

Workday Words

& THEIR LEGACY TERMS



| Legacy Term | Terminology | What is it? |
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| | Accounting Date | The date field is used to record the Accounting Date, this is the desired date for the transaction to post. |
| Similar to how Task was used by many orgs | Activity | Envisioned as managerial reporting tool only, defined at school level; used to assign further granularity to programs and/or projects |
| | Accounting Journal and Associated Statuses | <p>Accounting journals are manual journals that may be used to move funds from one account to another in order to correct transactions posted to the wrong account, or for other reasons such as correcting a spend category, revenue category or to record a transaction.</p> <p>Journal Statuses: Create - An initiated but unsubmitted journal that may be saved for later Progress - Journals that have been created and submitted for, but yet to receive approval Posted - A journal that has been completed, approved and posted to a ledger Unposted - Journal status used for a previously posted/approved journal to recall the journal for editing or cancellation due to an error or change Canceled - A terminated journal that will not be reflected on the financial statements *Journals may only be unposted and corrected or canceled if the period has not closed*</p> |
| | Ad Hoc Bank Transactions and Associated Statuses | <p>A business process to record after the fact cash deposits or withdrawals, including wire transfers, that appear on the Daily Bank Report sent by the Office of the Treasury.</p> <p>Draft - An initiated but un-submitted Ad Hoc Bank Transaction In Progress - A created Ad Hoc Bank Transaction that has been submitted for but not yet received approval Approved - An Ad Hoc Bank Transaction that has been approved Cancelled - An Ad Hoc Bank Transaction that has been terminated</p> |

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| Budget UVA | Adaptive Insights Pilot | Budgeting solution that integrates with Workday Financials. UVA is currently doing a pilot with several schools and academic and central units |
| | Assignee | Allows tracking by individual – for identifying and reporting on financial activity and balances for which the individual is responsible (i.e. faculty, grad students); field open to anyone that has been entered in WD HCM (via WD employee ID) |
| | Balancing Unit | Generate statement of net position, SCRECNA at a lower level than Company; utilizes Workday optional worktag balancing |
| | Business Process | An identifier used to denote the type of financial transaction performed within the Workday system |
| Entity | Company | The primary organization type used by Workday Finance. Represents the legal and non-legal entities at UVA. Each division represented in Management Discussion & Analysis (MD&A) schedules of financial reports; Payroll and Financials use Company to control accounting and reporting functionality; Company is considered the primary level at which one holds a balanced set of books |
| Organization | Cost Center | Area that owns a subset of revenues and/or expenses to support management decision making or accountability; reports funds available and area where cross-funding is identified / delivered; manages multiple sources of funds |
| | Designated | Funds not subject to external restrictions such as discretionary, startup, non-sponsored studies that have carryforward; can be internally allocated or designated |
| | Driver Worktag | One of four FDM worktags (Grant, Gift, Project and Program) used to derive certain associated worktag values (i.e. Cost Center, Fund) within Workday |
| Chart of Accounts (CoA), PTAO | Foundation Data Model (FDM) | The Foundation Data Model (FDM) is the basis for accounting and financial reporting in Workday. The FDM replaces UVA's Oracle EBS Chart of Accounts (CoA) in the implementation of Workday. Contains elements known as worktags |

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| Project Expenditure Function | Function | Used to categorize activities by mission; supports NACUBO, GASB and state reporting requirements |
| Fund Source | Fund | High-level source of funds used to support GASB net position categories and State reporting requirements; a balancing worktag (all journal entries to balance within Fund worktag) |
| | Gift | Pledges, outright contributions received from private sources, or activities supported by an external party (i.e., donor) for which no goods or services are expected, implied or forthcoming to the donor, and in which no proprietary interests are to be retained by the donor; may requires donor reporting on spend; contributions may be consolidated for same purpose into single gift |
| | Grant | Meets UVA's policy definition of a sponsored program (federal, state, local and private) |
| | Location | Represents physical locations to track assets and workers. The location may be owned, rented or leased by the institution. All locations are sourced from the institution's space management system |
| Object Code | Ledger Account | Natural accounts where debits and credits are recorded in the ledger. Ledger accounts will be summarized into hierarchies/summaries for financial reporting |
| GA/GL Comment | Memo | The Memo field is a description field available at the overall journal summary and journal line level. It is used to describe the primary purpose of the journal. Memo fields can also be found at each individual transaction line |
| | Program | Captures broad, programmatic activities or initiatives (no defined start or end date) that are generally consistent over time and may span across multiple organizations, funding sources, and projects. Top levels of the Program hierarchy are used for University-level management or VP/School Dean-level management |

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| | Project | Activity that has a defined start and end date, e.g., capital or IT project, multiple funding sources and hierarchy; Project – Capital: Accumulates costs for activities that will be capitalized and amortized. Project – Operating: Activities identified by a cost center or small selection of cost centers that is valuable for internal reporting and analysis |
| Object Code/Expenditure Type | Revenue/Spend Category | A more granular view of revenue or expenses incurred at the University; end-user entry point on operational transactions |
| | Tenant | A Workday tenant is an instance of the Workday software, including data that exists independently of other tenants. There are many types of deployment and production tenants, each intended for a specific use. |
| ChromeRiver | Workday Expenses | Workday’s functionality to manage expenses and expense reports |
| | Worklet | A compact report displayed as a “tile” on the My Workday page, providing easy access to tasks and information staff will use on a regular basis. |
| Chart element, e.g. Project, Task, or Award | Worktag | An FDM dimension that is used to facilitate Workday transactions and create financial reports; Worktags are a categorization of the business transaction that provides the ability to support financial and statistical reporting. |
| Commitment/Pre-encumbrance | Commitment | In different contexts this could look different. For example, if an item is requested for a supplier, in budgeting this request turns into a commitment. Once it is a PO it becomes an Obligation (next term on this spreadsheet). For the HR side, it is yet to be determined if a position posted can result in a commitment so that position budgeting can be possible in future state (highly desired) |
| Encumbrance/Commitment | Obligation | Once the commitment becomes a PO (from the example above of a supplier request being a commitment), it becomes an obligation. On the HR side, this would happen when the position is filled. |
| | Encumbrance | |

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