



## Understanding the Foundational Data Model (FDM)

The Foundational Data Model (FDM) is the structure on which VUMC processes, tracks, and reports transactions within Workday. It is a data structure that identifies who is responsible for the transaction, how the transaction is funded, what the money is used for, and the purpose of the transaction. Each component of the FDM is called a Worktag. This guide will explain the different Worktags that make up the FDM in Workday.

### Rules For Using Worktags

1. A Driver Worktag will always auto-populate the pre-configured Related Worktags for a purchase or allocation.
2. **Only input one Driver Worktag\***. Each unique combination of worktags used in transactions will impact reporting output.
3. If multiple Driver Worktags are entered, the system will auto-populate the Related Worktags based upon the **last** Driver Worktag entered.
4. Changes to Related Worktags will not automatically change any other Worktags (Driver or Related). This may result in errors if the Worktags do not match properly.

#### Funding Source Driver

- Grant
- Gift
- Program
- Cost Center\*\*

#### Non-Funding Source Driver

- Project

A Project ID will always will require an additional Funding Source Worktag.

\*\* A Cost Center is only input first and used as a Driver Worktag if there are no other funding sources involved.

\* Capital Requisitions and Salary over-the-cap Allocations are the exception to the rule and will require multiple Driver Worktags.

Project	Grant	Gift	Program	*Cost Center	*Fund	*Operating Entity
Search	<ul style="list-style-type: none"> <li>GR006636</li> <li>4046511801</li> <li>RCA109106-16-MRI</li> <li>DIFFUSION IN TUMORS USING OSCILLATING (inactive)</li> </ul>			<ul style="list-style-type: none"> <li>CC03056</li> <li>Radiology - CD</li> <li>Acad Grants Gifts</li> </ul>	<ul style="list-style-type: none"> <li>FD004 Sponsored Program Fund</li> </ul>	<ul style="list-style-type: none"> <li>OEAcad_GG</li> <li>Academic Grants and Gifts</li> </ul>

**REMINDER:** Enter your Funding Source as the Driver Worktag first and allow other worktags to auto-populate. Generally forms in Workday will populate from **left to right** or **top to bottom**.

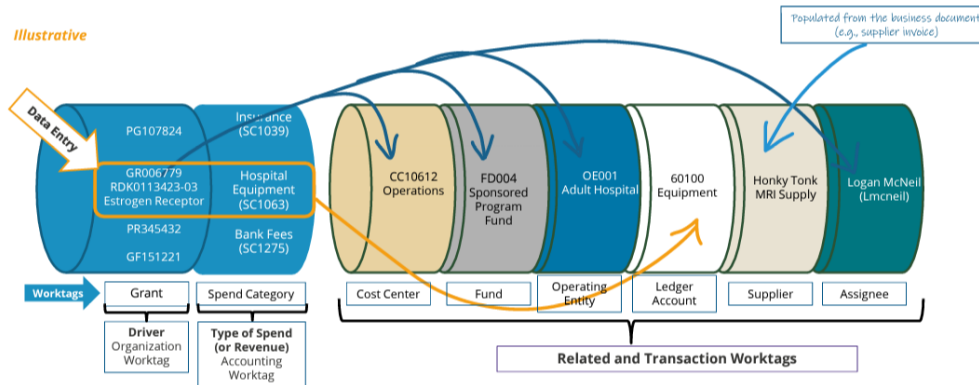
If you ever need adjust a form, always be sure to double check that all worktags are still correct before submitting. You may need to re-enter the Driver Worktag if something has changed.

Project	
Grant	
Gift	
Program	
Cost Center	
Fund	
Operating Entity	
Work Order	
Location	
Additional Worktags	



## Driver Worktag Examples and Definitions

In this example of a supply chain transaction, the user entered the Grant ID and Spend Category. Other worktag fields are populated by default.



