

Designated Worktag Basics

Purpose: Represents all funding other than Gift (gifts and endowments) and Grant. Designated includes state appropriations, ETF, including earned revenue such as tuition and Facilities & Administrative (F&A), intellectual property, Cornerstone, SIF, sales & services, etc.

Format: DN123456 (8 characters)

Units' default mapping included a limited set of designated worktags. In most cases, units see many current-state awards combined into one designated. Most designated worktag values are intended to replace revenue parents (i.e. RP0001, RP0002, etc.). Units may see one-to-one award-to-designated mapping in special cases where the University needs to separately track funds, usually for state reporting purposes.

Units may request additional designated worktags under the following conditions:

- They have *external reporting* that requires them to separately track both revenues and expenses of a specific funding source. For example, the School of Medicine must report expenses against tuition and fees to the Association of American Medical Colleges (AAMC).
- They have *internal sales and/or recoveries*, potentially including to grants and contracts, that require tracking of both revenues and corresponding expenses to ensure they are only recovering at cost. Since expenses may be in other units that need to track expenses via program and/or activity worktags, this allows flexibility across cost centers while also allowing tracking.
- The current default designated worktags are grouping multiple business units together. Units may request *separate designated worktags for each business unit*. This is merely to create consistency in default designated worktags across the institution. For example, HR in Oracle had previously shared a prefix with the Office of the COO (CO), so they were grouped together in designated as well, but should have the same separation allowed to deans of different schools.
- They have *internally restricted funds* that necessitate tracking of revenues and expenses to ensure stewardship and accountability. For example, the President's Fund for Excellence and the University Fund. This allows receiving units to still use their own program and activity tags.

Units should look to the use of other worktags first, rather than requesting an additional designated, for the following situations:

- *They would like to understand specific revenue streams, including tuition.* Solution: units should look to revenue categories to provide this information. If revenue categories do not currently provide enough granularity, they should provide the granularity needed to the FDM mapping team so they can explore solutions, including potential creation of new revenue categories. The only exception to the tuition example would be if units can show a reporting requirement.
- *They would like to separate activities of different departments.* Solution: units should leverage the cost center worktag, including the cost center hierarchy, to separate financial activities of different units.

Think you need to discuss possibilities in your unit after reviewing this? Contact us at FDMmapping@virginia.edu.