

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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	Configuration Workbook	The configuration workbook is used to document customer configuration requirements. This workbook can be used to construct and validate the configuration in customer tenants. The workbook documents initial configuration design choices for each functional area, including values, objects, Worktag usage, and custom validations. Business process will also be captured in these workbooks, including sections for security definitions, notifications, etc. These are used in conjunction with and complement Process Maps.
	HCM Remediation	HCM stands for “Human Capital Management.” The Ufirst project implemented Workday HCM, and FST will implement Workday Financials. Because we replaced our human resource system before our financial system, some configurations in Workday HCM had to be established to integrate with Oracle Financials. Now we will need to re-evaluate these configurations and integrations in order to take advantage of having a single Workday platform for human resources and finance.
	Playback	Playback refers to the visual review of the tenant by our stakeholders. In effect, the playbacks are validation sessions.
	User Stories	User stories are short, simple descriptions of a feature in the system told from the perspective of the person who desires the new capability, usually a user of the customer or system.
Internal Service Provider (ISP)	Internal Service Provider (ISP)	A UVA department /unit providing services to internal customers such as faculty, staff, students and other departments. Note: Although ISP is a legacy concept, it was used more broadly than Workday and really aligned most closely with GA transaction sources, not necessarily the nature of the activity.
	Allowed Cost Schedule	(Related to Grants) A defined listing of the types of expenses that can be charged to an award.
	F&A / Indirects	Facilities & Administration costs not directly linked to sponsored activity, but necessary for the success of such sponsored activity. These costs include utilities, building maintenance cost, as well as administration costs associated with central office support for sponsored programs, e.g. payroll, accounting and human resources.

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	Expenditure Function Code	Function codes are a mechanism by which activities, services and corresponding expenditures can be conveniently and uniformly organized, clearly identified and easily accounted for. Function defines the primary purpose of an expenditure to enable consistency when producing standard reports to internal and external constituents. The nine major function codes used in Higher Education are; Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operations and Maintenance of Plant, Scholarships and Fellowships, and Auxiliary.
	Internal Catalog	An ISP's list of goods and services, their description, and associated prices. ISP's are not required to have an Internal Catalog. As of now, Workday functionality does not allow for an employee to request goods/services from an ISP's catalog.
These (among other transactions) were processed via cost transfers with a Revenue ISP or Recovery RCG expenditure type.	Internal Service Delivery	A Workday transaction that records critical information related to the item(s) that an ISP provides to a requester. When approved, it generates revenue / recovery for the ISP and expense for the requester.
	Internal Service Document (ISD)	The result of an Internal Service Delivery; each completed transaction is assigned a unique ISD Number.
	ISD Document Date	The billing date for Internal Services provided, which can be entered as a future date for posting in an upcoming fiscal period.
Customer	Customer	Type of business entity which may be referenced on journals and operational transactions, such as customer invoices.
	Customer Category	A required categorization for any customer. UVA will be utilizing this field to drive AR state reporting requirements (Individual, Business, Government / Education, Interagency, Other).

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	Customer Group	An optional categorization to enhance a customer's attributes. UVA will be utilizing this field to break down the Customer Categories into lower-level groups.
	Customer Portal	Enables your customer to view and print their Customer Documents (i.e., Customer Statements and Customer Invoices).
	Cash Sale	Records a sales event and a payment as a single transaction without having a customer invoice. Cash sales are not restricted to cash; you can select any payment type available.
Invoice Line Items	Sales Item	Goods and services that you sell to customers and used for customer invoices.