Driver Worktag	Description
Grant	<p>Award IDs and Grant IDs facilitate research related business processes such as:</p> <ul style="list-style-type: none"> <li>• Salary Cap calculations</li> <li>• External Reporting and internal financial/ management</li> <li>• Facilities and Admin expense calculation</li> <li>• Effort reporting</li> </ul> <p><b>Note:</b> Be sure that the Grant Worktag being used is not expired.</p>
Gift	<p>Gift IDs facilitate tracking of gifts received, pledges and spending on restricted, temporary restricted, and unrestricted gifts.</p>
Program	<p>Programs will be used to track revenue and/or expenses for ongoing business activities and departmental initiatives. Examples would include Research Faculty Funds, Teaching Faculty Funds and Fellow support.</p>
Cost Center	<p>Cost Center worktags can be used do the following:</p> <ul style="list-style-type: none"> <li>• Manage a book of business or portfolio of activity</li> <li>• Provide a structure for department financial reporting</li> <li>• House many different types of activity including Grants, Gifts, and Programs</li> </ul> <p><b>Note:</b> You will only input the Cost Center as a Driver Worktag if it is your Primary Funding Source.</p>
Project (Non-Funding Source Driver)	<p>Capital Projects will be assigned a Project ID which allows for assignment of budgets, funding, and tracking of spend, commitments, and obligations on major projects.</p>
<p><b>Note:</b> Project worktags will only be used in conjunction with a Funding Source Driver Worktag.</p>	

### QUESTIONS?



## Finding Program, Gift, or Grant Worktags Using the Related Worktag Report

The Related Worktags report can be used to find a list of all valid values for Cost Center, Grant, Gift, Program or Project (Driver Worktags). This report can also return the default related worktags for each of these drivers (i.e. the Cost Center associated with a grant). This will most commonly occur by using a cost center number to find the program, grant, or gift worktags that are associated with that cost center. The example below features the use of a cost center number to find the program worktags associated with that cost center. This method can also be used to find grant and gift worktags.

### Finding Program Worktags for a Cost Center

1. Search and Select the **Related Worktags** report.
  2. Enter **Program** in the **Taggable Types** field.
- Note:** The Taggable Type will be the type of worktag that is unknown and being looked for (in this case the program).
3. Enter **Cost Center** in the **Worktag Types** field and select **OK**.
- Note:** The Worktag Type will be the worktags that are known (in this case the cost center).
4. Select the **Default Worktags** column.
  5. Enter the **Cost Center** number in the **Value** field and select **Filter**.
  6. See all **Program Worktags** associated with that cost center in the **Worktag** column.

1. Search for 'related worktags' and select the 'Related Worktags Report'.

2. In the 'Related Worktags' dialog, select 'Program' under 'Taggable Types'.

3. Select 'Cost Center' under 'Worktag Types' and click 'OK'.

Taggable Types	Program	Worktag Types	Cost Center
5128 Items			
Taggable Type	Worktag	Worktag Type	Allowed Worktags
Program	PG001470 OFRES DEP - OFRES DIV - GA Acad Research Admin - Figh (1040669200)	Cost Center	
Program	PG002313 Pediatrics - Neonatology Div - Maury Regional PB Revenue	Cost Center	
Program	PG000206 BSTAT - AE Acad Research Admin - Department Of Biostatistics Operating Fund (1042680000)	Cost Center	
Program	PG002122 PED Hematology Div - CD Clin VMG - Clinical Fellow Cop Hem (3055982010)	Cost Center	
Program	PG002645 SECSS Adult Cardiac Div - CD Clin Edu - Education (3077254215)	Cost Center	
Program	PG002489 PSY - CD Clin VMG - Psych Dept Training Fellows (3055260060)	Cost Center	
Program	PG002742; SECSS Neurosurgery Div - CD Clin VMG - Unrestricted Budget Adjustment For Neurosurgery (2057381001)	Cost Center	

4. Select the 'Default Worktags' column.

5. Filter by Value: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts.

Taggable Types	Program	Worktag Types	Cost Center
33 of 5128 Items			
Taggable Type	Worktag	Worktag Type	Allowed Worktags
Program	PG003364 PG003364 GR004188 4043686139 ALBERT AND BERNARD WERTHAN CHAIR IN MEDICINE	Cost Center	Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts
Program	PG003376 PG003376 GR004233 4043688089 ANNE POTTER WILSON CHAIR IN MEDICINE	Cost Center	Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts
Program	PG003408 PG003408 GR004442 4043687979 CATHERINE MCCLAUGHJLIN HAKIM CHAIR IN VASCULAR BIOLOGY	Cost Center	Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts
Program	PG003422 PG003422 GR004573 4043688159 DAN MAY CHAIR	Cost Center	Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts
Program	PG003424 PG003424 GR004579 4043687939 DAVID E ROGERS PROFESSORSHIP	Cost Center	Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts
Program	PG003441 PG003441 GR004692 4043687829 DR THOMAS F FRIST SR CHAIR IN MEDICINE END 054836	Cost Center	Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts

6. View the filtered results in the 'Worktag' column.