

# Workday Financials — What Do I Do Now?

With the transition to Workday Financials, all purchase orders and expense transactions will need to be coded to worktags instead of PTAOs. To determine the appropriate worktags, you must determine if the item is for a service, project, overhead, or inventory. Keep in mind that some worktags auto-populate based on the entry of other worktags. These worktags should not be changed.



## BILLABLES

### Services — All Customer Work Orders that are not eBuilder Projects

Worktag User Input		Worktag Default	
Cost Center	Requestor's Cost Center	Company	UVA_207 Rector & Visitors of UVA
Designated	DN000311 FM-Education and General	Business Unit	BU16 CO-Operations Admin
Program	PG00216 FM-Services	Fund	FD001 Unrestricted Operating Fund (State 03000)
Internal Reference	Work Order & Phase	Function	FN035 Physical Plant Admin

Sample Worktag String: DN000311.FD001.CC0999.FN035.PG00216.BU16.IR\_FM\_2014724-050

### Projects — All eBuilder projects

Worktag User Input		Worktag Default	
Company	Company associated with Project	Cost Center	CC0514 FM-CCR Construction and Renovation Services Project CC0515 FM-CCR Design Services Project CC0550 FM-Project Clearing
Project	eBuilder Project Name	Business Unit	BU16 CO-Operations Admin
Internal Reference	eBuilder chart of accounts number	Fund	FD055 Capital Project Default
		Function	FN059 Capital Projects – Unexpended Plant

Sample Worktag String: PJ99999.FD055.CC0XXX.FN059.BU16.IR\_EB\_91100

## NON-BILLABLES

### Overhead - Goods or services purchased for organization use

Worktag User Input		Worktag Default	
Cost Center	Requestor's Cost Center	Company	UVA_207 Rector & Visitors of UVA
Designated	DN000311 FM-Education and General	Business Unit	BU16 CO-Operations Admin
Program	PG00215 FM-Overhead	Fund	FD001 Unrestricted Operating Fund (State 03000)
		Function	FN035 Physical Plant Admin

Sample Worktag String: DN000311.FD001.CC0999.FN035.PG00215.BU16

### Inventory - Utilizes AIM system to manage inventory (restricted use)

Worktag User Input		Worktag Default	
Cost Center	Requestor's Cost Center	Company	UVA_207 Rector & Visitors of UVA
Designated	DN000311 FM-Education and General	Business Unit	BU16 CO-Operations Admin
Program	PG00214 FM-Inventory	Fund	FD001 Unrestricted Operating Fund (State 03000)
		Function	FN035 Physical Plant Admin

Sample Worktag String: DN000311.FD001.CC0999.FN035.PG00214.BU16

## FM Finance Contact Listing by Cost Center

Division	Cost Center	Transactional Support Contact	Purchasing Contact	Fiscal/Budget Contact
<b>Capital Construction &amp; Renovation</b>	CC0512 FM-CCR Administration	Connie Walters cmk4e@virginia.edu	Frank Messina fjm9g@virginia.edu	Kelli Craddock kbc3f@virginia.edu
	CC0513 FM-CCR Architectural Trades			
	CC0514 FM-CCR Construction and Renovation Services			
	CC0515 FM-CCR Design Services			
	CC0516 FM-CCR Mechanical Trades			
	CC0517 FM-CCR Project & Const Mgt Svcs			
	CC0518 FM-Spec Trades – Sign Shop			
	CC0555 FM-Surplus Store			
	CC2220 FM-CCR Construction and Renovation Services Non-Project			
	CC2221 FM-CCR Design Services Non-Project			
	CC2240 FM-Spec Trades – Moving Crew			
<b>Energy &amp; Utilities</b>	CC0521 FM-Chiller Plants	Adrian Coyle amc3yu@virginia.edu		Shawn Gu xg7f@virginia.edu
	CC0535 FM-Heat Plants			
	CC0541 FM-Metering			
	CC0547 FM-Utilities Management			
	CC0548 FM-Power & Light			
	CC0558 FM-Utilities Distribution			
<b>Health System Physical Plant</b>	CC0499 FM-UVA Health Work Mgmt	Dione Booker rvu3bn@virginia.edu	Mavis Dickerson mdd9b@virginia.edu	
	CC0530 FM-UVA Health Zone 1 North			
	CC0531 FM-UVA Health Zone 1 South			
	CC0532 FM-UVA Health Zone 2			
	CC0533 FM-UVA Health Zone 3			
	CC0534 FM-UVA Health Zone 4			
	CC0559 FM-UVA Health Administration			
	CC0560 FM-UVA Health Renovations			
<b>Management Services</b>	CC0520 FM-CFO Office	Stephen Roberts ssr4pr@virginia.edu		Jason Davis jad7w@virginia.edu
	CC0525 FM-Financial Operations			
	CC0527 FM-Fleet			
	CC0545 FM-Occupational Programs			
	CC0549 FM-Programs & Informatics			
	CC0554 FM-Support Services			
	CC0557 FM-Technology & Innovation			
<b>Operations</b>	CC0519 FM-Central Grounds Zone	Dione Booker rvu3bn@virginia.edu	Jessie McGann jfm9n@virginia.edu	Shawn Gu xg7f@virginia.edu
	CC0523 FM-Custodial			
	CC0524 FM-Elevators			
	CC0526 FM-Fire Protection			
	CC0529 FM-Grounds Care			
	CC0536 FM-Housing Custodial			
	CC0537 FM-Housing Maintenance			
	CC0538 FM-Lockshop			
	CC0539 FM-Operations Management			
	CC0540 FM-McCormick Road Zone			
	CC0542 FM-N Grounds Custodial			
	CC0543 FM-N Grounds Zone			
	CC0544 FM-Newcomb Zone			
	CC0551 FM-Recycling			
	CC0552 FM-Roofing			
	CC0561 FM-West Grounds Zone			
	CC0511 FM-Automation Services			
	CC0528 FM-Geospatial Engineering Services			
	CC0556 FM-Systems Control			
<b>Sustainability</b>	CC0502 FM-Energy Support	Stephen Roberts ssr4pr@virginia.edu	John Gerding jeg5y@virginia.edu	Jason Davis jad7w@virginia.edu
	CC0546 FM-Office for Sustainability			

Shaded cells denote Cost Centers with Inventory