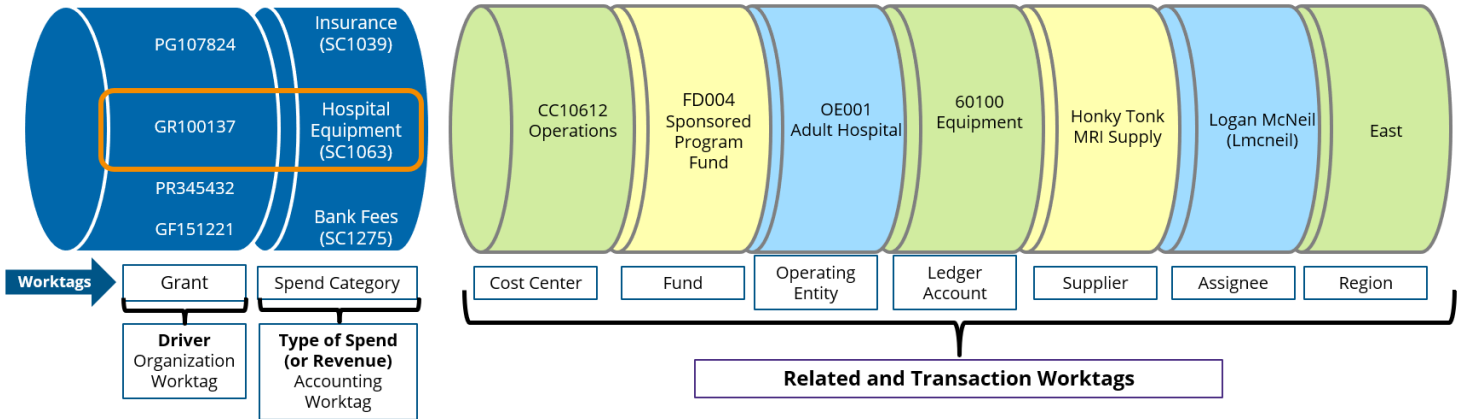




Foundational Data Model (FDM)

The Foundational Data Model (FDM) establishes the framework for Workday transaction processing and reporting. The FDM uses data elements known as “Worktags” to describe transactions. The worktags identify attributes such as who is responsible for the transaction, how the transaction is funded, and what the money is used for. This guide explains the different worktags that make up the FDM in Workday.



Key Changes

- In Workday, in addition to cost centers, worktags capture financial activities by funding source and purpose using grant, gift, program, and capital project worktags.
- Workday uses specific worktag types to support and drive Business Processes within Workday.
 - Grant worktags, for example, are utilized to perform all grant-related activities within Workday.
 - Similarly, gift worktags are used to record gift accounting spend transactions and to automate funding and fund assignments.
 - Grant and Gift worktags will replace pre-Workday cost centers for these funding source types.

Center Numbers (Cost Centers)

Center numbers exist in the FDM of Workday. They are an Organizational Worktag of the FDM. Center numbers have the format of CC12345 (CC followed by 5 numbers). This number is used to align with a department or division in Workday. Note that a department which had many different center numbers prior to Workday will have only one cost center for their entire department post-Workday.

Example:

CC01149—Medicine Gastroenterology Division

This cost center now includes all pre-Workday cost centers within Medicine Gastroenterology that began with 104, 304, 305, 404, etc. Additional worktags will distinguish between the different attributes such as grants, contracts, clinics, etc. within Medicine Gastroenerology

Driver Worktags

Some worktags automatically drive other related worktags. For example, a grant for a department has a Grant ID worktag. When that worktag is entered into Workday, it will automatically update all related worktags (cost center, fund, etc). Driver Worktags are used to identify grants, gifts, programs, etc. within each department cost center of the FDM.

Example:

GR005921—RAI127828-05 VUMC Human Neutralizing Antibodies for Zika (4042010481)

Spending for this grant is identified by using its Grant ID Worktag. Using the worktag will tie the transaction to all other related worktags (cost center, fund, etc.).



Foundational Data Model (FDM) - Page 2

Additional Worktags											
There are multiple Worktags within Workday established to meet internal and external reporting requirements. Some are Driver Worktags, others are Related Worktags.	Examples of Additional Worktags: Payor, Provider, Assignee, Operating Entity, Service Line, Bank Account, Revenue Category, Spend Category, and more.										
Accounting Worktags											
Accounting Worktags represent what money was spent on or how revenue was generated, similar to Account Numbers pre-Workday. In the FDM, Accounting Worktags such as Spend Category or Revenue Category, are used to indicate the type of spending or revenue each transaction represents.	Examples of Accounting Worktags: <table border="0"> <tr> <td>Spend Categories:</td> <td>Revenue Categories:</td> </tr> <tr> <td>Hospital Equipment</td> <td>Inpatient Revenue</td> </tr> <tr> <td>Drug Costs</td> <td>Outpatient Revenue</td> </tr> <tr> <td>Office Supplies</td> <td>Grant Revenue</td> </tr> <tr> <td>Travel</td> <td>Foundation Gifts</td> </tr> </table>	Spend Categories:	Revenue Categories:	Hospital Equipment	Inpatient Revenue	Drug Costs	Outpatient Revenue	Office Supplies	Grant Revenue	Travel	Foundation Gifts
Spend Categories:	Revenue Categories:										
Hospital Equipment	Inpatient Revenue										
Drug Costs	Outpatient Revenue										
Office Supplies	Grant Revenue										
Travel	Foundation Gifts										
Fund											
The Fund within the FDM indicates how the transaction is funded.	Funds: General Fund Permanently Restricted Fund Sponsored Program Fund Temporarily Restricted Fund										

Using the FDM in Workday—Example Expense Report

Expense Reports:

1 Cost Center and related worktags will default based on the employee information in Workday:

Cost Center	*	× CC00830 HR LEARNING OPERATIONS ...	☰
Fund	*	× General Fund	☰
Operating Entity	*	× Medical Center Administration ...	☰
Project			☰
Additional Worktags		× Function Code: Institutional Support	☰
		× Location: 2525 WEST END AVE (LOC00248)	☰

2 If a worktag is changed or updated, all related worktags update automatically. In this example, the Additional Worktag for a grant (GR005921) was added. All related worktags (Cost Center, Fund, Operating Entity, etc.) updated automatically.

Cost Center	*	× CC02070 Vanderbilt Vaccine Center	☰
Fund	*	× Sponsored Program Fund	☰
Operating Entity	*	× VUMCAE Restricted ...	☰
Project			☰
Additional Worktags		× Function Code: Sponsored Research	☰
		× Grant: GR005921 RAI127828-05 VUMC HUMAN NEUTRALIZING ANTIBODIES FOR ZIKA (4042010481)	☰
		× Location: 2525 WEST END AVE (LOC00248)	☰

Note: More information on Expense Reports will be available in the Expense Report training modules.