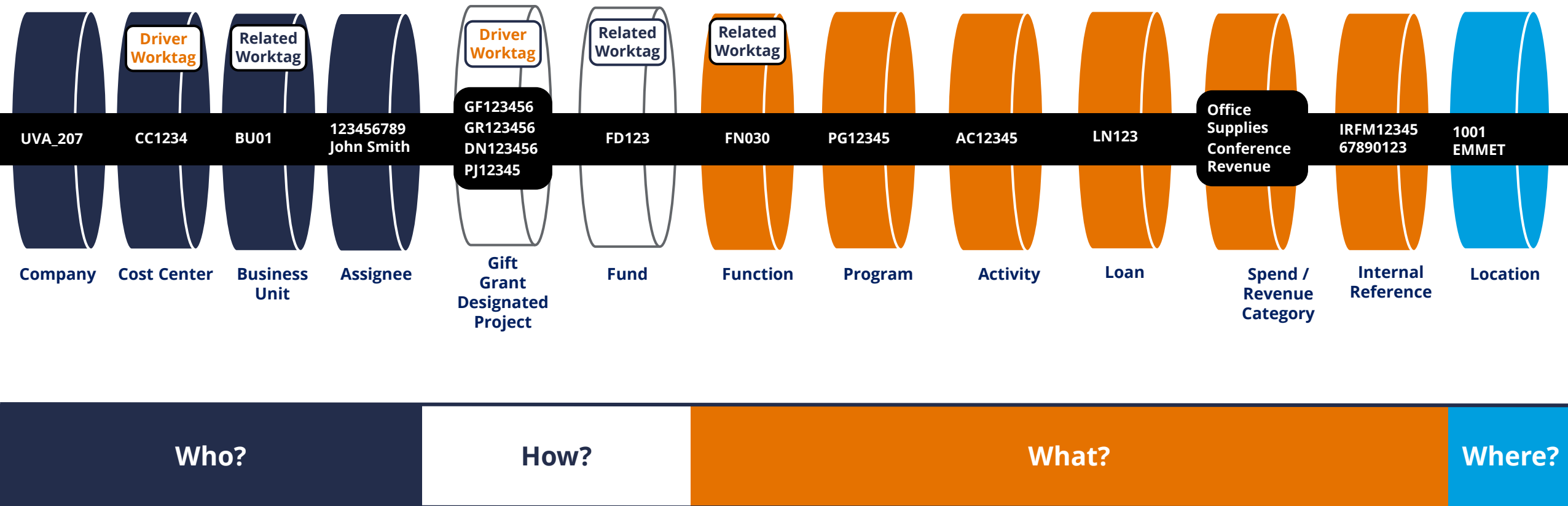
# Worktags | Cost Center Hierarchy



All Cost Centers	All Cost Centers	All Cost Centers	Level 8	<b>Top Level</b>
President	President	President	Level 7	<b>President</b>
EVP / Provost	EVP / Provost	EVP / Provost	Level 6	<b>Executive Vice Presidents</b>
Schools	Auxiliaries	Central Units	Level 5	<b>Additional Grouping Level</b>
School of Medicine	Athletics	UVA Finance	Level 4	<b>VP/School Dean [MBU]</b>
Departments	Units	AVPFO	Level 3	<b>Division</b>
Clinical Departments	Support Units	Payroll	Level 2	<b>Department</b>
MD-PEDT Pediatrics	Student Wellness	Payroll	Level 1	<b>Sub-Department</b>
CC1234 MD-PEDT Endocrinology	CC5678 Sports Medicine	CC0003 Payroll Operations		<b>Cost Center [Leaf]</b>

