

**EMPOWERING**

**UF**

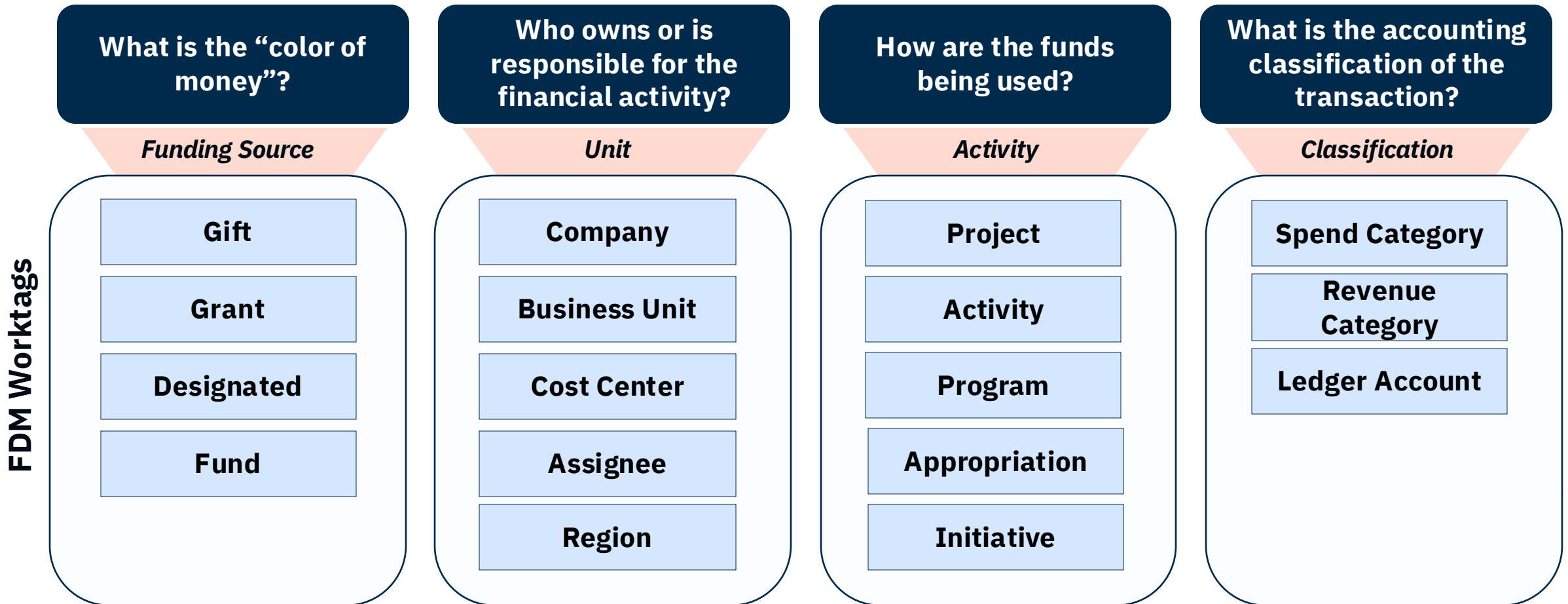
**Future forward, people powered**

# Foundation Data Model (FDM)

## *Finance Worktag Definitions*

*December 2025*

# Finance FDM Worktag Summary



# Finance FDM Worktag Definitions

## Worktags that identify who owns or is responsible for the financial activity

**Required**

### Company

Company represents unique business entities within an enterprise, which are usually separate legal entities. Company is considered the level at which one holds a balanced set of books. All transactions must have a Company (“required”).

**Format: 5 characters - UFLOR**

**Optional**

### Business Unit

Business Unit is for a limited subset of organizations that have specific balance sheet reporting requirements, such as account receivable or deferred revenue. Use of Business Unit is optional and generally only applicable to certain units.

**Format: 5 characters – BU123**

**Required**

### Cost Center

Cost Centers are units used to hold revenues and expenses, have budgets and clearly defined responsible person(s), and whose activities are intended to be on-going or recurring. All transactions must have a Cost Center (“required”).

