# **UVA Facilities Management Finance logoUVA Facilities Management Purchase Worktag Funding Guide**

### **FM Services/Work Orders (Billable):*****Purchase that needs to be charged to a customer work order that is not associated with an eBuilder Project***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company** | **Designated**  **(User entered)** | **Fund** | **Cost Center**  **(User entered)** | **Function** | **Program**  **(User entered)** | **Additional Worktags** |
| **UVA\_207**  *The Rector & Visitors of the University of Virginia* | **DN000311**  *FM-Education and General* | **FD001**  *Unrestricted Operating Fund* | **Requestor’s Cost Center** | **FN035**  *Physical Plant Administration* | **PG00216**  *FM-Services* | **BU16**  *CO-Operations Admin* |
| **FM Work Order-Phase**  **(User entered)** |

### **eBuilder Projects (Billable):*****Purchase that needs to be charged to an eBuilder Project***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company**  **(User entered)** | **Project**  **(User entered)** | **Fund** | **Cost Center** | **Function** | **Program** | **Additional Worktags** |
| Company associated with the eBuilder Project:  **UVA\_207 (Rector & Visitors), MC\_209 (Medical Center), WIS\_246 (College at Wise), OR SWV\_948 (Southwest Virginia)** | eBuilder Project number **(EX: PJ00003)** | **FD055**  *Capital Project Default* | Cost Center associated with eBuilder Project: **CC0514,**  **CC0515, OR**  **CC0550** | **FN059**  *Capital Projects – Unexpended Plant* |  | **BU16**  *CO-Operations Admin* |
| **eBuilder Chart of Accounts number\* (EX: 91100) [User Entered]** |

### **Overhead (Non-Billable)*: Goods or services purchased for organization use (EX: Uniforms, Office Supplies, Employee Training, etc.)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company** | **Designated**  **(User entered)** | **Fund** | **Cost Center**  **(User entered)** | **Function** | **Program**  **(User entered)** | **Additional Worktags** |
| **UVA\_207**  *The Rector & Visitors of the University of Virginia* | **DN000311**  *FM-Education and General* | **FD001**  *Unrestricted Operating Fund* | **Requestor’s Cost Center** | **FN035**  *Physical Plant Administration* | **PG00215**  *FM-Overhead* | **BU16**  *CO-Operations Admin* |

### **Inventory (Non-Billable)**:***Items purchased to manage via AiM system inventory***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company** | **Designated**  **(User entered)** | **Fund** | **Cost Center**  **(User entered)** | **Function** | **Program**  **(User entered)** | **Additional Worktags** |
| **UVA\_207**  *The Rector & Visitors of the University of Virginia* | **DN000311**  *FM-Education and General* | **FD001**  *Unrestricted Operating Fund* | **Requestor’s Cost Center** | **FN035**  *Physical Plant Administration* | **PG00214**  *FM-Inventory* | **BU16**  *CO-Operations Admin* |

**\**If you do not know the Project Chart of Accounts number (COA), reach out to the Project Manager (PM)***

***Highlighted fields represent the worktags users must select to classify the transaction correctly***

**Billable**

**Non-Billable**