# Worktags | How Are Worktags Represented in Transactions?

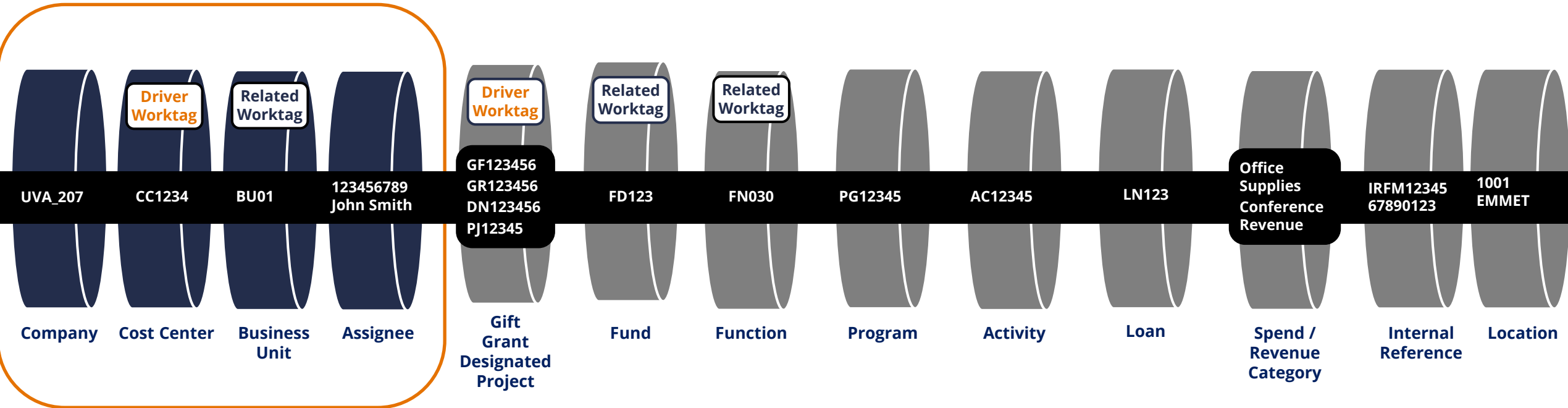
Worktags in FDM can be used to categorize and answer key questions on a transaction such as **Who**, **How**, **What**, and **Where**.



# Worktags | How Are Worktags Represented in Transactions?

Worktags can identify **Who** is involved in the transaction such as which **organization** or **person**.

## Who?

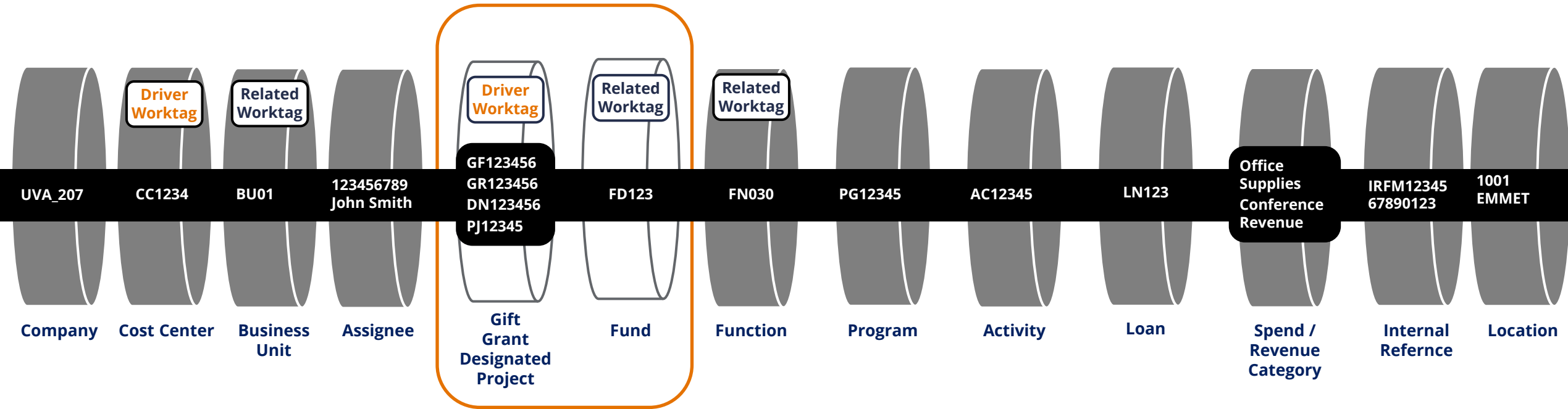


Which legal entity?  
Which MBU?  
Which organization?  
Which person?

# Worktags | How Are Worktags Represented in Transactions?

Worktags can identify **How** a transaction is categorized such as **type of fund**.