**Format: 8 characters – CC123456**

**Optional**

### Assignee

Assignee allows for tracking by individual and for identifying and reporting on financial activity and balances for which the individual has been granted spending authority (e.g., faculty, staff). Use of Assignee is optional.

**Format: 8 characters – 12345678**

**Optional**

### Region

Region is intended for larger campus organizations that need to track the general area where a financial transaction occurs, such as a campus, clinic, county or hospital. Use of Region is optional.

**Format: 6 characters – RG1234**

# Finance FDM Worktag Definitions

## Worktags that identify the “color of money”

**Required**

**Fund**

Fund represents high-level source of funds to support GASB reporting categories and other internal and external reporting requirements. Fund is automatically defaulted based on the value for Grant, Gift or Designated. All transactions must have a Fund (“required”).

**Format: 5 characters – FD123**

**Conditional**

**Grant**

Grant refers to a Sponsored Program, which is an exchange transaction with a specified statement of work between UF and a private or governmental entity as the sponsor. It is required on transactions related only to Grants (“conditional”).

**Format: 8 characters – GR123456**

**Conditional**

**Gift**

A donor fund established for a distinct charitable purpose by an individual donor, entity, or group of donors. It is required on transactions related only to Gifts (“conditional”).

**Format: 8 characters – GF123456**

**Conditional**

**Designated**

Designated is used to track funding source types other than Gift or Grant, and which necessitate a level of granularity below the fund level to meet institutional financial reporting requirements. It is required on all transactions that are NOT related to Grants or Gifts (“conditional”).

**Format: 8 characters – DN123456**

# Finance FDM Worktag Definitions

## Worktags that identify how the funds are being used

Conditional

### Program

Program is used to categorize activities by mission or function; it supports NACUBO and mandatory reporting of functional expense classifications. Use of Program is required only on revenue and expense transactions (“conditional”).

**Format: 5 characters – PG123**

Optional

### Project

An activity with a specified purpose that has a defined start and end date (such as a capital or IT project), OR other trackable activities that could have multiple funding sources. Use of Project is optional.

**Format: 8 characters – PJ123456**

Optional

### Activity

Activities are used to provide flexibility to colleges and departments to classify department-specific revenue or expenses that are not already tracked using other FDM dimensions, usually to meet departmental internal reporting requirements. Use of Activity is optional.

**Format: 8 characters – AC123456**

Conditional

### Appropriation

Appropriation represents carryforward funds authorized by the state for use by UF in alignment with the approved Carryforward Spend Plan. Use of Appropriation is only applicable to transactions associated with Carry Forward Spend Plan funding (“conditional”).

**Format: 6 characters – AP1234**

Conditional

### Initiative

The Initiative worktag represents a new data collection concept which specifically captures strategic initiatives defined by the President/Provost and/or a College Dean (“conditional”).

**Format: 8 characters – IN123456**

# Finance FDM Worktag Definitions

## Worktags that identify the accounting classification for the transaction

**Required**

### Ledger Account

An account or record used to sort and store balance sheet and income statement transactions. Ledger Account Summaries (e.g., Tuition and Fee Revenue) are used to create financial statement lines primarily for statutory external reporting. Ledger Account is often automatically defaulted based on the value entered for Spend Category or Revenue Category.

**Format: 5 characters – 10101**

**Conditional**

### Spend Category

Provides a lower level of detail from the Ledger Account needed for operational reporting. It is used to identify and categorize the different types of expenditures reported within Workday. It is only required on spend (expense) transactions (“conditional”).

**Format: 6 characters – SC7001**

**Conditional**

### Revenue Category

Provides a lower level of detail from the Ledger Account needed for operational reporting. Revenue categories are required for Customer and Sponsor Invoices. It is used to identify and categorize the different types of revenues reported within Workday. It is required only on revenue transactions (“conditional”).

**Format: 6 characters – RC5001**