## How?



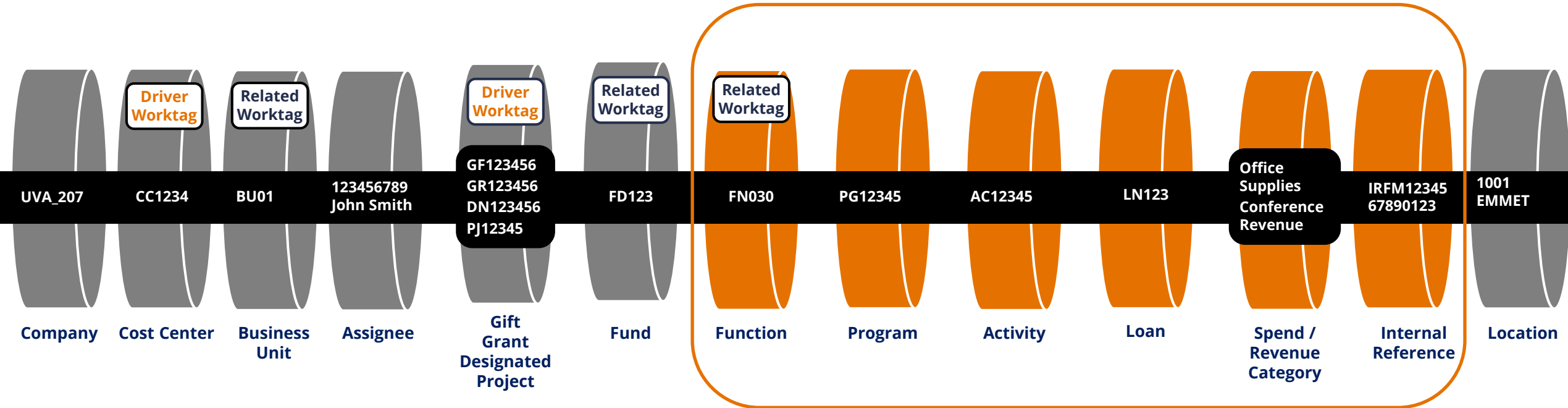
What type of funds?  
What specific funding source?



# Worktags | How Are Worktags Represented in Transactions?

Worktags can identify **What** is driving the transaction such as the **purpose or activities**.

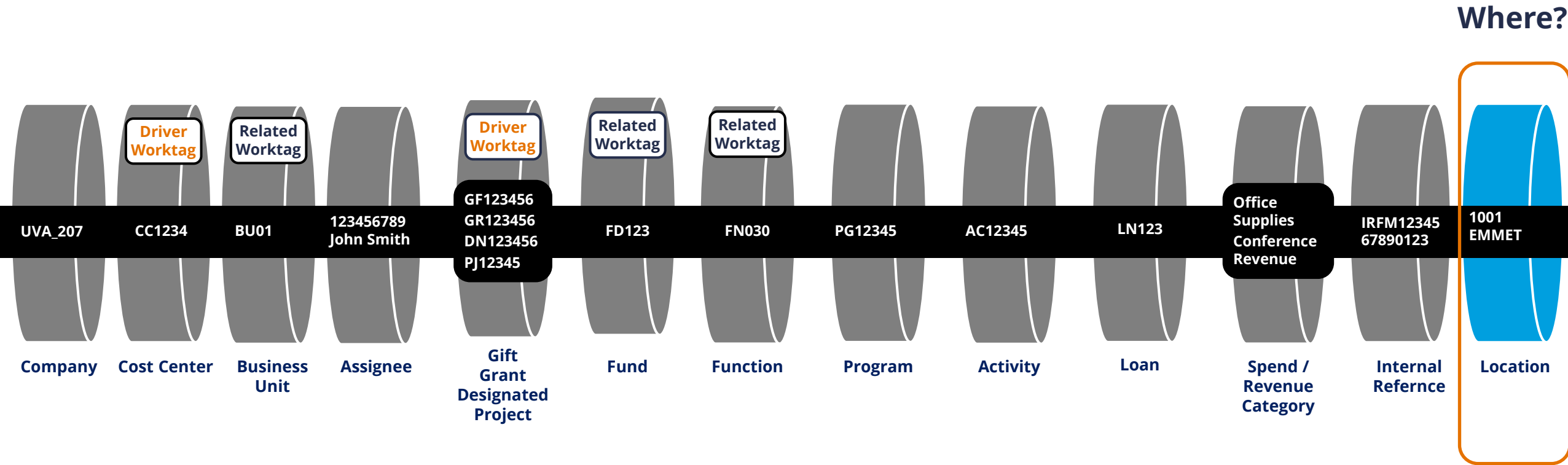
What?



What purpose?  
What mission?  
What activities?

# Worktags | How Are Worktags Represented in Transactions?

Worktags can identify **Where** the transaction took place such as the **asset location**.



Asset location?  
Ship-to?

# Worktags | From Oracle to Workday

The following represents a sample business transaction in **Oracle**.

## P T A E O

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

GA String	Project					Task			Award						Expenditure Type		Organization						
	MD-INMD-CV Ball, FM Professor					Task 1			MD-INMD-CV Ball Prof						Supplies, Office		MD-INMD CV Medicine						
	1	0	4	1	7	5	1	0	1	E	R	0	0	8	9	7	Supplies, Office		4	0	7	3	5

GL String	Entity		Fund				GL Project					Object Code				Organization (Project Owning)					
			Restricted & True Endow Funds-Expendable (Local)				MD-INMD-CV Ball, FM Professor					Supplies, Office				MD-INMD CV Medicine					
	1	0	4	0	0	6	1	0	4	1	7	5	6	5	1	5	4	0	7	3	5



**In Workday**



# Worktags | From Oracle to Workday

## Oracle COA

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

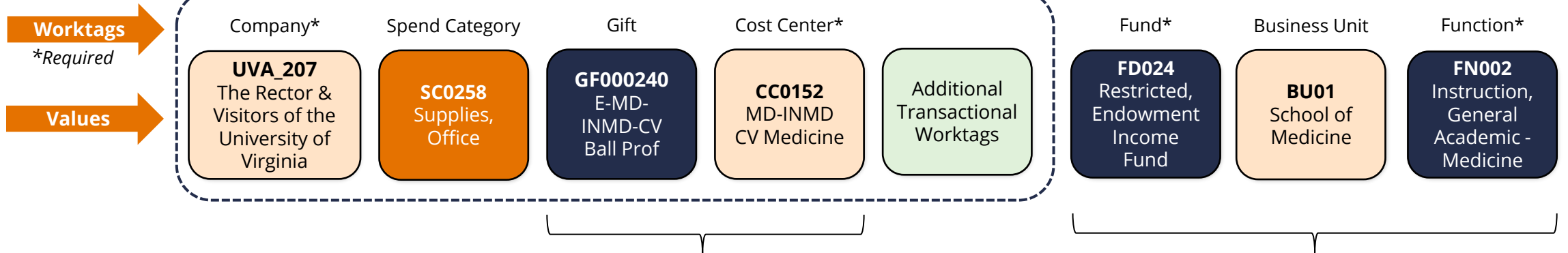
GA String	Project					Task			Award					Expenditure Type		Organization							
	MD-INMD-CV Ball, FM Professor					Task 1			MD-INMD-CV Ball Prof					Supplies, Office		MD-INMD CV Medicine							
	1	0	4	1	7	5	1	0	1	E	R	0	0	8	9	7	Supplies, Office		4	0	7	3	5

GL String	Entity		Fund				GL Project					Object Code				Organization (Project Owning)					
			Restricted & True Endow Funds-Expendable (Local)				MD-INMD-CV Ball, FM Professor					Task 1				MD-INMD CV Medicine					
	1	0	4	0	0	6	1	0	4	1	7	5	6	5	1	5	4	0	7	3	5



## Workday FDM Dimensions

Data Entry by End User



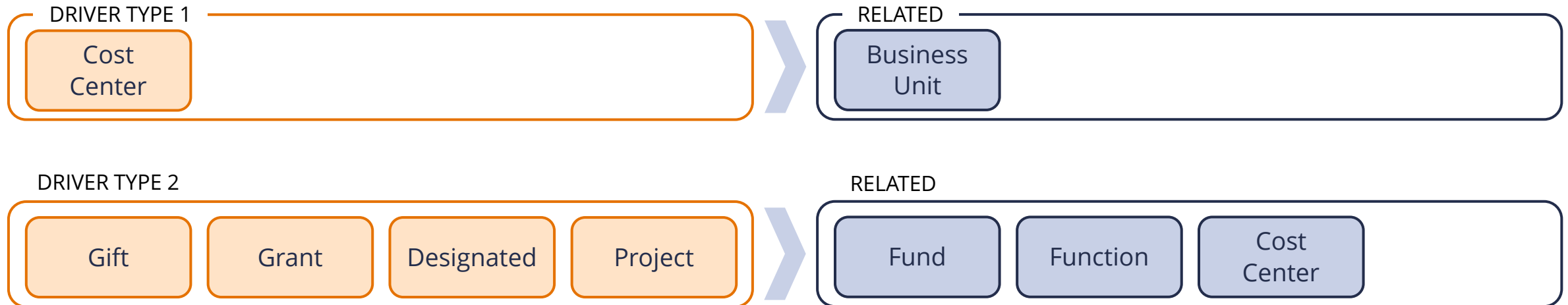
# Worktags | Driver & Related Worktags

## Driver Worktag

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

## Related Worktag

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



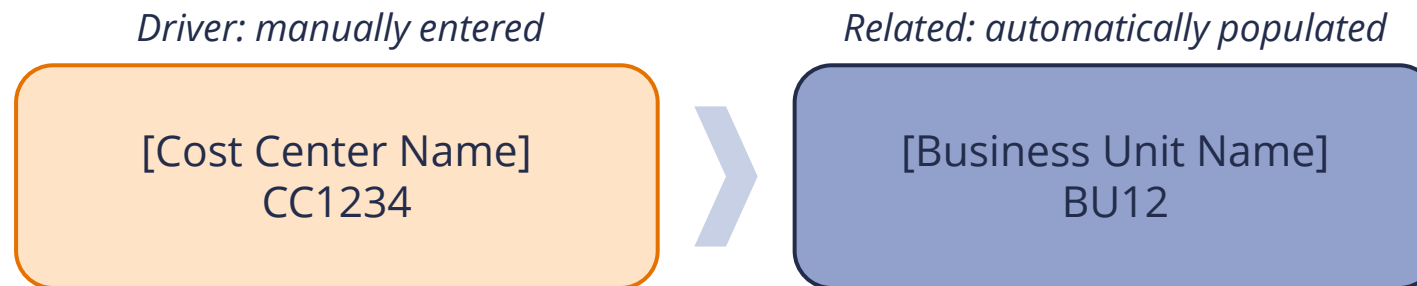
\*Driver Type 2 related worktags *may vary* based on usage.

# Worktags | Driver & Related Worktags Example

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

Driver Worktag	Related Worktags							
	Cost Center	Fund	Program	Function	Gift	Grant	Designated	Business Unit
Cost Center								✓

Example of what this looks like in Workday:



# Worktags | Driver & Related Worktags Example

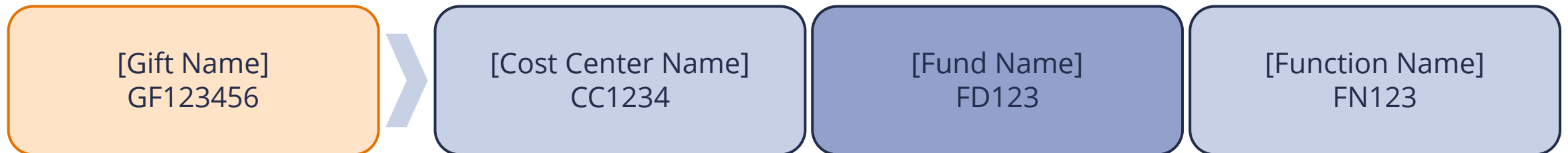
**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

Driver Worktag	Related Worktags							
	Cost Center	Fund	Program	Function	Gift	Grant	Designated	Business Unit
Gift*	*	✓		*				

Example of what this looks like in Workday:

*Driver: manually entered*

*Related: automatically populated*



\*Gift *always* relates fund, and it *sometimes* relates cost center and function

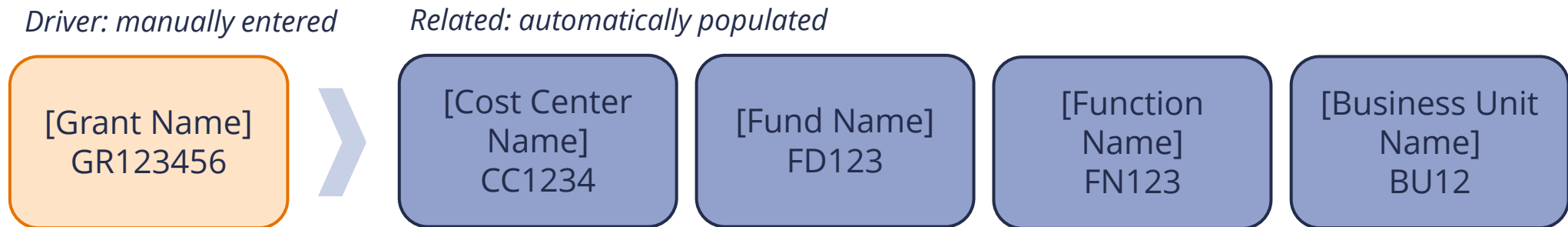


# Worktags | Driver & Related Worktags Example

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

Driver Worktag	Related Worktags							
	Cost Center	Fund	Program	Function	Gift	Grant	Designated	Business Unit
Grant	✓	✓		✓				✓

Example of what this looks like in Workday:



# Worktags | Driver & Related Worktags Example

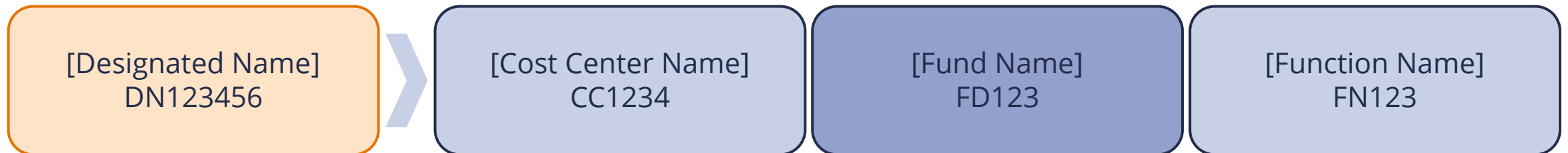
**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

Driver Worktag	Related Worktags							
	Cost Center	Fund	Program	Function	Gift	Grant	Designated	Business Unit
Designated	*	✓		*				

Example of what this looks like in Workday:

*Driver: manually entered*

*Related: automatically populated*



\*Designated *always* relates fund, and it *sometimes* relates cost center and function

# Worktags | Driver & Related Worktags Example

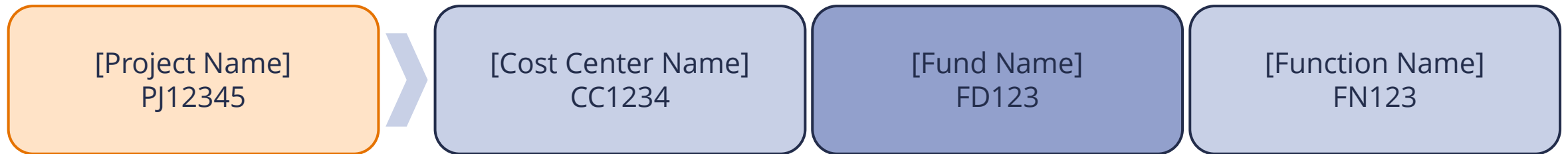
**Related worktags** are not manually entered onto the business transaction, they auto-populate based on the selected driver worktags.

Driver Worktag	Related Worktags							
	Cost Center	Fund	Program	Function	Gift	Grant	Designated	Business Unit
Project*	✓	✓		✓	*	*	*	

Example of what this looks like in Workday:

*Driver: manually entered*

*Related: automatically populated*



\*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 | How to Pull Worktags

---

Worktag  
Number

Worktag  
Name

FDM Reference  
Reports

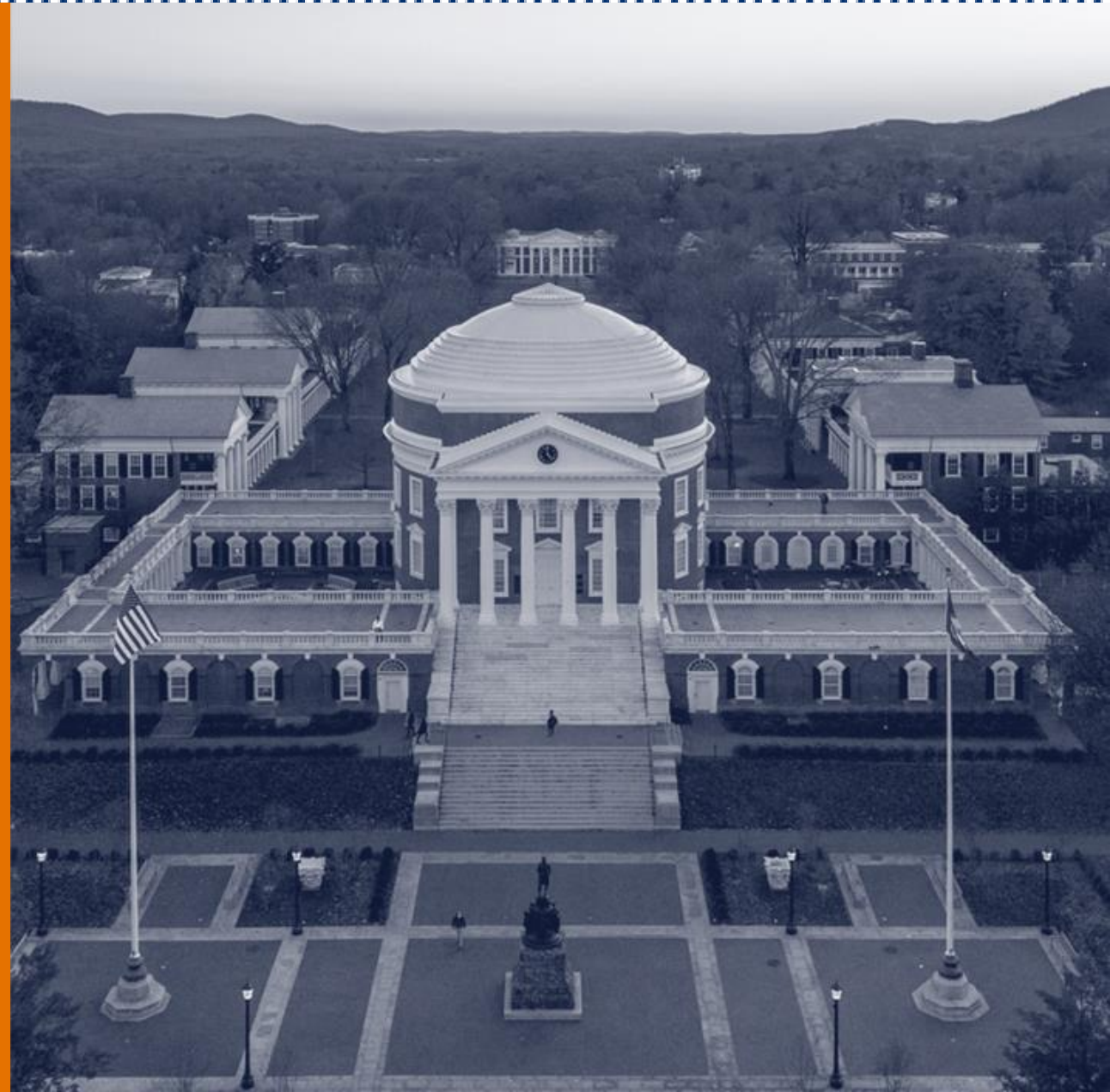
---

**Finding Specific  
Worktags**

# FDM Application | Examples & Usages

We will now review a few examples and usages of FDM Worktags in Workday.

- The application of worktags when creating an expense report in Workday
- The application of worktags when creating a journal in Workday
- How to pull a FDM Report to find specific worktags in Workday



# Course Wrap-Up | Course Summary

---

Now that you have completed this course you will be able to:

- Provide an overview Workday Financial Management
- Explain the key benefits of Workday Financial Management
- Provide an overview of the key dimensions of Foundation Data Model (FDM)
- Explain what worktags are and the different types
- Understand how worktags are used in business transactions
- Understand how to pull worktags

A sepia-toned photograph of a grand, classical building with a prominent central dome and a portico supported by columns. In the foreground, a large, ornate statue stands on a pedestal. The scene is set on a paved plaza with a brick pattern. The sky is filled with soft, scattered clouds, and the overall lighting is warm and golden, suggesting a sunset or sunrise. A white rectangular box is overlaid on the left side of the image, containing the text "Thank you!".

Thank you!